

GENERAL INFORMATION

PURPOSE OF CATALOG

The purpose of this catalog is to give a general description of Clemson University and to provide prospective students with detailed information regarding the various colleges and departments within the University and curricula offered by the University. Inasmuch as the educational process necessitates change, the information and educational requirements in this catalog represent a flexible program which may be altered where such alterations are thought to be in the mutual interest of the University and its students.

The provisions of this catalog do not constitute a contract which may be accepted by students through registration and enrollment in the University. The University reserves the right to change without notice any fee, provision, offering, or requirement in this catalog and to determine whether a student has satisfactorily met its requirements for admission or graduation. The University further reserves the right to require a student to withdraw from the University for cause at any time.

Each plan of study shall be governed by the requirements in effect on the date of enrollment. If a student withdraws from the University and subsequently returns or does not remain continuously enrolled (summers excluded), the requirements in effect at the time of return will normally prevail.

VISION STATEMENT

Clemson University will be one of the nation's top 20 public universities.

MISSION STATEMENT

The mission of Clemson University is to fulfill the covenant between its founder and the people of South Carolina to establish a "high seminary of learning" through its historical land-grant responsibilities of teaching, research, and extended public service.

Clemson University is a selective, public, land-grant university in a college-town setting along a dynamic southeastern corridor. The University is committed to world-class teaching, research, and public service in the context of general education, student development, and continuing education. Clemson's desire is to attract a capable, dedicated, and diverse student body of approximately 12,000 to 14,000 undergraduate and 4,000 to 5,000 graduate students, with priority to students from South Carolina.

Clemson offers a wide array of high quality baccalaureate programs built around a distinctive core curriculum. Graduate and continuing education offerings respond to the professions, while doctoral and research programs contribute to the economic future of the state, nation, and world. The University emphasizes agriculture, architecture, business, education, engineering, natural resources, science, and technology. The University also promotes excellence in education and scholarship in selected

areas of the creative arts, health, human development, the humanities, and social sciences. In all areas, the goal is to develop students' communication and critical-thinking skills, ethical judgment, global awareness, and scientific and technological knowledge. Students remain the primary focus of the University.

Just as Clemson values its students, the University also values its faculty and staff who have committed their talents and careers to advance its mission. Clemson pledges to support their work, to encourage their professional development, to evaluate their professional performance, and to compensate them at nationally competitive levels.

HISTORY

When one man of wisdom and foresight can look among the despair of troubled times and imagine what could be, great things can happen. That is what the University's founder, Thomas Green Clemson, was able to do in the post-Civil War days. He looked upon a South that lay in economic ruin, once remarking that "conditions are wretched in the extreme" and that "people are quitting the land." Still, among the ashes he saw hope. Joined by his wife, Anna Calhoun Clemson, Mr. Clemson envisioned what could be possible if the South's youth were given an opportunity to receive instruction in scientific agriculture and the mechanical arts. He once wrote, "The only hope we have for the advancement of agriculture (in the U.S.) is through the sciences, and yet there is not one single institution on this continent where a proper scientific education can be obtained." When he was president of the Pendleton Farmers Society in 1866, Mr. Clemson served on a committee whose purpose was to promote the idea of founding an institution for "educating the people in the sciences" and "which will in time secure permanent prosperity."

When he died on April 6, 1888, a series of events began that marked the start of a new era in higher education in the state of South Carolina, especially in the study of science, agriculture, and engineering. Mr. Clemson's passing set the stage for the founding of the university that bears his name—the beginning of a true "people's university," which opened the doors of higher education to all South Carolinians, rich and poor alike. In his will, which was signed November 6, 1886, Mr. Clemson bequeathed the Fort Hill plantation and a considerable sum from his personal assets for the establishment of an educational institution of the kind he envisioned. He left a cash endowment of approximately \$80,000 as well as the 814-acre Fort Hill estate to South Carolina for such a college. The biggest obstacle in the creation of an agricultural college—the initial expense—was removed by Mr. Clemson's bequest.

On November 27, 1889, Governor Richardson signed the bill accepting Thomas Clemson's gift. Soon after a measure was introduced to establish the Clemson Agricultural College, with its trustees becoming custodians of Morrill Act and Hatch Act funds made available for agricultural education and research by federal legislative acts. The founding of Clemson Agricultural College supplanted the South Carolina College of Agriculture and Mechanics, which had been designated in Columbia in 1880.

Thomas Green Clemson came to the foothills of South Carolina when he married Anna Maria Calhoun, daughter of South Carolina's famous statesman John C. Calhoun.

Born in Philadelphia, Mr. Clemson was educated at schools both in the United States and France, where he attended lectures at the Royal School of Mines, studied with prominent scientists in the private laboratories of the Sorbonne Royal College of France, and received his diploma as an assayer from the Royal Mint in Paris. Mr. Clemson, then in his mid-20s, returned to America greatly influenced by his European studies. He became a great advocate of the natural sciences, achieving a considerable reputation as a mining engineer and a theorist in agricultural chemistry. He also was a gifted writer whose articles were published in the leading scientific journals of his day, an artist and a diplomat who represented the U.S. government as chargé d'affaires to Belgium for almost seven years.

Mr. Clemson had a lifelong interest in farming and agricultural affairs. He served as the nation's first superintendent of agricultural affairs (predecessor to the present secretary of agriculture position) and actively promoted the establishment and endowment of the Maryland Agricultural College in the 1850s. Though remembered today for these accomplishments, Thomas Clemson made his greatest historical contribution when, as a champion of formal scientific education, his life became intertwined with the destiny of educational and economic development in South Carolina. Although he never lived to see it, his dedicated efforts culminated in the founding of Clemson Agricultural College.

At the time of his death, Mr. Clemson was living at the Fort Hill homeplace, which today is a national historic landmark and provides a historic centerpiece for the Clemson University campus. He had inherited the house and plantation lands of his famous father-in-law, Senator Calhoun, upon the death of Mrs. Clemson in 1875.

Clemson College formally opened in July 1893, with an enrollment of 446. From the beginning, the college was an all-male military school. It remained this way until 1955, when the change was made to "civilian" status for students, and Clemson became a coeducational institution. In 1964, the college was renamed Clemson University as the state legislature formally recognized the school's expanded academic offerings and research pursuits.

On November 27, 1989, the University observed the 100th anniversary of the State's acceptance of the terms and conditions of Mr. Clemson's bequest.

The enrollment of Clemson has grown from 446 students at the opening of the University to 17,585 for the first semester 2007-2008. Of this number, 3,315 were graduate students (2,096 full-time and 1,219 part-time graduate students). Since the opening of the University, 102,484 students have been awarded Bachelor's degrees. During this same period, 426 Associate degrees, 28,221 Master's, 350 Education Specialist, and 3,014 Doctor's degrees have been awarded, a total of 134,495 degrees.

Today, more than a century later, the University is much more than its founder ever could have imagined. With its diverse learning and research facilities, the University provides an educational opportunity not only for the people of the State, as Mr. Clemson dreamed, but for thousands of young men and women throughout the country and the world.

THE CAMPUS

The 1,400-acre University campus is sited on the former homestead of statesman John C. Calhoun. Nestled in the foothills of the Blue Ridge Mountains and adjacent to Lake Hartwell, the campus commands an excellent view of the mountains to the north and west, some of which attain an altitude of over 5,000 feet above mean sea level.

The Norfolk and Southern Railway and U.S. Highways 76 and 123 provide easy access to the City of Clemson and to the University. Oconee County Airport is four miles from the library. Both Atlanta and Charlotte are two hours driving time away.

Campus architecture is a pleasing blend of traditional and modern facilities enhanced by a beautiful landscape of towering trees, grassy expanses, and flowering plants. Academic, administrative, and student service buildings on campus represent an insured value of \$627 million. Clemson University's real estate holdings include over 32,000 acres of forestry and agricultural lands throughout the state, the majority of which are dedicated to Clemson's research and public-service missions.

Fort Hill, the former home of John C. Calhoun inherited by Thomas Clemson, and the Hanover House are listed on the National Register of Historic Places and are open to the public. The campus also has two recognized Historic Districts.

The Strom Thurmond Institute houses the institute offices, Senator Thurmond's papers and memorabilia, and the special collections of the Cooper Library, including papers of John C. Calhoun and James Byrnes, the most important South Carolinians since 1787. The Institute is a part of an instructional and public-service district that includes the Brooks Center for Continuing Education. In addition, the University offers limited graduate and undergraduate coursework in Greenville, SC, and is building a graduate and research center, the International Center for Automotive Research (ICAR), also in Greenville.

ACCREDITATION

Clemson University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor's, Master's, Education Specialist, and Doctor's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Clemson University.

Curricula are accredited by AACSB International (Association to Advance Collegiate Schools of Business), Accreditation Board for Engineering and Technology, American Council for Construction Education, American Dietetic Association (CADE), American Society of Landscape Architects, Commission on Collegiate Nursing Education

(CCNE), Council for Accreditation of Counseling and Related Education Programs (CACREP), National Architectural Accrediting Board, National Association of Schools of Art and Design, National Council for Accreditation of Teacher Education, NRPA/AALR Council on Accreditation, Planning Accreditation Board, and Society of American Foresters. Documentation of accreditation is available in the college deans' offices.

CAMPUS VISITS AND TOURS

One of the best ways to discover all Clemson has to offer is through a visit to the campus. The Class of 1944 Visitors Center helps host prospective students' Clemson experience. Information, audio-visuals, parking passes, and tours are all easily accessible. The Visitors Center is located just off of Highway 93 adjacent to the Alumni Center. Normal hours of operation are Monday–Friday, 8:00 A.M.–4:30 P.M.; Saturday, 9:00 A.M.–4:30 P.M.; and Sunday, 1:00–4:30 P.M. Hours vary according to the academic calendar, University holidays, and the home football schedule.

Walking tours, guided by volunteer student members of the University Guide Association, are available at 9:45 A.M. and 1:45 P.M. Monday–Saturday and 1:45 P.M. on Sundays. Tour schedules also vary based on the academic calendar, University holidays, and the home football schedule. Tours are conducted rain or shine, last about two hours, and include an information segment at the beginning. Reservations are highly recommended and can be arranged on-line at www.clemson.edu/visitors/index.html or by calling 864-656-4789.

CAREER CENTER

The Michelin® Career Center assists undergraduate and graduate students in selecting an appropriate field of study, furthering their education, and/or learning effective job searching strategies as well as making connections with employers.

Students can utilize a complete range of services and career development resources in the career library in both print and electronic formats. Career counselors are available to meet one-on-one with students to explore career or education options, devise résumés and cover letters, hone interviewing techniques, conduct searches for internships and full-time jobs, and ready themselves for interviewing with employers on campus. In addition, students may utilize ClemsonJobLink, the Career Center's on-line recruiting system, to view part-time jobs, internships, and full-time job positions and to sign up for on-campus interviews.

For students in programs that do not offer internship credit, the Career Center offers zero-credit-hour internships courses (CCINT). Students may participate in either a part-time or full-time internship.

Major events sponsored by the Career Center include a fall and spring Career Fair and University Placement/Recruitment for Educators Program (UPREP) Teacher Fair.

Information is available from the Career Center at career.clemson.edu or by calling 656-6000.

COMPUTING RESOURCES

Clemson Computing and Information Technology (CCIT) supports the computing needs of students and employees with comprehensive services including laptop support, training, printing, computer repair, software licenses, wireless access points, network and information security, course management system, and more.

CCIT also maintains numerous computer labs throughout the campus, five of which are public access. The labs contain high-end PCs running Windows XP and laser printing equipment. Students have access to the Internet, e-mail, Google Apps for Education, and Microsoft Office Suite, which includes Word, Excel, and PowerPoint applications.

CCIT provides computer training and support to faculty, staff, and students in the use of the MyCLE portal and the Web-based course management system (Blackboard), the Clemson computer network, e-portfolios, and many desktop applications. Training is offered as part of regular University courses, through short courses, through special training programs, and through e-learning courses. Distance-learning processes and technologies are also supported with the goal of enhancing the design, production, and delivery of an increasing number and variety of University distance education courses. On-line registration and a complete list of courses are available from the CCIT Web site at ccit.clemson.edu.

CCIT Customer Support Center

CCIT provides support and consulting in a comprehensive Customer Support Center (CSC) located in the University Union. The CSC serves as a central point of contact for those who need general computing assistance, laptop support, and consulting services. A satellite CCIT Help Desk is located in the Cooper Library on Level 5. This Help Desk can assist students in the use of hardware, software, and services. Students and employees may call 656-3494, send e-mail to ITHELP@clemson.edu, or check the information and hours of desk operations on the Web at ccit.clemson.edu.

Wireless Access

The campus computer network can be accessed through wired network connections found in all on-campus residences or through the University's extensive wireless network. This wireless access network provides coverage to most areas of Clemson's campus. Students wishing to connect to the wireless network are encouraged to buy a wireless card with Cisco certified extensions. More information and complete coverage details, including a list of compatible wireless cards, can be found on the CCIT Web site.

Security

Clemson University requires all users to run virus protection and install the latest operating system patches on their computers. Clemson has a site license for the McAfee products, VirusScan (Windows), and Virex (MacOS). These are located on the Software Archive at download.clemson.edu.

Laptop Program

All Clemson University MBA graduate students are required to have laptops. While students may bring any laptop that meets the minimum specifications, recommended laptops are posted at laptop.clemson.edu. Clemson University has worked with vendors to offer recommended laptops at special discounted prices. Students using the recommended laptops will receive both software and hardware support. Limited support is also offered to students who have non-recommended laptops.

As part of the CCIT Customer Support Center services, student employees are available to perform diagnostics and software assistance on laptops. Repair technicians are on hand to do warranty repairs on the recommended Clemson laptops, and many spare parts for these laptops are kept in stock. Students whose laptops must be in PC Repair for an extended period of time may check out a loaner laptop, subject to availability. Only students who have one of the recommended laptop models in for repair may take advantage of the loaner service; however, many other brands of computers can also be serviced and repaired.

Additional information is available at ccit.clemson.edu or by e-mail from ITHELP@clemson.edu.

DISABILITY SERVICES

Student Disability Services coordinates the provision of reasonable accommodations for students with physical, emotional, or learning disabilities. Accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class. Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, G-23 Redfern Health Center, 656-6848. Details on policies and procedures are available at www.clemson.edu/asc.

GENERAL UNIVERSITY POLICIES

Extensive and detailed policy information is available in the *Student Handbook* at www.clemson.edu/studentaffairs/studenthandbook/.

ENGLISH FLUENCY

Clemson University has established a policy to assure that all instructional activities are conducted by individuals possessing appropriate proficiency in written and oral use of the English language. Instructional activities include lectures, recitation or discussion sessions, and laboratories. The individuals to be certified include full-time and part-time faculty, graduate teachers of record, graduate teaching assistants, and graduate laboratory assistants for whom English is not the first language.

A student who experiences difficulty with an instructor's written or oral English and who wishes to seek relief must do so prior to the seventh meeting of a 50-minute class and prior to the fifth meeting of a 90-minute class in regular semesters. In the five-week summer sessions, relief must be sought prior to the third class meeting.

The procedure is summarized as follows:

a. The student must quickly bring the problem to the attention of the instructor's department chair either directly or through a faculty member such as the student's advisor. That department chair will assess the complaint and, if deemed valid, offer an appropriate remedy within two days.

b. A student who is not satisfied with the department chair's decision or the relief suggested, may appeal within two days to a five-member hearing panel comprised of three faculty members and two students appointed by the Senior Vice Provost and Dean of Undergraduate Studies.

Students with questions should contact the Associate Dean of Undergraduate Studies, E-103 Martin Hall.

EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

Clemson University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, religion, sex, or disability in any of its policies, procedures, or practices; nor does the University, in compliance with the Age Discrimination in Employment Act of 1967, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment on the basis of their age or because they are disabled veterans or veterans of the Vietnam era. Clemson University conducts its programs and activities involving admission, access, treatment, employment, teaching, research, and public service in a nondiscriminatory manner as prescribed by Federal laws and regulations.

In conformance with University policy and pursuant to Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, Clemson University is an Affirmative Action/Equal Opportunity Employer.

Inquiries concerning the above may be addressed to the following:

Executive Secretary, Clemson University Board of Trustees, 201 Sikes Hall, Clemson University, Clemson SC 29634

Director, Office for Access and Equity, 207 Holtzen-dorff, Clemson University, Clemson SC 29634

Director, Office for Civil Rights, Department of Education, Washington DC 20201.

INFORMATION RESOURCES FOR STUDENTS

Clemson University computing resources are the property of Clemson University, to be used for university-related business. Students have no expectation of privacy when utilizing university computing resources, even if the use is for personal purposes. The university reserves the right to inspect, without notice, the contents of computer files regardless of medium, the contents of electronic mailboxes and computer conferencing systems, systems output such as printouts, and to monitor network communication when

1. It is considered reasonably necessary to maintain or protect the integrity, security or functionality of university or other computer resources or to protect the university from liability;
2. There is reasonable cause to believe that the users have violated this policy or otherwise misused computing resources;
3. An account appears to be engaged in unusual or unusually excessive activity;
4. It is otherwise required or permitted by law.

Any suspected violations of this policy or any other misuse of computer resources by students normally should be referred to the Office of Student Conduct. That office will investigate the allegations and take appropriate disciplinary action. Violations of law related to misuse of computing resources may be referred to the appropriate law enforcement agency.

Notwithstanding the above, Clemson Computing and Information Technology may temporarily suspend, block or restrict access to an account, independent of university disciplinary procedures, when it appears reasonably necessary to do so in order to protect the integrity, security or functionality of university or other computer resources, to protect the university from liability, or where the emotional or physical well-being of any person is immediately threatened. When CCIT unilaterally takes such action, it will immediately notify the account holder of its actions and the reason for them in writing. The account holder may appeal the action taken by CCIT in writing to the Chief Information Officer.

Access will be restored to the account holder whenever the appropriate investigatory unit of the university determines that the protection of the integrity, security or functionality of university or other computing resources has been restored and the safety and well being of all individuals can reasonably be assured, unless access is to remain suspended as a result of formal disciplinary action imposed through the Office of Student Conduct or as a result of legal action.

Use of University computing resources, including network facilities, account numbers, data storage media, printers, plotters, microcomputer systems, and software for computing activities other than those authorized by the University is strictly prohibited. Unauthorized use of such resources is regarded as a criminal act in the nature of theft, and violators are subject to suspension, expulsion, and civil and criminal prosecution.

Use of university computing resources, including network facilities, account numbers, data storage media, printers, plotters, microcomputer systems, and software for computing activities other than those authorized by the university is strictly prohibited. Unauthorized use of such resources is regarded as a criminal act in the nature of theft and violators are subject to suspension, expulsion, and civil and criminal prosecution.

The following are examples of misuse of computing resources:

1. Unauthorized duplication, distribution or alteration of any licensed software. This includes software licensed by the university and licensed software accessed using the computing networks.
2. Attempting to gain unauthorized access to any computing resource or data, or attempting to disrupt the normal operation of any computing resource or network—at Clemson or anywhere on the Internet,
3. Attempting to use another student's or employee's computer account or data, without their permission.
4. Using the university electronic mail system to attack other computer systems, falsify the identity of the source of electronic mail messages. Sending harassing, obscene or other threatening electronic mail. Attempting to read, delete, copy or modify the electronic mail of others without their authorization. Sending, without official university authorization, "for-profit" messages, chain letters or other unsolicited "junk" mail.
5. Knowingly infecting any computing resource with a software virus.
6. Tampering with the university computer network or building wiring or installing any type of electronic equipment or software that could be used to capture or change information intended for someone else.
7. Participating in a "denial of service" attack on any other computer, whether on or off campus.
8. Using university computing or network resources for personal gain or illegal activities such as theft, fraud, copyright infringement, piracy (e.g., sound or video recording), or distribution of child pornography or obscenities.

PATENTS AND COPYRIGHTS

All students enrolling in Clemson University do so with full understanding that

1. The University has full ownership rights in any inventions, discoveries, developments, and/or improvements, whether or not patentable (inventions), which are conceived, developed, or reduced to practice or caused to be conceived, developed, or reduced to practice by graduate students during the course of their research activities conducted as part of any Graduate School curriculum. Any such invention will be handled by the University in the same manner as set forth in the *Faculty Manual of Clemson University*, the pertinent provision for which appears as Part IXB entitled "Patent Policy."

2. Copyright ownership of any research work will be determined by University policy and by policies of organizations responsible for publishing or distributing copyrighted material.

3. The initial right of students in copyright of ownership is subject to interests retained by Clemson University. The rights retained by Clemson University may be subject to interests of third parties.

Copies of the policies on patents and copyrights are available in the individual departments and colleges and in the Graduate School Office.

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, ex-

cept 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 Investigations 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 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.

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 ten 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 due process which shall, at a minimum, include the following:

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 taken and a type-written copy thereof transcribed and 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. Members 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 rec-

ommendation, 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 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.

HOUSING

Graduate Student Housing

On-campus housing for graduate students is available as space permits. Additional information is available from the Housing Office, 200 Mell Hall, Box 344075, Clemson, SC 29634-4075; phone (864) 656-4663.

INTERNATIONAL SERVICES

International Affairs (IA) provides support services to all foreign students and exchange visitors in academic and personal matters relating to their nonimmigrant status (F-1 and J-1) in the United States. IA also serves as the official liaison between the University and the U.S. Department of Homeland Security's Bureau of Citizenship and Immigration Services (USCIS) and the U.S. Department of State. Upon arrival at Clemson University, foreign students and exchange visitors are required by U.S. regulation to report immediately to the Office of International Affairs in E-303 Martin Hall to register their arrival at Clemson with USCIS.

Students

Among the primary services provided to international students are (1) preparing and issuing documents (Immigration form I-20 and State Department form DS-2019) to assist in securing visas before students come to the United States; (2) advising students on U.S. immigration regulations and procedures; (3) assisting with completion of paperwork to maintain legal status while enrolled at Clemson; (4) providing assistance with USCIS registration; (5) determining employment and practical training eligibility; (6) generally interpreting University policy and procedures.

IA advisors issue documents and provide advice to foreign students and exchange visitors on matters pertaining to immigration issues. The Gantt Intercultural Center works closely with members of the community organization, Clemson Area International Friendship (CAIF), to help students and exchange visitors become familiar with American customs and traditions. Students and exchange visitors needing support in how to negotiate the local environment or who simply want to make friends with American families may seek assistance from staff in the Gantt Intercultural Center.

Exchange Visitors

Internationals who attend Clemson as short-term scholars are known as "exchange visitors." The Responsible Officer (RO) for the Exchange Visitor Program issues the State Department Form DS-2019 and serves as the official contact at the University for all matters pertaining to the Exchange Visitor Program. International Affairs assists exchange visitors with issues that may involve the sponsoring department or the exchange visitor's government.

Services to the Community

The Gantt Intercultural Center provides services to the broader community by developing and participating in cultural learning opportunities and programs that engage U.S. and international students, faculty, and staff. The first week of April has been designated as International Awareness Week at Clemson University. During this week, the Gantt Intercultural Center creates a concentrated focus on world issues and generates a variety of cultural, political, and educational programs across the campus. The International Festival, now in its 15th year, is a culminating event which draws on average 5,000 visitors.

LIBRARIES

The Libraries' Web site at www.lib.clemson.edu provides access to a multitude of information resources, including the library catalog, hundreds of databases, more than 34,000 electronic journals, and information regarding library services.

The Libraries' services include circulation, reference, interlibrary loan, class instruction, and tours. Cooper Library houses a computer lab (maintained by CCIT), Java City Cyber Café, Snax & Stax convenience store, and a popular reading and audiobooks collection. Equipment available includes photocopiers, scanners, fax machines, and wireless laptops in Cooper Library and a color laser printer, engineering plotter, and large-format photocopier in the Gunnin Architecture Library.

The Clemson University Libraries consist of a main library and three branches. R. M. Cooper Library, Clemson's main library, is located at the center of campus. Most of the books and journals are located there, as well as government publications, microforms, and electronic materials. The Gunnin Architecture Library in Lee Hall contains collections that focus on architecture, city and regional planning, construction science, landscape architecture, and visual arts. Special Collections, on the lower level of the Strom Thurmond Institute, houses the rare book collection, University Archives, and many manuscript collections, including the papers of John C. Calhoun and Thomas Green Clemson. The Chemistry Reading Room in Hunter Chemistry Building contains periodical literature related to chemistry.

Total holdings for the library system include more than 1.8 million items in the form of books, periodicals, electronic resources, government publications and patents, musical recordings, DVDs and videos, audiobooks, maps, and microforms.

REDFERN HEALTH CENTER

Medical Services

Redfern Health Center, an outpatient facility, operates Monday–Friday, 8:00 A.M.–5:00 P.M. (summer hours, 8:00 A.M.–4:30 P.M.). Students are seen on an appointment basis. Students without appointments are seen in the Nurses Clinic. The student health center offers outpatient ambulatory care for illnesses and injury, pharmacy, lab, x-ray, and specialty clinics including women's health and allergy/immunization clinics.

An on-line medical clearance form, available from the Redfern Web site at staff.clemson.edu/redfern/content/immunizationpolicy.php, is required of all graduate students entering the University for the first time. Documentation of two doses of MMR (measles, mumps, and rubella) vaccines since the student's first birthday is required. Students born prior to January 1, 1957, are exempt from the measles requirements. A tuberculin skin test (PPD) is required only for students coming from countries identified by the U.S. Centers for Disease Control (CDC) as a high risk for tuberculosis. The PPD skin test must be done at Clemson. Test results from the student's home country will not be accepted. Students not in compliance with immunization requirements will not be allowed to complete registration for the next semester.

After Hours

Emergency 911 services are available after hours. Students with questions about their health care needs should call the NurseLine at 1-888-525-1333. A registered nurse is available by telephone to answer questions and offer advice about health care needs.

Students requiring the care of a physician after hours choose from area emergency rooms and urgent care facilities including Clemson Health Center (an urgent care facility), Oconee Memorial Hospital, AnMed Health Center, Palmetto Baptist Medical Center, and Greenville Memorial Medical Center. Medical costs incurred are the student's responsibility. Students should contact Redfern the next business day for follow-up care.

The University ambulance transports on-campus medical emergencies to the closest community medical resource. The University ambulance is staffed with licensed emergency medical personnel 24 hours a day. Students are required to pay for off-campus ambulance transportation.

Counseling and Psychological Services (CAPS)

Located within (and administratively a part of) Redfern Health Center, CAPS provides comprehensive mental health services from a holistic perspective. Students are seen within their context and developmental stages as psychotherapy/counseling is delivered in individual, group, or couples format. Specialized services are delivered by nutritionist, psychiatrist, and addictions counselors. All services are confidential. Students who pay the health fee are allowed up to ten individual counseling sessions per semester at no charge. Services not covered by the health fee are discussed before services are provided.

CAPS offers the convenience of accessing services Monday through Friday from 10:00 A.M.–2:30 P.M. through the walk-in clinic. Students complete paperwork and are seen for this initial brief evaluation on a first-come, first-served basis. Students who cannot meet the walk-in clinic times may call 656-2451 for appointments during the 8:00 A.M.–5:00 P.M. hours of operation.

The CU Sister/CU Brother and Lifestyles Programs assist students with substance misuse/abuse concerns. CU CARES provides counseling, advocacy,

referral, education, and support for students with concerns about sexual assault and relationship violence. Students with eating concerns/disorders are treated from a multidisciplinary approach that involves psychological, medical, and nutritional perspectives. CAPS conducts a limited number of psychological evaluations for learning disabilities and attention disorders on a first-come, first-served basis each semester.

In case of emergency, assistance and consultation are available by calling 656-2451 during regular business hours. After hours and on weekends, the on-call counselor can be reached through the University Police Department at 656-2222.

Health Promotion

The Office of Health Promotion reaches out to the entire campus community and encourages the adoption of healthy lifestyles, general positive attitudes, and the modification of risky health behaviors. In addition, the office selects and trains student peer educators to become healthy role models on campus, engages fellow students in peer counseling, gives presentations on health issues relevant to college students, and collects and disseminates information about current health topics to the whole community. The Health Promotion program covers topics such as alcohol and other drug issues, HIV/AIDS awareness and prevention, sexual health and responsibility, dating violence, healthy sleep lifestyles, nutrition, stress management, and tobacco cessation efforts, among other topics.

Health Fee

University policy requires that all students registered for seven or more credit hours on campus during the fall or spring semester or three or more on-campus credit hours during a summer session pay the University health fee. The health fee provides access to the professional services of University physicians, nurse practitioners, counselors, and health educators at no additional cost; reduced costs for medical diagnostics; and an after-hours urgent care excess insurance benefit. Students pay for pharmaceuticals, orthopedic equipment, specialty clinics, and psychological testing. Payment is expected at the time of service and may be made by cash, check, MasterCard, Visa, or Tiger Stripe.

Health Insurance—Detailed information is available at www.grad.clemson.edu/wikifinancial_info.

CLEMSON UNIVERSITY FOUNDATION

The Clemson University Foundation is a nonprofit organization that solicits, manages, and administers gifts from private sources for academic programs at Clemson University.

Chartered in 1933, the Foundation is a primary component of the Advancement Program at the University. There are 36 elected members of the Board of Directors. Currently, 34 of the 36 are Clemson alumni. The Board also includes six automatic directors; 14 ex officio directors, including a graduate and an undergraduate student representative; and 14 honorary directors.

The Foundation operates through committees that report via an Executive Committee to the full Board. These include the Finance Review, Development, Investment, Nominations, and Policy and Constitution Committees. The Audit Committee is responsible directly to the Board. Fund raising is managed by the Development Committee and, if applicable, a Campaign Executive Committee. This includes solicitation of annual, major, planned, corporate, and foundation gifts in support of University priorities and coordination of college-based fund-raising initiatives. Organizations affiliated with the Clemson University Foundation include the Clemson University Continuing Education/Conference Complex Corporation, the Clemson University Real Estate Foundation, and the Wallace F. Pate Foundation for Environmental Research and Education. As of June 30, 2007, the Clemson University Foundation managed approximately 1,300 endowments. The combined CUF-CU managed investment portfolio totaled \$375 million.

CLEMSON ALUMNI ASSOCIATION

The Clemson Alumni Association's action phrase is "Your Lifelong Connection to Clemson." Its mission is to serve, to inform, to involve. The Alumni Association works for the more than 105,000 alumni located around the world, sponsoring programs to provide a link between students of yesterday, today, and tomorrow.

In conjunction with volunteers and traveling University staff, Clemson Clubs and Clemson activities are conducted around the world. Alumni are kept informed through the award-winning *Clemson World* magazine and on the Web at alumni.clemson.edu. Students, alumni, and constituency programs, as well as publications and electronic resources, form the basis for an array of services offered to alumni, students, parents, and friends of the University.

All services of the National Alumni Association are coordinated out of the Alumni Center, a campus focal point built, furnished, and equipped entirely by gifts from alumni specifically for that purpose. The University Visitors Center, a gift of the Class of 1944, is adjacent to the Alumni Center and is an excellent stop for anyone visiting or returning to campus.

Alumni-sponsored awards programs such as Alumni Distinguished Service, Alumni Fellows, professorships, scholarships, and awards for outstanding teaching, research, and public service are among the prestigious awards given by the Clemson Alumni Association.

Alumni employees coordinate the Alumni Career Services program and the activities of the open-membership student organization, Student Alumni Association. From the Welcome Back Festival held each August to the Senior Picnic held each May, the Alumni Association provides a lifelong connection to Clemson.