UNDERGRADUATE ANNOUNCEMENTS

2005-2006

2004-2005 Record
One hundred twelfth year
Volume 80
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, recitations, discussion sessions, and laboratory activities. 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. If the instructor's decision is not satisfactory, the student 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 Academics, E-108 Martin Hall.

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 Academics, E-108 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, do so. 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 303 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 of Access and Equity
E-123 Martin Hall
Clemson University
Clemson, SC 29634

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. These are as follows:

1. The right to inspect and review the student's education records (provided the student has not waived this right) within 45 days of the day the University receives a request for access.

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request identifying the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. To challenge the accuracy of an education record, the student must write to the registrar or other University official responsible for the record and clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the University official decides not to amend the record as requested by the student, the University official will notify the student in writing of the University's position. The student will then have the opportunity to communicate with the University official to present his or her case. If the student is still not satisfied, he or she may exercise his/her right to a hearing regarding the request for an amendment.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

   A student has a right to refuse to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent appears as Part IXB entitled "Patent Policy." The pertinent provision for which information that identifies or describes an individual including, but not limited to, an individual's photograph or digitally created image, social security number, date of birth, driver's identification number, name, home address, home telephone number, medical or disability information, educational level, financial status, bank account(s) number(s), account or identification number issued by and/or used by any federal or state governmental agency or private financial institution, employment history, height, weight, race, other physical details, signature, biometric identifiers, and any credit records or reports.

   Some of the information in documents which students provide to Clemson University may be personal information as defined above. Pursuant to Section 30-2-40, students are advised that this information may be subject to public scrutiny or release. They are also advised that personal-identifiable information contained in these educational records falls under the federal Family Educational Rights and Privacy Act of 1974, as amended (FERPA). If students elect to opt out of the release of directory information under FERPA, the University will not release any personal information except as otherwise required or authorized by law.

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 undergraduate students during the course of their academic activities conducted as part of any undergraduate 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.

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