

CLEMSON[®]

GRAPHIC COMMUNICATIONS

Graduate Handbook

Master of Science in Graphic Communications

Department of Graphic Communications

College of Business

Clemson University

2022-2023

Masters of Science in Graphic Communications

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Clemson University

Welcome to the Department of Graphic Communications at Clemson University.

This handbook is designed to provide you with useful information and links to both graduate school as well as Graphic Communications resources that will enhance your experience as a graduate student. It is also intended to familiarize you with requirements, policies, and procedures that govern the Graduate Program and to describe the duties and responsibilities of graduate students at Clemson University and in the Department of Graphic Communications. The information presented here is important, and each student is expected to read this handbook and to be familiar with its contents.

The department offers an M.S. degree in Graphic Communications which includes an all coursework option as well as a thesis option. This handbook will familiarize graduate students with the operational aspects of the department and serves as an informational guide and a catalog of departmental procedures and requirements that may affect graduate students. The requirements specified within are in addition to those described in the Graduate School Procedures and Regulations.

The Clemson University policies for graduate students are specified in The Graduate School Announcements. It is very important that each student read all the information in this document pertaining to the program of study. Additional departmental requirements for the degree programs administered by this department are provided in this handbook.

All new students are required to attend orientation held by the department. Dates and times of orientation meetings are announced each semester.

Section One - Entering the Graduate Program

General Admission Requirements

Minimum requirements to be considered for admission to the Graphic Communications Graduate Program generally follow those of the Graduate School. Minimum requirements include at least a four-year Bachelor's degree from an institution whose scholastic rating is satisfactory to the university, high quality of previous academic record, and satisfactory scores on the Graduate Record Exam (GRE).

Application Procedures

The application for graduate school at Clemson University is an on-line process. For detailed information about Graduate School admissions, see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm. The application process takes between 4 to 6 weeks on average and only the Graduate School can officially notify you of the final admission decision. It is imperative that students applying for the M.S. degree in Graphic Communications use the 514 degree code when filling out the application.

Admission begins with your submission of an official application to the Clemson University Graduate School via their website at www.clemson.edu/graduate/admissions/index.html.

The deadline of applications is three months prior to the semester the student wishes to begin course work. Upon receipt of all admission materials, your application will be reviewed by the Graphic Communications Graduate Admissions Committee. Applicants must meet all admission requirements of the Graduate School, and the Graduate Program in Graphic Communications before official acceptance will be granted.

Various indicators are used to determine admission these may include, but are not limited to: previous academic performance, standardized test scores, statements of interest, and letters of recommendation. In reviewing transcripts, both the difficulty of the courses taken and the grade point ratio are considered. Upon review of the application and approval of the graduate committee, the graduate coordinator will approve your admission. The Graduate School will then notify you of your acceptance.

International Students

The Graduate Program in Graphic Communications welcomes international applicants with satisfactory English language proficiency. For more information, visit the Office of Global Engagement's International Services at www.clemson.edu/administration/ia/services/index.html.

Graphic Communications Admission Requirements

Applicants need to submit a personal statement, current resume, two letters of reference, official GRE scores, and official transcripts.

Admission Status

You may check the status of your application on-line through the Graduate School website.

Important Contact Information and Links

Faculty and Staff

The following is a list of key people involved with the graduate program along with their responsibilities.

Graduate Program Coordinator

Dr. Charles T. Weiss, ctweiss@clemson.edu, coordinates decisions concerning admissions. He makes recommendations to the Department Chair regarding teaching assistantships and interacts with the Graduate School on many matters including student status and assistantships. He also coordinates graduate student recruitment activities.

GC Department Chair

Dr. Chip Tonkin, tonkin@clemson.edu, is the current Department Chair. He gives the final word on all matters involving resources available to graduate students and final approval on all assistantship offers.

Student Services Coordinator

Naomi McRedmond, nmcredm@clemson.edu, is available to answer questions and direct students to appropriate University resources.

Administrative Coordinator

Samantha Haselden, suselma@clemson.edu, is responsible for setting up graduate assistants for payroll and key distribution.

GC Faculty

Dr. Carl Blue, cnblue@clemson.edu, Associate Professor, web development, screen printing, digital graphics, and graphic design.

Dr. Amanda Bridges, awbridg@clemson.edu, Assistant Professor, graphic design, color and typography, web design, multimedia, and print production

Dr. Erica Walker, Associate Professor, eblack4@clemson.edu. Visual communication, marketing, graphic design, web design.

Dr. Eric Weisenmiller, Associate Professor, emweise@clemson.edu. Prepress, digital printing, print management functions, variable data for print, offset lithography.

Dr. Charles Weiss, Professor, ctweiss@clemson.edu. Graphic design, commercial aspects of printing, augmented reality, photography, mailing, multimedia.

Dr. Nona Woolbright, Professor, nwoolbr@clemson.edu. Management and personnel practices for the printing industry as well as developing creative problem-solving techniques for teaching package printing and design.

Mr. Kern Cox, Senior Lecturer, kernc@clemson.edu. Electronic prepress, printing processes, color management, flexography.

Ms. Michelle Fox, Lecturer, mboost@clemson.edu. Flexography, dye sublimation, screen printing, and offset lithography and curriculum.

Daryl Stevens, Lecturer, wdsteve@clemson.edu. Web design, print design, product design and branding.

College of Business

<http://www.clemson.edu>

The Graduate School

The Graduate School <http://www.clemson.edu/graduate/index.html>

Graduate School and Student Policies <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Graduate School Admissions Policies <http://www.clemson.edu/graduate/admissions/index.html>

Graduate Catalog www.registrar.clemson.edu/html/catalogGrad.htm

Information for Graduate Students <http://www.clemson.edu/graduate/students/index.html>

International Students <http://www.clemson.edu/campus-life/campus-services/international/students.html>

Forms <http://www.clemson.edu/graduate/students/forms.html>

Graduate School and Student Deadlines <http://www.clemson.edu/graduate/students/deadlines.html>

The University

Academic Calendar www.registrar.clemson.edu/html/Acad_Cal.htm

Graduate Courses www.clemson.edu/graduate/academics/course-offerings.html

University Policies <http://www.clemson.edu/studentaffairs/student-handbook/universypolicies/>

Graduation <http://www.registrar.clemson.edu/html/graduation.htm>

Graduation Deadlines <https://www.clemson.edu/graduate/students/deadlines.html>

The following is a list of places and phone numbers relevant to the Graduate Program.

Graphic Communications Office	864 656-3447
Campus Police (Below IPTAY Building)	864 656-2222
Graduate School Office (E-106 Martin Hall)	864 656-3195
Graduate Student Association Office	864 656-2697

Admission Sequence

Student makes application online to Clemson University Graduate School.

Student's supporting materials are sent; official transcripts, letters of recommendation, personal statement, resume, GRE to the graduate admissions office.

Student supporting materials are scanned at the Graduate School and put online for review by Graphic Communications Graduate Coordinator.

Applicant information is downloaded from the Graduate School website and application information for distribution to the department graduate committee.

The Graduate Coordinator will have graduate faculty review applicants this process may take a week or two based on graduate faculty availability and workload.

Review includes:

- 3.0 minimum GPA
- Undergraduate degree review for prerequisites
- GRE scores
- TOEFL scores for international students

The graduate committee forwards a recommendation to the Graduate Coordinator.

The Graduate Chair will evaluate the recommendation and makes the final department recommendation to the graduate college.

The Graduate School will record the department recommendation and make public to the applicant the final decision through an admissions letter.

Section Two - Graduate Student Responsibilities

Graduate Culture, Expectations, and Responsibilities

Both continuing graduate students and those new to the GC program can expect a very demanding and personally challenging experience while in graduate school. During the students' course of study they will find they are faced with projects that will require putting extra time into the effort - evenings, nights, and weekends into completion. Those new to the graphics field should not underestimate the amount of work required and should be prepared for complete commitment.

The greatest challenges in graduate school tend to be personal; managing your time, improving your skills, and generally finding your own way. Students who are open-minded, generous, and willing to learn, but who, at the same time, have their own interests, pursuits, and projects will likely find the greatest success in graduate school.

Beyond this, it goes almost without saying that the faculty expects you to approach your graduate study in a professional manner. You should treat your fellow students and your instructors in the most respectful and collegial manner.

Academic Integrity

It is a basic understanding that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct.

Selecting an Advisor

Each student's initial advisor is Dr. Nona Woolbright, Graphic Communications Graduate Coordinator. Thereafter each student may ask another graduate faculty member to serve as their graduate program advisor. (Faculty members have the right to decline to serve as advisors as well as committee members.) The selected advisor's research interests should closely relate to the student's area of interest. See the published list of faculty and their research interests to assist in that selection. Your advisor should be your first contact for planning your study program and selecting courses. Your permanent advisor should be determined by the beginning of your second semester of study.

Faculty who can serve as advisors include:

Dr. Carl Blue, Associate Professor
Dr. Amanda Bridges, Assistant Professor
Dr. Chip Tonkin, Professor
Dr. Erica Walker, Associate Professor
Dr. Eric Weisenmiller, Associate Professor
Dr. Charles T. Weiss, Professor
Dr. Nona Woolbright, Professor

Establishing a Graduate Committee

It is the responsibility of the graduate student to select a three member graduate committee at the time that the GS2 is submitted. The student must select two of the three members from GC and the fourth member needs to be selected from faculty outside the Graphic Communications department.

The Role of the Graduate Program Advisor and Advisory Committee

A student's graduate program advisor is his/her first contact in planning a program of study. The advisor, along with the student's advisory committee, will serve the following functions:

- Specify co-requisite courses if required
- Approve the coursework study plan (GS-2)
- Supervise any thesis or research

- Administer the final examination
- Initiate recommendations for awarding the degree

Study plans documented on GS2 forms must be completed during the second semester. Circumstances, however, can necessitate later changes to the plan. Proposals for changes in study plans must be recorded on a revised GS2 form, which is given to the Coordinator for the Graduate Program.

Master's Program Timetable

The following is a list of the steps in a Master's program:

1. Appointment of advisory committee in consultation with faculty advisor.
Complete with advisor prior to end of 1st semester of graduate study.
2. Preparation of study program in consultation with advisor.
Complete beginning of the 2nd semester of graduate study.
3. Filing of study plan (GS2).
Complete beginning of the 2nd semester of graduate study.
4. Approval of thesis or project proposal (if appropriate).
Complete before end of second semester.
5. Admission of candidacy for degree (GS4).
Complete after finishing at least 15 hours of course work and at least one semester before degree is expected.
6. Submittal of thesis or project (if applicable).
Provide first draft at least four weeks before date of final examination; provide final (approved) copies at least two weeks before final examinations, unless the advisory committee provides a different deadline.

7. Final examination form (GS7) to be filed after examination is completed.
Complete at least three weeks prior to date on which degree is expected (see Graduate School schedule for latest possible date of submission).
Check Graduate School website for deadlines.

Graduate School Forms

GS2 Policy: A degree-seeking student must file a Plan of Study or graduate degree curriculum (Form GS2) in accordance with the Office of Enrolled Student Services' timeline. The Plan of Study must be filed near the beginning of each student's program of study. Students pursuing the master's degree must submit the curriculum by the middle of their second semester following matriculation. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked until the Form GS2 is received by the Office of Enrolled Student Services. 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. All transfer courses listed on the GS2 must be courses taken for credit from accredited degree-granting institutions whose scholastic reputation is acceptable to Clemson University.

GS2 Form Instructions:

<http://www.clemson.edu/graduate/students/gs2-hints.html>

See the Graduate School Policies, Procedures, and Late Filing (\$25 fee) information at <http://www.clemson.edu/graduate/students/deadlines.html>

Graduation Application

You apply for graduation through your iRoar account. Choose "Apply for Graduation" under the "Student Record" menu. If you have questions or problems about applying for graduation, call Enrolled Services at (864) 656-5339 or email weartha@clemson.edu.

GS7 FORM

Upon completion of your oral defense and the approval by your committee, the GS7 form should be filed. <http://www.clemson.edu/graduate/files/pdfs/GS7M.pdf>

S14 Online FORM

This form is a request for change of degree and/or major.
<http://www.clemson.edu/graduate/students/gs14.html>

Section Three - Coursework

Program of Study Degree Requirements

Course Selection

Once you have chosen a graduate program advisor, you should meet with your advisor and select your courses for each semester. The courses should be chosen so as to make significant progress towards meeting the requirements of your degree. The degree requirements are given in the next section of this handbook.

During your second semester (once you have made your final choice for your permanent advisor), you should work with him/her to complete a GS2 form. On the form you should list only those courses that are to be used to satisfy requirements for the degree. The form also requires the selection of a faculty orals committee members. See example Appendices.

The student's faculty advisor must approve all courses listed on the GS2 form. Once the student and faculty agree upon the courses to be included on the GS2, a typed copy (with signatures) should be given to the Coordinator of the Graduate Program. The Department requires submission of an approved GS-2 form upon the completion of the second semester enrolled. The Graduate School assesses late fees for students who do not meet these deadlines.

1. Seventeen credits in subjects which contribute to technical competence in the GC field.
2. For non-thesis option-seven credits in research methods and application of research principles, including GC 8940, GC 8970 and GC 8980.
3. For thesis option, seven credits in research methods including GC 8940 and GC 8910.
4. Six credits must be taken outside the Graphic Communications Department.
5. At least one-half of the graduate credits on the approved program must be selected from courses numbered at the 8000-level or above.
6. The non-thesis candidate must exhibit evidence, through successful completion of an oral examination, of competence in graphic communications technology, research methods, and another area of related support.
7. With a thesis option, the student will schedule and successfully complete an oral defense of the thesis.

Graphics Core Courses

GC 6060 Package and Speciality Printing

GC 6400 Commercial Printing

GC 6440 Current Developments in Graphic Communications

GC 8940 Graduate Seminar

GC 8970 Research Problems I

GC 8980 Research Problems II

Research Block

A block of required semester hours are reserved in the program of study for research which ensures the graduate student experiences scientific research methodology. Typically the student takes one credit hour of research their first semester and completes the remaining six as scheduling allows.

General Policies

Undergraduate Co-Requisite Courses (Deficiencies). The Graphic Communications graduate program is not designed to be an entry-level program; therefore, students are expected to have the appropriate technical background prior to entering the program. If undergraduate co-requisite courses were specified as a condition of a student's admission, it is important that these be taken early in the program in order to provide the student with background for graduate courses. Normally, these deficiencies are removed by taking (for credit) and passing the required courses during a normally scheduled course offering. Unless otherwise specified, a grade of C or better is required for undergraduate co-requisites.

Note: students who completed undergraduate work at Clemson cannot receive both undergraduate and graduate credit for the same course.

Supporting Areas of Study

The student should have between six and nine semester hours of supporting areas of study. These classes represent the student's interest in a related area such as management, packaging or art that will enhance the student's employment upon graduation.

Graduate Internship

The graduate student may elect to complete one professional internship course. If the student has no relevant work experience they will be required to complete a professional internship.

Section Four - Costs

South Carolina Residency

Many students are interested in establishing residency in South Carolina for the purpose of paying in-state tuition. For more information, see <http://www.clemson.edu/financial-aid/residency/>. Questions should be addressed to the Office of Residency Classification, G-01 Sikes Hall, (864) 656-2280.

Costs

For current tuition and fees, see <http://www.clemson.edu/graduate/finance-tuition/index.html>. For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid, G-01 Sikes Hall, (864) 656-2280, or http://www.clemson.edu/financial-aid/specific_student_types/graduate.html.

Graduate Assistantships have a monthly stipend related to the functions the student performs such as lab assistant. All graduate students receiving assistantships from the Department are required to register for nine credit hours during the Fall & Spring semesters and six credit hours during the Summer sessions.

Registration Requirements for Graduate Assistants

All graduate students receiving assistantships from the Department are required to register for nine credit hours during the Fall & Spring semesters and six credit hours during the Summer sessions.

Financial Assistance

Departmental Graduate Assistantships are awarded at admissions on a competitive basis to qualified students. Financial support is awarded based on availability of funds and academic merit. All qualified students are considered for assistantships when applications are processed. Award decisions are based on academic record, test scores, statement of purpose, letters of recommendation and previous experience within the graphics field. Because the assistantship will be in the GC labs, the Department Chair will require the graduate to participate in unpaid training or take a class prior to the beginning of the semester of the assistantship. Departmental Graduate Assistantships are typically offered initially for up to one year of study, but may be renewed depending on the availability of funding and academic and assistantship performance of the student. Second graduate students are given priority for assistantships.

Graduate assistantships include a tuition reduction, a stipend, and involve 10-20 hours of work per week during the academic year.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing (i.e., not on probation), and (3) making satisfactory progress toward their degree. Tuition and fees for students receiving support are a reduced flat fee. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester.

Assistantship Paperwork and Record Keeping

If you have been awarded an assistantship, you must report to the departmental staff at the beginning of your assistantship and complete the required forms. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate or Social Security card).

You must accurately report paid service hours worked into the Graduate Assistant Time Capture System.

Assistants must fulfill all of the responsibilities described by their faculty or staff supervisors and must work the requisite number of hours. Assistants who do not fulfill their obligations or work the requisite number of hours are liable to lose the assistantship award.

Work Requirements

Workload: The normal half-time graduate assistantship workload is 20 hours per week (average). Students are often hired for 25% (10 hours) or some other fraction of full-time work. *Employment Schedule and Leave without Pay:* Graduate students with 9-month and 12-month graduate assistantship appointments work on the same calendar as faculty with 9-month and 12-month appointments, respectively. The student and the immediate faculty advisor in charge of the laboratory should agree upon the duties over holiday periods for graduate research assistants. The policy concerning leave without pay is outlined in the financial section of the Graduate School Announcements.

Termination of Pay:

Pay for any session will end when the student leaves Clemson and/or is no longer available for work assignments, except for the 2-week Christmas vacation policy for continuing students, stated above. Normal termination dates for the spring and fall semesters for students not continuing into the next session will be the date posted by Clemson's Human Resources Department. Any deviations from these dates must be approved by the department chair.

Section Five

Master's Degree Option Selection

Each student's program, as specified by the GS2 form, must satisfy one of the following two options:

All Coursework Option - The GS2 form must include a minimum of 33 credit hours, at least 18 of which must be at the 8000-level.

Thesis Option - The student must write a M. S. Thesis that is approved by the advisory committee and the Graduate School. The GS2 form must include a minimum of 30 credit hours, including exactly six hours of GC 8910 - Master's Thesis Research. As required by the Graduate School, at least 12 of the credit hours, excluding the six GC 8910 credits, on the GS2 form must be at the 8000-level. In addition, those students anticipating continued studies toward the Ph.D. should strongly consider the thesis option.

Master's Comprehensive Examination

Independent of which option is chosen, the student must take a final examination (oral and/or written), administered by his/her advisory committee. A student selecting the Thesis Option must pass an exam consisting of an oral defense of the student's thesis or report. The advisory committee has the option of administering an additional written and/or oral exam on coursework. For a student selecting the All Coursework Option, this examination will consist of an oral review and a written summary of a topic if deemed by the student's advisory committee.

Application for Graduation

Students should apply for graduation no later than the date posted on the Graduate School website. Any deficiencies or incompletes must be completed and all fees are payable at that time.

Graduation

The university holds commencement ceremony three times a year. For information on commencement dates and times, caps, gowns or graduation announcements, see the website <http://www.clemson.edu/graduate/students/deadlines.html>.

Section Six - Useful Information

Graphic Communications Contact Information

Office Phone (864) 656-3447

Fax (864) 656-4808

Dr. Chip Tonkin, Department Chair

tonkin@clemson.edu

Dr. Charles T. Weiss, Program Coordinator

ctweiss@clemson.edu

Miscellaneous

Thesis Guide: All students should read an online booklet entitled “The Guide: Manuscript Preparation and Graduation Clearance”.

Office Supplies: The department does not furnish office supplies to graduate students. **Desks:** It is the goal of the Department to provide a desk (located in Godfrey) for each graduate assistant employed by the department.

Keys: Keys for Godfrey are available for students who have lab responsibilities. Note: you may be assigned the responsibility of locking up the building.

It shall be clearly understood by all those receiving keys that he or she shall:

- Exercise great care to prevent loss. Should loss of a key occur, this loss shall be reported immediately to the department office.
- Not loan a key to anyone.
- Under no circumstances hold the door for anyone to enter the building after 4:30 p.m. daily or on the weekends. They can only enter the building if their course(s) instructor is in Godfrey.
- Report to the University Police and to the department office any unusual or suspicious occurrence or persons found in Godfrey after the building is normally closed.

Graduate Student Government: the Graduate Student Government (GSG) is a university-wide organization of all graduate students for the purpose of promoting graduate student interests. At the start of the fall semester, department GSG representatives are elected. The senate meetings are open to all graduate students. See the GSG website for more information.

Clemson University (CU) Student ID, Username, and TigerOne Card

CUID

When you are accepted into the Graduate School, you will be issued a unique student identification number as part of your admissions acceptance packet. Your student ID is a number you will use on forms and other official University business. It is often referred to as your “CUID”.

Username

Also upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”. Your username generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example John Smith, jsmith@g.clemson.edu, where “jsmith” is the username). Your username gives you access to University systems. You may also need to use your student username to access department-specific networks.

TigerOne Card

Soon after you arrive, you will want to obtain your TigerOne Card (<http://www.clemson.edu/campus-life/tigerone/>). This is your official Clemson University photo ID card and gives you access to a variety of services throughout campus and around town, including:

- Library card
- Fike Recreation Center access card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
- Personal debit card to access pre-deposited funds in a TigerStripe account.

You must be registered for at least one class during the current semester to qualify for a TigerOne Card. Bring a photo ID (driver's license, state-issued ID card or passport) to the TigerOne Card office located at 111 Hendrix Student Center. There is no charge for your first ID card. Always remember to carry your TigerOne Card with you at all times.

Registration

Prior to registration for your first semester of study, the Chair of the Department of Graphic Communications - Dr. Chip Tonkin - will provide you with registration information and will help you plan your initial program of study.

Registration is conducted entirely online via iRoar. The Office of Registration Services provides a wealth of information that you may refer to regarding the steps to be taken in the registration process. See the Registration Services website at <http://www.registrar.clemson.edu/>.

Housing

Most graduate students choose to live off-campus in apartments. The city of Clemson and neighboring towns of Central and Seneca offer students a host of off-campus housing choices in a wide range of prices. or those who prefer to live in university housing, new graduate students are housed on-campus as space permits, after all continuing student and freshman assignments are completed. Graduate students should call the Housing Office at (864) 656-2295 or visit them in Mell Hall.

Transportation, Cars, and Parking

Clemson University is a suburban campus where most students commute by car and find themselves very car-dependent in many aspects of daily life. To park a car on campus, you must purchase a parking permit sticker from Parking Services and park in designated parking lots. If you are arriving to campus to go to class during peak hours, please anticipate the shortage of nearby parking spaces, locate remote parking options, and arrive in time for a short walk.

If you find a place to live near campus, walking or bicycle commuting is sometimes an option, as is the public CAT Bus (see below).

CAT Bus

The Clemson Area Transit Service, known as the CAT Bus, is a free bus service provided by the City of Clemson. It offers fare-free shuttles around campus and around the area, including service to Anderson, Central and Seneca. For route information, visit their website at www.catbus.com.

Groceries, Services, and Shopping

Within the Clemson area there are several grocery stores, banks, commercial laundries, general stores, and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle or CAT Bus. A wide range of restaurants are also available downtown and along Tiger Blvd. In Central, a few minutes drive east of Clemson, there is a Walmart. The City of Anderson, a twenty-minute drive south of Clemson, has a Target store and other shopping options. Greenville, a thirty-five minute drive east, has an even greater variety of shopping, dining, entertainment options as well as the closest airport.

Ombudsman

If you have University concerns or issues while at Clemson, you can schedule a meeting with the Ombudsman (clemson.edu/ombudsman). The Ombuds office strives to foster equitable treatment of all faculty, graduate students, postdocs, undergraduate students and staff within the University system. Ombuds provide an independent, neutral point of view in an informal and confidential environment. They are not part of any administrative structure at Clemson and refrain from making policy or administrative decisions or conducting formal investigations. Concerns can be directed to the appropriate University ombudsman by letter, walk-in, appointment (appointments are not necessary but are encouraged) or telephone. Please be advised that because of technological limitations, we cannot ensure the confidentiality of e-mail, so please do not use email as a means of communication.

R. Gordon Halfacre, Ph.D., MLA
University Ombudsman for Faculty and Graduate Students
101 Clemson House, 248 N. Palmetto Blvd.
Clemson University Clemson, SC 29631-5107
(864) 656-4353