

# ACADEMIC REGULATIONS

Proper discharge of all duties is required at Clemson University, and a student's first duty is his/her scholastic work. All students should be thoroughly acquainted with these basic requirements.

## CREDIT SYSTEM

The semester hour is the basis of all credits. Generally, one recitation hour or two–three laboratory hours a week for a semester constitute a semester hour. Thus, in HIST 172 Western Civilization 3(3,0), as this subject is listed in the *Courses of Instruction* section of this catalog, the student takes three semester hours. When the course is completed satisfactorily, three credit hours are entered on the student's record. The notation "3(3,0)" means that the course carries three credits, has three clock hours of theory or recitation per week, and no laboratory hours. CH 101 General Chemistry 4(3,3) carries four semester hours, has three hours of theory and a three-hour laboratory period.

## Credit Load

Except for an entering freshman who is restricted to the curriculum requirements of his/her major, the credit load for an undergraduate must be approved by the class advisor. The class advisor will approve a credit load deemed in the best interest of the student based on such factors as course requirements, grade-point ratio, participation in other activities, and expected date of graduation.

For fall and spring semesters, the maximum number of hours in which a student may enroll is 21, and 16 hours is the maximum credit load for those on probation. Permission of the student's academic advisor is required for all registration in more than 21 hours, or 16 hours for those on probation. Enrollment in summer is limited to three credit hours in Maymester, seven credit hours in first summer session, and seven credit hours in second summer session. Enrollment in additional credit hours must be approved by the student's academic advisor.

Students are not permitted to enroll in courses with overlapping class times.

## Full-Time Enrollment

In fall and spring semesters, enrollment in 12 or more credit hours is considered full time. Combined enrollment in 12 or more hours in Maymester and first and second summer terms is considered full time for the summer. Enrollment in fewer than 12 credit hours is part time.

## Advanced Placement and Credit by Examination

In addition to earning credit by the usual method involving classroom attendance, a student may receive credit toward his/her degree by completing a course successfully by examination only. Freshmen interested in exempting some elementary courses in this manner should participate in the College Board Advanced Placement Examination program and have the results of these tests sent to Clemson.

Certain departments will also grant credit for successful completion of College-Level Examination Program (CLEP) subject examinations which are administered by the College Board.

Enrolled students may earn credit by means of a special examination without the necessity of class attendance subject to the following requirements:

1. The applicant must present evidence that he/she has received training or taken work which is approximately equivalent to that given in the course at Clemson for which an examination is requested.
2. The applicant must not have previously failed or audited the course at Clemson.
3. The applicant must apply in writing for the examination; the request must be approved by the instructor, chair of the department in which the course is taught, and the Enrolled Student Services Office. Application forms are available in the Enrolled Student Services Office, 104 Sikes Hall.

Credit (CR) will be awarded for acceptable work in lieu of letter grades in recognition of college-level achievement as determined by College Board Advanced Placement Examination, International Baccalaureate Program, College-Level Examination Program subject examination, institutional special examinations, and similar instruments.

## Transfer Credit

For Clemson students, coursework completed with a grade of C or better at other regionally accredited institutions, including correspondence courses, telecourses, and appropriate exemption credit, will be evaluated for transfer in terms of equivalent courses included in the Clemson curriculum of the student's choice. This does not guarantee that all courses taken at other institutions will be accepted for transfer. The acceptability of each course or exemption will be based on an evaluation by the faculty concerned. Coursework earned at different institutions will not be joined to equate with one Clemson course. No course taken at a nonbaccalaureate-degree granting institution may be used as an equivalent or substitute for any 300- or 400-level Clemson course. Relative to continuing enrollment, graduation, and transcripts, only grades earned at Clemson are used in computing the student's grade-point ratio. Grades earned in qualifying transfer courses will be used in calculating the student's grade-point ratio for the South Carolina Life Scholarship awards.

Learning experiences including, but not limited to, military service schools, non-collegiate sponsored instruction, work related experiences, etc. will not be evaluated for transfer; however, enrolled students may request credit by examination for any non-transferable learning experience. For additional information, see *Advanced Placement and Credit by Examination* above.

The student should obtain approval of each course prior to scheduling the class. By obtaining advance approval, the student is assured of receiving proper credit at Clemson upon satisfactory completion of the course. Information and forms relative to this approval may be obtained in the Enrolled Student Services Office, 104 Sikes Hall.

## Learning Experiences

All "for credit" learning experiences conducted with organizations other than accredited higher education institutions must be regularly supervised by appropriate members of the Clemson University faculty or staff. The student must be enrolled at the time the credit is generated, and the level of credit (grade) is the responsibility of the faculty member(s) in the discipline from which the grade originates.

## External Education Experiences

In all "for credit" external educational programs which Clemson University may have with professional, vocational, technical, clinical, and foreign study, the agreements are to be agreed to through signature of the Provost and the President. In such cases, learning experiences for which credit is awarded must be under the ultimate control and supervision of Clemson University.

## GRADING SYSTEM

The grading system is as follows:

A—*Excellent* indicates work of a very high character, the highest grade given.

B—*Good* indicates work that is definitely above average, though not of the highest quality.

C—*Fair* indicates work of average or medium character.

D—*Pass* indicates work below average and unsatisfactory, the lowest passing grade.

F—*Failed* indicates that the student knows so little of the subject that it must be repeated in order that credit can be received.

I—*Incomplete* indicates that a relatively small part of the semester's work remains undone. Grade I is not given a student who made a grade F on his/her daily work. The incomplete grade is calculated as an F in the student's grade-point ratio until the work is made up and a final grade is assigned. Students are allowed thirty days after the beginning of the next scheduled session, excluding summers and regardless of the student's enrollment status, to remove the incomplete grade. Normally, only one extension for each I may be granted, and this under unusual circumstances. The extension must be approved in writing by the instructor of the course and the chair of the department in which the course was taken. The extension will indicate the nature and amount of work to be completed and the time limit. (Students under this policy are prohibited from removing the I by repeating the course.) A letter grade of I converts to F unless the incomplete is removed within the time specified.

W—*Withdrawn* indicates that the student withdrew from the course or was withdrawn by the instructor after the first two weeks of classwork and prior to the last seven weeks of classes, not including the examination period. Proportionate time periods apply during summer and other shortened sessions. Each undergraduate student is allowed to withdraw or be withdrawn with a grade of W from no more than 17 hours of coursework during the entire academic career at Clemson University. Transfer students may withdraw from no more than 12 percent of the total work remaining to be done in the chosen undergraduate curriculum at the time of transfer

to Clemson University up to a total of 17 hours of coursework, whichever is fewer. Partial credit for courses cannot be dropped. A student who exceeds these limits of hours or who is enrolled during any part of the last seven weeks of classes shall have final grades recorded. A student may withdraw from the University subject to the restrictions above. Additionally, pending approval from the provost or the provost's designee, students may withdraw from Clemson University one time only during their academic careers prior to the final seven weeks of classes (proportionate time periods apply during summer and other shortened sessions), without reduction from their allotted *W* hours. Any variance from these restrictions must be approved by the provost or the provost's designee and must be requested within 90 calendar days (exclusive of summer vacation) of the date of the last exam for the term. The student must document the circumstances supporting the request. For financial aid purposes, enrollment is defined and satisfactory academic progress levels are established as of the last day to register or add classes. Withdrawal can negatively impact financial aid eligibility if a student does not complete a sufficient number of hours. Details are available in the publication *Financing Your Clemson University Education*.

**Grade-Point Ratio**

In calculating a student's grade-point ratio, 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-1. No grade points are assigned for grades *F*, *I*, *P*, or *W*.

**Pass/Fail Option**

Juniors or Seniors enrolled in four-year curricula may take four courses (maximum of 15 credit hours), with not more than two courses in a given semester on a Pass/Fail basis. Transfer and five-year program students may take Pass/Fail courses on a pro rata basis. Only courses to be used as electives may be taken optionally as Pass/Fail.

Letter-graded courses which have been failed may not be repeated Pass/Fail.

Registration in Pass/Fail courses will be handled in the same manner as for regular enrollment. Departmental approval must be obtained via approval form and returned to the Registrar's Office in accordance with the University calendar for adding courses. Instructors will submit letter grades to the Registration Services Office. These grades will be converted as follows: A, B, C to *P* (pass); *D*, *F* to *F* (fail). Only *P* (minimum letter grade of *C*) or *F* will be shown on a student's permanent record and will not affect the grade-point ratio.

If a student changes to a major which requires a previously passed course, and this course has been taken Pass/Fail, he/she may request either to take the course on a letter-graded basis, the *P* be changed to *C*, or substitution of another course.

In the event limited enrollment in a class is necessary, priority will be given as follows: majors, letter-graded students, Pass/Fail students, and auditors.

**Dropping Classwork**

A subject dropped after the first two weeks of classwork and prior to the last seven weeks during the fall and spring semesters is recorded as *W—Withdraw*. Proportionate time periods apply during summer sessions.

**Mid-term Grades**

Once, near mid-term, but no later than two days before the last day students can drop courses without receiving final grades, instructors of every undergraduate course shall make available for each student (a) that student's ranking to-date in that course or (b) that student's course grade to-date, relative to the grading system stated in the course syllabus. More frequent feedback is strongly encouraged.

Both student and instructor are to recognize that this feedback reflects the student's performance up to that point in time, and as such, that student's final course grade may change based upon subsequent coursework performance(s).

The policy includes all undergraduate courses and applies to all terms, including Maymester and summer sessions.

**Final Examinations**

The standing of a student in his/her work at the end of a semester is based upon daily classwork, tests or other work, and final examinations. Faculty members may excuse from final examinations all students having the grade of *A* on the coursework prior to the final examination. For all other students, examinations are required in all subjects at the end of each semester, except in courses in which final examinations are not deemed necessary as approved by the department faculty.

Final examinations must be given or due on the dates and at the times designated in the final examination schedule, except in laboratory and one-credit-hour courses where the final exam will be given at the last class meeting.

**Grade Reports**

Students may use the Internet, telephone, or the campus computer network to access their end-of-term grades. Final grade reports are mailed to undergraduate students on academic probation and to other students upon request. Request forms are available in the Offices of Enrolled Student Services and Registration Services.

**Continuing Enrollment Policy**

At the end of any enrollment period, a notice of academic probation shall be placed on the grade report of an undergraduate student if his/her cumulative grade-point ratio is below 2.0, which is the minimum necessary for graduation.

In the event that a student is placed on academic probation, notification to that effect will be placed on the grade report for that session in which the student's academic deficiency occurred and for each session the student remains on probation. The student who clears probation by returning to the graduating academic requirement (2.0) will have notice to that effect placed on the grade report for that session. No notation concerning probation is placed on the student's permanent record.

A student on academic probation will be subject to suspension or dismissal at the end of the spring semester if his/her cumulative grade-point ratio is below the minimum cumulative grade-point ratio (MCGPR). Students entering Clemson University for the first time will not be subject to suspension or dismissal until they have attempted coursework at Clemson for two semesters, fall or spring, (not necessarily consecutive enrollment). The MCGPR is 2.0 for students with credit levels (CL) greater than or equal to 95 hours. For students with credit levels less than 95 hours, the MCGPR is given in the table below. CL in the table is the student's credit level, based on all credits taken at Clemson, plus any advanced standing received from transfer credits and credits based on approved examination programs.

Students have several options to avoid suspension or dismissal after the spring semester. One option is to pass at least 12 credit hours and earn a 2.2

CL	MCGPR	CL	MCGPR	CL	MCGPR	CL	MCGPR
16	1.28	36	1.68	56	1.85	76	1.94
17	1.31	37	1.69	57	1.85	77	1.94
18	1.35	38	1.70	58	1.86	78	1.94
19	1.37	39	1.72	59	1.86	79	1.95
20	1.40	40	1.73	60	1.87	80	1.95
21	1.43	41	1.74	61	1.88	81	1.95
22	1.45	42	1.75	62	1.88	82	1.96
23	1.47	43	1.75	63	1.89	83	1.96
24	1.50	44	1.76	64	1.89	84	1.96
25	1.52	45	1.77	65	1.89	85	1.97
26	1.53	46	1.78	66	1.90	86	1.97
27	1.55	47	1.79	67	1.90	87	1.97
28	1.57	48	1.79	68	1.91	88	1.97
29	1.59	49	1.80	69	1.91	89	1.98
30	1.60	50	1.81	70	1.92	90	1.98
31	1.62	51	1.82	71	1.92	91	1.98
32	1.63	52	1.82	72	1.92	92	1.99
33	1.64	53	1.83	73	1.93	93	1.99
34	1.66	54	1.84	74	1.93	94	1.99
35	1.67	55	1.84	75	1.93	95+	2.00

The values in this table are based on the following formula:  $MCGPR = 2.25 \times (CL / (CL + 12))$

or higher semester grade-point ratio in the spring semester. Duplicate credits do not count as credits passed. Another option is to enroll in summer session(s) and have regular enrollment reinstated immediately if the summer school work brings the cumulative grade-point ratio above the MCGPR or if the student passes a minimum of 12 credit hours and earns a 2.2 or higher grade-point ratio during Maymester, first, and/or second summer sessions. The final option to avoid suspension or dismissal is to appeal to the Appeals Committee on Continuing Enrollment at the end of the spring term or second summer session. This committee meets approximately one week after final examinations in the fall, spring, and second summer session. Students should contact the Office of Undergraduate Academic Services for a schedule of meeting dates. Appeals must be in the Office of Undergraduate Academic Services no later than three days prior to the Appeals Committee meeting. An appeal must include a letter from the student giving a complete explanation of his/her poor academic performance. To the extent possible, verifiable documentation should also be included. Students are strongly encouraged to submit a letter of recommendation directly to the chair of the Appeals Committee on Continuing Enrollment from the appropriate department chair (or designee) or academic advisor stating support of the student for continued enrollment in that department. Appeals will be granted only in the most exceptional cases, and a student will be allowed to continue on an appeal only once prior to dismissal. Students who return on a successful appeal must meet the conditions specified by the Appeals Committee on Continuing Enrollment.

When a student is suspended or dismissed for academic reasons, ineligibility to continue officially commences on the first day of classes of the very next semester (fall or spring, as appropriate) immediately following the decision of ineligibility. Suspension is for one semester only and the student is guaranteed readmission the following term.

A student who has been dismissed may file a petition for readmission with the Appeals Committee on Continuing Enrollment after one calendar year. If this petition is denied, the student may file subsequent petitions for readmission after any intervening term of enrollment. Dismissed students who are readmitted and again fail to meet the requirements for continuing enrollment will be permanently dismissed and may not appeal to continue.

This continuing enrollment appeals process is separate from the unsatisfactory academic progress appeal with Student Financial Aid. Students subject to suspension or dismissal must be allowed to continue enrollment before submitting a satisfactory academic progress appeal for financial aid eligibility. Further information on satisfactory academic progress is available in the *Financial Information* section of this catalog and in the publication *Financing Your Clemson University Education*.

### Grade Protests

A student wishing to protest a final course grade must first try to resolve any disagreement with the instructor. If unable to reach a resolution, the student may follow the procedures listed under *Academic Grievance Committee*. Grievances must be filed

within 90 calendar days (exclusive of summer vacation) of the date of the last exam for the term.

### Repeating Courses Passed

A student may repeat a course passed with a grade lower than B. If the grade is a D and the student has sufficient W hours and sufficient Academic Redemption hours, the Academic Redemption Policy below will apply. Otherwise, both grades will be calculated in the grade-point ratio. In either case, credit for the course will be counted only once toward the number of hours required for graduation. For continuing enrollment purposes, duplicate credits do not count as credits passed. For financial aid purposes, duplicate credits do not count as credits completed for satisfactory academic progress. If a student repeats a course passed with a grade of B or better, the credits attempted as well as credits and grade points earned will be removed from the cumulative summary.

### Repeating Courses Failed

A student who has failed a course cannot receive credit for that course until it has been satisfactorily repeated hour for hour in a class; except that in the case of correlated laboratory work, the number of hours to be taken shall be determined by the instructor. Where separate grades for class and laboratory work are given, that part of the subject shall be repeated in which the failure occurs. Successfully repeating a course previously graded F does not erase the original F grade from the student's record. If a student repeats a course in which the previous grade was F and the student has not exhausted his/her allotment of W hours or Academic Redemption hours, the Academic Redemption Policy below will apply. Otherwise, both grades appear on the record and are computed in the cumulative grade-point ratio.

### Academic Redemption Policy

The Academic Redemption Policy (ARP) allows a student to repeat up to nine hours of coursework in which a D or F was earned if he/she has sufficient W hours remaining. In all cases, the grade earned in the course used to redeem the earlier course will be used in computing the grade-point ratio and satisfying degree requirements. When the earlier grade is D and the second grade is F, the student cannot use the D grade to satisfy any degree requirement.

The ARP will apply to all enrolled undergraduate students beginning fall semester 2003. Courses taken prior to fall semester 2003 may not be considered for academic redemption. The following conditions apply:

For students with sufficient W hours, the first nine hours of repeated coursework will automatically be computed for academic redemption, and these hours will be deducted from the student's W hours. If sufficient W hours are not available, the ARP will not apply.

Both grades will remain on the transcript, degree progress report, and other official documents. For financial aid purposes, courses repeated under this policy resulting in duplicate credit do not count for satisfactory academic progress.

If a student drops a repeated course during the period in which the Academic Calendar indicates a W grade is assigned, then both the ARP hours

and W hours will be subtracted from the student's remaining ARP and W hours.

The ARP shall apply only to courses taken at Clemson University. The earlier course graded D or F can only be redeemed by repeating the same course. Course substitutions are not permitted.

Students may not invoke the ARP after they have graduated. After graduation, students may repeat coursework, but both grades will be calculated in the grade-point ratio.

The ARP may not be applied to a course taken on a Pass/Fail basis or to any course in which the student was previously found guilty of academic dishonesty.

## CLASSWORK

### Academic Advising

Each student is assigned an academic advisor in his/her major area. It is the responsibility of the student to consult with the advisor during registration. The advisor will assist the student in scheduling courses so as to fulfill the requirements of the degree program; nevertheless, it is the responsibility of the student to fulfill the relevant requirements of the degree. Advisors also maintain files on individual advisees to assist in academic planning.

### Course Prerequisites

Prerequisites for each course are enumerated in the *Courses of Instruction* section of this catalog. In addition to these requirements, colleges and departments may also establish other standards as conditions for enrollment. It is the student's responsibility to refer to individual college and curricular information for specific standards.

### Class Attendance

College work proceeds at such a pace that regular attendance is necessary for each student to obtain maximum benefits from instruction. Regular and punctual attendance at all class and laboratory sessions is a student obligation, and each student is responsible for all the work, including tests and written work, in all class and laboratory sessions. No right or privilege exists that permits a student to be absent from any given number of class or laboratory sessions except as stated in the syllabus for each course. At the same time, it is obvious that students have valid reasons for missing classes; the instructors are expected to be reasonable in the demands they place on students. In this regard, instructors must inform the students in the syllabus required in every class what constitutes excessive absences and the penalty, if any, for such absences. Faculty who impose penalties for excessive absences must keep accurate attendance records.

Some students are on scholarships and/or grants-in-aid overseen by the University Scholarships and Awards Committee. The acceptance of such scholarships and/or grants-in-aid may require participation in events both on and off campus. Additionally, students occasionally are required to miss class because of participation in co-curricular activities, such as class trips, that the faculty members note on their syllabi. The student must discuss these activities with the faculty members whose classes will be

missed well in advance of their occurrences. The documentable absences are necessary, and the instructor will make arrangements for those students to make up graded work that takes place during those necessary absences. The time, location, and nature of the make-up work will be at the discretion of the instructor. If required, documentation will be provided to instructors by students.

Instructors are expected to set reasonable policies in working with those student personal documentable absences that are truly beyond the student's control. After reviewing the reason for the absence, the instructor at his/her discretion may allow the student to make up the graded work missed.

All other aspects of class attendance are within the discretion of the instructor, department, or college responsible for the course. If a student feels unfairly treated in any attendance-related situation, the student has the right of appeal to the Academic Grievance Committee.

### First Day Class Attendance

All students are required to attend the first scheduled day of classes and labs. Students who cannot attend the first class are responsible for contacting the instructor to indicate their intent to remain in that class. If a student does not attend the first class meeting or contact the instructor by the second meeting or the last day to add, whichever comes first, the instructor has the option of dropping that student from the roll.

### Dead Days

During the last two class days of the fall and spring semesters, commonly referred to as *Dead Days*, all regularly scheduled classes are conducted; however, course testing on these days is limited to scheduled laboratory and one-semester-hour course final exams and make-up tests. Dead Days are observed during fall and spring semesters only. Dead Days do not apply to courses numbered 600 or above.

### Auditing Policies

Qualified students may audit courses upon written approval of the instructor. Auditors are under no obligation of regular attendance, preparation, recitation, or examination and receive no credit. Participation in classroom discussion and laboratory exercises by auditors is at the discretion of the instructor. A student who has previously audited a course is ineligible for credit by examination.

Undergraduate and graduate students enrolled in 12 or more hours may audit courses at no additional charge. Others interested in auditing should verify their eligibility through the Registrar's Office.

### Combined Bachelor's/Master's Plan

Under this plan, students may reduce the time necessary to earn both degrees by applying graduate credits to both undergraduate and graduate program requirements.

To be eligible for this plan, students must have completed their bachelor's curriculum through the junior year (minimum 94 credits) and have a minimum overall grade-point ratio of 3.40. Information and application forms are available from the Graduate School Office. Endorsements by the

program coordinator or department chair of both programs are required. If accepted, students will be given conditional admission to the master's program pending completion of their bachelor's degrees and submission of satisfactory GRE or GMAT scores, if required. Combined Plan students are not eligible for graduate appointments for financial aid until their Bachelor's degrees have been awarded.

A maximum of 12 credits of graduate courses in the master's program may be applied to the bachelor's program. As determined by the participating bachelor's program, graduate courses may be applied to the bachelor's degree as free or technical electives, or by substitution of 800-level courses for required undergraduate courses. Under no circumstances can 600-level counterparts of courses required in the bachelor's program be counted toward master's requirements.

Not all programs may choose to participate in the Combined Bachelor's/Master's Plan. Those bachelor's programs that do participate may permit fewer than 12 graduate credits to count toward the bachelor's degree. Furthermore, the bachelor's programs determines the acceptability of specific graduate courses to meet their curriculum requirements, and the participating master's programs control admission of students into their programs and their courses. Students should consult individual academic units for specific requirements.

### Enrollment in Graduate Courses

Enrollment of Clemson University seniors in any graduate course is subject to approval by the department offering the course and the Graduate School. This approval is required prior to registration. Approval forms are available from the Graduate School Office in E-106 Martin Hall or at [www.grad.clemson.edu/uf\\_general.html](http://www.grad.clemson.edu/uf_general.html). The total course workload for the semester must not exceed 18 hours, and the cumulative graduate credits earned by seniors shall not exceed 12 semester hours.

Seniors with a cumulative grade point ratio of 3.0 or higher may enroll in 700- or 800-level courses and may use these courses to meet requirements for the bachelor's degree; however, courses used for this purpose cannot be counted later toward an advanced degree. Alternatively, such students may take 600-, 700-, or 800-level courses in excess of the requirements for their undergraduate degrees and may request that these courses be included as a part of their graduate program if they are subsequently admitted to the Graduate School. Courses cannot be taken at the 600 level if their 400-level counterparts are required for the undergraduate degree in the same academic major as the proposed graduate degree.

A Clemson senior with a cumulative grade-point ratio less than 3.0 may apply to the Graduate School for conditional acceptance. If accepted, the student may enroll in graduate courses for inclusion in a future graduate program, subject to approval of Form GS6. The form must be turned in and accepted by the Graduate School before a student can register for graduate courses.

In all cases, the credits and quality points associated with senior enrollment in graduate courses will be part of the undergraduate record.

## GRADUATION REQUIREMENTS

A candidate for an undergraduate degree is a student who has submitted a completed diploma application by the deadline prescribed in the University calendar for a particular graduation date.

Candidates for degrees are required to apply for their diplomas within three weeks following the opening of the final semester or the opening of the first summer session prior to the date the degrees are to be awarded. Applications must be submitted through SISWeb at [tigerweb.clemson.edu](http://tigerweb.clemson.edu).

Only candidates who have completed all graduation requirements are permitted to participate in the graduation ceremony.

### Residence Requirement

To qualify for an undergraduate degree, a student must complete through instruction from Clemson a minimum of 37 of the last 43 credits presented for the degree. A waiver may be obtained for approved study abroad experiences through the Undergraduate Academic Services Office, E-103 Martin Hall. (To qualify for the five-year professional undergraduate degree in Landscape Architecture, a student must complete through instruction from Clemson, a minimum of 42 of the last 48 credits presented for the degree.)

### Make-up of Incompletes Received in Last Semester

A candidate for a degree who receives one or more grades of *I* in the semester immediately prior to graduation shall have an opportunity to remove the unsatisfactory grades provided the final grades are received in the Registration Services Office, E-206 Martin Hall, by the time grades for candidates for graduation are due. A student who qualifies for graduation under this regulation will be awarded his/her degree on the regular date for the award of degrees.

### Special Requirements

A cumulative grade-point ratio of 2.0 is required for graduation, and candidates for degrees must be officially accepted in the major in which they are applying for a degree in the term prior to application for the degree.

### Awarding of Degrees Posthumously

An undergraduate student may be awarded a degree posthumously on the recommendation of the faculty of the college concerned subject to the following conditions:

- the student had at least a 2.0 grade-point ratio at time of death
- including credits scheduled in the term in which death occurred, the student a) had satisfied 75% of the degree requirements and b) met the residency requirement for a degree which requires that 37 of the last 43 credits presented for a degree be earned at Clemson.

### Credit Limitation

If all work toward a degree is not completed within six years after entrance, the student may be required to take additional courses.

## Academic Honors

### Honor Graduates

To be graduated with honors, a student must have a minimum cumulative grade-point ratio as follows: cum laude—3.4, magna cum laude—3.7, and summa cum laude—3.9.

### Honor Lists

At the end of the fall and spring semesters, the following lists shall be compiled of undergraduate students who have achieved grade-point ratios of 3.5–4.0 on a minimum of 12 semester hours, exclusive of Pass/Fail coursework.

Dean's List—3.5 to 3.99 grade-point ratio

President's List—4.0 grade-point ratio

### Honors and Awards

The University offers a number of awards for outstanding achievement in specific fields and endeavors. Recipients are chosen by selection committees and are announced at the annual Honors and Awards Day program or other appropriate ceremonies. Detailed information relating to such awards is available in the offices of the academic deans and department chairs.

## ACADEMIC RECORDS

The student's permanent academic record is maintained in the Registrar's Office and contains personal identifying information, grades, and credits. Where appropriate, statements of a corrective nature, withdrawals, suspension for failure to meet academic standards, suspension for disciplinary reasons, and graduation data are added. The academic record is a historical record of the student's academic progress.

### Classification

All new students are classified as freshmen unless they have attended another college prior to entrance. Students who have completed college work elsewhere will be classified on the basis of semester hours accepted at Clemson rather than the amount of work presented. To be classified as a member of any class other than freshman, students must meet the credit-hour requirements below:

Sophomore—minimum 30 credit hours

Junior—minimum 60 credit hours

Senior—minimum 95 credit hours

### Change of Major

Any undergraduate student who meets the Continuing Enrollment Policy after attempting 12 credit hours at Clemson University (or who is allowed to continue by virtue of a semester 2.2 grade-point ratio on 12 earned credits or who is allowed to continue through appeal to the Continuing Enrollment Appeals Committee or by other authorization of this committee) may transfer from one major to another. Any college or department which seeks an exception to this policy must have the approval of the collegiate dean and the provost.

### Withdrawal from the University

A student may withdraw from the University subject to the restrictions in the section on *W—Withdrawal*. Students who exceed these restrictions shall have final grades recorded. Any variance from the restrictions must be approved by the provost or the

provost's designee and must be requested within 90 calendar days (exclusive of summer vacation) of the date of the last exam for the term. The student must document the circumstances supporting the request. All University withdrawals (including withdrawing from the only course in which a student is enrolled) must be processed by the Associate Dean for Curriculum. Students should report to E-103B Martin Hall. Students receiving financial aid who withdraw from the University may have to repay significant portions of their financial aid. For financial aid purposes, enrollment is defined and satisfactory academic progress levels are established as of the last day to register or add classes. Withdrawing from the University can negatively impact financial aid eligibility if a student has not completed a sufficient number of hours. Details are available in the publication *Financing Your Clemson University Education*.

### Academic Renewal

The student who has not enrolled at Clemson for a period of two or more academic years may apply to the Appeals Committee on Continuing Enrollment for readmission under special conditions known as academic renewal. Under these conditions, the previous credits attempted and grade-point deficit will not constitute a liability in a new grade-point computation; however, no credits passed or their attending grade points will be available to the student for a degree at Clemson, and any courses previously passed may not be validated by special examination. The previous record will appear on the permanent record as well as the notation of readmission under the policy of academic renewal. Students returning under the academic renewal policy who apply for financial aid should submit written notification of their status to the Office of Student Financial Aid in order to update their academic progress record. For financial aid purposes, terms enrolled in prior to academic renewal are counted in the 12 semesters allowed for satisfactory academic progress.

### Transcripts

Official transcripts are issued only at the authorized, written request of the student. Requests should be directed to Transcripts, 104 Sikes Hall, Box 345125, Clemson, SC 29634-5125. Payment in advance is required and may be made by Discover, Visa, MasterCard, Tiger Stripe, check (payable to Clemson University), or cash. The following must be included with the transcript request: full name (including any names used while at Clemson), social security number, current address, date of birth, date the student last attended Clemson, where the transcript is to be sent, and payment of \$5 per transcript. Telephone requests will not be honored. Transcript requests are normally processed within 48 hours, but additional processing time may be required at the end of a semester. Information is available from the Enrolled Student Services Office at the address above or by telephone at 864-656-2173. Official transcripts are not issued for those who are indebted to the University.

## 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.

### I. Academic Integrity Policy

A. Any breach of the principles outlined in the Academic Integrity Statement is considered an act of academic dishonesty.

B. Academic dishonesty is further defined as:

1. Giving, receiving, or using unauthorized aid on any academic work;
2. Plagiarism, which includes the intentional or unintentional copying of language, structure, or ideas of another and attributing the work to one's own efforts;
3. Attempts to copy, edit, or delete computer files that belong to another person or use of Computer Center account numbers that belong to another person without the permission of the file owner, account owner, or file number owner;

C. All academic work submitted for grading contains an implicit pledge and may contain, at the request of an instructor, an explicit pledge by the student that no unauthorized aid has been received.

D. It is the responsibility of every member of the Clemson University community to enforce the Academic Integrity Policy.

### II. Academic Integrity Committee

The power to hear cases of academic dishonesty is vested in an Academic Integrity Committee.

A. Structure—The Academic Integrity Committee is composed of twenty members as follows:

1. Ten tenured members of the faculty; two members from each college elected by their respective collegiate faculties. Faculty members will be elected on a staggered term basis, serving for a period of two years after initiation of staggered terms. Terms commence with fall semester late registration.

2. Ten members of the undergraduate student body; two from each college. Student members are nominated by the Student Body President, through an application and interview process in the spring semester, approved by the Student Senate, and appointed by the provost for terms of two years. Students must have a 3.0 grade-point ratio at the time of appointment and must have completed 30 hours by the end of the spring semester. Nominations will be made in the spring semester with terms of service commencing with fall semester late registration.

3. The committee is divided into four standing boards, hereafter referred to as hearing boards, which will hear the cases of academic dishonesty. Hearing boards convene on a weekly, rotational basis unless there are no cases to be heard. For summer sessions, the Associate Dean for Curriculum must maintain at least one hearing board to hear cases.

4. Hearing boards are comprised of two faculty members, two students, and one chairperson. Quorum, for a hearing board, is one student, one faculty member, and a chairperson. Decisions by the hearing board will be by majority vote.

5. Chairpersons will be elected from within the Committee's membership. Two chairpersons are selected from the faculty membership and two from the student membership.

6. Before hearing any cases, a new member of the committee must undergo a training session(s) with the Associate Dean for Curriculum.

7. The Associate Dean for Curriculum is the administrative coordinator of the Academic Integrity Committee.

#### B. Procedures

1. When, in the opinion of a faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean for Curriculum. At the same time, the faculty member may, but is not required to, inform each involved student privately of the nature of the alleged charge.

2. When, in the opinion of the student, there is evidence that another student has committed an act of academic dishonesty, he/she should contact the faculty member for the course to discuss the incident. After being contacted, if, in the opinion of the faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean for Curriculum. At the same time, the faculty member may, but is not required to, inform each student involved privately of the nature of the alleged charge.

3. When the Associate Dean for Curriculum has received a formal charge of an alleged violation, he/she will contact the student involved privately to notify him/her of the charge and at the same time will provide the student with a copy of the charge and a copy of the procedures that the Academic Integrity Committee has adopted, pursuant to number 6 below. If a student is charged with academic dishonesty, he/she may not withdraw from the course unless he/she is exonerated of the charge. If a student is found guilty of an academic dishonesty violation and receives a D or F grade, he/she will not be allowed to redeem that grade under the Academic Redemption Policy. If the student fails to respond to the Associate Dean's requests for a meeting, the student is considered to have waived his/her right to a hearing, thus admitting to being in violation of the Academic Integrity Policy.

4. After informing the student involved, the Associate Dean for Curriculum will convene one of the boards of the Academic Integrity Committee within 14 calendar days (exclusive of University holidays) of his/her being notified of an alleged violation. (Students charged in the spring term, but not enrolled in summer sessions, may be given a continuance to the next fall term.) All students will be presumed innocent of a violation until found guilty by a hearing board. Each party is responsible for having present at the hearing all witnesses that he/she wishes to speak on his/her behalf.

5. A charge of academic dishonesty in a course must be made within thirty days after the beginning of the next term, exclusive of summer vacation. If an *I* (Incomplete) is given in a course, the grade in the course is considered to be final when the *I* is made up.

6. The Academic Integrity Committee will adopt its procedures, to be followed by all hearing boards, prior to the first case heard by a hearing board. In addition to providing the student with a copy of the procedures, as stated in number 3 above, the Associate Dean for Curriculum will provide a copy of the procedures to the involved faculty member and also the hearing board members. The Associate Dean for Curriculum will also retain copies of these procedures. The procedures must afford both faculty and students the opportunity to present their cases and the opportunity for rebuttal.

7. In cases in which there is a finding of guilt, the faculty member may consult with the Associate Dean for Curriculum to consider any past precedent established regarding academic penalties levied in similar cases. Faculty members must inform the Associate Dean for Curriculum of the academic penalty for a student found guilty by a hearing board.

8. The Associate Dean for Curriculum is responsible for notifying the registrar and all other appropriate University personnel of the finding of guilt and the academic penalty. The Associate Dean for Curriculum retains all records of academic dishonesty cases and their findings in accordance with the University's Records Retention Policy.

#### C. Penalties

1. Upon a finding of "not guilty" by a hearing board, the student's record will not reflect the incident.

2. Upon a finding of "guilty" by a hearing board, the Associate Dean for Curriculum will notify the student and faculty member of the decision immediately. If the offense is the first for the student, then the faculty member has the ability to determine the academic penalty, which shall not exceed a grade of *F* for the course.

3. If the finding of guilt is not the student's first offense, the student will receive a grade of *F* for the course, will be suspended from the University for one or more semesters, and may be permanently dismissed from the University. The hearing board will determine the period for which the student will be suspended or, if applicable, permanently dismissed. Suspension or dismissal requires the approval of the President of the University.

#### D. Appeals

1. Students do not have the option to appeal a decision of guilt rendered by the hearing board, whether it is the first, second, or any subsequent offense. Students do not have the option to appeal the penalty determined by the faculty member for first offenses or to appeal the grade of *F* for the course given for second offenses.

2. For offenses resulting in suspension or permanent dismissal, students have the option to present written information to the President of the University to appeal the length of the suspension or to appeal a decision of permanent dismissal. Students must present information in their defense, as allowed in this paragraph, to the President within five working days after receipt of written notification of

the suspension or dismissal. However, as stated in number 1 above, students cannot appeal a decision of guilt rendered by the hearing board.

## ACADEMIC GRIEVANCE COMMITTEE

### I. General

The Academic Grievance Committee hears all grievances involving the following: (a) allegations by an undergraduate student against a faculty or staff member of discrimination in academics on the basis of race, color, national origin, sex, age, religion, disability, or veterans status (except in those cases where the grievance involves student employment); (b) grievances of a personal or professional nature involving an individual undergraduate student and a faculty member; (c) claims by an undergraduate student concerning the inequity of final grades. (The only aspects of a final grade case that are grievable are claims by students of final grades being changed because of personal or professional reasons. Students may not grieve issues such as quality of instruction or the difficulty of testing, for example) and (d) claims by an undergraduate student of unfair treatment in an attendance related issue. In all unresolved cases, the committee makes its recommendations to the President through the provost. All proceedings of the committee are confidential. (For possible grievances arising from the inability to understand teachers whose first language is not English, the student must follow the English Fluency Policy referenced on page 2 and in the *Student Handbook*.)

The Academic Grievance Committee is composed of 28 members as follows:

A. Fifteen members of the faculty; three members from each college. Members are appointed on a staggered basis by the respective college deans and serve for a period of three years. Term commences with fall semester late registration.

B. Twelve undergraduate students, nominated by the student body president, approved by the Student Senate and appointed by the Provost for one-year terms. Nominations should be made in the spring semester. Term of service commences with fall semester late registration. At least one and no more than three students shall be appointed from any one college.

C. Dean of Student Life (or designee);

D. The Dean of Undergraduate Studies shall appoint the chairperson from those faculty members who have previously served.

## II. Rules and Procedures for Academic Grievances

1. Any student filing a grievance must first attempt to resolve it by consulting with the involved faculty or staff member for resolution. In the event no resolution is reached, the student shall consult with the Ombudsman, who shall remain a neutral party. Following the meeting with the Ombudsman, the student may wish to consult with the Associate Dean to begin the grievances process. As part of the grievance process, the student then shall meet serially with the Office of Undergraduate Academic

Services, the department chair, and dean of the faculty member, who shall hear the grievance and act as mediators. Consultation by any party with the Ombudsman shall remain confidential. The Ombudsman, dean, department chair or immediate staff superior, faculty or staff member and student shall make every effort to reach a solution.

2. If the grievance remains unresolved, the student may bring a written statement detailing the grievance before the Academic Grievance Committee. The student must report to the Office of Undergraduate Academic Services and secure a checklist form which the student will use to document the following: (a) the dates of those consultations described in Procedure 1, above, (b) the names of those persons consulted, and (c) the signature of the collegiate dean attesting that no resolution could be reached. (Note: If all parties agree, the checklist may be signed and dated during the initial consultation.) Both the written statement and the checklist form must be delivered to the Office of Undergraduate Academic Services within 90 calendar days (exclusive of summer vacation) of the date of the last exam for the term in which the student alleges to have been aggrieved; or, in a case involving a protest of a final grade, the grievances must be filed within 90 calendar days of the date of the last exam for the term (exclusive of summer vacation) in which the student alleges that an inequitable grade was recorded. The Office of Undergraduate Academic Services will retain the original documents and forward a copy of the grievance to the chairperson of the Academic Grievance Committee. In a case involving a protest of final grade, the Office of Undergraduate Academic Services will notify the Office of Records and Registration of the filed grievance. The failure of a student to file a grievance within the 90-day period will cause him/her to forfeit his/her right to file a grievance under this procedure. (d) If a student files a grievance, the professor has 90 days (excluding summer) to respond.

3. The documents referred to in Procedure 2, shall be delivered to the chairperson of the Academic Grievance Committee. The chairperson shall, upon receipt of the documents, appoint a subcommittee consisting of a chairperson who is a faculty or staff member of the committee and at least two other committee members, including at least one student, to investigate the grievance. If possible, the subcommittee shall include members who are not in the same college as the grievant.

4. The committee members appointed by the chairperson will constitute the subcommittee to investigate the grievance. A minimum of three subcommittee members, including at least one student member, must be present for the subcommittee to conduct the hearing described in Procedure 7.

5. The subcommittee to investigate the grievance will attempt to gather all information pertinent to the grievance in separate meetings with the individuals who give information concerning the grievance; however, after the separate meetings have been held, the subcommittee may question the student and faculty or staff member simultaneously in one meeting. Such a joint meeting will be held only if the subcommittee deems it necessary for clarifying the facts.

6. The Academic Grievance Committee will, to the greatest extent possible, handle each case in a confidential manner.

7. The hearing on the grievance will be informal and shall be closed to the public. The chairperson shall take whatever action is necessary to ensure an equitable, orderly and expeditious hearing. Minutes of the meeting shall be taken, and all parties to the grievance shall be given an opportunity to be heard. In addition, the chairperson may request the presence of any other person who can supply information pertinent to the grievance. Witnesses shall not be present during the hearing proceedings except when they are called to speak before the committee. The parties shall be permitted to question all individuals who are heard by the committee. If any witness is unable to be present at the hearing, the chairperson may, at his/her discretion, accept a written statement from that witness to be presented at the hearing. The parties shall be accorded the right to assistance of counsel of their own choice; however, counsel shall not be permitted to participate actively in the proceedings.

8. Upon conclusion of the hearing, the subcommittee shall reach, by majority vote, a posed solution to the grievance. The subcommittee chairperson shall then formulate the findings in writing and seek to obtain from the parties involved in the grievance signed acceptance for a recommended solution to the grievance. If all parties to the grievance accept the solution posed by the subcommittee, the matter of the grievance will be considered closed when the solution has been implemented. Copies of the written findings and recommended solution will be forwarded by the subcommittee chairperson to all parties to the grievance for acceptance via return receipted certified mail. Each party will be asked to indicate acceptance of the posed solution by signing and returning the letter within 14 calendar days of its date. Failure to respond within 14 calendar days will constitute acceptance. Proper notification of the solution arrived at by the Academic Grievance Committee will then be mailed by the subcommittee chairperson to the involved faculty or staff member, department chair of the faculty member or immediate superior of staff member, the involved collegiate dean, and Associate Dean for Curriculum. In a case involving a protest of a final grade, the subcommittee chairperson will also notify the Office of Records and Registration of the solution arrived at by the Academic Grievance Committee.

9. If, after the conclusion of the hearing on the grievance, the chairperson cannot secure acceptance of the posed solution, the grievance shall be referred to the President of the University via the provost with the committee's recommended solution to the grievance along with all supporting evidence previously submitted to the Academic Grievance Committee. When grievances are referred in this manner, the President, on behalf of the University, shall make the final decision on the solution to the grievance and will then notify the student, the involved faculty or staff member, department chair of the involved faculty member or immediate superior of the staff member, involved collegiate dean, and Associate Dean for Curriculum of the University's final decision. In a case involving a protest of a final grade, the President will also notify the Office of Records and Registration of the University's final decision.

10. The chairperson shall keep in confidence all records pertinent to each grievance and pass these records to the Office of the Provost for filing. Re-

ords shall be available to succeeding chairpersons of the Academic Grievance Committee.

11. The Academic Grievance Committee shall make every reasonable effort to resolve every grievance presented to it by the end of the semester in which each grievance is received.

12. These procedures can be changed by the Academic Council. Such changes shall not affect any case under consideration at the time of the change. Notification of any changes to the procedure shall be given to the President of the University via the Academic Council.

## ACADEMIC MISCONDUCT FOR FORMER STUDENTS

It is possible that an act of academic misconduct will remain undiscovered until after a degree is awarded. In such a case, Clemson University reserves the right to revoke any degree based on new revelations about scholarly issues including, but not restricted to, admissions credentials, all forms of coursework, research, theses, dissertations, or other final projects.

### I. Submission of Fraudulent Admissions Credentials

The submission of fraudulent admissions credentials in the student's application or any other documents submitted for admission to Clemson University may result in initiation of action under the Policy and Procedure on Revocation of Academic Degrees.

### II. Academic Dishonesty in Coursework

A. In the event that the act is alleged to have occurred within the context of a course and is consistent with the general definition of academic dishonesty presented in Sections I of the Academic Integrity Policy, the same procedures in that policy will apply except for academic misconduct listed in III below.

B. Graduate Students—If the resulting penalty is either the assignment of a grade of *D* or *F* in a required graduate course, or the issuance of any grade that causes the student not to possess a cumulative *B* average in both graduate courses and in all courses, action under the Policy and Procedures on Revocation of Academic Degrees may be initiated.

C. Undergraduate Students—If the resulting penalty causes the student to no longer have the necessary credit hours, coursework, or grade average for receiving a degree, action under the Policy and Procedures on Revocation of Academic Degrees may be initiated.

### III. Falsification of Data and Plagiarism in Theses, Dissertations, or Other Final Projects

Data falsification, plagiarism (as defined in the Academic Integrity Policy) and other acts of academic dishonesty in a thesis, dissertation or other final project are serious acts of misconduct. Allegations of this type of misconduct may result in initiation of action under the Policy and Procedure on Revocation of Academic Degrees.

## REVOCATION OF ACADEMIC DEGREES

### Preamble

Academic institutions have a critical responsibility to provide an environment that promotes integrity, while at the same time encouraging openness and creativity among scholars. Care must be taken to ensure that honest error and ambiguities of interpretation of scholarly activities are distinguishable from outright misconduct. This policy is applicable to fraudulent or other misconduct in obtaining an academic degree which is so egregious that a mechanism for revoking an academic degree, either graduate or undergraduate, must be undertaken. The Clemson University Board of Trustees has the sole authority to revoke any degree previously awarded.

### Definitions

As used herein, the following terms shall apply:

A. When the degree holder was an undergraduate student:

1. "Dean" shall mean the dean of the academic college where student was enrolled.

2. "Committee of Investigation and Recommendation" shall be composed of the members of the standing University undergraduate Continuing Enrollment Appeals Committee. An undergraduate student will be appointed to the Committee of Investigation and Recommendation by the President of the Student Body within ten (10) calendar days of notification by the President of the Faculty Senate. Any member of the Continuing Enrollment Appeals Committee who is a faculty member in the department which awarded the degree involved shall not be a member of the Committee of Investigation and Recommendation for that particular investigation. If there are fewer than three (3) non-disqualified faculty members, the President of the Faculty Senate shall appoint additional faculty members to bring the number of faculty committee members up to three (3). If the President of the Faculty Senate is from the same department that awarded the degree involved, the President-Elect of the Faculty Senate shall appoint the additional member.

B. When the degree holder was a graduate student:

1. "Dean" shall mean the Dean of the Graduate School.

2. "Committee of Investigation and Recommendation" shall be composed of the members of the standing University Graduate Admissions and Continuing Enrollment Appeals Committee, except for the Associate Dean of the Graduate School who shall not be a member of the Committee of Investigation and Recommendation. A graduate student will be appointed to the Committee of Investigation and Recommendation by the President of Graduate Student Government within ten (10) calendar days of notification by the President of the Faculty Senate. Any member of the Graduate Admissions and Continuing Enrollment Appeals Committee who is a faculty member in the department which awarded the degree involved shall not be a member of the Committee of Investigation and Recommendation for that particular investigation. If there are fewer than three (3) non-disqualified faculty members, the President of the Faculty Sen-

ate shall appoint additional faculty members to bring the number of faculty committee members up to three (3). If the President of the Faculty Senate is from the same department that awarded the degree involved, the President-Elect of the Faculty Senate shall appoint the additional member.

### Complaint

An allegation or complaint involving the possibility of misconduct can be raised by anyone. The allegation should be made in writing to the dean.

### Initial Review

The dean will conduct the initial review to determine whether or not the allegation has merit. The dean may discuss the matter with the former student's advisory committee (if any) and other faculty as appropriate. The dean may also contact persons outside the University who may be able to provide factual information on the alleged misconduct or who may otherwise have expertise concerning issues involved in the alleged misconduct. If the dean determines that the allegation has no merit, he/she will terminate the investigation. If the dean determines that serious academic misconduct is suspected, the dean will notify the President of the Faculty Senate in writing in a confidential manner. The dean shall also notify the Vice President for Academic Affairs and Provost of the charge but will not discuss any details of the charge.

### Committee of Inquiry

The President of the Faculty Senate shall, within (10) calendar days of receipt of the notification from the dean, appoint three (3) faculty members to the Committee of Inquiry and notify the President of Graduate Student Government or the President of the Student Body, as appropriate, who shall appoint a graduate or undergraduate student, as appropriate, to the Committee of Inquiry within ten (10) calendar days of notification. The President of the Faculty Senate shall also notify the degree holder of the formation of a Committee of Inquiry.

If the Faculty Senate President is from the same department that awarded the degree involved, the President-Elect of the Faculty Senate shall appoint the Committee of Inquiry. The faculty members will be appointed from departments which did not award the degree involved. The Committee will elect its chairman from the faculty members on the Committee.

For each allegation, the Committee of Inquiry will review the complaint and any other information provided by the dean and determine whether there is sufficient evidence to warrant a formal charge of academic misconduct and further investigation under this policy. While the Committee of Inquiry shall not make a recommendation as to whether a degree should be revoked, the purpose is to provide a review to separate frivolous, unjustified or mistaken allegations from those requiring a more detailed and formal investigation. The Committee of Inquiry will review the evidence and must determine that the alleged misconduct more probably than not occurred in order for the committee to recommend a formal charge and further investigation.

Within thirty (30) calendar days of the formation of the Committee of Inquiry, the Committee of Inquiry

will submit a written report to the President of the Faculty Senate. If the Committee of Inquiry's report finds that the investigation should not proceed, the President of the Faculty Senate shall terminate the investigation and notify the appropriate persons. If the Committee of Inquiry's report finds that a formal charge and further investigation are warranted, the President of the Faculty Senate shall, within ten (10) calendar days of receipt of the report of the Committee of Inquiry, send a copy of that report to the dean and to the Committee of Investigation and Recommendation. The President of the Faculty Senate shall also immediately notify the President of Graduate Student Government or President of the Student Body (whichever is appropriate) that a student representative needs to be appointed to the Committee of Investigation and Recommendation. The President of the Faculty Senate shall also notify the Vice President for Academic Affairs and Provost of the Committee of Inquiry's recommendation. No details of the charge will be discussed. *Note:* A majority vote of the Committee of Inquiry is necessary to recommend that a formal charge and further investigation are warranted. A tie vote means that the investigation is terminated as stated herein.

### Notification to Degree Holder

The dean shall issue in writing, within ten (10) calendar days of receipt of the report of the Committee of Inquiry, a formal charge of academic misconduct to the degree holder. This written notice shall detail the factual allegations for the charge and the evidence supporting the charge. This written notice shall also inform the degree holder that if the charges are substantiated, the degree holder's degree could be revoked. This written notice shall also inform the degree holder of his/her right to appear at a hearing as stated in this policy. The dean shall also send with this notice a copy of this Policy and Procedure on Revocation of Academic Degrees to the degree holder. This notice shall be delivered to the accused in person or sent by certified mail, return receipt requested.

### Committee of Investigation and Recommendation

The Committee of Investigation and Recommendation shall extend to the degree holder the following process:

1. Notice of the nature of the complaint
2. Notice of the evidence supporting the complaint
3. Notice of the hearing
4. The opportunity to present evidence, including testimony
5. The opportunity to hear the testimony against the degree holder
6. The opportunity to ask questions of all witnesses
7. The opportunity to have an attorney or advisor present at the hearing; however, the role of the attorney or advisor shall be solely to assist the party, and the attorney or advisor shall not be permitted to participate actively in the proceedings.

The degree holder shall not be entitled to know the identity of the person(s) who originally made the complaint unless that person agrees that his/her identity can be revealed.

The chair of the Committee of Investigation and Recommendation shall inform the degree holder of the time and date of the hearing.

The dean or his/her designee shall present the accusation against the degree holder at the hearing and may have one additional representative present during the hearing. Under this section the term "dean" is understood to include the dean's designee, if such a designation is made.

The degree holder and the dean may submit written materials to the Committee of Investigation and Recommendation prior to the hearing. The chair of the Committee of Investigation and Recommendation shall make available the materials received to the other party and to all committee members.

The hearing before the Committee of Investigation and Recommendation shall be held no sooner than thirty (30) calendar days and no later than ninety (90) calendar days after receipt of the report of the Committee of Inquiry unless the degree holder and the dean agree to a different date. All matters pertaining to the hearing shall be kept as confidential as possible and the hearing shall be closed to the public. A verbatim record of the hearing will be made and shall be made a part of the hearing record. The degree holder and the dean shall be responsible for having any witnesses they wish to testify in attendance at the hearing. Witnesses will be present only while testifying.

The chair of the Committee of Investigation and Recommendation shall take whatever action is necessary during the hearing to ensure a fair, orderly, and expeditious hearing. No formal rules of evidence will be followed. If any objection is made to any evidence being offered, the decision of the majority of the committee shall govern. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.

The degree holder and the dean shall be permitted to offer evidence and witnesses pertinent to the issues.

The dean shall present the case against the accused first. The accused shall then present his/her response.

The chair will allow each party to ask questions of the other party and will allow each party to ask questions of the other party's witnesses at the appropriate time during the hearing as determined by the chair. Member of the committee may ask questions of any party or any witness at any time during the hearing.

Within fifteen (15) calendar days of the conclusion of the hearing, the Committee of Investigation and Recommendation shall submit a written report to the Vice President for Academic Affairs and Provost. The report shall contain findings and a recommendation as to whether the degree holder's degree should be revoked. The Committee of Investigation and Recommendation must find clear and convincing evidence that serious academic misconduct has been committed in order to recommend the revocation of the degree holder's degree. If the Committee of Investigation and Recommendation does not find clear and convincing evidence of serious academic misconduct, the Committee of Investigation and Recommendation cannot recommend revocation

of the degree holder's degree and the matter shall be closed. *Note:* A majority vote of the Committee of Investigation and Recommendation is necessary to recommend the revocation of a degree holder's degree. This means that a tie vote will result in the matter being closed.

At the same time that the report is sent to the Vice President for Academic Affairs and Provost, the chair of the Committee of Investigation and Recommendation shall send a copy of the report to the degree holder, the Dean, and other appropriate persons involved in the process.

If the Committee of Investigation and Recommendation recommends that the degree holder's degree be revoked, the chair shall also send a complete copy of the hearing record to the Vice President for Academic Affairs and Provost. The hearing record shall consist of the transcript of the hearing and all documents that were submitted to the committee. The chair of the Committee of Investigation and Recommendation shall label which documents were submitted by each party when forwarding this information to the Vice President for Academic Affairs and Provost.

If the Committee of Investigation and Recommendation recommends that the degree holder's degree be revoked, the chair shall also send a copy of the transcript of the hearing to the degree holder and the Dean at the same time that it is sent to the Vice President for Academic Affairs and Provost.

### **Vice President for Academic Affairs and Provost**

If the Committee of Investigation and Recommendation recommends that the degree be revoked, the Vice President for Academic Affairs and Provost shall review the hearing record and the report of the Committee of Investigation and Recommendation. If the Vice President for Academic Affairs and Provost decides that the degree holder's degree should not be revoked, he/she shall notify the degree holder, the dean, the Committee of Investigation and Recommendation and other appropriate persons involved in the process, in writing, within twenty-one (21) calendar days of receipt of the transcript of the hearing, and the matter shall be closed. If the Vice President for Academic Affairs and Provost decides to recommend that the degree holder's degree should be revoked, the Vice President for Academic Affairs and Provost shall send that recommendation in writing to the President of the University within twenty-one (21) calendar days of receipt of the transcript of the hearing. The Vice President for Academic Affairs and Provost shall send to the President, along with his/her recommendation, the Committee of Investigation and Recommendation's report and the hearing record. The Vice President for Academic Affairs and Provost shall send a copy of his/her recommendation to the degree holder, the dean, the Committee of Investigation and Recommendation, and other appropriate persons involved in the process.

If the Vice President for Academic Affairs and Provost is disqualified from reviewing the case, the Senior Vice Provost and Dean of Undergraduate Studies shall be substituted for the Vice President for Academic Affairs and Provost.

### **President**

If the Vice President for Academic Affairs and Provost recommends to the President that the degree holder's degree should be revoked, the President shall transmit that recommendation along with the report of the Committee of Investigation and Recommendation and the hearing record to the Executive Secretary of the Board of Trustees within thirty (30) calendar days of receipt. If the President wishes to make a recommendation, he/she shall review the recommendation of the Vice President for Academic Affairs and Provost, the report of the Committee of Investigation and Recommendation, and the hearing record and forward his recommendation to the Executive Secretary of the Board of Trustees within thirty (30) calendar days of receiving the recommendation of the Vice President for Academic Affairs and Provost.

### **Board of Trustees**

The Executive Secretary of the Board of Trustees shall send to all trustees the hearing record, the recommendation of the Vice President for Academic Affairs and Provost, the report of the Committee of Investigation and Recommendation, and the recommendation of the President, if any. A majority vote by the Board of Trustees, at a duly constituted Board meeting, is required to revoke an academic degree. The decision of the Board of Trustees shall be final.

### **Guiding Principles**

All actions taken by committees shall be effective by a majority vote.

All investigations, hearings, and actions shall be kept as confidential as possible except for notice of any revocation approved by the Board of Trustees.

A decision not to proceed at any stage of the proceedings set forth in this policy does not necessarily mean that the original complaint was groundless.

For good cause shown, at the request of either party and the approval of the other, the Vice President for Academic Affairs and Provost shall extend any time limit set forth in this policy. Any such time extension shall be communicated in writing to all appropriate parties.

### **Administrative Action if Degree is Revoked**

If a degree is revoked by the Board of Trustees, the former student's transcript will be modified to reflect that the degree was revoked, and the former student will be informed of the revocation and requested to return the diploma. If the former student was enrolled in a program requiring a thesis or dissertation, all bound copies will be removed from the Clemson University Library. In addition, for doctoral students, University Microfilms, Inc. will be notified and requested to take appropriate action.

Students whose degrees have been revoked may be eligible to reapply for admission according to normal University procedures and policies in effect at the time of reapplication.