

ACADEMIC REGULATIONS

Academic Regulations can be found at www.registrar.clemson.edu/.

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.

PROCEDURES

The following information is not intended as a step-by-step outline of all procedures to be followed, but rather an explanation of primary factors encountered during the process. Detailed information on procedures is available from the academic program offices.

Major Advisor

A student, with the aid and approval of the department chair or program coordinator, must select a major advisor. This advisor must be a member of the program faculty offering the degree and must meet the requirements for advisory committee membership described below. In departments or programs with large faculties, new graduate students may be assigned a temporary advisor. This advisor recommends and approves courses to be taken during the student's first semester. The coursework selected should be of a fundamental or core nature so the advisory committee will have maximum flexibility to formulate the remainder of the student's program of study.

Advisory Committee

The student must select an advisory committee in consultation with the department chair or program coordinator. The department's graduate student handbook provides specific information on the process. The advisory committee approves the student's degree curriculum, supervises the graduate program, administers the final oral examination, and initiates the recommendation for the awarding of the degree. In addition, the advisory committee may administer qualifying or preliminary or final comprehensive examinations. One member of the committee is designated as chair or major advisor and normally directs the student's dissertation or thesis, if required.

A minimum of three faculty members are to be selected for a student seeking a master's or specialist's degree, and a minimum of four faculty members are to be selected for a student seeking a doctoral degree. The majority of the advisory committee, including the major advisor, must be comprised of Clemson University faculty who hold full-time, tenure-track positions. Either the major advisor or at least half of the committee must hold rank in the program offering the degree. If a minor is declared, this area must be represented on the committee. Committee members of interdepartmental programs are to be appointed according to bylaws formulated by the program faculty and endorsed by the Graduate School that assure appropriate representation of the participating departments.

Part-time visiting and other nontenure-track faculty employed by Clemson University and faculty emeriti may serve on the committee but may not serve as chair. Persons not employed by the University may serve if they have been appointed to an adjunct faculty status. Part-time, visiting adjunct, and other nontenure-track faculty have full voting status on the outcomes of all examinations given by the committee.

The student, department, and committee members are notified of the fully constituted committee by means of the approved plan of study.

Plan of Study

A degree-seeking student must file a graduate degree curriculum in accordance with the Enrolled Student Service's timeline. Since fixed curricula normally do not exist for graduate degrees, this planned program represents an individual student's curriculum as recommended by the advisory committee. It must adhere to departmental as well as University policies. Undergraduate deficiencies are designated on the plan of study. Supplemental courses, carrying undergraduate or graduate credit and chosen to broaden the student's academic experience, are not required, but may be listed, on the plan of study. Graduate credit is received only for courses numbered 600 or above. Transfer credit appearing in the curriculum must adhere to the stipulations described in the section on *Transfer Credit* which follows. Unless otherwise specified by approved degree programs, course credits used to satisfy the requirements for a bachelor's degree, or its equivalent, may not be used for credit toward a graduate degree.

Before a curriculum is approved, it must be reviewed and signed by the advisory committee. It is then submitted to the department chair and college dean for approval and is forwarded to the Enrolled Student Services Office for approval and distribution.

The form should be filed near the beginning of each student's program of study. Candidates for master's or specialist's degrees should submit the curriculum by the middle of their second semester and doctoral candidates no later than the beginning of their second year of study.

The plan of study may be revised as needed, but the final form must be approved and signed by all committee members and the appropriate department chair. Revised forms must be on file in the Enrolled Student Services Office in the term in which the student plans to graduate.

A \$25 nonrefundable late fee is assessed to a student whose plan of study is submitted after the deadline. The fee increases \$5 per day thereafter (excluding weekends and University holidays).

Students who do not properly file the plan of study risk failing to receive proper advice from their faculty committee members and research or program advisors and may face undue difficulties, including fines or delays in graduating.

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 89 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 credit hours 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 electives or technical requirements 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 determine 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.

Dual Master's Degrees

If a student pursues two master's degrees simultaneously, one-sixth of the total graded coursework may be used toward both degrees. The graduate degree curricula must clearly denote that the student is working toward two degrees and identify the courses that are being applied to both programs. Committee members, department chairs, and deans of both graduate programs must approve the two plans of study. At least one committee member should serve on both committees.

Independence of Graduate Degrees

A graduate student who has completed the requirements for a graduate degree may not then use those same credits toward a second degree.

Courses are offered leading to the research degrees of Master of Arts, Master of Science, and Doctor of Philosophy. In addition, courses are offered leading to the professional degrees of Education Specialist; Master of Agricultural Education; Master of Architecture; Master of Arts in Teaching; Master of Business Administration; Master of City and Regional Planning; Master of Construction Science and Management; Master of Education; Master of Engineering; Master of Fine Arts; Master of Forest Resources; Master of Human Resource Development; Master of Landscape Architecture; Master of Parks, Recreation, and Tourism Management; Master of Professional Accountancy; Master of Public Administration; and Master of Real Estate Development.

Continuous Enrollment

Graduate students are expected to pursue their degrees with a minimum of interruption. Students who do not remain continuously enrolled (summers excluded) are subject to the requirements in effect at the time of return.

Only students who are enrolled are eligible to use University facilities and human resources and/or receive any form of financial aid. Students who have completed all required work and who find it necessary to be enrolled during a given semester in order to use facilities or human resources may enroll in G S 799 for a minimum of one credit.

Dismissal from the Graduate School and Appeal Process

A graduate student may be dropped from the Graduate School at any time for failure to maintain an adequate academic status. Adequate academic status is a 3.0 grade-point ratio in all coursework attempted since admission to the Graduate School, including undergraduate coursework taken as required prerequisites or corequisites, along with satisfactory progress on research, theses, dissertations, or required projects. Notification of dismissal is sent to the student by the Graduate School. A student may appeal if he/she believes that the dismissal was unfair or improper. Notice of intention to appeal must be filed in writing with the Graduate School no later than three days prior to the first day of classes of the next regularly scheduled term, including summer sessions. Appeals are reviewed and/or heard by the Graduate School Continuing Enrollment and Appeals Committee. The committee will meet prior to the first day of classes of the next scheduled term to determine if a reversal of the dismissal decision is warranted.

Degree-seeking students who are dismissed for failure to maintain adequate academic status may take coursework in a nondegree status until the minimum cumulative grade-point ratio is achieved. *Note:* A maximum of 12 credit hours earned by a nondegree student may be applied toward the degree.

CREDIT SYSTEM

Enrollment Limits

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

Quarter-time, half-time, and three-quarter-time graduate assistants are defined as those who contribute a weekly average of 10, 20, and 30 clock hours service, respectively, to the University for the entire semester. A full-time employee is defined as anyone employed five full working days per week regardless of the employer. A graduate student who becomes employed full time while an assistantship is in force must notify the Graduate School and the department providing the assistantship. Graduate students paid solely on an hourly basis are not classified as graduate assistants but are subject to the same limitation in credit loads described below.

Enrollment Limits Maximum Credit Hours

Student Category		6-week Semester Session	3-week Session
Full-time students	18	6	3
Graduate assistants (¼ time)	15	5	3
Graduate Assistants (½ time)	12	4	2
Graduate Assistants (¾ time)	12	3	1
Full-time Employees	9	3	1

Transfer Credit

To have courses considered for transfer, students must have a transcript sent from the institution(s) at which credit was earned to the Enrolled Student Services Office. No more than one-third of the graded coursework required for a master's degree may be transferred from an accredited institution. For the doctoral degree, as many as 48 credit hours of coursework may be transferred. In all cases, the use of transfer credits must be recommended by the student's advisory committee and approved by the department. Under no circumstances will transfer credit be awarded for research, internship, courses graded on a pass/fail basis, or courses in which a grade lower than B, or its equivalent, has been received. Grades earned for courses taken at institutions other than Clemson University will not be included in the student's grade-point ratio.

Credits may be transferred for work completed at off-campus centers of accredited institutions, provided such courses are acceptable, without reservation, in degree programs at those institutions. No credit will be given for continuing education units, correspondence, extension, or in-service courses or for concentrated courses and workshops that award credit at a rate exceeding one credit per week.

All transfer credits must be verified by an official transcript from the institution at which the work was completed. Coursework completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. Valid transfer credits will appear on the student's transcript as credits earned.

GRADING SYSTEM

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. No grade points are assigned for grades D, F, I, P, or W.

Most graduate courses are graded on an A-B-C-D-F scale. Thesis and dissertation research and several other graduate courses are graded on a pass/fail (P/F) basis. Courses graded pass/fail are not included in the academic average; however, the grade P or F is placed on the student's permanent academic record.

Only credit hours for which a grade of P is achieved apply toward the number of credit hours required for the degree. The accumulation of grades of pass in thesis or dissertation research does not imply completion of the research; such grades indicate satisfactory progress.

A minimum grade of C on all coursework must be made for the course to apply toward a degree. Graduate students must maintain a cumulative B average (3.0 grade-point ratio) in all graduate-level courses (600-level or above). In addition, graduate students must maintain an overall cumulative B average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. Finally, the student must maintain a B average in all courses listed on the plan of study. Students who fail to meet these requirements become ineligible for graduation and are placed on academic probation. The probationary status will remain in effect until nine additional semester hours of graduate credit have been earned. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the program coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as unsatisfactory academic performance.

The cumulative B average requirements apply independently to graduate degrees. That is, a new grade-point ratio computation begins after completion of the first degree; however, when a doctoral degree is pursued after completion of a master's degree in the same major, the grade-point ratio computation continues for both degrees.

A transcript will reflect grades from courses repeated for required credits.

Enrollment on a Pass/Fail Basis

The only graduate courses that may be taken on a pass/fail basis are thesis and dissertation research and a small number of unstructured courses in which the pass/fail grading system appears in the course description.

Auditing

Permission to audit a graduate course is at the discretion of the academic department chair, the coordinator of the program offering the course, or the instructor. Principal factors involved in granting permission are that the auditor must have the necessary academic background and space must be available.

Audited courses do not carry credit and are not noted on the student's academic record. Auditors are not required to take tests or examinations; however, the instructor, at his/her discretion, may require or deny the auditor's participation in class to whatever extent deemed desirable.

A graduate student may not satisfy by audit a stated prerequisite for a graduate course. Additionally, a graduate student may not establish credit through examination in any course for which he/she was previously registered as an auditor.

Incomplete Graduate Coursework

Except for courses numbered 891 and 991, a grade of *I* (incomplete) may be given for any graduate course in which work remains unfinished and the student is unable to fulfill all requirements because of circumstances beyond his/her control. This grade is not given in lieu of unsatisfactory or failing grades received for completed courses for the purpose of improving the grade later. 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.

At the student's request, the instructor shall provide a written statement of the work to be completed.

The grade of *I* will be valid in normal lecture or laboratory courses for 30 days after the beginning of the next scheduled session, excluding summers and irrespective of the student's enrollment status. Within this period, the student must complete the work or obtain an extension, approved by the instructor and chair of the department responsible for the course, stating the reason for the request and the length of time needed. Normally, only one request for an extension for each grade of *I* will be granted.

Students receiving a grade of *I* in unstructured, independent study courses as designated by the Graduate School must complete all work and receive a final grade within one calendar year. At the discretion of the instructor, the deadline for removal of these incomplete grades may be less than one year.

A graduate student will not be permitted to repeat any portion or reregister for any course for which the grade of *I* has been given. If all work is not completed by the appropriate deadlines, a grade of *F* will be recorded on the student's academic record.

Students who receive a grade of *I* while enrolled in the Graduate School remain ineligible for graduation until the incomplete work has been made up and a letter grade submitted to the Registrar's Office.

Instructors have ten working days after the deadline to grade the make-up work and submit the final grade to the Registrar's Office. Work submitted by the student after the printed deadline should not be accepted by the instructor unless an extension has been approved. Requests for extensions, like the make-up work, should be submitted by the deadline printed on the make-up form. Grades of *I* that remain after the ten-working-day period will be converted automatically to *F*.

Dropping Coursework

The academic calendar provides official dates for withdrawing from a class without record or without final grades. Withdrawal from graduate coursework is strongly discouraged. Students who officially withdraw within the first two weeks of classes will have no grades recorded. Those who officially withdraw after the first two weeks and prior to the last seven weeks will have a grade of *W* (withdrew) entered on the academic record.

International graduate students must receive authorization for course withdrawals from an advisor in International Affairs. It is important that international students not fall below the required full-time enrollment mandated by the Bureau of Citizenship and Immigration Services.

If the student's academic advisor does not approve the course withdrawal, the student may appeal to the department chair. A refusal by the department chair may be appealed to the Dean of the Graduate School. The date on which the student withdraws on-line is the official date of withdrawal recorded by the registrar.

Failure to attend classes or provide verbal notification to instructors does not constitute withdrawal. Students must drop a course as described above or be credited with a failure. Students must use the on-line registration system to withdraw from a course.

COURSEWORK

Restrictions

To enroll in or receive credit for any courses at the 600-level or above, the student must have been officially admitted by the Graduate School, either to a degree program or as a nondegree student, or must have been granted conditional acceptance.

Students may not enroll in 600-level courses for which undergraduate credit has been awarded, nor can graduate credit be awarded retroactively for undergraduate courses already completed.

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 the student from the roll.

Class Syllabus

A syllabus will be prepared for every graduate class and made available to students no later than the last class period before the last day for a student to add a class. The syllabus should give the course expectations, including topical outline of the course, grading policies, and attendance policies.

Seniors

Enrollment of Clemson University seniors in any graduate course is subject to approval by the department offering the course and the Graduate School. 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/lf_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.

The credits and quality points associated with senior enrollment in graduate courses will be part of the undergraduate record.

MASTER'S DEGREE REQUIREMENTS

Coursework

The total number of graduate credits required for the degree is determined by the student's advisory committee, consistent with the specific program guidelines and Graduate School policy. These credits constitute the core of the student's graduate degree curriculum. Supplemental courses, carrying undergraduate or graduate credit and chosen to broaden the student's academic experience, are not required on the plan of study; however, if a listing is desirable, such courses may be included.

The Graduate School requires that each degree program consist of a minimum of 30 hours of graduate credit with at least 12 credit hours, exclusive of master's thesis research (891), in the major discipline as defined by the advisory committee, subject to degree program regulations. A minor outside that degree program, if chosen, shall consist of at least six credit hours in that area. The following conditions must also be observed:

Master of Arts or Master of Science (Thesis Option)—Each program includes a minimum of 24 hours of graduate credit and six hours of master's thesis research (891). At least one-half of the total graduate credit hours required by the advisory committee, exclusive of thesis research, must be selected from courses numbered 800 or above.

Master of Arts or Master of Science (Nonthesis Option)—Each program includes a minimum of 30 hours of graduate credit, none of which may be master's thesis research. At least one-half of the total graduate credit hours required by the advisory committee must be selected from courses numbered 800 or above.

Professional Master's Degrees—Each program includes a minimum of 30 hours of graduate credit. Except for professional programs in the College of Architecture, Arts, and Humanities that require a thesis, research credits (891) may not be included in the program requirements. Any additional requirements for these degrees are described under the colleges which offer the degrees.

Theses

Candidates for master's degrees receive academic credit for conducting research and preparing a thesis under the direction of the research advisor. In those Master of Arts or Master of Science degree programs requiring a thesis, six credits of research (891) are

required. The thesis option curricula in the Master of Architecture, Master of City and Regional Planning, and Master of Fine Arts degree programs require 15, 6–9, and 15 credits of research, respectively.

The accumulation of grades of *Pass* in thesis research does not imply completion of the research, but only indicates satisfactory progress.

Off-Campus Research

Although thesis research is normally performed at Clemson, in some cases the University may not have on its campus certain specialized equipment or facilities that would be desirable for advanced training at the master's level. In this case, permission may be granted for off-campus research. The requirements to be satisfied in such cases are identical to those listed for the doctoral degree (see below), with the exception that the off-campus research supervisor need not hold the PhD degree, provided he/she is qualified and certified for the supervisory position by the department and college involved and by the Graduate Dean.

Residence for Master's Degree

There is no University-wide residence requirement for a master's degree; however, individual degree programs may establish such a requirement.

Time Limit

A master's student has six years to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. When recommended by the student's advisory committee and approved by the Graduate Dean, as many as six credit hours of coursework at Clemson University, completed outside the six-year limit, may be validated by a written comprehensive examination based on the latest syllabus and course content. Independent study courses are not subject to validation. Coursework completed outside the six-year time limit at an institution other than Clemson University may not be transferred to Clemson or validated for graduate credit.

Foreign Language

A reading knowledge (the equivalent of two years of study at the college level) of an approved foreign language is a departmental requirement for certain Master of Arts and Master of Science degrees. Languages commonly accepted are French, German, Spanish and, in some cases, Russian or a classical language.

The requirement may be satisfied by completing a course in the approved language through 202 (or equivalent) with a B or better or by passing French, German, or Spanish 151. The requirement must have been completed within six years prior to the student's finishing the graduate degree. Upon the recommendation of the Chair of the Department of Languages, knowledge of another language may be approved if adequate justification can be presented that the language is not native to the student and that a proper testing procedure can be established. Any expense incurred in obtaining assistance for such testing is the responsibility of the student.

The Department of Languages also administers a foreign language translation test three times annually. Applications, available in the Department of Languages, must be filed at least three weeks before the test date.

Final Master's Examination

Each candidate for the master's degree, after completion of the thesis, if required, and at least three weeks before the degree is to be awarded, must pass a final examination. The examination may be oral and/or written and is administered by the advisory committee or a standing committee appointed in accordance with published program policies.

Members of the faculty, as well as members of the Graduate Curriculum Committee and the Dean of the Graduate School, are invited to attend the examination. Within five days after the examination, the examining committee, through form GS7, will notify the Graduate School of the results of the examination. A student who fails a final examination may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second examination will result in dismissal from the Graduate School. A majority decision is required; dissenting members of the examining committee may forward a minority report to the Graduate School.

SPECIALIST IN EDUCATION DEGREE

The requirements pertaining to residence, time limits, and final examinations for master's degrees also apply to the Specialist in Education degree. Coursework required includes 30 credit hours beyond the master's degree. See page 67 for program details.

DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS

Coursework

Work leading to the Doctor of Philosophy degree is planned to give the student a comprehensive knowledge of his/her field of specialization and a mastery of the methods of research. The degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements. The final basis of granting the degree is the student's grasp of the subject matter of a broad field of study, competence in planning and conducting research, and ability to express him/herself adequately and professionally orally and in writing.

The advisory committee aids the student in developing a degree curriculum which includes the selection of specific courses and their sequence. Although no minimum coursework requirements exist for the doctoral degree, committees are encouraged to require courses other than those that directly support the dissertation research. Work in the minor field or fields, if required, normally comprises 12–24 hours in courses carrying graduate credit. A minimum of 18 hours of doctoral research is required. Should the direction of study or research interest change, the student may request the appointment of a new advisor.

Dissertations

Candidates for doctoral degrees receive academic credit for conducting research and preparing a dissertation under the direction of the research advisor. A dissertation, mandatory for all candidates for the PhD degree, requires 18 credits of doctoral research (991) exclusive of any research credits earned at the master's level.

The accumulation of grades of *Pass* in dissertation research does not imply completion of the research, but only indicates satisfactory progress.

Residence for Doctoral Degree

Residence is a necessary concept in graduate education, particularly in the preparation of the dissertation. The purpose of residence is to require the student to spend a specified minimum amount of time in direct personal association with members of the faculty of the University and under direct tutelage and advisement of a research advisor and advisory committee in the department or program of the major and to participate in other normal activities pertinent to graduate education such as seminars and close association with other student researchers.

To receive the Doctor of Philosophy degree, the student must complete at least 15 hours of graduate credit including research credit hours (991) on the Clemson University campus in a continuous 12-month period.

For students employed substantially more than half time, a statement specifying the manner in which the residence requirement is to be satisfied shall be formulated by the advisory committee and included in the graduate degree curriculum. Also, upon completion of the final examination, the student's committee will forward to the Graduate School a statement approved by the department chair and college dean certifying that residence requirements have been met.

Exceptions to this requirement may be granted by the Dean of the Graduate School. Major advisors seeking an exemption to this policy must submit an academic plan for the student that is signed by the major advisor and the department chair.

Time Limit

Because no minimum coursework requirements exist for the Doctor of Philosophy degree, the time limitation for completion is determined by the dates by which essential components of the degree are completed. The following must be passed in the five-year period prior to graduation: comprehensive examination; foreign language examination, if required; defense of dissertation; and approval of dissertation by the Graduate School.

Foreign Language

Certain doctoral programs include a foreign language requirement. A reading knowledge (the equivalent of two years of study at the college level) of an approved foreign language is expected. Languages commonly accepted are French, German, Spanish and, in some cases, Russian or a classical language.

The requirement may be satisfied by completing a course in the approved language through 202 (or equivalent) with a B or better or by passing French, German, or Spanish 151. The requirement must

have been completed within five years prior to the student's finishing the graduate degree. Upon the recommendation of the Chair of the Department of Languages, knowledge of another language may be approved if adequate justification can be presented that the language is not native to the student and that a proper testing procedure can be established. Any expense incurred in obtaining assistance for such testing is the responsibility of the student.

The Department of Languages also administers a foreign language translation test three times annually. Applications, available in the Department of Languages, must be filed at least three weeks before the test date.

Off-Campus Research

Doctoral research may be conducted away from the Clemson University campus under special circumstances. (See *Research Opportunities* in the section entitled *Graduate School*.) If such research is to be performed under the immediate direction of a Clemson University faculty member acting as dissertation advisor and supervisor, the following additional requirements will be made:

Written consent and research plan—The student must have the written consent of his/her dissertation advisor, full advisory committee, department chair, college dean, and the graduate dean. Prior to departure from campus, the student must submit a written plan for the research effort to the advisory committee for approval. The plan should include a discussion of the problem and intended scope of the investigation and should be structured in terms of a specific time frame.

Statement from the organization where research will be conducted—The advisory committee may require a statement from an appropriate officer of the organization at which the student will be located agreeing to the student's plan to complete dissertation research using the organization's equipment and facilities; the apportioning of at least 25 percent or other appropriate amount of the student's employment hours to dissertation research; the organization's release of patent rights or copyrights arising from discoveries or concepts that evolve during the course of the student's doctoral research.

Travel—The student may be required to travel to the Clemson campus, not at the expense of the University, to meet with the dissertation advisor and advisory committee as often as the committee deems necessary.

Continuous Enrollment—The student must maintain continuous enrollment at Clemson University while the research is in progress. It is the student's responsibility to make suitable arrangements with the department to maintain this continuous registration. Normally the student will not be required to register for summer sessions; however, he/she must be registered for the term that involves the review of the completed dissertation and/or the final examination.

Supervision and Reports—When doctoral research is conducted away from the Clemson campus and under the immediate direction of a dissertation supervisor who is employed by an organization other than Clemson University, in order to accommodate the student as well as to exercise proper and neces-

sary control over this important phase of doctoral study, the following requirements must be met:

(a) An employee, having earned a PhD and being engaged in the general subject area of the student's research, must be designated by an officer of the organization to supervise the student's research;

(b) The employee must be recommended to the provost by the appropriate college dean for appointment as an adjunct professor of Clemson University;

(c) A résumé of the research supervisor must be submitted to the student's full advisory committee for review and recommendation to the Dean of the Graduate School;

(d) The research supervisor must submit a final statement regarding the dissertation research, as well as interim reports, if the committee deems such necessary; and

(e) The off-campus research supervisor cannot serve as the student's major advisor.

Qualifying Examinations

Some doctoral programs require preliminary or qualifying examinations prior to the comprehensive examination. The structure, duration, review, and re-examination policies for these examinations are defined in writing by the program faculty and are available from the program coordinator. A copy of these policies is also to be filed with the Graduate School.

Comprehensive Examinations

Prior to taking the comprehensive examination before admission to candidacy, all doctoral students must select an advisory committee and file an approved graduate degree curriculum with the Graduate School.

Satisfactory completion of the comprehensive examination must occur no less than six months and no more than five years prior to the date of graduation. For examinations consisting of several parts (for example, a written plus an oral, or a written in cumulative format), the date of completion will coincide with the date of the last examination activity. The time span from the beginning to the end of the examination, however, must not exceed 12 months. Failure of any portion that negates further examining will be reported as a failure of the examination. The student has five calendar years after the date of the completion of the comprehensive examination to complete all other degree requirements. A student who completes all the degree requirements will be invited to participate in the next scheduled graduation ceremony.

Students may attempt the comprehensive examination only on the recommendation of their advisory committees after completion of most of the required coursework. This examination must be administered by the Clemson University program faculty offering the degree. The examining committee may be the student's advisory committee or a standing committee appointed according to published program policies. A majority decision is required; dissenting members of the examining committee may forward a minority report to the Graduate School. The chair of the advisory committee will inform the Graduate School of the result, via form GS5, within three weeks of the examination. The

student's performance on this examination will determine whether he/she will be recommended for admission to candidacy for the degree.

Should the student fail to pass the comprehensive examination, he/she may be given a second opportunity if so recommended by the examining committee. A second failure shall result in the student being declared ineligible to receive the Doctor of Philosophy degree at Clemson University.

Final Doctoral Examination

The candidate for the Doctor of Philosophy degree must pass a final oral examination (dissertation defense) at least three weeks prior to the commencement at which he/she plans to obtain the degree. The examination will be administered by the student's advisory committee. Members of the faculty, as well as members of the Graduate Curriculum Committee and the Dean of the Graduate School, are invited to attend the examination.

A student who fails a final oral examination may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second examination will result in dismissal from the Graduate School.

GRADUATE CERTIFICATES

Graduate certificates will be granted to students who have completed the graduate certificate requirements established by academic or research units at Clemson University. Graduate certificates will be noted on official transcripts, and a written certificate will be given to the student upon completion of the requirements. The Graduate School will administer the certificate programs and develop procedures regarding faculty oversight, program re-evaluation, scholarship support, and other fiscal and management issues.

Graduate certificates require a minimum of nine credit hours. No more than one credit hour may normally be at the 400/600 level; however, interdisciplinary and multidisciplinary certificates may have a maximum of $\frac{2}{3}$ of the 400/600 level. All other credits must be at the 800 level or higher and may include no more than three credit hours of research. A minimum grade of B is required in all coursework. Because certificates are not degree programs, double counting is allowed in all cases.

Faculty Endorsement/University Approval of New Graduate Certificates

Graduate certificates may be proposed by individual faculty, groups of faculty, departments, or groups of departments in any academic or research unit at Clemson. Graduate certificates may be proposed in disciplines without a pre-existing graduate degree program. A proposed graduate certificate curriculum may contain field work, distance learning, and laboratory courses in addition to traditional classroom offerings. Additional admission requirements for a graduate certificate program beyond that stated above must be listed in the proposal. Proposals for graduate certificate programs must be approved by the Graduate Curriculum Committee.

GRADUATION REQUIREMENTS

A candidate for graduation is a student who has submitted a 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 on-line through SISWeb at tigerweb.clemson.edu/.

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

Enrollment

Students who have completed all coursework, examinations, projects, and thesis or dissertation requirements and have obtained approval from the Graduate School on the final copy of the thesis or dissertation need not be enrolled in any credits to graduate or participate in the graduation ceremony.

Students who need to utilize University resources (library, advisors and faculty, laboratories, etc.) to complete requirements during the semester prior to graduation must enroll in at least one credit hour. Graduate assistants completing a final semester of research or teaching assignments must enroll in at least nine semester hours to maintain their assistantships. Students may register for G S 799 to help meet the requirements of this final enrollment.

Students should contact the Enrolled Student Services Office early in the calendar year in which they plan to graduate to confirm their graduation status.

Comprehensive Examination for Doctoral Degree (Form GS5)

The GS5 form is filed by a doctoral student's examining committee, which may or may not be constituted of the same people serving on the advisory committee. This form should be filed with the Enrolled Student Services Office in 104 Sikes Hall no later than three weeks after the examination and at least six months prior to graduation.

Candidacy for the PhD Degree

Admission to the Graduate School does not qualify a student as a candidate for an advanced degree. Candidacy is granted when the examining committee submits form GS5 indicating the successful completion of the comprehensive examination.

Students desiring admission to candidacy must have full status admission to the Graduate School, satisfactory academic standing, and an approved graduate degree curriculum on file.

Final Comprehensive Exam and Thesis/Dissertation Approval (Form GS7)

Form GS7 is submitted to the Enrolled Student Services Office by the chair of the student's thesis or dissertation committee and indicates if the student has successfully passed the oral defense. Notification

to the Graduate School of the results of the defense must be filed by the chair of the committee within five days of the defense.

Form GS7 is also used to indicate that a student has successfully passed a written final exam for a master's degree in those departments where such examinations are conducted. In this instance, the chair of the examining committee must submit the GS7 form to the Enrolled Student Services Office within five days of the completion of the exam.

Duplication of Higher Degrees

A student holding a master's degree or doctoral degree may not as a rule become a candidate for the same degree in the same field of study.

THESES AND DISSERTATIONS

Review

The Graduate School has delegated authority to students' advisory committees to determine the appropriate format for publication of theses and dissertations in accordance with standards acceptable to the discipline. Consequently, the Graduate School has published limited but specific guidelines for students to use in formatting their theses and dissertations. These guidelines are available at www.grad.clemson.edu.

The research advisor determines when the manuscript is suitable for initial review by the remaining committee members. Guidelines for the review process and a thesis/dissertation review form are available in the departments and the Graduate School. These guidelines are designed to produce a timely review by each committee member and to provide a measure of protection for all parties against problems resulting from lack of communication and/or attention. If the student requests, the research advisor is obligated to initiate the thesis/dissertation review form and forward it to the remaining committee members along with the manuscript. The research advisor must be familiar with departmental practices regarding the quality of the manuscript at the various review stages and of the wishes of the department chair, as an ex-officio committee member, to exercise the option of approving the thesis or dissertation in its final form.

The student, in consultation with his/her major advisor, shall provide each advisory committee member with a copy of the manuscript for initial review. This action should take place well in advance of, and not less than three weeks prior to, the final examination and defense of the thesis or dissertation. Students must prepare the manuscript in a publication style acceptable to the advisory committee. When the manuscript is approved by the advisory committee, the thesis or dissertation is presented to the Graduate School for final review and signature prior to duplication.

Committee members should normally complete the initial review in three weeks or less. Provisions of the guidelines, however, allow for additional time if necessary. Failure of a committee member to complete the initial review within six weeks may result in his/her replacement, provided the

student has requested use of the thesis/dissertation review form. A second review after revisions should be completed in one week, with provisions being available for additional time.

It should be understood that a vote to pass a student on his/her performance at the thesis/dissertation defense (form GS7) does not imply final approval of the thesis or dissertation. Approval of the thesis or dissertation is given by faculty signing the approval page. The approval page should not be signed by the committee until the student has made all revisions as instructed by the committee.

Graduate School Format Approval

The Graduate School will review the thesis or dissertation to ensure that it complies with the guidelines established by the Graduate School for formatting the preliminary pages of the document, including the margins. The Publications staff will conduct its review of the document only after the student's committee chair signs form GS7 indicating that the document is prepared in a publication style acceptable to the discipline and all members of the student's committee have signed the approval page.

Students must bring a signed GS7 form as well as a copy of the thesis/dissertation to the Graduate School. Students are notified when the review is complete. Manuscripts will be signed by the Graduate School only when no changes are required. Typically theses and dissertations are reviewed within one or two days of receipt by the Graduate School. Manuscripts will not be reviewed the same day they are submitted.

Thesis/Dissertation Binding and Mailing

Following approval of the thesis or dissertation by the Graduate School, the student must pay fees associated with publication to University Revenue and Receivables in G-08 Sikes Hall.

Three copies of the thesis or dissertation, printed or photocopied on appropriate paper, are required for binding. These copies must be submitted to the Cooper Library by the deadline. Complete binding guidelines are available at www.lib.clemson.edu/binding.

For doctoral candidates, a fourth copy of the dissertation is required for microfilming and is placed with University Microfilms, Inc. of Ann Arbor, MI. An additional copy of the approval page, title page, and abstract must also be submitted, with the abstract not exceeding 350 words. Additional information is available from the Graduate School.

Cooper Library is responsible for binding theses and dissertations and for distributing them according to information supplied on the Thesis/Dissertation Binding and Mailing Form.

Restrictions on Use of Theses and Dissertations

Unpublished theses and dissertations submitted to the Graduate School in partial fulfillment of the requirements for graduate degrees and deposited in the University library are, as a rule, open to the public for reference purposes; however, extended quotations or summaries may be published only with the permission of the author and the graduate dean.

Publication Policy

It is expected that the results of research performed using University facilities be published in the open literature (i.e., theses, dissertations, journals, magazines, or books) and that any information obtained may be freely disclosed by the faculty in the teaching programs of the University.

Exceptional cases may arise, however. The guidelines below shall apply to any sponsored projects requiring that results be kept confidential.

1. The University shall not accept awards that require research results to be kept confidential forever. A definite term of confidentiality shall be stated in a written nondisclosure agreement and shall not exceed one year beyond the date of notification to the sponsor that a manuscript suitable for publication has been prepared. Exceptions may be granted by the University administration only under unusual circumstance (e.g., national security, national emergency, classified activities, or certain confidential agreements).

2. Students associated with confidential projects must have prior approval for the use of results in preparing reports, theses, or dissertations in fulfillment of degree requirements. The Graduate School will normally not accept a thesis or dissertation that must be held in confidence for more than one year. Documents submitted in partial fulfillment of degree requirements will be retained by the Graduate School (or the department in the case of project reports for nonthesis programs) in accordance with the nondisclosure agreement. The student's thesis or dissertation defense shall not be open to those not bound by the nondisclosure agreement.

Awarding of Graduate Degrees

Posthumously

A graduate student meeting the following minimum requirements may be awarded a degree posthumously on the recommendation of the faculty of the college concerned:

- the student had at least a 3.0 grade-point ratio at the time of death
- he/she had a plan of study on file and would have qualified for graduation at the end of the semester or summer session during which death occurred

The chair of the department, through the dean of the college, should submit a letter to the Dean of the Graduate School requesting this action.

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.

Change of Degree Program

A student who has enrolled in a degree program within the past two calendar years may request a change of major and/or degree without submitting a new application. The student must submit form

GS14, available from the Enrolled Student Services Office in 104 Sikes Hall, approved by the department chair or chair of the program. All program and Graduate School requirements must be met before final approval will be granted.

Academic Renewal

A student who was dismissed from the Graduate School for a grade-point deficiency and who has not enrolled for a period of two or more academic years may apply for readmission under special conditions known as academic renewal. Under these conditions, the previous graduate credits attempted and quality-point deficit will not constitute a liability in a new grade-point computation; however, at the discretion of the program, a maximum of six credits passed with a grade of A or B and their attending quality points will be available to the student for a degree at Clemson. Courses 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. Academic renewal may occur only once.

Transcripts

Official transcripts are issued only at the authorized, written request of the student. Requests are directed to Transcripts, 104 Sikes Hall, Box 345125, Clemson, SC 29634-5125. Payment in advance is required and may be made by Discover, MasterCard, Visa, 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 \$10 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

Graduate Philosophy on Academic

Integrity

An academic environment of integrity is one in which students, faculty, and staff interact with each other from a position of mutual trustworthiness. As a member of the consortium of institutions comprising the Center for Academic Integrity housed at Duke University, Clemson University has committed itself to preparing a community of scholars dedicated to integrity in teaching, research, scholarship, mentorship, and the acquisition and display of professional values of trust, honesty, fairness, responsibility, and respect. It is an expectation that Clemson graduate students avail themselves of the many opportunities and resources both on and off campus to learn how to engage in professional practice with integrity. The Graduate School and the community of scholars engaged in graduate-level education will vigorously and expeditiously respond to charges of violations of academic integrity.

In order to promote an academic environment of integrity, all students, faculty, and staff must commit to fostering honesty in academic work. Each individual has an important role in ensuring that Clemson's policy on academic integrity is respected and used most effectively as a mechanism for teaching versus a mechanism for punishment. The Graduate School encourages all faculty and students to take a proactive role in eradicating ignorance of violations of academic integrity. Faculty must be clear on syllabi and in verbal instructions to students on the academic expectations for completing assignments. Graduate programs must engage students in discussions about disciplinary-specific issues and professional practice relative to academic integrity and may include expectations, procedures, and consequences aligned with professional licensing or certification requirements beyond those listed here. Faculty might inform students of national cases of academic dishonesty by other faculty and graduate students so as to heighten students' awareness of the necessary seriousness of making a commitment to honesty in their work and implications of not doing so. Students must be proactive in asking for clarification on procedures for completing assigned work. As plagiarism appears to be the most prevalent type of violation of academic integrity observed and reported at Clemson University among graduate students, the Graduate School, in conjunction with the Rutland Institute for Ethics and the Office for Teaching Effectiveness, will convene mandatory seminars and workshops beginning in September of 2007 that all newly incoming graduate students must attend as a requirement for receipt of a degree from Clemson. This requirement will be listed on the GS-2 form beginning September 2007. On-line modules will be available for students taking courses via distance education. Monthly reminders of seminars and tips on how to avoid violating the academic integrity policy will be published in the "Grad News Bulletin," the on-line newsletter from the Graduate School to all enrolled students. Turn-It-In will be used as a teaching tool at the graduate level, and students will be instructed in its use.

Policy on Academic Integrity

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

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

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee.

A. Definitions, explanations, and examples of violations of academic integrity

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

Cheating involves giving, receiving, or using unauthorized aid on any academic work submitted for grading including coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses, and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited; using on-line paper mills or paying individuals to prepare research papers, reports, or projects; submitting identical work to satisfy the requirements of more than one class without the approval of the faculty; or using textbooks, notes, the Web, and other sources when instructed to work alone.

Fabricating/falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted (for example, telephone interviews).

Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc.).

Failing to cite contributors (an author or multiple authors) involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one's own.

Plagiarizing is theft of the work accomplished by someone else. It includes copying words, phrases, sentence structure, computer code or files, images, or ideas from any source and attributing the work to one's own efforts. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines, and failure to cite consulted sources either in footnotes, endnotes, or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others' conceptual frameworks for developing creative works without acknowledgement or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation.

Thwarting others' progress involves editing, deleting, or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

B. Levels of seriousness of violations of academic integrity and sample recommended sanctions

At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. This policy categorizes academic integrity violations into four levels. To provide guidance on the administration of sanctions, examples of violations of academic integrity are delineated below by the level of seriousness. This list is by no means exhaustive but is reflective of the types of violations that have been observed at Clemson. Guidance may be sought from the Graduate Academic Integrity Committee to determine the appropriate level of seriousness in unusual or highly complex instances.

Level One Seriousness and Sample Recommended Sanctions—Includes instances where it is determined that a first-year graduate student is essentially unaware of the principles of academic integrity at Clemson, where a student has misunderstood instructions from a professor, has committed an infraction impacting a minor portion of assigned work, or has committed an infraction on an assignment of minor significance to the final grade. Level One violations are addressed by the professor. Examples of Level One violations include the following:

1. failure to follow instructions to work independently;
2. plagiarizing affecting very minor portions of an assignment or project;
3. first-time offenses by students unfamiliar with the academic integrity expectations at Clemson.

Sample recommended sanctions for Level One violations include one or more of the following:

1. failure on the assignment;
2. requirement to make all corrections and resubmit the assignment for grading;
3. verbal or written reprimand;
4. assignment to attend a seminar on academic integrity and to write a paper on knowledge gained to be submitted for credit or no credit, at the professor's discretion.

Level Two Seriousness and Sample Recommended Sanctions—Includes instances where a student is determined to be aware of the principles of academic integrity but may have inadvertently committed an infraction that impacts a moderate portion of an assignment, course, project, laboratory, or research activity. Level Two violations are addressed by the faculty member, the graduate program coordinator and the department chair. Examples of Level Two violations include the following:

1. failing to acknowledge sources by use of quotation marks, footnotes, endnotes, or indentations of lengthy, direct quotes;
2. cheating on in-class or take-home exams by using unauthorized aid (notes, books, and other references, other students' work, web sites, etc.) in violation of explicit instructions;
3. failing to acknowledge sources of materials paraphrased;
4. failing to acknowledge sources of assistance, or other contributors, in preparation of assignments, papers, posters or projects, etc.;

5. using the conceptual frameworks of others in developing creative works without acknowledgement or permission.

Sample recommended sanctions for Level Two violations include one or more of the following:

1. failure on the assignment with no opportunity to amend;
2. assignment of a similar task with a higher level of difficulty and more stringent grading;
3. receipt of zero on the assignment.

Level Three Violations of Academic Integrity and Sample Recommended Sanctions—Includes instances where it is determined that a student flagrantly and intentionally violates the principles of academic integrity in a significant portion of an assignment, course, or research activity. Level Three violations are heard by the Graduate Academic Integrity Committee. Examples of Level Three violations include the following:

1. knowingly plagiarizing major sections of papers submitted for grading;
2. purchasing papers or reports and submitting them for grading;
3. thwarting others' progress by destroying computer files, laboratory or library materials;
4. devising means with classmates to cheat on exams of any sort (qualifying, preliminary, state exams for licensing, etc.)

Sample recommended sanctions for Level Three violations include one or more of the following:

1. receipt of an F in the course with the concurrence of the faculty member;
2. suspension from the University for one or more semesters;
3. termination of the student's graduate assistantship and/or University fellowship;
4. notation in the Graduate School of the violation of academic integrity and the sanction;
5. notation on the student's permanent academic record (transcript) of the violation of academic integrity at Level Three and the suspension from the University, if applied.

Level Four Violations of Academic Integrity and Sample Recommended Sanctions—Includes instances where it is determined that a student has intentionally committed violations of the principles of academic integrity serious enough to constitute "academic fraud," actions which have the impact of bringing the reputation of the institution itself into question. Level Four violations are heard by the Graduate Academic Integrity Committee and may involve interaction with the Faculty Senate and the vice president for research if sponsored research is involved.

1. fabricating data in research projects, papers and reports;
2. creating false sources for references, which in fact, do not exist;
3. plagiarizing in materials to be submitted for publication, including journal articles, theses, and dissertations;
4. falsifying transcript records, altering any supporting documents submitted to the University with the application for admission;
5. paying an individual or company to produce a thesis or dissertation;
6. forging a faculty member's signature on any document.

Sample recommended sanctions for Level Four violations include one or more of the following:

1. mandated permanent dismissal from the University with no possibility of academic renewal;
2. notation in the Graduate School of the violation of academic integrity and the sanction;
3. permanent dismissal from the University.

Note: Repeated violations of the policy of academic integrity, irrespective of the level, may result in suspension from the University or permanent dismissal.

C. Structure of the graduate academic integrity committee

Faculty—Four tenured faculty members from each of the academic colleges serve staggered two-year terms on the Graduate Academic Integrity Committee. Members of the Graduate Academic Integrity Committee should not simultaneously be members of the Undergraduate Academic Integrity Committee nor the grievance committees of either the graduate or undergraduate programs. The purpose for having an expanded number of faculty is to ensure the ability of the committee to meet in a timely fashion when cases are brought forward and to attempt to have broad disciplinary representation on the committee. Faculty representatives are selected by college rules at the end of the spring semester to serve two-year staggered terms that begin in the fall.

Students—Five graduate students, one from each college, are selected and approved by the Graduate Student Government (GSG) through an application and interview process in the spring semester. These students are then recommended for one-year appointments to the associate dean of the Graduate School no later than the last spring meeting of the Graduate Student Government. Graduate student committee members must maintain minimally a 3.0 grade-point ratio during the term of appointment and must have completed nine hours of coursework or research prior to being selected by GSG.

Chair—A chair will be elected from within the committee's membership. The chair must be a faculty member and has a full vote on the committee.

Hearing Panel—Cases will be heard by a panel of five committee members consisting of two graduate students and three faculty members from different departments appointed by the chair of the committee. Decisions by the hearing panel require a majority vote.

Administrative Coordinator—The associate dean of the Graduate School serves as the non-voting administrative coordinator of the Graduate Academic Integrity Committee.

Meetings and Hearings—The committee convenes throughout the calendar year, including summers, when there is a case to be heard. The Graduate Academic Integrity Committee will meet to review and revise its procedures, if necessary, prior to the last day of classes of every spring semester. Revised procedures will go into effect on the first day of the subsequent fall semester.

Quorum—Seventy-five percent (75%) of the membership of the Graduate Academic Integrity Committee constitutes a quorum. A majority vote of the quorum is required to recommend suspension or dismissal of a student. At least one graduate student must be present to obtain a quorum.

Recusal—To avoid possible conflict of interest, faculty and graduate student representatives should recuse themselves from cases involving colleagues or peers in their immediate departments or programs.

D. Notification of a violation of academic integrity

1. When, in the opinion of a faculty member, there is evidence that a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his/her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.

2. When, in the opinion of a student or staff member, there is evidence that a student has committed a violation of academic integrity, he/she should contact the faculty member for the course (including the research advisor or internship/practicum/co-op supervisor) to discuss the incident. After being contacted, if, in the opinion of the faculty member, there is evidence that the student has committed a violation of academic integrity, the faculty member will deliver a formal written charge in a sealed envelope to the associate dean of the Graduate School. At the same time, at his/her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.

3. When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring this allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student's program (consistent with the alleged violation). The faculty member will determine if charges are to be brought against the student. If the faculty member determines sufficient evidence to file a charge, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his/her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation.

4. Within three working days from the date the associate dean of the Graduate School has received a formal charge of an alleged violation, he/she will provide the student with a copy of the charge and the procedures of the Graduate Academic Integrity Committee.

5. The associate dean will provide a copy of the charge to the Graduate Academic Integrity Committee chair and will indicate if this violation constitutes a first offense.

E. Procedures if the student chooses to waive his/her right to a hearing

1. The student must meet with the associate dean of the Graduate School to request to waive his/her right to a hearing.

2. If the student desires to waive his/her right to a hearing, the associate dean will allow the student to execute Form GSai-A *Request to Waive Academic Integrity Hearing*, will inform the student of the classification/level of the offense (level two to four). A student may not request a hearing for Level One violations.

3. A student who requests to waive his/her right to a hearing will have no right to appeal the sanction imposed.

4. The Graduate School will notify the professor of the decision of the student to waive his/her right to a hearing.

Application of sanctions in cases without a hearing

When the student has waived his/her right to a hearing, sanctions may be imposed by the faculty member if Level One, by the faculty member and department if Level Two, or by the Academic Integrity Committee hearing panel if Level Three or Four.

1. In cases of Level One violations, the professor should meet with the student and inform him/her of the sanction. The professor should provide an e-mail notification to the associate dean of the Graduate School including the date of the meeting with the student and the sanction imposed. Level One violations will not become a part of the student's permanent academic record at the University but will be recorded for data purposes only in the Graduate School. In keeping with the commitment to encourage students' understanding and embracement of the tenets of academic integrity, Level One violations will be used as a warning and as a teaching opportunity.

2. In cases of Level Two violations, the professor and department chair should meet with the student and inform him/her of the sanction. The professor should provide an e-mail notification to the associate dean of the Graduate School including the date of the meeting with the student and the sanction imposed. Level Two violations will not become a part of the student's permanent academic record at the University but will be recorded in the Graduate School as the student's first offense of violation of the policies of academic integrity.

3. In cases of Level Three violations, the professor and department may choose to recommend a desired sanction to the Graduate Academic Integrity Committee's hearing panel; however, the panel will make a final determination of appropriateness of the sanction. Once the chair of the Graduate Academic Integrity Committee has received the charge, the chair will convene the committee. The committee must convene within 15 working days of receipt of a charge.

i. If the committee accepts the recommendation of the professor/department, the committee will notify the associate dean of the Graduate School. The associate dean will then note the student's file accordingly and forward a copy of the sanction to the student, professor, department, and Graduate Dean. If the student does not appeal the decision of the Committee within the allotted five working days (see appeals below), the Graduate School will notify the University registrar of the violation and the sanction, if suspension is imposed.

ii. If the Committee does not accept the recommended sanction of the professor/department, the committee will make a determination of appropriate sanction and notify the professor, department chair, and associate dean of the Graduate School. The associate dean will then note the student's file accordingly and forward a copy of the sanction to the student, professor, department, and graduate dean. If the student does not appeal the decision of the committee within the allotted five working

days (see appeals below), the Graduate School will notify the University registrar of the violation and the sanction, if suspension is imposed.

4. In cases of Level Four violations, the Graduate Academic Integrity Committee will determine the sanction and notify the associate dean of the Graduate School. The associate dean will then note the student's file accordingly and forward a copy of the sanction to the student, professor, department, and graduate dean. If the student does not appeal the decision of the committee within the allotted five working days (see appeals below), the associate dean will notify the University registrar of the violation and the sanction, if dismissal is imposed.

F. Procedures if the student chooses to pursue a hearing

1. A hearing may not be requested for a Level One violation. Level One violations will be used as a teaching opportunity in the course/program/department, whichever is relevant, to discuss with the student the seriousness of failure to understand academic integrity issues at the graduate level.

2. If a student requests a hearing for a Level Two violation, the associate dean of the college will assist in assembling a three-person hearing panel within the college. Decisions of the hearing panel will be final. Graduate student representation on this panel is not required.

3. The Academic Integrity Committee's hearing panel (for cases identified to be Level 3 or 4) will consist of five individuals—two graduate students and three faculty members from different colleges. The chair of the committee will select these individuals as cases are brought forward. Each hearing panel will select a faculty member to serve as chair of the hearing. At least one faculty member must have disciplinary expertise sufficient to fully comprehend the charges and the ensuing discussions in the case. For example, if the case involves advanced statistics, at least one faculty member with expertise in statistics must be available at the hearing. In order to ensure this expertise, the committee chair may request a tenured faculty member (either from among the Clemson faculty or external to Clemson, depending on the nature of the case) to serve as an ad hoc, non-voting consultant to the panel during the hearing.

4. The faculty member filing the charge must present a full written explanation of the charge to the associate dean of the Graduate School, who will forward it to the chair of the Graduate Academic Integrity Committee's hearing panel within three working days of receipt. The Graduate School will also provide a copy of the charge to the student within the same timeframe.

5. The student will then have five working days in which to provide a detailed written explanation on Form GSai-B *Student Rebuttal of Charge* in defense of him/herself. This form will be submitted to the hearing panel through the Graduate School designated dean.

6. Within 15 working days of receipt of a charge, the chair of the hearing panel will convene the hearing.

7. The student and the alleging faculty member will receive at least five business days advance notice of the hearing date.

8. The hearing will be conducted in a closed session with only the student, alleging faculty member, and hearing panel members present.

9. Only materials submitted to the hearing panel prior to the hearing may be introduced and/or explained during the hearing. If necessary, witnesses may be called to speak before the hearing panel and will only be present when speaking before the panel.

10. At the discretion of the chair of the hearing panel, the hearing may be suspended to accommodate the review by the panel of unanticipated new information.

11. Following the hearing, the parties will be excluded and the hearing panel will deliberate in a closed session.

12. Decisions by the hearing panel will be by majority vote.

G. Findings of the hearing panel

1. If the student is found not in violation, the Graduate Academic Integrity Committee's hearing panel will report this finding to the Graduate School on Form GSai-C *Report of Finding*. The Graduate School will notify all parties involved of the finding by forwarding a copy of Form GSai-C to each.

2. If the student is found in violation, in cases at Levels Three or Four, the Graduate Academic Integrity's hearing panel will report its decision and recommended sanction to the dean of the Graduate School on Form GSai-C *Report of Finding*.

H. Appeals

The decision of the collegiate or Graduate Academic Integrity Committee's hearing panel is final, and no appeals may be filed except in cases resulting in suspension or permanent dismissal. In these instances, within five working days after receipt of written notification of a suspension or dismissal, a student may submit a written appeal to the dean of the Graduate School to review the decision. The decision of the dean of the Graduate School is final.

Special Note: Should the faculty member filing the charge be the dean of the Graduate School (in his/her capacity as a member of the faculty), the substitution of the provost of the University must be made for students wishing to appeal the finding of the hearing panel.

I. Administration of sanctions

The alleging faculty member will notify the student and the Graduate School of sanctions imposed for Level One or Two violations. The Graduate School will notify all parties of the decision of the Graduate Academic Integrity's hearing panel for Level Three and Four violations and will oversee administration of any sanctions involving suspension or dismissal.

1. Level One sanctions are determined by the alleging faculty member. While the faculty member is not restricted to the limited suggestions of this policy, the sanction should be consistent with the suggested sanctions for Level One violations. The associate dean of the Graduate School may be contacted for assistance, if desired.

2. Level Two sanctions are determined by the faculty member in consultation with the graduate program coordinator and department chair. While these individuals are not restricted to the limited suggestions of this policy, the sanction should be consistent with the suggested sanctions for Level Two violations. The associate dean of the Graduate School may be contacted for assistance, if desired.

3. Level Three sanctions are determined by the Graduate Academic Integrity Committee's hearing panel. If the violation is not the student's first while enrolled at Clemson University, the student will automatically receive a grade of *F* for courses or research (891 or 991) or will receive a grade of *fail* on the comprehensive exam in question and may be suspended from the University for one or more semesters. Students suspended for violations of academic integrity will also be terminated from graduate assistantships or University fellowships for the same period of the suspension from the date of suspension. The dean of the Graduate School will be notified on decisions involving suspension and will formally issue the suspension to the student.

4. Level Four sanctions are determined by the Graduate Academic Integrity Committee's hearing panel. Level Four sanctions require that the student be permanently dismissed from the University.

5. The associate dean of the Graduate School is responsible for notifying the registrar and all other appropriate University personnel of suspensions and dismissals due to violations of academic integrity.

Note: An affirmative vote of $\frac{2}{3}$ of the Academic Integrity Committee is required to determine if a specific notation: suspended or dismissed "for violation of academic integrity" is to be added to the student's transcript. Otherwise, the notation, "suspended" or "dismissed" will be noted on the transcript following current University guidelines.

J. Retention/disposition of files

The Graduate School will retain all files of academic integrity cases and their findings in accordance with the University's records retention policy.

K. Confidentiality

All hearings are closed and cases are considered confidential. The Graduate School and members of the Graduate Academic Integrity Committee and hearing panels will keep all materials and discussions of the cases confidential to the extent permitted by law.

L. Retribution

In a community of scholars who respect and promote academic integrity, there is no place for retribution. Faculty should agree to support and uphold the decisions of their peers who serve as members of the Academic Integrity Committee and hearing panels as these individuals take seriously the responsibility to render objective decisions on cases brought before them. Faculty have a professional obligation to teach by example and to guide graduate students in practices of ethical judgment and building of personal and professional integrity.