CLEMSON
PUBLIC HEALTH SCIENCES

2024 – 2025 Graduate Student Handbook

Department of Public Health Sciences

Department of Public Health Sciences
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SIGNATURES:

_____   _____8/23/2023_____
Director of Graduate Studies   Date

_____   _____8/23/2023_____
Department of Public Health Sciences Chair   Date

PROGRAM CONTACTS

The faculty and staff in the Department of Public Health Sciences want you to succeed. If ever you need assistance or guidance as you pursue your studies, you may contact any of the people below.

Graduate Program Coordinator: **Dr. Sarah Griffin**
sgriffi@clemson.edu
510A Edwards Hall
(864) 656-1622

Dr. Griffin is you first contact should any issues arise regarding your academic progress or the program curriculum. The Graduate Program Coordinator's responsibilities include:

- Overseeing the regulations and procedures of graduate programs
- Coordinating curriculum updates
- Making recommendations regarding graduate admission and graduate assistantship offers
- Advising students on graduate policies and procedures
- Interacting with the Graduate School on matters such as student status and assistantships
- Chairing Graduate Committee

Graduate Student Services Coordinator: **Rebecca Coffey Moses**
coffey2@clemson.edu
508 Edwards Hall
(864) 656-5502

Mrs. Moses is the primary contact for all graduate student needs in the department related to academics, registration, transfer credits, and admissions. Her responsibilities include:

- Managing student records
- Advising students on graduate policies and procedures
- Assisting students with program curriculum and degree requirements
- Processing graduate student forms
- Assisting with administering comprehensive exams
- Course enrollment and graduate registration processes
- Acting as liaison between students, the Graduate School, Enrolled Students Services, and the Office of International Services

MPH Degree Coordinator: **Dr. Katymay Malone**
Kmalon4@clemson.edu
525 Edwards Hall
(864) 656-5865

Dr. Malone is the primary contact for the MPH degree program. Her responsibilities include:

- Recruiting, retention, and admissions for MPH program
- Advising MPH students
- MPH program delivery
- Overseeing MPH Practicum
- CEPH Accreditation

Human Resources Manager: Katherine Porter

khmarx@clemson.edu
510 Edwards Hall
(864) 656-5865

Mrs. Porter is the primary contact for anything HR related. Her responsibilities include:

- Distributing and collecting Graduate Assistantship contracts
- Managing personnel/hiring activities for the department
- New employee on-boarding
- Overseeing time-sheets and processing payroll
- Facilities requests/repairs for the 5th floor

Administrative Assistant: Caroline Brunson King

cbk8@clemson.edu
503 Edwards Hall
(864) 656-9866

Ms. King is the primary contact for student travel, departmental purchases, and social media. Her responsibilities include:

- Assisting with student travel requests and CONCUR training
- Processing reimbursement requests
- Purchasing departmental supplies
- Publishing departmental announcements on multiple social media platforms
- Managing the phsgrad@clemson.edu inquiry account

Graduate Programs Committee

All policies, procedures, and practices associated with the graduate program are developed, maintained, revised, and implemented by the Department of Public Health Sciences Graduate Programs Committee. This includes academic policies and standards related to curriculum, admissions, fellowships, assistantships, and other matters of importance to graduate education. The Graduate Program Coordinator chairs the Graduate Programs Committee. Students are welcome to communicate with members of committee and are invited to share feedback, recommendations, criticisms, and concerns to better develop DPHS graduate programs. Please, reach out to Rebecca Coffey Moses for more information.

A complete list of faculty and staff in the Department of Public Health Sciences can be found at
https://www.clemson.edu/cbshs/departments/public-health/people/index.html

INTRODUCTION

Welcome to the Department of Public Health Sciences at Clemson University. We wish you success at every stage of your academic journey and look forward to working with you.

This handbook is intended to familiarize you, as a graduate student in the Department of Public Health Sciences, with the requirements, policies, and procedures you will follow throughout your graduate experience. The rules and regulations provided in this handbook govern our academic programs and describe the duties and responsibilities of graduate students in the department. These rules and regulations, developed in conjunction with the Graduate School, have proven to be beneficial for both students and faculty in the department. In addition, this handbook provides useful information and resources to ease and enhance your experience in this program. Each student is expected to be familiar with the material pertaining to his or her degree program and, together with their faculty advisor, make certain that the chosen program of study complies with all policies. You are also expected to be familiar with the contents of this handbook.

Please, note: *The rules and requirements found in this handbook are in addition to and subordinate to those described in the Graduate School Policy Handbook.*

This handbook was last updated 8/15/2024.

Acknowledgement Form

All new graduate students in the Department of Public Health Sciences **must return** the Acknowledgement form (Appendix A) to Rebecca Coffey Moses, Graduate Student Services Coordinator, within the first week of enrollment.

OVERVIEW OF ADMISSIONS AND ENROLLMENT POLICIES

The Department of Public Health Sciences seeks to attract, recruit, and retain academically talented and diverse graduate students. Admission is restricted to applicants whose materials indicate a high potential for success in graduate study. Prospective applicants are encouraged to review information about the department, faculty, research, and program of interest available on the department web page prior to submitting their application. Additionally, PhD applicants are strongly advised to review faculty research interests and publications to identify faculty with whom they would like to work.

General Admission Policies:

Holistic Review:
Clemson University practices Holistic Application Review. This method recognizes that an applicant's strength in one area might offset a weakness in another and ensures that no single factor leads to either accepting or denying the student for admission. All credentials included in the application packet are given careful consideration to determine if the applicant possess the qualities known to contribute to the successful completion of the degree. Factors which are considered include, but are not limited to, academic performance to date, potential for contributing to research, and persistence in and commitment to educational success.

Application Deadlines and Timeline:
Program specific deadlines and application timelines can be found in the handbook section dedicated to that program. All applications remain valid for one year following submission.

Autonomy of Programs:
Students are admitted to only one degree program at a time, and admission to one degree program does not grant or imply admission to another. New application materials are required and must be reviewed and approved before a current student is recommended for admission to an advanced degree program. **Please note:** Applicants to the PhD program who are not offered admission to the PhD program will automatically be considered for admission to the M.S.

Students admitted to the Clinical and Translational Research graduate certificate program are admitted as non-degree seeking students. To advance to a regular degree program, non-degree seeking students must apply to and be admitted to a formal degree program. Successful completion of a course as a non-degree seeking student does not automatically grant admission to one of the formal degree programs.

Notification of Admission:
Admission decisions are recommended by the faculty and affirmed by the Graduate School. Notification of admission will come directly from the Graduate School.

Enrollment Expectations:

The faculty and staff in the Department of Public Health Sciences expects students to approach graduate activities in a professional manner by focusing on their studies and research. In particular, doctoral work, dealing with intensive study and research, requires dedication and devotion to the subject of inquiry. With few exceptions, doctoral students are expected to maintain full-time enrollment in the Applied Health Research and Evaluation degree program.

Residency:
Aside from approved internships or other applied experiences, students admitted to the Applied Health Research and Evaluation doctoral degree program are generally expected to remain students in residence for the duration of their graduate career.

In some cases, PhD candidates may be allowed to complete the final portion of the dissertation while employed full-time off-campus. Students moving from full-time to part-time status must establish a plan with their advisor for completing their degree requirements and approved by the Graduate Director. This plan should include a timeline for completion of the degree. Failure to adhere to the timeline may result in the student being terminated from the program on the recommendation of the Graduate Programs Committee and the Department Chair.

Continuous Enrollment:
If a student wishes to pause their graduate study for any reason, no paperwork is required by the Graduate School. Students are encouraged to notify their advisor and/or program coordinator of their decision to pause study as soon as possible. After there has been no enrollment for a period of time, the student's account will be made inactive and will prevent the student from registering for future classes. When the student wishes to return, s/he will need to complete the Request for Re-Entrance Form. Readmission decisions require a positive recommendation from the academic program as well as approval by the Graduate School and are not guaranteed.

All policies, course of study requirement, and tuition and fee levels in effect at the time of readmission will be in effect for the remainder of the program of study. Courses that have exceeded the maximum time limit or in which students were not awarded at least a C- will not be applied to the new program of study. Of those courses that meet the readmission criteria, programs have sole discretion as to whether or not they accept those courses for the new plan of study. Programs also have the right to impose other requirements as part of readmission, including but not limited to retaking qualifying or comprehensive exams, completing new courses, etc. *For more information, please refer to the Graduate School Handbook*

OVERVIEW OF PROGRAMS

The Department of Public Health Sciences offers the following graduate degree programs:

Graduate Certificate in Clinical and Translational Research
https://www.clemson.edu/cbshs/departments/public-health/degrees/graduate/graduate-certificate-clinical-translational-research.html

M.S. (non-thesis) in Applied Health Research and Evaluation
https://www.clemson.edu/cbshs/departments/public-health/degrees/graduate/ms-applied-health-research-evaluation.html

Master of Public Health in Rural and Community Health or Outcomes and Quality Improvement
https://www.clemson.edu/cbshs/departments/public-health/degrees/graduate/mph.html

Ph.D. in Applied Health Research and Evaluation
https://www.clemson.edu/cbshs/departments/public-health/degrees/graduate/phd-applied-health-research-evaluation.html

Purpose:

DPHS graduate programs prepare graduates to tackle important health challenges, engage in complex public health issues, and positively influence population health across the ecologic spectrum in a synergistic manner. The three research-oriented programs empower public health practitioners, clinicians, and researchers to navigate complex environments among a wide-range of disciplines to conduct relevant research on issues critically important to public health, while the Master of Public Health professional degree equips practitioners with pertinent, practical skills to work in, promote, and lead health initiatives in local communities.

The core curriculum emphasizes the fundamental competencies of public health and incorporates a full spectrum of rigorous methodological skills that enable graduates to support, design, implement, and assess interventions and policies related to population health. Students devote substantial attention to implementation science: the bridge between health research and health practice. Throughout their tenure, students learn to design and employ cutting-edge research methodologies with community, private sector, and public partners to provide effective solutions to challenging health problems.

Goals:

The overarching goal of DPHS graduate programming is to equip graduates with a sound understanding of public health in order to positively impact population health through multiple, diverse and tiered strategies.

Clinical and Translational Research and Applied Health and Evaluation Programs

The goal of the Clinical and Translational Research graduate certificate and two Applied Health Research and Evaluation degrees is to produce health researchers who possess strong research and analytical skills across a wide range of disciplines. Because these programs foster transdisciplinary faculty collaboration and involve research partnerships in communities and healthcare settings, graduates will be prepared to conduct research and evaluation that improves population health across a wide variety of health delivery systems.

Program goals support development of knowledge and skills that prepare researchers to:
- Conduct applied research and evaluation to improve a wide variety of health delivery systems
- Lead and/or support health research programs in private and public sectors
- Enhance oversight and accountability in health services delivery and the development of healthcare programs

- Improve the effectiveness and efficiency of health and medical services delivery systems
- Evaluate the implementation of services and compare effectiveness of competing programs and interventions
- Provide structured, data-informed decisions to empower change in population and healthcare practice

Master of Public Health Program

The goal of the Master of Public Health professional degree is to meet the national need of rebuilding the public health infrastructure and bring increased recognition to the value of public health. The Rural and Community Health concentration prepares practitioners within their communities to understand, anticipate, and overcome the unique challenges to population health posed by rural communities. Similarly, the Outcomes and Quality Improvement concentration trains clinicians to utilize the principles of public health to skillfully assess clinical practices and patient outcomes to best, most efficiently meet health needs across populations.

Program goals support development of knowledge and skills that prepare practitioners to:

- Analyze data, engage with communities, and implement public health programs to address concerns that affect diverse populations
- Develop effective programs specific to the health concerns of a specific community
- Educate the population about threats to public health
- Manage public health programs at the state or local level
- Identify health risk factors, screening campaigns, and provide direct care services to at-risk populations
- Improve the effectiveness and efficiency of health and medical services delivery systems

Student Learning Outcomes:

Students who complete these programs will be able to:

- Identify basic theories, concepts, and models related to determinants of health behavior
- Articulate a public health problem in terms of magnitude, person, time and place, including associated risk and protective factors
- Describe the four basic types of evaluation (*formative, process, impact, outcome*), evaluation concepts, and evaluation assumptions
- Collect primary health and health care data obtained by survey, qualitative, or mixed methods
- Compute and accurately interpret statistics used in applied health research and evaluation
- Correctly employ methods for measuring health variables and assessment of health outcomes
- Pose innovative and important research and evaluation questions informed by critical and systematic review of the literature, stakeholder needs, and relevant theoretical and conceptual models
- Prepare/submit publishable evaluation reports, manuscripts and competitive grant proposals
- Conduct research and evaluation that is ethically, legally, and regulatorily appropriate
- Apply analytical techniques and methodologies from epidemiology, econometrics, outcomes research, and risk assessment
- Assemble secondary data from existing public and private sources and use information technology to conduct research
- Demonstrate effective written and oral communication and leadership skills for collaborating across disciplines/constructive review and feedback with colleagues and partners from diverse backgrounds
- Design a system-level intervention to address a public health issue
- Propose strategies to promote inclusion and equity within public health programs, policies, and systems

	Ph.D. in AHRE	M.S. in AHRE	MPH	Graduate Certificate
Program Goals	To train independent researchers equipped to lead rigorous evaluation of clinical and population health programs who are capable of working across disciplinary boundaries to address complex health research problems using a variety of methodologies.	To equip technicians, analysts, evaluators, or research associates with fundamental research, evaluation, and data science training related to study design, data management, and data analysis and/or provide additional training to post-Bacclareaute students before going on to graduate or professional school.	To prepare public health professionals to work with targeted populations to protect and improve population health in a variety of settings; concentrations in either Rural and Community Health or Outcomes and Quality Improvement.	To enhance clinical and translational research capabilities of clincans, research support staff, and other health professionals.
For whom is this program designed?	⬧ Scientists who wish to work in academia, industry, government, and/or non-profit settings ⬧ Those who wish to become independent researchers focused on real-world problems ⬧ Methodologists seeking skills in research design, mixed-methods, data-science, and quantitative methods	⬧ Baccalaureate graduates seeking careers in health research and evaluation ⬧ Research team members in healthcare settings ⬧ Professionals employed in local or state-level public health agencies ⬧ Non-profit organization staff who evaluate programs, policies, or interventions ⬧ Recent baccalaureate graduates filling a gap year before professional school ⬧ Outstanding undergraduate students wishing to complete both a BS and MS in five years	⬧ Baccalaureate trained community health workers currently employed and working in rural communities ⬧ Clinicians working in healthcare who seek to enhance their research skills and improve patient outcomes and health service quality ⬧ Recent Clemson University undergraduates who would otherwise seek an MPH degree out-of-state ⬧ Recent undergraduates seeking to broaden their public health knowledge prior to attending professional school	⬧ Clinicians and health professionals who wish to: ⬧ Improve readiness to launch clinical and translational research studies ⬧ Improve grantsmanship necessary to attract research funding ⬧ Improve research analysis abilities ⬧ Improve formal presentation and publication success rates ⬧ Improve patient care and health outcomes
Approved locations and modalities of delivery	Clemson University main campus; University Center of Greenville	Online	Online	Online
Admission schedule and cohort information	Applications are reviewed each February; students begin each fall as a cohort	Rolling admission; no cohort	Applications reviewed in spring and summer; students begin each fall as a cohort	Rolling admission; no cohort
Typical time to degree completion	4-5 years	1-2 years; 5 years (BS to MS track)	2 years	12 - 21 months
Contact Information	*Program Coordinators*			
	Dr. Sarah Griffin sgriffi@clemson.edu 864-656-1622	Dr. Sarah Griffin sgriffi@clemson.edu 864-656-1622	Dr. Katymay Malone kmalon4@clemson.edu	Dr. Sarah Griffin sgriffi@clemson.edu 864-656-1622
	Graduate Student Services Coordinator			
	Mrs. Rebecca Coffey Moses	coffey2@clemson.edu		864-656-5502

GRADUATE CERTIFICATE in CLINICAL AND TRANSLATIONAL RESEARCH

The Graduate Certificate in Clinical and Translational Research is a graduate-level credential in clinical and translational research. The goal of this program is to enhance clinical and translational research capabilities of clinicians, nurses, allied health professionals, and research support staff employed in all health-related fields. Graduates of this program will possess fundamental skills in population health, research design, data management, analysis, and epidemiology, and will be prepared to initiate, manage, and conduct bench-to-bedside research.

For the convenience of working professionals, this program is delivered synchronously online, via evening classes.

Admission Requirements

This program requires submission of a personal statement, resume, and official undergraduate transcripts. The personal statement should address particular interests in health research and reason for enrolling in the program. Submission of the personal statement is waived for Prisma Health applicants.

Curriculum

Students admitted to this program are expected to complete three core courses (8 hours) and 2 elective courses (4 hours) selected from the list below. Per university policy, only courses in which a "B" or higher is earned may apply toward the certificate. This program is offered in both a 12-month and 21-month format.

Required Courses (8 credit hours)

Course	Credits	Title
HLTH 8120	(2 cr)	Clinical and Translational Science
HLTH 8210	(3 cr)	Health Research I: Design and Measurement
HLTH 8090	(3 cr)	Epidemiological Research

Elective Courses (4 credit hours)

Course	Credits	Title
HLTH 8130	(2 cr)	Population Health & Research
HLTH 8140	(2 cr)	Health System Quality Improvement
*MATH 8050	(3 cr)	Data Analysis
*MATH 8070	(3 cr)	Applied Multivariate Analysis

*MATH courses are offered on Clemson's main campus

12-month plan	21-month plan	
Fall: HLTH 8120 *and* HLTH 8140 **Spring:** HLTH 8210 *and* HLTH 8130 **Summer:** HLTH 8090	*Year 1* **Fall:** HLTH 8120 **Spring:** HLTH 8210 **Summer:** HLTH 8090	*Year 2* **Fall:** HLTH 8140 **Spring:** HLTH 8130

***Note to Prisma Health employees**: This certificate has been approved for tuition assistance. For consideration apply via the Prisma Health Upstate Health Sciences Center: https://academics.prismahealth.org/research-and-innovation/research-development/training-and-education/clinical-and-translational-research-certificate

M.S. in APPLIED HEALTH RESEARCH AND EVALUATION

The M.S. in Applied Health Research and Evaluation is a non-thesis, 30-credit hour master's degree program. The purpose of this program is to produce highly qualified, multi-dimensional health research associates who incorporate skills from and collaborate among a wide range of disciplines. Graduates of this program possess fundamental research and evaluation skills to enhance oversight and accountability, assess program effectiveness, improve the efficacy and efficiency of services, and provide structure for data-informed decision-making.

Core courses for this program are delivered synchronously, online via evening classes.

Admission Requirements

This program requires submission of a personal statement, resume, two letters of recommendation (*one from an academic source*), English proficiency test scores (*international applicants only*), and official undergraduate transcripts. The personal statement should address particular interests in health research and reason for enrolling in the program. Submission of GRE or MCAT scores is preferred, but not required. Applicants who do not submit GRE/MCAT scores should submit evidence of undergraduate coursework in introductory statistics, social sciences, and/or research experience.

Curriculum

The M.S. degree requires 18 hours of core coursework and 12 hours of cognate coursework. Each course completed must be awarded a "C" or higher to apply towards the degree, and the student's overall GPA must be a 3.0 or higher. *Note: When a new graduate degree is pursued after completion of a separate graduate degree, the grade point ratio computation begins anew.*

Cognate courses are elective graduate courses chosen with the assistance and approval of the student's advisor. These courses improve the depth of understanding in the student's chosen research area and may include courses that focus on content, skills/methodology development, or career goals. Examples would include courses that focus on population health, clinical and translational science, proposal writing, teaching, advanced statistics, etc.

This program can be completed on either a full-time or part-time basis. Full-time students can complete the program in one year. For highly qualified undergraduate students seeking to begin earning their master's degree while simultaneously completing their bachelor's degree in Health Science, an accelerated B.S. to M.S. degree is available. Students interested in this route should contact Mrs. Rebecca Coffey Moses for more information.

Core Courses (18 credit hours)

Course	Credits	Title
HLTH 8030	(3 cr)	Theory and Determinants in Health Research
HLTH 8090	(3 cr)	Epidemiological Research
HLTH 8110	(3 cr)	Health Care Delivery Systems
HLTH 8210	(3 cr)	Health Research I: Design and Measurement
HLTH 8310	(3 cr)	Quant Methods (*or approved graduate statistics course*)
HLTH 8410	(3 cr)	Foundations of Evaluation in Health

Cognate Courses (12 credit hours)

Elective courses planned by the student and academic advisor and approved by the department.

Note: For information regarding registration procedures, enrollment limits, expectations of student conduct, and academic standards, see the Academic Policies and Procedures section of this handbook.

Advisor and Advisory Committee

Every student enrolled in the Graduate School must have an advisory committee. The student's advisory committee aids the student in developing a degree curriculum (*which includes all core and a selection of specific cognate courses*), approves the student's degree curriculum, supervises the student's program, and initiates the recommendation for the awarding of the degree. One member of the committee is designated as chair or major advisor. *Please note: In the M.S. AHRE program, the default major advisor is the Graduate Student Services Coordinator.*

The major advisor is the faculty member who provides general guidance through the program of study, aids the student in developing a degree curriculum (*which includes all core and a selection of specific cognate courses*), approves the student's degree curriculum, supervises the student's program, and initiates the recommendation for the awarding of the degree. The major advisor is responsible for providing realistic expectations for completing the requirements of the degree.

The MS advisory committee must be created no later than the middle of the second semester after matriculation. Students who intend to complete the M.S. AHRE program in one academic year must form an advisory committee before the end of their first semester.

Advisory Committee Composition

The University allows academic programs at the Master's level that are non-thesis and do not have a final exam or culminating assessment to establish an alternative student committee structure for the purpose of curriculum guidance. The M.S. AHRE is one of these programs and has elected to establish an alternative committee structure. Under this structure, only a single faculty member serves as the advisory chair with no other committee members required. The Department of Public Health Sciences has designated the Rebecca Coffey Moses for this role.

The committee is selected using the electronic GS2 Committee Selection form via iRoar. *Please note: The GS2 Committee Selection must be completed and approved prior to submitting the GS2 Plan of Study.*

> ### Procedure for Student
> Students must select the designated M.S. advisor for their sole committee member and chair. The Advisory Committee is created through the student's Self Service Portal in iRoar by selecting the "GS2 Committee Selection" option under the Student Records heading. Select the **non-thesis (No GS-7 Required) committee** type. Add the M.S. advisor/committee chair. Once the M.S. advisor is selected and the advisory committee form is submitted and approved, the student, department, and committee member are notified of the fully constituted committee by means of the approved GS2 *Plan of Study* Form. *See Plan of Study instructions online or "Helpful Hints" below*

Plan of Study – The GS-2

The student's chosen courses constitute their individual Plan of Study. Each degree-seeking M.S. student is required to submit a formal Plan of Study to the Graduate School by the middle of their second semester following matriculation using the electronic GS2 *Plan of Study* form via iRoar. Students intending to complete the M.S. AHRE program in 12-months should submit their Plan of Study by the end of their 1st semester or at the very beginning of their 2nd semester. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked and punitive fees may be levied until the Plan of Study is submitted. *See "Graduation Deadlines" page*

The Plan of Study must adhere to departmental and University policies. The total number of graduate credits required for the degree is determined by the advisory committee, consistent with the specific program guidelines and Graduate School policy. These credits constitute the core of

your graduate degree curriculum. 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 and must be pre-approved by the student's major advisor and/or committee. Transfer credits may not include research project credit, courses graded P/F, internships, continuing education credits, extension or in-service courses, concentrated courses with more than one credit/week, or courses for which a grade lower than B has been received. Credits may not be transferred if they were applied to the requirements of a previously earned graduate degree. *See University "Independence of Graduate Degrees" policy*

Procedure for Student
The student will consult with the major advisor to identify the appropriate courses necessary to earn the M.S. degree. Before a GS2 *Plan of Study* Form is officially approved by the Graduate School, it must be electronically approved by the student, advisor, departmental chair, and college dean. It is then forwarded electronically to the *Office of Enrolled Student Services* for approval and distribution. Students are not allowed to submit preliminary Plans of Study electronically, but many departments recommend students create a handwritten preliminary plan as part of the normal planning process. The Plan of Study is created through the student's Self Service Portal by selecting the "GS2 Plan of Study" option under the Student Records heading. *See Plan of Study instructions online or "Helpful Hints" below*

Filing the GS-2 Form
As noted above, the GS2 is an electronic form accessible and submitted through iRoar. Submitting the GS2 is a 2-step process that includes 1) Committee Selection and 2) Plan of Study.
*Please note: The Committee Selection **MUST be completed and approved** before the Plan of Study can be submitted.*

Procedure for Student
1. **Go to the iRoar portal and select the "iROAR (SSB)" option**
2. **Click the "Student" button**
3. **Scroll down to the "Student Records" heading**

From here, you have access to both the GS2 Committee Selection and the GS2 Plan of Study.
For more detailed instructions, please see "GS2 Instructions" in Appendix B.

As a courtesy, students should email the M.S. advisor letting her know that the GS2 approval should appear in her Work Flow for approval. If it does not appear that the GS2 is being approved and processed through Work Flow in a timely manner, please, alert Mrs. Rebecca Coffey Moses.

Helpful Hints
1. Complete the GS2 Committee Selection (*non-thesis committee type*) workflow on your SSB portal as early in your program as possible. Once your GS2 Committee Selection has been submitted and approved, you may prepare the Plan of Study. *If there appears to be a delay in obtaining approvals, please, contact Rebecca Coffey Moses for assistance.*

2. Before sitting down to enter your GS2 Plan of Study, have a completed list of courses that your advisor has agreed would satisfy your academic course requirements.

3. When moving up and down in the form, use the scroll option on your mouse.

4. Transfer work can be listed by selecting courses numbered 6999, 7999, and 8999, then adding an explanation in the transfer block.

5. Remember, once you hit submit, you will not be able to alter your GS2 until everyone has approved or someone has denied your plan.

6. Note the two blocks at the bottom of the page when entering any information. <u>You MUST click the update box</u> before submitting it for approval.

7. If you've already submitted your GS2 forms, but need to add, remove, or change committee members or courses, <u>the quickest way to gain access to the form</u> is to contact the next faculty member from whom you are awaiting approval and ask that they DENY the selection form.

M.S. Degree Time Limit

A Master's degree student has six years form the date of first matriculation to complete a degree; therefore, all course work to be credited toward the master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded. This clock does not stop for any time a student is not enrolled.

When recommended by the student's advisory committee and approved by the Dean of the Graduate School, Clemson University coursework completed outside the six-year limit may be revalidated by written examination. *For more information, see Academic Policies and Procedures section of this handbook.*

Applying to the Applied Health Research & Evaluation Doctorate

Students who would like to be considered for the doctoral program have the opportunity to apply for admission using the **GS-14** *Change of Major* **form** but **must do so PRIOR to applying for graduation**. Students who graduate from the M.S. in AHRE program and then later apply to the PhD program may find that some of their credits cannot be applied. Admission to the doctoral program is not automatic, and submission of the GS-14 *Change of Major* form requires additional application materials from the student. *See Rebecca Coffey Moses for more information*.

Sample Timetable of Student Progress for MS degree

Action Required	Form	Recommended Deadline
Advisor Assigned	*None*	Upon entry into the program
Advisory Committee Selected	GS2	By the end of the 1st semester following matriculation
Plan of Study Filed	GS2	By the beginning of 2nd semester following matriculation
Application for Graduation and diploma order	iROAR	Beginning of the semester of intended graduation See *Graduation Deadlines* for details

Note: Students who are completing the M.S. in one academic year must submit the Plan of Study by the middle of the first month of their second semester in order to apply for graduation.

MASTER OF PUBLIC HEALTH

The Master of Public Health (MPH) is a 43-credit hour professional degree program, culminating in a practicum experience. The purpose of this program is to prepare public health professionals to work with targeted populations to protect and improve population health and train them for work as public health practitioners who work in a variety of settings.

Clemson University offers two unique MPH concentrations: Rural and Community Health (RCH) and Outcomes and Quality Improvement (OQI). As one of only a handful of programs in the nation, the emphasis on rural community health prepares graduates to recognize and overcome the unique challenges that impact population health in rural communities. Through practical training in rural outreach and health promotion, graduates are able to effectively address community needs to improve health outcomes as community health practitioners. Similarly, the emphasis on outcomes research and applied evaluation trains students in health services implementation science and quality improvement to better equip them for work in the health services sector. Graduates from this concentration are prepared to utilize the principles of public health to skillfully assess clinical practices and patient outcomes to best, most efficiently meet health needs across populations.

This program is intended to meet the needs of working professionals. Core courses for this program are delivered through synchronous, online sessions across a two-year, full-time program of study.

Admission Requirements

This program requires submission of a personal statement, resume, two letters of recommendation (*one from an academic source*), English proficiency test scores (*international applicants only*), and official undergraduate transcripts. The personal statement should address education and/or work experience background and particular interests in public health, particularly in the concentration area for which the application is submitted. Applications are accepted year-round, but new students are only admitted as a cohort each fall.

Curriculum

The 43-credit MPH degree requires 21 credits of core coursework*, 10 credits of concentration specific coursework, 6 credits of elective coursework, and a 6-credit practicum experience. Each course completed must be awarded a "C" or higher to apply towards the degree, and the student's overall GPA must be a 3.0 or higher. *Note: When a new graduate degree is pursued after completion of a separate graduate degree, the grade point ratio computation begins anew.*

The applied practice capstone enhances the student experience by engaging students in experiential learning through immersion in the community, responding to real world problems. The practicum is a planned, supervised, and evaluated field-based experience under the guidance of a site supervisor and faculty advisor. It provides students the opportunity to apply the knowledge, methods, and values learned in the classroom to a professional, public, or private health environment related to public health practice, applied research, or policy development.

This program is delivered over a two-year, four semester time-frame in a primarily online setting. Online courses include synchronous meetings, self-directed study, and group projects. Students who wish to proceed in a part-time fashion should reach out to Mrs. Rebecca Coffey Moses for more information.

Note: For information regarding registration procedures, enrollment limits, expectations of student conduct, and academic standards, see the Academic Policies and Procedures section of this handbook.

Curriculum Plan – Master of Public Health

Rural and Community Health

MPH RURAL AND COMMUNITY HEALTH CONCENTRATION CURRICULUM					
Course No	Course Name	Credit Hrs	Course No	Course Name	Credit Hours
FALL - YEAR ONE			**SPRING- YEAR ONE**		
8000	Intro to Public Health	3	8100	Health Policy	3
8030	Theories and Determinants of Health	3	8310	Quantitative Analysis in Health Research I	3
8090	Epidemiological Research	3	8410	Foundations in Health Research	3
8210	Health Research I: Design & Measurement	3	8510	Foundations in Rural Health	4
	Total Semester Hours	12		*Total Semester Hours*	13
FALL - YEAR TWO			**SPRING- YEAR TWO**		
8130	Population Health and Research	2	8800	Public Health Practicum	6
8520	Rural Health Community Planning	4		Elective	3
	Elective	3			
	Total Semester Hours	9		*Total Semester Hours*	9

Outcomes and Quality Improvement

MPH OUTCOMES AND QUALITY IMPROVEMENT CONCENTRATION CURRICULUM					
Course No	Course Name	Credit Hrs	Course No	Course Name	Credit Hours
Fall			**Spring**		
8000	Intro to Public Health	3	8100	Health Policy	3
8030	Theories and Determinants of Health	3	8310	Quantitative Analysis in Health Research I	3
8090	Epidemiological Research	3	8410	Foundations in Health Research	3
8210	Health Research I: Design & Measurement	3	8020	Health Economics	3
	Total Semester Hours	12		*Total Semester Hours*	12
Fall			**Spring**		
8120	Clinical and Translational Research	2	8800	Public Health Practicum	6
8140	Health System Quality Improvement	2		Elective	3
MHA 7320	Outcomes Assessment & Evaluation in Health Services	3			
	Elective	3			
	Total Semester Hours	10		*Total Semester Hours*	9

Substitutions for core courses are allowed at the discretion of the Graduate Programs Director on very rare occasions.

Advisor and Advisory Committee

Every student enrolled in the Graduate School must have an advisory committee. The student's advisory committee aids the student in developing a degree curriculum (*which includes all core, concentration, elective, and practicum courses*), approves the student's degree curriculum, supervises the student's program, and initiates the recommendation for the awarding of the degree. One member of the committee is designated as chair or major advisor. For the MPH program, the the major advisor is the MPH Program Coordinator.

The major advisor is the faculty member who provides general guidance through the program of study, aids the student in developing a degree curriculum, approves the student's degree curriculum,

supervises the student's program, directs the student's terminal project, and initiates the recommendation for the awarding of the degree. The major advisor is responsible for providing realistic expectations for completing the requirements of the degree

The MPH advisory committee must be created no later than the third semester after matriculation.

Advisory Committee Composition

Academic programs at the Master's level that require a culminating thesis, assessment, or project must select three graduate faculty members to serve on the advisory committee. The majority of the committee, including the chair, must be full-time Clemson University Regular or Administrative faculty as defined in the Faculty Manual. Special faculty may serve as co-chairs or committee members as long as the chair is a permanent faculty member appointed to the graduate faculty and the Special faculty member(s) are members of the graduate faculty. The chair, co-chair, and at least half the committee must have a primary appointment in the program offering the degree (Public Health Sciences). If a minor is declared, this area must be represented on the committee. The committee is designated using the electronic GS2 *Committee Selection* form via iRoar. *Please note: The GS2 Committee Selection must be completed and approved prior to submitting the GS2 Plan of Study.*

In order to streamline this process, the MPH program recommends that two of the three committee members be selected from the MPH Program Coordinator and the DPHS Graduate Program Coordinator, with the MPH Program Coordinator serving as chair.

Procedure for Student
Students are advised to select the designated MPH program coordinator for their advisory committee member chair. The Advisory Committee is created through the student's Self Service Portal in iRoar by selecting the "GS2 Committee Selection" option under the Student Records heading. Select the **thesis/GS-7M required committee** type. Add the MPH advisor/committee chair and save. Once the MPH advisor is selected, add the other two committee members to the form, save, and submit. Once the advisory committee form is submitted and approved, the student, department, and committee members are notified of the fully constituted committee by means of the approved GS2 *Plan of Study* Form. *See Plan of Study instructions online or "Helpful Hints" below*

Plan of Study – The GS-2

The student's chosen courses constitute their individual Plan of Study. Each degree-seeking MPH student is required to submit a formal Plan of Study to the Graduate School by the middle of their third semester following matriculation using the electronic GS2 *Plan of Study* form via iRoar. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked and punitive fees may be levied until the Plan of Study is submitted. *See "Graduation Deadlines" page*

The Plan of Study must adhere to departmental and University policies. The total number of graduate credits required for the degree is determined by the advisory committee, consistent with the specific program guidelines and Graduate School policy. These credits constitute the core of your graduate degree curriculum. 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 and must be pre-approved by the student's major advisor and/or committee. Transfer credits may not include research project credit, courses graded P/F, internships, continuing education credits, extension or in-service courses, concentrated courses with more than one credit/week, or courses for which a grade lower than B has been received. Credits may not be transferred if they were applied to the requirements of a previously earned graduate degree. *See University "Independence of Graduate Degrees" policy*

Procedure for Student

The student will consult with the major advisor to identify the appropriate courses necessary to earn the MPH degree. Before a GS2 *Plan of Study* Form is officially approved by the Graduate School, it must be electronically approved by the student, advisor, departmental chair, and college dean. It is then forwarded electronically to the *Office of Enrolled Student Services* for approval and distribution. Students are not allowed to submit preliminary Plans of Study electronically, but many departments recommend students create a handwritten preliminary plan as part of the normal planning process. The Plan of Study is created through the student's Self Service Portal by selecting the "GS2 Plan of Study" option under the Student Records heading. *See Plan of Study instructions online or "Helpful Hints" below*

Filing the GS-2 Form

As noted above, the GS2 is an electronic form accessible and submitted through iRoar. Submitting the GS2 is a 2-step process that includes 1) Committee Selection and 2) Plan of Study. *Please note: The Committee Selection **MUST be completed and approved** before the Plan of Study can be submitted.*

Procedure for Student

1. **Go to the iRoar portal and select the "iROAR (SSB)" option**
2. **Click the "Student" button**
3. **Scroll down to the "Student Records" heading**

From here, you have access to both the GS2 Committee Selection and the GS2 Plan of Study. *For more detailed instructions, please see "GS2 Instructions" in Appendix B.*

As a courtesy, students should email the MPH coordinator letting her know that the GS2 approval should appear in her Work Flow for approval. If it does not appear that the GS2 is being approved and processed through Work Flow in a timely manner, please, alert Mrs. Rebecca Coffey Moses.

Helpful Hints

1. Complete the GS2 Committee Selection (*non-thesis committee type*) workflow on your SSB portal as early in your program as possible. Once your GS2 Committee Selection has been submitted and approved, you may prepare the Plan of Study. *If there appears to be a delay in obtaining approvals, please, contact Rebecca Coffey Moses for assistance.*

2. Before sitting down to enter your GS2 Plan of Study, have a completed list of courses that your advisor has agreed would satisfy your academic course requirements.

3. When moving up and down in the form, use the scroll option on your mouse.

4. Transfer work can be listed by selecting courses numbered 6999, 7999, and 8999, then adding an explanation in the transfer block.

5. Remember, once you hit submit, you will not be able to alter your GS2 until everyone has approved or someone has denied your plan.

6. Note the two blocks at the bottom of the page when entering any information. You MUST click the update box before submitting it for approval.

7. If you've already submitted your GS2 forms, but need to add, remove, or change committee members or courses, the quickest way to gain access to the form is to contact the next faculty member from whom you are awaiting approval and ask that they DENY the selection form.

MPH Degree Time Limit

A Master's degree student has six years form the date of first matriculation to complete a degree; therefore, all course work to be credited toward the master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded. This clock does not stop for any time a student is not enrolled.

When recommended by the student's advisory committee and approved by the Dean of the Graduate School, Clemson University coursework completed outside the six-year limit may be revalidated by written examination. *For more information, see Academic Policies and Procedures section of this handbook.*

Applying to the Applied Health Research & Evaluation Doctorate

Students who would like to be considered for the doctoral program have the opportunity to apply for admission using the **GS-14 *Change of Major* form** but **must do so PRIOR to applying for graduation**. Students who graduate from the M.S. in AHRE program and then later apply to the PhD program may find that some of their credits cannot be applied. Admission to the doctoral program is not automatic, and submission of the GS-14 *Change of Major* form requires additional application materials from the student. *See Rebecca Coffey Moses for more information*.

Sample Timetable of Student Progress for MPH degree

Action Required	Form	Recommended Deadline
Advisor Assigned	*None*	Upon entry into the program
Advisory Committee Identified	*None*	By the middle of the 3rd semester following matriculation
Advisory Committee Selected	GS2	By the middle of 3rd semester following matriculation
Plan of Study Filed	GS2	By the middle of 3rd semester following matriculation
Proposal Defense	GS-*Research Approval*	Proposal Defense must be successfully completed prior to start of practicum
Schedule Project Defense	*Submit Defense Form*	Final Semester - Following committee approval, at least 10 days prior to the date of the exam, and at least 24 days before the GS-7M deadline
Final Examination (*Project Defense*)		Final Semester - At least 14 days prior to the GS-7M deadline
Submit Dissertation Defense and Approval Form	GS-7M	Final Semester by the date on the Graduation Deadlines Calendar
Application for Graduation and diploma order	iROAR	Beginning of the semester of intended graduation See *Graduation Deadlines* for details

PhD in APPLIED HEALTH RESEARCH AND EVALUATION

The PhD in Applied Health Research and Evaluation (AHRE) is an advanced graduate research program with a dissertation capstone. This degree program is based on the research experience of the faculty within the Department of Public Health Sciences in partnership with researchers in other academic units at Clemson University and researchers/research-oriented practitioners in the healthcare system of upstate South Carolina. The program is committed to scientific inquiry and focuses on developing applied health research and evaluation knowledge and skills. The learning framework combines rigorous instruction in the collection, analysis, and interpretation of health data, and practical experience in applying these tools and methods to improve health systems performance and population health.

The program is designed to produce a skilled professional capable of independent research. PhD students will be given professional experiences designed to provide competencies in oral and written communication, professional leadership, and scholarship. Students will also be given experiences that expose them to academic competencies related to teaching, service, and research.

This program is located on the main campus of Clemson University.

Admission Requirements

This program requires submission of a personal statement, resume, three letters of recommendation (*with at least one from an academic source*), English proficiency test scores (*international applicants only*), writing sample, and official undergraduate transcripts. Additionally, applicants must submit a two-to-three-minute video of themselves (recorded via Zoom, Teams, Youtube, or mobile phone and uploaded as supplemental materials to the application) answering the following questions:

1) What in your background experience prepares you for the PhD in AHRE program?
2) Why are you specifically interested in the PhD in AHRE program at Clemson University?
3) Who are the faculty members with whom you are interested in working and why?

Submission of GRE scores is preferred, but not required. Applicants who do not submit GRE scores are strongly encouraged to submit evidence of quantitative skills (e.g., experience in quantitative research, history of high performance in quantitative coursework, etc.). This can be addressed in the personal statement and demonstrated in academic transcripts.

The personal statement should address the applicant's purpose for undertaking graduate study, research interests, professional plans/experience and career goals, a description of the applicant's background including preparation for this field of study, current research experience, and identification of one or two faculty members with whom the applicant is interested in working and why. In addition to these requirements, it is strongly recommended that students applying to the PhD program have completed at least six credits of statistics or research methods and have prior research experience.

Application Deficiencies

The basic requirement for admission to an advanced degree program in AHRE is a bachelor's degree. Students with undergraduate degrees in areas that did not require courses in advanced math, statistics, epidemiology, and research methods will be admitted, provided they make up any academic deficiencies as may be determined by the DPHS Graduate Committee and Graduate Program Coordinator. Remediating courses will be determined after full review of the student's records and normally will be selected from required undergraduate courses in the department. Such deficiencies must be remedied by the end of the first year and a semester grade of at least a "B" must be attained. The acceptance of a "C" grade in an undergraduate course will be subject to review by the DPHS Graduate Committee and student's academic advisor. If a graduate student

receives a grade of "D" or lower in an undergraduate course, the student must repeat the course. This course repetition will be allowed only once during a student's graduate program.

Deadlines for Admission

The PhD program only accepts students for **fall enrollment**. The deadline for applicants to be considered for admission into the next full academic year (beginning in August) is April 15th; however, application review will begin January 15th and continue until April 15th. It is strongly recommended that applicants submit completed applications to the Graduate School no later than December 31st. Applicants who have all materials submitted by December 31st will be given priority consideration for admission.

Applications will be reviewed by the DPHS Graduate Admission Committee. Applicants must meet all admission requirements of the Graduate School and the Department of Public Health Sciences before official acceptance is granted. Provisional admission may be granted when the submission of certain required materials is pending.

Transfer Credit

Clemson University recognizes the Independence of Degrees. This policy states, "A graduate student who has completed the requirements for a graduate degree may not then use those same credits towards a second degree." Therefore, students who enter with a master's degree may not transfer any credits from that degree to the PhD degree. However, in specific circumstances and upon the recommendation and approval of the Graduate Committee and the student's advisor, students entering with a master's degree may receive an exemption from specific core courses if they have received credit for the same course from another institution. An exemption permits the student to take a different course in lieu of a core course but does not reduce the total credit hours required for graduation by the number of hours being substituted.

No more than 12 credits may be exempted. Substituted courses may not include research project credit, courses graded P/F, internships, continuing education credits, extension or in-service courses, concentrated courses with more than one credit/week, or courses for which a grade lower than B has been received. Courses must be from an accredited institution.

All requests for credit transfer, required course exemption, or total minimum credit hour requirements must be in written form and accompanied by supporting documentation (course syllabi and transcripts) and must be approved by the student's academic advisor, the graduate coordinator, and the DPHS department chair before they will be implemented. Approval of these requests is not guaranteed, and formal requests will not be evaluated until after an applicant is formally accepted into the graduate program and has met with their academic advisor.

Clemson University Masters En Route to Doctoral Degree Exception

En route master's or specialist degrees are Clemson University graduate degrees earned within four years of enrolling in a Clemson University doctoral program. En route degrees are special in that they are exempt from the Independence of Degree policy. At the discretion of a student's doctoral advisory committee, coursework required for an en route master's degree may also be used to satisfy the doctoral degree coursework requirement, partially or fully. Interested students should meet with their academic advisor and the graduate program coordinator to discuss this option prior to matriculation into the PhD program. *See Graduate School Policies and Procedures for more information*.

Faculty Mentors

The admission committee utilizes application materials to match student interests with faculty expertise. Mentors are assigned to newly admitted students based on this assessment. Faculty mentors support new students throughout their first two years of graduate study. They answer

general questions, provide research guidance, and help students identify and enroll in cognate courses. Faculty mentors may serve as assistantship supervisors, major advisors, or doctoral committee chairs.

Curriculum

The PhD in Applied Health Research and Evaluation requires sixty-four (64) credit hours of coursework for students entering with a B.S. degree. The PhD in AHRE includes core and seminar course requirements (34 credit hours), cognate course requirements (12 credit hours), and dissertation requirement (18 credit hours). Students will be required to pass a comprehensive exam, dissertation proposal defense, and final dissertation defense. Additionally, University requirements maintain that each course must earn a "C" or higher to apply towards the degree, and the student's overall GPR must be a 3.0 or higher.

Core course content addresses health research theory, measures, design, implementation, analysis, and evaluation. Students develop expertise in a content area (cognate) of their choosing with departmental approval and guidance. Students identify an additional set of four or five (4-5) courses to create their cognate area. One of these courses must be an advanced statistics, analysis or methods class related to the student's research. Cognates can also be enhanced through internships at appropriate research settings in public, private, or government organizations.

Students will be expected to develop a mentee relationship with both an academic advisor and a clinical (or practitioner) advisor for the completion of their dissertation research. The Clinical Advisor/Mentor will come from a non-academic setting or a setting based on an academic-clinical partnership in which applied health research and/or evaluation is occurring. S/he must have a minimum of a master's degree and 5 years of research experience in the content or methodological area in which they will advise.

> *Examples of Clinical Mentor/Advisors include but are not limited to researchers or practitioners from health systems, state or federal institutions, private sector businesses, community-based organizations, or non-profit organizations.*

Total Hours (Minimum)
64 (*entering with a B.S. degree*)

Students are cautioned to remember that each plan of study is individualized to their unique academic needs and that their academic advisor/committee may require additional coursework beyond the minimum requirements be included in the official Plan of Study. The doctoral advising committee determines that maximum number of course in each student's curriculum based on the educational and professional development needs of the student. Student background, goals, and interests may call for additional coursework beyond the 64-credit minimum. Additionally, deficiencies revealed through revalidation of previously taken core courses, subsequent course grades, or comprehensive exams could result in additional course work being added to the student's program of study.

Note: For information regarding registration procedures, enrollment limits, expectations of student conduct, and academic standards, see the Academic Policies and Procedures section of this handbook.

Research Core Courses (30 credit hours)

Course	Credits	Title
HLTH 8030	(3 cr)	Theory and Determinants in Health Research
HLTH 8110	(3 cr)	Health Care Delivery Systems
HLTH 8210	(3 cr)	Health Research I – Design and Measurement
HLTH 8220	(3 cr)	Health Research II – Qualitative and Mixed Methods
HLTH 8090	(3 cr)	Epidemiological Research
HLTH 8290	(3 cr)	Epidemiology II – Study Design and Data Analysis
HLTH 8310	(3 cr)	Quantitative Analysis in Health Research I
HLTH 8320	(3 cr)	Quantitative Analysis in Health Research II
HLTH 8410	(3 cr)	Foundations of Evaluation in Health
HLTH 8420	(3 cr)	Applied Evaluation Methods in Health

Graduate Seminar (4 credit hours)

The Seminar in Public Health Sciences (HLTH 8890) provides a forum for presentation and discussion of student conducted research. This course is designed as a one-credit course in which doctoral students will participate for four semesters (total of 4 credits). The class will consist of weekly meetings focused on professional development, critical research analysis, effective communication, and successful completion of a doctoral dissertation. Students will develop communication skills, professional leadership skills and professional conduct expected of the Applied Health Research and Evaluation graduate student. Registration and attendance in HLTH 8890 is a requirement for AHRE degree candidates.

Cognate Courses (12 credit hours)

Cognate courses are elective graduate courses chosen with the assistance and approval of the student's advisor that improve the depth of understanding of the student's chosen research area. A minimum of twelve 12 credit hours is required, and one of the courses must include 3 credits in advanced statistics or analysis relevant to the student's research area. A set of four or five courses will be chosen, primarily, from outside the department to create this content area. Most cognates are taken after completion of the first year of course work when a student's chosen research area has become more clearly defined. Cognates can also be enhanced through internships at appropriate research settings in public, private, or government organizations.

Course	Credits	Description
Cognate Course	(3 cr)	*Advanced Statistics or Analysis relevant to research area
Cognate Course	(3 cr)	Graduate course relevant to research area
Cognate Course	(3 cr)	Graduate course relevant to research area
Cognate Course	(3 cr)	Graduate course relevant to research area

*Methods course in Nutrition, Physical Activity, Built Environment, Aging, Substance Abuse, Violence, Health Communication, Health Care, Research Specialization, Survey Design, Secondary Data Analysis, Advanced Qualitative Analysis, etc.

Dissertation (18 credit hours)

Course	Credits	Description
HLTH 9910	Variable	Dissertation research

Curriculum Plan – Ph.D. in Applied Health Research and Evaluation

			FALL	SPRING
FIRST YEAR				
HLTH 8030	Theory & Determinants in Health Research	*Core*	HLTH 8030 (3)	
HLTH 8110	Health Care Delivery Systems	*Core*		HLTH 8110 (3)
HLTH 8210	Health Research - Design & Measurement	*Core*	HLTH 8210 (3)	
HLTH 8090	Epidemiological Research	*Core*	HLTH 8090 (3)	
HLTH 8290	Epidemiology II - Study Design & Data Analysis	*Core*		HLTH 8290 (3)
HLTH 8310	Quantitative Analysis in Health Research I	*Core*		HLTH 8310 (3)
HLTH 8890	Seminar	*Core*	HLTH 8890 (1)	HLTH 8890 (1)
	TOTAL CREDITS FOR SEMESTER:		10 Cr. Hrs.	10 Cr. Hrs.
			FALL	**SPRING**
SECOND YEAR				
HLTH 8220	Health Research - Qualitative & Mixed Methods	*Core*	HLTH 8220 (3)	
HLTH 8410	Foundation of Evaluation in Health	*Core*	HLTH 8410 (3)	
HLTH 8420	Applied Evaluation Methods in Health	*Core*		HLTH 8420 (3)
HLTH 8320	Quantitative Analysis in Health Research II	*Core*	HLTH 8320 (3)	
HLTH 8890	Seminar	*Core*	HLTH 8890 (1)	HLTH 8890 (1)
	Cognate Courses	*Cognate*		Cognate Courses (6)
	TOTAL CREDITS FOR SEMESTER:		10 Cr. Hrs.	10 Cr. Hrs.
			FALL	**SPRING**
THIRD YEAR				
	Cognate Courses	*Cognate*	Cognate Course (3)	Cognate Course (3)
HLTH 9910	Dissertation Hours	*Dissert.*	HLTH 9910 (4)	HLTH 9910 (4)
	TOTAL CREDITS FOR SEMESTER:		7 Cr. Hrs.	7 Cr. Hrs.
			FALL	**SPRING**
FOURTH YEAR				
HLTH 9910	Dissertation Hours	*Dissert.*	HLTH 9910 (4)	HLTH 9910 (6)
	TOTAL CREDITS FOR SEMESTER:		4 Cr. Hrs.	6 Cr. Hrs.
64 TOTAL CREDIT HOURS				
	TOTAL CREDITS PER SEMESTER:		31 Cr. Hrs.	33 Cr. Hrs.

Please, note: *While the PhD in AHRE degree requirements can be completed in as little as four years, University policy mandates that all degree requirements must be met within eight (8) years of matriculation. See the* Graduate School Policy Handbook *for more details.*

Advisory (Dissertation) Committee

Every student enrolled in the Graduate School must have an advisory committee. The student's advisory committee aids the student in developing a degree curriculum (*which includes all core research courses and a selection of specific cognate courses*), approves the student's degree curriculum, supervises the student's program, administers the final oral examination (*if required*), and initiates the recommendation for the awarding of the degree. One member of the committee is designated as chair or major advisor and directs the student's dissertation.

The major advisor is the faculty member who provides general guidance throughout the program of study. The major advisor will recommend courses to be taken until the advisory committee is selected. Additionally, the major advisor, in consultation with the graduate program director and/or the department chair, will assist students in selecting the members of their advisory committee. The major advisor is responsible for chairing the advisory committee meetings and for providing realistic expectations for completing the requirements of the degree.

Upon admission, students will receive a designated faculty mentor/academic advisor who is assigned based upon a mutual fit of research interests as identified during the admissions process. Should the direction of study or research interest change, students may request the appointment of a new advisor who better fits their evolving interests.

The advisory committee must be created no later than the beginning of the fourth semester of the doctoral program.

Advisory Committee Composition

A minimum of four (4) faculty members are to be selected by a student seeking a doctoral degree. All members of the advisory committee must be current members of the Clemson University graduate faculty. The majority of the committee, including the chair, must include full-time Clemson University Regular or Administrative faculty as defined in the Faculty Manual. Special faculty may serve as co-chairs or committee members as long as the chair is a permanent faculty member appointed to the graduate faculty and the Special faculty member(s) are members of the graduate faculty. The chair, co-chair, and at least half the committee must have a primary appointment in the program offering the degree (Public Health Sciences). If a minor is declared, this area must be represented on the committee. Committee members of interdepartmental programs are to be appointed according to bylaws formulated by the program faculty and endorsed by the academic unit housing the program. All duly appointed committee members have full voting status on the outcomes of all examinations given by the committee. The committee is designated using the electronic GS2 *Committee Selection* form via iRoar. ***Please note:*** *The GS2 Committee Selection must be completed and approved prior to submitting the GS2 Plan of Study.*

Committee Members	Criteria		
Minimum of 4 Members	Member of Clemson University Graduate Faculty	Full-time Regular/ Administrative Faculty at Clemson University	Primary Appointment in Public Health Sciences
Member 1 (Chair)	X	X	X
Member 2	X	X	X
Member 3	X	X	
Member 4	X		
Additional members as deemed appropriate by the committee chair	X		Requires 3rd member from DPHS

Procedure for Student

A student must select an advisory committee in consultation with the graduate program coordinator. The Advisory Committee is created by selecting the "GS2 Committee Selection" option under the Student Records heading in the student's Self Service portal in iRoar. Select the **Dissertation Committee** type (**even for the Master's** *en route* **form**). Enter the advisory chair first. Once the advisory committee members are selected and approved, the student, department, and committee members are notified of the fully constituted committee by means of the approved GS2 *Plan of Study* form. *See "Helpful Hints" below*

Adding External Committee Members

All graduate advisory committee members must be members of the Clemson University graduate faculty. Students may request external advisory committee members be granted graduate faculty status for the purpose of serving on the student's dissertation committee. To qualify for graduate faculty status, the incumbent must hold a terminal degree in their field and be an active scholar in an area relevant to the dissertation. Students must gain approval from the dissertation committee chair prior to submitting the request for an external committee member in iRoar. Once graduate faculty status has been granted, the external advisor will be available to be added to the GS2 *Committee Selection* form.

Procedure for Student

The student will discuss the appointment of an external committee member with their dissertation committee chair and, upon agreement with the chair, provide a copy of the Curriculum Vitae (CV) to the full dissertation committee for review. After gaining the committee's approval, the student will access the Self Service Portal in iRoar and select the "Request an External Advisor" option under the Student Records heading. Students will enter the external member's email address, title, full name, organization affiliation, address, and a justification for adding them to the committee. Be sure to verify the email address before submission as this will be the University's primary mechanism for communicating with the external committee member. Once a request has been approved, the email address cannot be modified. *For more detailed instructions, please see "Request for an External Advisor for Student Committee Selection Instructions" in Appendix K.*

Plan of Study – The GS-2

The student's chosen courses constitute their individual Plan of Study. Each degree-seeking PhD student is required to submit a formal Plan of Study to the Graduate School no later than the beginning of their fourth semester of study following matriculation using the electronic GS2 *Plan of Study* form via iRoar. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked and punitive fees may be levied until the Plan of Study is submitted. *See "Graduation Deadlines" calendar*

The Plan of Study must adhere to departmental and University policies. All transfer courses must have been taken for credit from accredited degree-granting institutions whose scholastic reputation is acceptable to Clemson University and receive pre-approval from the advisory committee. Because earning the Master's degree *en route* to the doctorate dictates which courses are listed on the GS2 *Plan of Study* form, any student electing to earn the M.S. *en route* must complete the GS2-14 form prior to submitting the GS2 *Plan of Study* through iROAR. *See instructions below before completing the electronic GS2.*

Procedure for Student

The student must consult with the major advisor and other members of their advisory committee to agree on the appropriate courses necessary to earn the PhD degree.* Before a GS2 *Plan of Study* is officially approved by the Graduate School, it must be electronically approved by the advisory committee, department chair, and college dean. It is then

forwarded to the *Office of Enrolled Student Services* for approval and distribution. Students are not allowed to submit preliminary Plans of Study thru the electronic Work Flow but many departments recommend students create a handwritten preliminary plan as part of the normal planning process. The Plan of Study is created through the student's Self Service Portal by selecting the "GS Plan of Study" option under the Student Records heading. *See "Helpful Hints" below*

*Students who have submitted the GS2-14 form will not list the same courses on the electronic GS2 form; the only courses that **must** be listed on the electronic GS2 Plan of Study are the remaining 34 required seminar, cognate, and dissertation hours.*

Filing the GS2 Form

The GS2 is online and accessible through iRoar. Submitting the GS2 is a 2-step process that includes 1) Committee Selection and 2) Plan of Study. *Note: The Committee Selection MUST be completed and approved before the Plan of Study can be submitted.*

Procedure for Student
1. **Go to the iRoar portal and select the "iROAR (SSB)" option**
2. **Click the "Student Self Service" button**
3. **Scroll down to the "Student Records" heading**

From here, you have access to both the GS2 Committee Selection and the GS2 Plan of Study. *For more detailed instructions, please see "GS2 Instructions" in Appendix B.*

As a courtesy, students should email committee members letting them know that the GS2 approval should appear in their Work Flow for approval. If it does not appear that the GS2 is being approved and processed through Work Flow in a timely manner, please, alert Mrs. Rebecca Coffey Moses.

Masters *en route* to Ph.D. – The GS2-14 Form

Students completing the PhD are able to earn an M.S. in Applied Health Research and Evaluation *en route* upon the completion of all core research courses. To apply for the Masters *en route*, PhD students should complete the GS2-14 paper form *(listing ONLY the ten core research courses required for the AHRE Ph.D.),* collect all committee members' signatures, and submit it to Mrs. Rebecca Coffey Moses for processing.

Helpful Hints
1. When selecting your committee, please discuss the process with your major advisor and/or Program Coordinator before speaking with individual faculty. Your first task is to confirm your major advisor will serve as your committee chair. Then speak with your committee chair about other prospective members. After considering your chair's advice, contact prospective members about their willingness to participate on your committee. Once you have their verbal agreement, complete the GS2 Committee Selection form in iROAR. When all committee members have accepted the request to be on your committee, then you may prepare the Plan of Study. *If there appears to be a delay in obtaining approvals, please, contact Rebecca Coffey Moses for assistance.*

2. It is recommended that you enter the Committee Chair first and then enter your remaining committee members.

3. Before sitting down to enter your GS2 Plan of Study, have a completed list of courses that your committee members have tentatively agreed would satisfy your academic course requirements. If courses have been listed on the GS2-14 M.S. *en route* form, do not list them on the GS2.

4. Transfer work can be listed by selecting courses numbered 6999, 7999, and 8999, then adding an explanation in the transfer block.

5. Remember, once you hit submit, you will not be able to alter your GS2 until everyone has approved or someone has denied your plan.

6. Note the two blocks at the bottom of the page when entering any information. You MUST click the update box before submitting it for approval.

7. If you've already submitted your GS2 forms, but need to add, remove, or change committee members or courses, the quickest way to gain access to the form is to contact the next faculty member from whom you are awaiting approval and ask that they DENY the selection form.

Comprehensive Exam

The comprehensive exam "*establishes that students have the broad familiarity and expertise within the field*" and "*confirms that one is ready to transform from student to scholar.*" It is designed to reflect successful completion of the AHRE core curriculum by evaluating the overall mastery of the knowledge and skills central to the program of study. Students who successfully complete the comprehensive exam will demonstrate the integration of their knowledge on the core skills, concepts, and resources from the AHRE curriculum. It is not simply a test of one's cumulative knowledge of course material, but an evaluation of the student's preparation to work as an independent scholar at the highest level.

A passing score is required on the exam in order to be recommended for admission to candidacy for the Ph.D. degree, and satisfactory completion of the comprehensive examination must occur at least six months prior to the date of graduation. Should the student fail to pass the comprehensive examination, s/he may be given a second opportunity, upon the recommendation of the examining committee; however, failure of any portion that negates further examination will be reported as a failure of the examination. A second failure will result in the student being dismissed from Clemson University.

Exam Prerequisites

Prior to sitting for the comprehensive exam, all doctoral students must have selected an advisory committee and have an approved plan of study on file with the Graduate School maintain a cumulative GPA of at least 3.0, and be granted approval by their advisory committee. Students may attempt the comprehensive exam after completion of the thirty (30) credits of core research courses (typically after the end of 2nd spring semester) and only upon the recommendation of their advisory committee.

Preparation for the exam should help students organize and reflect upon the variety of things they have learned in the first two years of the program, making them better able to integrate and utilize the knowledge gained in graduate study. The Graduate Program Coordinator and major advisor will provide more detailed advice on preparing for the comprehensive exam. Students may work together and on their own in preparing for the exam, but work completed during the exam period (including editing) must be done individually. *See "Tips for Writing an Effective Comp Exam" in Appendix G.*

Exam Description

The comprehensive exam is a written exam developed each year by faculty teaching core Ph.D. courses and is administered over a 2-3 week period. The exam is broken into two major areas:

> *Area 1*: Health Determinants, Research Design, and Evaluation and
> *Area 2*: Epidemiology, Qualitative, and Quantitative Methods

<u>Each area is delivered as two separate tests taken over the course of two weeks with a rest period in between</u>.

The PhD Program Coordinator will provide each test (one area at a time) to the student who will then have 66 hours to complete that portion of the exam. During these tests, the student may access any resource at their disposal, but all work must be done independently.

A sample comprehensive exam schedule can be found below:

Week	Portion	Comp Exam Topic	Time Allotment – Resources Available
Week 1	**Part One**	Area 1	66 hours – no limitations on resources
Week 2	**Part Two**	Area 2	66 hours – no limitations on resources

NOTE: Times listed above are standard. These times will be modified, if needed, following disability accommodation.

Exam Scoring
Multiple faculty (those who teach the core PhD courses) will independently evaluate the comprehensive exam. These faculty will then meet in person to review, discuss, and come to consensus using the following rubric: Full Pass, Conditional Pass, Fail.

Students are required to pass both parts of the examination to pass the Comprehensive Exam. Failure on one part of the examination will result in reexamination of that part of the exam. Failure in more than one part of the exam will result in failure of the Comprehensive Exam.

Oral Exam
An oral exam will be administered if, after review of the written portions of the exam, a score of "conditional pass" is awarded and additional information is needed to confirm a passing or failing score. The discussion of the oral exam will center on the student's answers for the written exam, but the scope of the exam is not limited to that material. The examiners will be looking to fill in any perceived gaps in the written work in order to more generally assess the student's understanding of the literature and empirical exam material.

Passing the oral comprehensive exam is a matter of demonstrating to the committee members that students have an appropriate mastery of the central material of the field and are prepared to go on to focused and independent work on a dissertation. In order to pass, students must not receive more than one negative vote from a member of the examining committee. Students who do not pass the oral exam will be asked to return in one month for a second oral exam. Students who do not pass on the second attempt will not be considered passed and will have to retake the comprehensive exam.

Comprehensive Exam Timeline
PhD students are expected to complete the majority of coursework prior to sitting for the exam, which is administered one time annually between the 4th and 5th semester. In the rare circumstance that there is a strong rationale for a doctoral student to propose and begin data collection prior to completing his or her comprehensive exam, the student must appeal the standard timeline to his or her graduate committee for written approval. Approval can only be granted upon unanimous agreement by the committee. If the appeal is granted, the committee must inform the graduate program coordinator of their decision via written documentation within 2-weeks of approval.

GS5-D – Results of the Doctoral Comprehensive and Candidacy Form
Upon successful completion of the comprehensive exam, the student will be recommended to candidacy for the PhD degree. Within three weeks of the examination, the chair of the advisory committee will inform the Office of Enrolled Student Services of the result of the comprehensive exam, via Form GS5D *Results of the Doctoral Comprehensive Exam and Candidacy Form*.

Dissertation Proposal, Manuscript, & Defense

The dissertation manuscript is mandatory for the doctoral degree. It requires a minimum of 18 hours of doctoral research exclusive of any research credits earned at the master's level. Candidates for the PhD degree receive academic credit for conducting research and preparing a dissertation manuscript under the direction of the student's advisory committee.

Dissertation Proposal Defense

Once advanced to candidacy, students must prepare and submit a proposal to their advisory committees outlining the details of the research they hope to do to fulfill the dissertation requirement. Each student must successfully defend their dissertation proposal and gain the advisory committee's endorsement before launching their dissertation research.

The dissertation proposal should be submitted in written form to each member of the committee at least ten days prior to the meeting at which the proposal is being presented and should contain a thorough review of the appropriate literature, the hypotheses to be tested/research questions addressed, the design and methodology to be employed, a justification of these strategies, and a description of the anticipated findings indicating how these or other findings are to be interpreted. The proposal will be formally reviewed during a dissertation proposal meeting, upon which the advisory committee can vote to:

1. Accept the proposal as presented
2. Accept the proposal contingent upon minor modifications stipulated by the committee
3. Refer the proposal back to the student for extensive revisions followed by another dissertation proposal meeting with the committee
4. Reject the proposal and require the student to prepare a new one.

Once the proposal has been accepted, the committee will file the GS *Thesis/Dissertation Research Approval* form with the Graduate School and provide an electronic copy of the written proposal to Rebecca Moses. However, if the proposal is referred back or otherwise rejected, the student will be given one additional opportunity to revise, resubmit, and defend their proposal. Students who fail to successfully defend the proposal a second time will be recommended for dismissal from the program.

Dissertation Manuscript (ETD)

Clemson's Graduate School will refer to a manuscript as an ETD (Electronic Thesis and Dissertation). The dissertation manuscript (ETD) is a comprehensive manuscript detailing the motivation, approach, and feasibility of the student's proposed doctoral dissertation research. Each student's advisory committee determines the appropriate outline for the dissertation manuscript. For example, a dissertation manuscript (ETD) in AHRE could include the following:

1. Introduction
2. Extensive literature review
3. Research questions
4. Study methods
5. Manuscripts for Articles (*3 manuscripts required*) or a Findings chapter (*depending on the format agreed to by the committee*)
6. Discussion (*including limitations and implications for future research*)
7. Complete bibliography and appendices (*as appropriate*)

The dissertation manuscript (ETD) must follow the Graduate School's established formatting guidelines. These guidelines have been compiled in an electronic, downloadable resource known as Your Clemson University Thesis or Dissertation: Guidelines, Tips, & Tools. The Graduate School also publishes a single-page ETD Quick Links Pdf with active links to the most-used ETD references and a

final ETD Checklist for students to check formatting before submitting the ETD. *See Appendices H & I for more information*

Revisions may be requested by the Manuscript Review Office after submission. It is recommended that students refer to the published Graduation Deadlines calendar often in their final semesters to ensure their manuscripts are submitted in a timely manner. *See "Defense Evaluation" below*

Dissertation Defense
The dissertation defense is a requirement for all doctoral students. It is administered by the student's advisory committee. Defending one's research is a fundamental facet of scientific scholarship. It is through this process that the student clarifies, validates, and demonstrates the significance of his/her research. As such, the dissertation defense represents the culmination of the matriculation process. Candidates must successfully pass the dissertation defense and submit the signed GS7 *Dissertation Defense and Approval Form* in order to earn the doctoral degree.

Dissertation Review Process: Preparing for the Defense
The advisory committee, led by the committee chair, will guide the student in finalizing the dissertation manuscript in preparation for the dissertation defense. This process **may be iterative because of revisions and can take many weeks**. Near the beginning of the final semester, candidates will present a first, full draft of the three dissertation manuscripts to their committee chair, who will determine when the manuscripts are suitable for initial review by the other committee members. Once the chair decides the draft is ready to share with the rest of the committee, the student will provide each committee member with a copy of the manuscript to review. Committee members should complete the initial review within three weeks and a secondary review within two weeks of resubmission. The committee chair will communicate with each committee member to determine if more revisions are needed or if the student is ready to set a defense date. The defense date cannot be set without permission from the committee chair. *See Appendix J for more information*

Procedure for Student
1. **Within three weeks of the beginning of the semester in which the student intends to defend**, candidates will present the completed dissertation manuscripts to their committee chair for initial review. The chair has two weeks to review the initial document and provide the student with guidance regarding revisions needed prior to the first review by members of the entire committee.

2. After completing revisions and gaining approval by the chair, candidates will present each committee member with a copy of the dissertation manuscripts for initial committee review. **Within three weeks**, committee members will review the manuscripts and provide feedback to the student. Students will make revisions as recommended by the committee.

3. After completing the revisions recommended upon the committee's initial review, the updated manuscripts will be submitted to all committee members for a secondary review. **Within two weeks**, committee members will complete the review and provide the student with guidance regarding any further revisions. Following the completion of those revisions, the manuscripts will be submitted to the committee chair for final review.

Points to Remember:
- You are responsible for organizing committee meetings and making sure that things progress.
- Provide your materials/rewrites/proposal to your committee members with plenty of time to review (3 to 4 weeks ahead for formal meetings).

- Make sure you give your committee members <u>quality work</u>, work that you and potentially others have edited.
- <u>Provide a schedule</u> for your committee so they know what to anticipate.
- <u>Prior to scheduling the proposal defense</u>, you should have agreement from all committee members that your proposal is ready, by their standards and taking into account their concerns, to be defended.
- <u>Practice</u> the oral presentation

Scheduling the Dissertation Defense

The dissertation defense is a public event and must be listed on the Student Defense Calendar. <u>Students are required to notify</u> *Enrolled Student Services* of the date, time, location, and requisite details of their defense <u>at least ten days prior</u> to their defense using the electronic Submit Defense Form. This form will generate an email to *Enrolled Student Services* which will serve as your official written notification.

The dissertation defense <u>must be scheduled early enough to allow time for committee-required revisions</u> to your dissertation before the GS7 *Dissertation Defense and Approval Form* deadline. Typically, this date is two to three weeks before graduation. It is recommended that students <u>allow at least two weeks</u> between their defense and this due date to ensure these formalities are met. <u>Students are strongly encouraged to consult the</u> Graduation Deadlines calendar <u>before scheduling their defense</u>.

Procedure for Student
1. Set defense date (after receiving permission from committee chair)
2. Reserve the location for the defense
3. Submit the Defense Form no later than ten days before the date of defense
4. Post the announcement of the defense date, location, and time in a prominent location in the department (*See* Rebecca Coffey Moses *for assistance*)
5. Notify all faculty and AHRE graduate students (via email) of the student's name, program of study, and dissertation title; name of student's advisory chair; and the date, location, and time of the defense at least ten days in advance of the defense

Defense Format

The AHRE dissertation defense will consist of both written and oral components as deemed appropriate by the dissertation committee. The defense will emphasize the demonstration of content and expertise the student has chosen to develop and validate the rigorous execution of their dissertation research. The student will give a 30-45 minute oral presentation of their dissertation to their committee and guests followed by a brief period of questions by guests. Guests will then be excused and a comprehensive oral defense (question and answer) with just the advisory committee will follow. Students, members of the faculty, and the deans of the Graduate School and are invited to attend the dissertation defense.

Defense Evaluation

A majority decision is required for a student to be considered to have passed the dissertation defense. A vote of "pass" is only rendered when each committee member indicates final approval by signing the GS7-D *Dissertation and Defense Approval* form. The committee should not sign the GS7-D until the manuscript is responsive to all committee members' concerns and recommendations. The GS7-D must be submitted to *Enrolled Student Services* at least two weeks (14 calendar days) **before commencement**. Likewise, the approved, finalized dissertation manuscript (ETD) must be submitted to the Graduate School at least two weeks (14 calendar days) **prior to commencement**.

Doctor of Philosophy Degree Length (Credit Requirements)

Coursework leading to the doctoral degree is designed to give students a comprehensive knowledge of the field of specialization and a mastery of the methods of research. At Clemson University, a minimum of 30 credits past the masters and 60 credits past the bachelor's degree are required for the doctoral degree, including a minimum of 18 hours of doctoral research; however, the doctoral degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements. The final basis of granting the degree is the student's grasp of the subject matter of a broad field of study, competence in planning and conducting research, and ability to express him/herself adequately and professionally orally and in writing.

Timeline for PhD Student Progress

The following must be successfully completed within eight (8) years of matriculation:

- Core courses
- Comprehensive examination
- Cognate Courses
- Proposal Defense
- HLTH 8890 Research Seminar (4 credits)
- HLTH 9910 Dissertation Research (18 credits)
- Dissertation Defense
- Graduate School approval of dissertation

Time Limit

All requirements for the doctoral degree must be completed within 8 years from the date s/he first matriculates into a doctoral degree program at Clemson. The time limit applies to all doctoral programs, even cases where a student is receiving a master's degree *en route* to the doctorate. The clock does not stop for leave of absence; however, in exceptional circumstances, a student may petition the Graduate School for additional time with approval of the advisory committee. **Please note**: *A student who exceeds the time limit without an extension can be dismissed from the Graduate School for failure to maintain adequate academic progress.*

Annual Evaluation of Students

The awarding of an advanced degree does not attest merely to completion of academic requirements in courses, seminars, and research activities, but also the demonstrated capacity for acceptable professional conduct, development of scholarly expertise and independent scholarship. Annual evaluations provide a mechanism for documenting growth and development in these areas.

Following year two of the program, each doctoral student in the Department of Public Health Sciences will be formally evaluated at least once each academic year. These evaluations are based on the available evidence relevant to the student's successful completion of milestones and ability to perform in a professional role by the faculty in his/her specialty area. The purpose of these evaluations is primarily diagnostic; they are designed to gauge student progress and identify any problem areas or deficiencies the student may have early enough to formulate plans for the remediation of these problems or deficiencies. If a student fails to meet program benchmarks, s/he will be required to be evaluated each semester until two positive progress evaluations occur. See Appendix E as a guide for what annual progress activities may include.

The student's progress toward the completion of the dissertation and timely completion of the comprehensive exam will be among the criteria considered during the evaluation. At the end of each academic year, students will be asked to complete a self-reflection in which they describe their accomplishments during the year. This information will be retained by the program and will be provided to the students' advisor for feedback.

Following these evaluations, the Graduate Program Coordinator has the authority to:
1. Inform the student of satisfactory progress toward the degree
2. Make suggestions to the student about remediation without requiring any specific action by the student
3. Require the student to undergo specified remediation activities such as taking or auditing courses, doing a program of readings, attending external training, etc.
4. Limit or suspend the student's assistantship activities until academic performance improves.
5. Recommend the student be dismissed from the program

Please note: *Any student who fails to maintain adequate progress towards the completion of the dissertation may at any time be terminated from the program on the recommendation of the DPHS Graduate Program Committee and the Department Chair.*

M.S. *en route* as a Terminal Degree
An M.S. degree may be awarded *en route* to all students completing the AHRE PhD program; however, the M.S. degree can also be used as a terminal degree for a student who finds him/herself unable to complete doctoral studies. Before an M.S. in AHRE can be awarded as an exit from the PhD degree program, the student must successfully complete all research core course requirements (30 credits). Students who choose not to complete the PhD degree but wish to earn the M.S. degree must receive permission from their committee chair, complete a new GS2 Plan of Study, and submit the electronic GS-14 *Change of Degree* form through iRoar. *See "M.S. opt-out Review Process" in Appendix C for more information*

M.S. Degree Time Limit
All course work to be credited toward the master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded.

Sample Timetable of Student Progress for PhD degree

Action Required	Form	Preparation	Recommended Deadline
Identify Research Advisor		*1st-3rd Semester*	Beginning of 3rd semester following matriculation
Identify research interest; formulate problem		*1st-3rd Semester*	Filed with Advisor near end of the 3rd semester
Pre-proposal		*3rd Semester*	Written document filed with adviser during 3rd semester
Form Advisory (Dissertation) Committee		*3rd Semester*	Selection of Advisory Committee near end of 3rd semester after pre-proposal filed with advisor
Advisory (Dissertation) Committee Selected	GS2	*3rd Semester*	End of 4th semester following Advisory Committee meeting
M.S. *En Route* form	GS2-14	*3rd - 4th Semester*	Intended for students who are currently enrolled in a doctoral program and who have completed or plan to complete all requirements for the master's degree in the same discipline. Students are expected to continue in the doctoral program after receiving the master's degree. GS2-14 is due to the Graduate School by the beginning of the semester in which the M.S. degree is to be conferred (generally the beginning of the 4th semester)
M.S. *En Route* Application for Graduation and Diploma	IROAR	*5th Semester*	Filed by the deadline listed on the Graduation Deadlines Calendar the same semester that the GS2-14 is submitted
Finalize Degree Program; File Plan of Study	GS2	*3rd - 4th Semester*	By the end of the 4th semester, following Advisory Committee meeting
Comprehensive Examination	GS-5D	*1st - 4th Semester*	Following completion of core research courses. The comprehensive exam is taken between the end of the 4th and the beginning of the 5th semester. Passing of Comprehensive exams indicate admission to candidacy in PhD program. This occurs no less than 6 months and no more than 5 years prior to graduation. The GS-5D is filed by the advisor within 3 weeks of the examination.
Research Proposal		*1st - 5th Semester*	Following successful completion of Comprehensive Exam and the completion of majority of cognate courses; filed with advisor as soon as possible after admission to candidacy (generally during the 5th semester)
Proposal Defense	GS-Research Approval	*5th - 6th Semester*	Proposal Defense must be successfully completed prior to start of dissertation research
Application for Graduation and Diploma Order	IROAR	*Final Semester*	Filed by the deadline listed on the Graduation Deadlines Calendar the same semester the dissertation will be defended.
Dissertation Manuscript Review		*Final Semester*	By the beginning of the final semester, the completed dissertation manuscript presented to the advisory chair beginning the required review process
Schedule Dissertation Defense	*Submit Defense* Form	*Final Semester*	Following committee approval, at least 10 days prior to the date of the exam, and at least 24 days before the GS-7D deadline
Final Examination (*Dissertation Defense*)		*Final Semester*	At least 14 days prior to the GS-7D deadline
Submit Dissertation Defense and Approval Form	GS-7D	*Final Semester*	Filed after the dissertation is successfully defended and all required manuscript revisions have been made and by the date on the Graduation Deadlines Calendar

ACADEMIC POLICIES AND PROCEDURES

Listed below are the general academic policies and procedures for all DPHS graduate students. There may be some policies that only apply to one particular program. For program specific policies and procedures, please refer to the program overview sections of this handbook.

Expectations for Student Conduct

As a member of the consortium of institutions comprising the International Center for Academic Integrity, Clemson University has committed itself to preparing a community of scholars dedicated to integrity in teaching, research, scholarship, mentorship, and the acquisition and display of professional values of trust, honesty, fairness, responsibility, respect, and courage. Clemson graduate students are expected to avail themselves of the many opportunities and resources both on and off campus to learn how to engage in professional practice with integrity.

Professional Conduct in Research and Personal Interactions

Graduate training extends beyond traditional coursework to the development of professional values and professional competence in one's field. Students enrolled in the Applied Health Research and Evaluation programs are expected to comport themselves in a professional manner in the classroom, on campus, and in clinical/research sites at all times. These expectations include, but are not limited to:

- Academic achievement as evidenced by successful completion of coursework and substantial progress in research activities
- Pursuit of knowledge that enhances the image of Clemson University and the field of Public Health
- Advancement of Clemson University's mission through research, education, outreach, and community service
- Respect for research participants and the treatment of those participants in a thoughtful and humane manner
- Responsible conduct in the acquisition and communication of scientific findings
- Favorable representation of Clemson University and the Department of Public Health Sciences in all professional activities
- Interactions with colleagues that enhances the professional community

Academic Research

The effectiveness of the research infrastructure worldwide is based on the personal and professional integrity of the people involved. The central assumption to all research endeavors is that researchers have done what they say they have done. Research conducted in the Department of Public Health Sciences must withstand the highest scrutiny. As such, both faculty and students must ensure that their scholarly work is conducted and reported with the highest ethical standards, diligently keeping accurate records and always attributing credit where it belongs. Every scholar must guard against any activity that would bring the integrity of this department or the individuals within it into question. Any violation, including but not limited to, falsification of data and plagiarism will be taken seriously and may be referred to the Graduate Academic Integrity Committee for thorough investigation.

Academic Integrity

Honesty and integrity are fundamental components of the academic process. As a community of scholars dedicated to the inquiry of knowledge, it is expected that graduate students will conduct themselves with both throughout their academic pursuits. In instances where academic standards may have been compromised, Clemson University has a responsibility to protect this process and respond appropriately and expeditiously to charges of academic misconduct.

Academic dishonesty detracts from the value of a Clemson degree, and it will not be tolerated in any form. Academic dishonesty includes giving, receiving, or using unauthorized aid on any academic work as well as plagiarism. Academic integrity is the responsibility of every student and all students are expected to pursue scholarly activity in an open, honest, and responsible manner.

Class Attendance and Participation

Class attendance is fundamental to graduate school success. Each class is designed to foster active learning, develop scholarly relationships, and enhance the understanding of complex concepts. Group activities and class discussions engage students directly with course materials and provide a platform for sharing ideas, challenging perspectives, and collaborative learning. Class meetings provide structure to share important content, interact, and hold oneself accountable for one's educational experience. As such, regular class attendance is expected for all DPHS graduate students.

Students are expected to take full responsibility for their own work and academic progress. They must be willing to allocate sufficient time to course materials, participate in online classes and discussion groups, and complete all course assignments. Students are expected to interact with the content, instructor, and classmates on a regular basis. Each faculty member has the right to establish requirements for attendance and participation unique to his/her course, and course attendance/participation may be used by instructors to determine part of a student's grade.

All Clemson University students are required to attend the first day of class and may be dropped from enrollment for failure to do so. Students are encouraged to review the University's Academic Calendar in advance of each semester to identify important dates related to registration, withdrawal, midterm, finals, and first days of each term. The Academic Calendar is published annually and can be accessed through the Registrar's webpage.

Academic Advisor and Research Advisor

Upon arrival on campus, the student will be assigned a departmental academic advisor. This individual will assist in cognate course selection. The advisor generally serves as the unofficial chair of the student's advisory committee until the GS-2 Committee Selection is completed. A student may change advisors at any time, however, all involved are to be kept informed of any change. Changes in advisor will require a corresponding change in the GS-2.

Registration

Near the middle of each semester, students will be notified of the date to begin registration via IROAR. Students should schedule a meeting with their advisor prior to this date. Registration occurs online via IROAR. The Office of Registration Services provides information that you may refer to regarding the steps to be taken in the registration process, including video tutorials and training manuals. *Contact the Office of Registration Services (656-2305) if you have further questions.*

Registration Requirements

Particular attention should be paid to registration requirements. Students pursuing any phase of a graduate program must be registered, and students are expected to make continuous progress toward their degrees. As such, students are expected to be enrolled for graduate credits each semester during the academic year until all degree requirements are completed.

Course Load

By University policy, full-time status in a graduate program is defined as being enrolled in nine (9) credit hours in fall and spring and six (6) credit hours in the long summer session.

Enrollment Limits

Graduate students are limited to a maximum enrollment of fifteen (15) credit hours per semester. Students who wish to exceed this limit must get approval from their major advisor, who will submit an appeal of the enrollment policy to the dean of the Graduate School.

Plan of Study (GS-2) Implications

All degree-seeking graduate students must file a Plan of Study (Form GS2) in accordance with the *Office of Enrolled Student Services*' timeline. Students pursuing the master's or specialist's degree must submit the curriculum by the middle of their second semester following matriculation, and doctoral students must submit the curriculum no later than the beginning of their fourth semester of study following matriculation. The GS2 form must be submitted and approved prior to registration for the semester of enrollment following its due date. 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. *Please note: Fines may accrue and funding may be delayed if the GS2 form is not completed on time.*

The GS2 form represents the individual students' curriculum as recommended by the advisory committee. It must adhere to departmental as well as University policies. Any changes to the student's Plan of Study requires resubmission and approval of a new GS2. The GS2 form is submitted electronically through IROAR. *For more information, please see the "Plan of Study" section under your program.*

University Continuous Enrollment Policy

The University no longer requires continuous enrollment for graduate students. If a student wishes to pause their graduate study for any reason, no paperwork is required by the Graduate School. Students are encouraged to notify their advisor and/or program coordinator of their decision to pause study as soon as possible. After there has been no enrollment for a period of time, the student's account will be made inactive and will prevent the student from registering for future classes. When the student wishes to return, s/he will need to complete the Request for Re-Entrance Form. Readmission decisions require a positive recommendation from the academic program as well as approval by the Graduate School and is not guaranteed.

All policies, course of study requirement, and tuition and fee levels in effect at the time of readmission will be in effect for the remainder of the program of study. Courses that have exceeded the maximum time limit or in which students were not awarded at least a C- will not be applied to the new program of study. Of those courses that meet the readmission criteria, programs that sole discretion as to whether or not they accept those courses for the new plan of study. Programs also have the right to impose other requirements as part of readmission, including but not limited to retaking qualifying or comprehensive exams, completing new courses, etc.

Students who have separated from the University or paused graduate study may not make progress on degree requirements while in an inactive status (*e.g., taking comprehensive or qualifying exam; completing incomplete grades; submitting, revising, or defending thesis or dissertation; conducting independent research, etc.). For more information, please refer to the Graduate School Handbook*

> ### Procedure for Student
> Students planning to take a pause in graduate study should first discuss the option with their major advisor and/or program coordinator in advance of the intended separation. These faculty members will provide concerns at the program level that must be understood or addressed prior to separation, including issues of departmental or program financial support. Additionally, international students should check regulations on how a pause in study will impact VISA status and other important residency/work factors.

Academic Standards

Students are expected to make satisfactory academic progress each term. Students who are not able to make satisfactory academic progress may be recommended for program dismissal. Graduate students must maintain a cumulative B average (3.0) in all undergraduate and graduate-level courses (6000 level or above) following admission to the Graduate School. If at any time a student fails to satisfy this requirement, s/he is automatically placed on probation, during which s/he is ineligible for graduation and may be ineligible for financial aid. A student on probation remains on probation until the requite 3.0 GPA is achieved or s/he is dismissed. Additionally, a failing grade (F) in a course in the area of the student's major may be cause for dismissal regardless of the student's average. *For more information, please refer to the [Graduate School Handbook](#).*

Grading Standards

All graduate courses are graded on an A-B-C-F +/- scale. Under no circumstance may an A+ be awarded. Dissertation research and seminar courses are graded on a pass/fail basis. [Grievances](#) must be filed within sixty (60) days from a grade report. Courses graded pass/fail are not included in the academic average; however, the grade is placed on the student's permanent record. Only credit hours for which a grade of pass is achieved apply toward the number of credit hours required for the degree. The accumulation of grades of pass in dissertation research does not imply completion of the research, but only indicates satisfactory progress.

Incomplete Coursework

Except for courses graded on a pass/fail basis, the grade of incomplete (I) may be given for incomplete work for any graduate course in which work remains unfinished and the student is unable to fulfill all requirements because of circumstances beyond his or her control. This grade is not given in lieu of unsatisfactory or failing grades received for completed courses for the purpose of improving the letter grade. It is the student's responsibility to contact the instructor regarding the work required to complete the course. Upon request by the student, the instructor shall provide a written statement of the work to be completed.

The grade of "I" will be valid in normal lecture or laboratory courses for only 30 days after the beginning of the next scheduled session, excluding summers and irrespective of the student's enrollment status. Within this period, the student must complete his or her work or obtain an extension, approved by the instructor and chair of the department responsible for the course, stating the reason for the request and the length of time needed. Normally, no more than one request for an extension for each grade of "I" will be granted.

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

A graduate student will not be permitted to repeat any portion or reregister for any course for which the grade of "I" has been given. Should any work remain incomplete at the expiration of the appropriate deadlines described in the previous paragraphs, a grade of "F" will be recorded on the student's permanent record. Although the Graduate School will attempt to bring the deadlines to the attention of the student and instructor, it is the sole responsibility of the graduate student to comply with these regulations.

Students who receive a grade of "I" while enrolled in the Graduate School at Clemson University remain ineligible for graduation until the incomplete work has been made up and a letter grade submitted to the Office of Admissions and Registration.

Grades of "I" will have a 10-working-day period after the deadline for the instructor to grade the work and submit the make-up grade card to the Registrar's Office. Work submitted by the student after the printed deadline should not be accepted by the instructor unless an extension has been

approved. Requests for extensions, like the make-up work, should be submitted by the deadline printed on the make-up card. Grades of "I" that remain after the 10-working-day period will be converted automatically to an "F".

Academic Probation

Students who fail to meet academic standards become ineligible for graduation and are placed on academic probation. The probationary status remains in effect until the student earns the requisite 3.0 grade point average or is dismissed. Students who are subject to academic dismissal are not be permitted to continue in the Graduate School without the recommendation of the program coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered unsatisfactory academic performance.

Dismissal

A graduate student must understand that s/he can be dropped from the Graduate School at any time for failure to maintain an adequate academic status. Dismissal can also occur as a result of violation of other policies (*e.g., failure to make academic progress, failure to meet program expectations, academic integrity, student conduct, etc*.). A student may appeal if s/he believes that the dismissal was unfair or improper. Dismissed students are permitted to reapply to the Graduate School to pursue the same or different degree programs unless they have been permanently dismissed. Significant violations of academic integrity or community standards policies may result in "permanent dismissal," barring students from applying to any other Clemson University program at any time in the future. *Please see the Graduate School Handbook for specific procedures addressing appeals and return criteria*

Withdrawing From a Course

Students should not withdraw from courses without first communicating with and gaining the approval of their academic advisors. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered unsatisfactory academic performance and may impact the student's standing within the program.

Course Revalidation

All coursework credited toward a graduate degree must have been enrolled in and completed within six (6) calendar years before the date on which the degree is to be awarded. When recommended by the student's advisory committee and approved by the dean of the Graduate School, Clemson University coursework completed outside the six-year limit may be revalidated by written examination. Such examinations will be under the direction of the department regularly offering the course for which the students seeks revalidation and available only to students currently enrolled at Clemson University. Coursework completed outside the six-year time limit at an institution other than Clemson may not be transferred to Clemson or validated for graduate credit. *Please see the Graduate School Handbook for more information*

GRADUATE ASSISTANTSHIPS

DPHS Graduate Assistantships are available only to students enrolled in the PhD AHRE program.

The Department of Public Health Sciences generally has funds available for PhD students' financial assistance in the form of graduate assistantships. Graduate assistantships are awarded on a competitive basis to qualified students based on academic performance and other evidence of abilities suited to employment such as a teaching or research assistant. Assistantships are not scholarships; they require satisfactory service to the department in return for financial support. Assistantships are offered for one academic year (two semesters) and are announced in advance of the academic year. Except in unusual circumstances, assistantships will not be available again until the following year. Graduate assistantships include a tuition waiver (students must pay enrollment fees), a stipend, and require 10-20 hours of work per week during the academic year (as determined by its funding source). As with any employment, graduate assistants must perform their responsibilities with diligence and in a professional manner.

Description of Assistance Available

The basic form of financial aid for PhD students is the graduate assistantship. A graduate assistant is a student who assists, under faculty supervision, functions related to teaching, research or other services that would otherwise be performed by regular faculty and staff members. In so doing, graduate assistants receive valuable, practical experience in preparation for future teaching, research, or administrative responsibilities.

All applicants to the AHRE doctoral program are considered for assistantship support opportunities. The customary appointment requires (nominally) 20 hours per week outside of coursework including HLTH 9910. To maintain a graduate assistantship in the Department of Public Health Sciences the student must be continuously enrolled full-time at Clemson during each term: nine (9) credit hours in the fall and spring. Students assigned to a 12-month assistantship must also be enrolled for six (6) credit hours for each long summer. Dropping below these hours prior to the last day to withdraw from classes may require students reimburse tuition. **Students who need to drop below full-time enrollment MUST notify their supervisor and** Rebecca Coffey Moses **immediately**.

Assistantships are usually for a set time commitment. Any student considering a change in assistantship before the end of the agreed time period must consult with his/her supervisor and Graduate Program Coordinator.

Requirements:
- Must be fully admitted to a degree program and enrolled in The Graduate School.
- Must maintain a 3.0 GPA, and generally good academic standing.
- Must have received a satisfactory evaluation in previous assistantship positions.
- Must be registered for a minimum of nine (9) semester hours in Fall and Spring semesters and six* (6) semester hours in long summer session (*if assigned a 12-month assistantship)
- Must adhere to the work schedule determined jointly by the supervisor (faculty) and student.
- All assistantships are arranged through the Graduate Program Coordinator.
- Once a signed commitment to an assistantship position has been made, no change in position can be made without discussion and approval by the Graduate Program Coordinator, Department Chair, and supervisor.
- Some assistantships may require the student adhere to a dress code commensurate with the respective assignment.
- Some GRA positions may require travel, work during non-business hours, or flexibility of hours.

Graduate Research Assistantships (GRA)

Graduate Research Assistants conduct supervised research or assist with research funded from any source administered by the University. Ph.D. students receiving a GRA are assigned to faculty who are investigators of funded grants, normally for a 12-month assignment* (fall, spring, and summer). GRA's job duties and work hours are negotiated between the investigator (supervisor) and student and approved by the Graduate Program Coordinator.

The assistantship may convert to hourly employment over summer term.

Graduate Teaching Assistantships (GTA & GTR)

As part of their educational experience, Ph.D. students are normally expected to be involved in some form of teaching. This experience is primarily gained as a Graduate Teaching Assistant (GTA) or a Graduate Teacher of Record (GTR). Supervision for these assignments is assumed by the primary instructor of record for a course or faculty in charge.

A Graduate Teaching Assistant (GTA) teaches undergraduate classes or laboratories under the supervision of a faculty member. They are not responsible for assigning grades. Typically, a GTA assists a faculty member (with primary responsibility for the course) in the delivery of that course with the goal of learning teaching skills by working along with the faculty member. After experiential learning, the GTA may assume primary responsibility for the course in the future as the Graduate Teacher of Record (GTR).

Graduate Teachers of Record (GTR) assume primary responsibility for teaching undergraduate classes or laboratories and are responsible for assigning grades. University policy requires all GTR's to have "*earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly.*" Departments are responsible for determining that the 18-hour requirement is met through coursework, and the Enrolled Student Services Office certifies that the 18-hour requirement has been met.

The number of hours a student will work will depend on class enrollment (or number of sections) for a given class. The assistantship is renewed yearly based on performance in the classroom as an instructor, a teaching assistant, or a grader, as well as demonstrated satisfactory progress toward the degree, typically for a maximum of four years. For Ph.D. students desiring or assigned a primary responsibility for instruction in HLTH designated courses, the following steps are typically required:

1. At least one semester as a GTA assisting DPHS faculty with a course for one semester; the faculty member has primary responsibility
2. Completion of a training development course
3. International GTA's must pass the VEST test with an acceptable score before teaching.
4. International GTA's must also attend the International Student Services Orientation session.

Additionally, each student serving in a GTA/GTR role must complete annual FERPA training and submit the Graduate Assistant Confidentiality Agreement each year.

Appointment Process: Offer Letter Contract

All appointments for assistantships are processed and memorialized annually via an offer letter contract. The graduate assistant's responsibilities and details of their financial support is included in the official offer letter from the DPHS Department Chair. The Graduate Assistant Contract outlines the expected duties associated with the assistantship, the anticipated beginning and ending dates, the stipend amount, average hours of service per week, and the student's assigned supervisor. To complete the appointment process, students must sign and return the contract indicating acceptance of the terms.

Assistantship Supervisors

Normally, the major advisor will supervise the student's assistantship responsibilities, and the student will typically have to report to only one supervisor; however, certain departmental teaching and research functions may result in a student having a secondary supervisor overseeing one of the assignments. The specific course assignment and teaching duties associated with a GTA or GGA appointment may be outlined in greater detail once all assistantship assignments are made.

Duration of Assistantship

Assistantships are awarded in either 9-month or 12-month increments. Students receiving a 9-month assistantship begin their assistantship on the first day of classes in August and end on graduation day in May. Students receiving a 12-month assistantship begin their assistantship on the first day of classes in August and end the day before classes begin the following August. The duration of each student's assistantship will be specified in the assistantship contract.

To maintain the assistantship, students must complete the duties in a satisfactory manner and make satisfactory progress towards their degree.

Time off during this period must be pre-approved by the assistantship supervisor. Time missed during holidays will be made up, or biweekly work units will be adjusted appropriately. The same rules apply for those on assistantship during the summer.

Assistantship Work Schedule, Expectations, and Performance

The student must keep a work schedule with his or her supervisor and submit a copy to Mrs. Katherine Porter in 510 Edwards to be filed in their employment records.

The Graduate Assistant and supervisor should both clearly understand the terms of the assistantship, especially the number of hours the student is expected to work each week. Graduate Assistants are required to satisfy a cumulative number of hours during the course of the semester or his/her appointment. If the GA does not fulfill the required number of hours during a given week, s/he should make up the missed hours the next week. Conversely, if the GA works more than 10 hours on a ¼-time assistantship, s/he should be expected to work correspondingly less in the following week, or as agreed by the GA and supervisor. In other words, the supervisor should expect the GA to work the full number of hours required by their contract per week, or on average, but should not expect the GA to work more than what is established in the assistantship agreement.

Graduate Assistants are encouraged to discuss any issues regarding workload or work expectations with his or her supervisor. If there is a misunderstanding about the terms or expectations with the supervisor, let the Graduate Program Coordinator know. If necessary, the coordinator will discuss the matter with the Department Chair.

Graduate Assistants are encouraged to look for opportunities to attend meetings, seminars, etc., that will enhance his or her learning or development of specific skills. These activities may or may not be included in the paid hours of the assistantship. Open communication is a key to good working relationships as a graduate assistant. Supervisors are willing to accommodate assistant needs but must be aware of those needs to take action. Remember, supervisors of students are in charge and are responsible for setting graduate assistant work schedules.

The supervisor should be relatively understanding about the GA's academic obligations, but, as with any employment situation, should expect professional conduct in terms of reliability, consistency, time-management, communication, and competence. Inability to satisfy reasonable employment expectations is grounds for termination of the assistantship. Per University policy, the supervisor is required to write a performance review of the GA's work at the end of the assistantship that will be available for review by future supervisors.

Hours of Work for GA's

Graduate assistants are not expected to work more than the agreed upon hours. The hours of work expected of graduate assistants are detailed in the letter offering the assistantship. They may range from 10 to 28 as shown below:

Assistantship	Hours per Week	Max Academic Hours per Semester
¼ time	10 hrs	15 hrs
½ time	20 hrs	12 hrs
¾ time	28 hrs	12 hrs

Please, note: during the academic year, international students are limited to __no more than 20 hours__ work per week; however, they may work up to 28 hours during the summer.

Work Assignments for GA's

The graduate assistant work assignments are either teaching, grading, or research. In addition to these activities, there are sometimes other tasks in the department where the assistant's help may be needed. Assistance with these departmental activities during busy times greatly facilitates the smooth operation of the department and permits a greater degree of involvement with departmental faculty and staff.

Reduction of Assistantship Pay

Normally, the agreed upon workload will be submitted as hours worked for each payroll period. However, if the amount of work performed consistently deviates below the required workload, the student's pay will be reduced accordingly. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency actually occurred. Pay also may be withheld from students who violate the vacation policy. *See "Student Employment Policies and Procedures" below*

Termination of Assistantship Pay

Pay for any session will end when the student leaves Clemson University or is no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by the supervisor and may impact academic tuition.

Graduate Hourly Employment

If funds are available and the graduate student remains active at Clemson, they may be hired for hourly employment for a maximum of 28 hours per week by the department. Special permission is required to hire on an hourly basis, and this type of employment will not provide tuition reduction.

Timesheets & Time Capture Reporting System

All graduate student employees (both assistants and hourly employees) must complete timesheets and enter hours in the time-capture system. *Please see "Timesheets & Time Capture Reporting System" in the Student Employment Policies and Procedures section below*

Graduate Assistant Tuition

A student on assistantship must pay the graduate assistant fees listed on the Graduate School's Tuition and Fees web page. Additionally, all graduate students are required to maintain health insurance while enrolled. A health insurance subsidy is typically provided to Graduate Assistants in the fall semester. More information regarding this policy can be found on the Graduate School website.

STUDENT EMPLOYMENT POLICIES & PROCEDURES

Any questions regarding employment, pay, or benefits should be directed to the DPHS HR Director, Katherine Porter in 510 Edwards Hall (864-656-5865; khmarx@clemson.edu)

Employment Paperwork

Students awarded an assistantship should contact Mrs. Katherine Porter by email and schedule an appointment before classes commence to complete their employment paperwork. Employees are required to complete the college *Personnel Information* form and the federal *I-9* form verifying identity and employment authorization. Employees must have a social security number and present two forms of identification to complete the I-9 form (*valid driver's license, social security card, passport and/or certified birth certificate*). In order for employment to begin on the first day of classes and pay to commence uninterrupted, it is recommended students complete the forms at least two weeks prior to the first day of classes. Paychecks cannot be distributed until all parties (*Graduate School, International Office, Human Resources, etc.*) have approved the paperwork.

Clemson University Employee Self-Service System

Clemson University uses several functions within the *Employee Self Service* (ESS) system to input, maintain, and access payroll information. This site is available through Clemson's webpage.

Accessing Employee Self Service

All Clemson University employees receive a student/employee User ID. This ID is used to log into computers, check e-mail, submit leave (*if applicable*), and utilize ESS in the Human Resources (HR) database. Students will use the same User ID and password required to register for courses.

Direct Deposit

All employees are required to have 100% of their net pay directly deposited into a bank account, and new employees are responsible for entering the correct bank account information into the HR database via ESS. Net pay can be split into five (5) separate distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. If the student elects to use multiple bank accounts for direct deposit, the sum of the percentages of all accounts must equal 100%. If a mix of percentages and amounts is used with multiple bank accounts, the account with the lowest priority (highest Deposit Orders) must have a deposit Type of "Balance."

Changing the Default W-4 Tax Withholding Certificate

Upon being hired, the system defaults your W-4 Tax Withholding Certificate to a marital status of Single with "0" exemptions. Employees may change this at any time using the W-4 panel in ESS.

Pay Days and On-line Paystub

Employees are paid twice a month (the 1st and 15th day of the month). Clemson University utilizes an on-line paystub to report earnings each pay period. In the event an employee is no longer active, the system will generate a paper paystub, which will be sent to the home address listed in the HR database. The on-line paystub is accessed using the "Payroll and Compensation" panel.

On-line W-2

Active employees may review their W-2's online. The online W-2 is accessed using the "Payroll and Compensation," then "View W-2" panels in ESS. In January, employees receive an email alerting them that the W-2 (for prior year) is available for access. *Additional W-2 information found here*

Timesheet & Time Capture Reporting System

All hourly graduate employees, including graduate assistants, must keep a timesheet and enter hours in the Time Capture Reporting System. ***Please note***: *Enrolled graduate students (exclusive of full-time University employees) may not work more than 28 total hours per week*

Timesheet Procedures

All graduate assistants must fulfill all the responsibilities described by their faculty supervisors, work the requisite number of hours. Some may need to keep an official timesheet for the department. The timesheet must be signed by the supervisor and submitted to Katherine Porter in 510 Edwards Hall by the day following the end of the 12-month pay period as noted on the Clemson HR Payday Schedule. For efficiency, employees are encouraged to obtain electronic signatures on their form and email to khmarx@clemson.edu with the subject line: Timesheet; however, paper copies may also be submitted. Assistants who do not fulfill their obligations or work the requisite number of hours may lose the assistantship award.

Time Capture Tracking System

To comply with the Affordable Care Act (ACA), Clemson University must obtain and report paid service hours for graduate student workers. As a result, all graduate student workers are required to enter hours worked in the Graduate and Resident Assistant Time Capture System. It is important that students use this system to accurately and timely report paid service hours worked; those who fail to comply with this mandate may be penalized

Procedure for Student
1. Access link
2. Enter username and password
3. Enter paid service hours or check the box to certify that you did not work
4. Click submit

Work Calendar, University Holidays, and Leave

As a teaching, grader or research assistant, the work timeframe is not the same as the semester class schedule or the student calendar. University faculty and other employees do not have the same schedule (or days off) as students. Graduate assistants holding nine-month appointments are entitled to the official University holidays and/or breaks accorded to nine-month faculty. Graduate assistants with 12-month appointments are entitled to the official University holidays accorded to 12-month administrative staff. However, graduate assistants are expected to work on the same calendar as their faculty supervisors unless otherwise indicated.

University Calendar and Holidays

Graduate students are entitled to take as holidays the days on which the University is officially closed. The official University holiday schedule can be found on the Human Resources webpage.

Vacation/Leave Policy

As a rule, graduate assistants do not accrue paid vacation time. Generally, unless different work expectations are distinctly articulated in the offer letter, graduate assistants work on the same calendar as faculty with 12-month appointments.

Leave Without Pay

In the event of a death in the immediate family, illness of a close family member or personal illness or hardship, graduate assistants may request up to four weeks leave without pay per semester and one week of leave without pay per summer session. This request is made in writing to the immediate supervisor.

Parental Leave

Graduate assistants (of any gender) are eligible for up to six weeks of parental leave. The request for parental leave must be made to the department at least one month in advance, with notification provided by the department chair to the Dean of the Graduate School. The department will work with the student to enable the student to maintain enrollment and employment status during this time.

DEPARTMENTAL OFFICE POLICIES AND PROCEDURES

Listed below are the general departmental office policies, procedures, and resources that may prove helpful to AHRE graduate students, assistants, and hourly employees. Any questions about these policies and procedures may be directed to the administrative staff in the department.

Communication

Departmental Announcements

Informational news and briefs about DPHS will be posted on the department's bulletin board located on the 5th floor Edwards, on the right when entering the front entrance doors.

Email and Professional Electronic Communication Policies

Students will need to check their Clemson email (located under Office365 on Clemson's Faculty/Staff home page) frequently for department correspondence. This will be the primary method of communication used by the University and the Department of Public Health Sciences. It will be the student's responsibility to keep up with the information sent to their Clemson email account. If a response is requested, students are expected to do so in a timely manner.

Edwards Hall

The Department of Public Health Sciences is housed on the 5th floor of Edwards Hall. Edwards Hall also houses the administrative offices for the College of Behavioral, Social and Health Science (1st floor), Clemson Rural Health and the Joseph F. Sullivan Wellness Center (1st floor), the Clinical Learning and Research Center (CLRC) (2nd floor), the College's Information Technology Services group (CCIT) (2nd floor), the undergraduate Academic Advising Center (3rd floor), the college's Center for Research and Collaborative Activities (CRCA) (4th floor), and the School of Nursing (4th floor).

Building Access/Keys/Security

Graduate students will have access to Edwards Hall and the 5th floor after hours by scanning their Tiger One card in outside door sensors. Student employees should see Mandy Topper in the Dean's Office on the first floor during the first work week to setup the card access. Access to other specific offices (labs, faculty offices, etc.) will be issued upon obtaining permission from the student's supervisor. Students provided physical keys must take care to secure them; a fee of $25 will be charged for each lost key to be replaced.

The building is normally locked on weekday nights and throughout weekends. If the building is locked as you enter and leave the building, be sure that all doors are locked behind you. During the work week, the front and side doors on the first level are normally unlocked. Never prop a door or entrance to floor open with a rug, chair, stick, etc. All office areas should be locked at the end of the workday to maintain security.

The campus police, extension 656-2222, should be notified immediately of any suspected breach of security (*e.g., tampered locks, missing items, or strangers in the office or cubicle space who cannot account for their presence*). Students' supervisors or staff in the department should also be informed as soon as possible of such occurrences (even during off hours if the situation seems to warrant it).

DPHS Graduate Student Office

Masters students within the department have access to the DPHS Student Cubicle located on the 5th floor of Edwards Hall. Doctoral students within the department have access to the DPHS Graduate Student Office located on the 5th floor of Edwards Hall. This space is located in Edwards 560.

Supported students will have access to the graduate student space during their time in the program, subject to availability. Students should keep the area clean and free of unauthorized items, such as space heaters, personal coffee makers, hot plates, refrigerators, and any other electrical food prep

or storage devices. Please wipe down tables frequently and store personal items in locked cabinets. Cleaning products are available from staff in the department.

GTA/GTR Office Hours

Graduate Teaching Assistants and Teachers of Record will maintain office hours as part of their assistantship responsibility. At the beginning of each semester, GTA/Rs should email Rebecca Moses their proposed office hours so that she may create a master schedule of office hours. A copy of this schedule will be posted outside Edwards 560. GTA/Rs are expected to be present in Edwards 560 during office hours. At times, GTA/Rs may wish to meet with students privately. Private meetings with students may be held in the Edwards 501-A Telesuite office as needed. GTA/Rs who are unable to attend their scheduled office hours should notify their supervisor as soon as possible.

DPHS Office Administration

The Department of Public Health Sciences employs two administrative personnel who serve as the primary resource for students regarding office administration. Students seeking guidance on any office policies should see Katherine Porter in Edwards 510 or Caroline King in Edwards 503. Additional information can be retrieved from Rebecca Coffey Moses if either of the primary administrative personnel are unavailable.

DPHS Secretarial Services

The secretarial services and undergraduate student workers assigned to department should only be used for departmental business related to your work assignment. Use of the support staff for your work assignments should be cleared through your supervisor.

DPHS Office Supplies

The department provides basic office supplies to graduate assistants working in DPHS. Students should check with Rebecca Moses in 508 Edwards if additional office supplies are needed for work assignments.

Printing /Copying /Scanning

The departmental copier should only be used by graduate assistants for departmental work. Graduate Assistants will be assigned a copier code during the first week of employment by DPHS staff. **In general, the copier may NOT be used by graduate students/assistants copying personal materials.** Personal or class copies should be made in the Cooper Library (4th floor).

The departmental copier is located in the DPHS common cubicle area across from 507 Edwards Hall. If the copier malfunctions, please see one of the department's administrative staff members for assistance. Paper for the copier is located to the right of copier and should be put in the bottom tray of copier on the left when needed.

DPHS Fax Machine

The DPHS fax machine is located in the departmental copier. Please, see administrative personnel if help is needed to send a facsimile.

Off-Campus/ Interdepartmental Mail

The Clemson University mail service is to be used only for University related business. Personal mail should be sent to the student's home. The department of Public Health Sciences assumes no responsibility for personal deliveries to Edwards Hall. If students are mailing material for a work-related project, they should see Caroline King in 503 Edwards Hall for assistance. Please, be advised that Clemson's mail service is slow so expect 5-7 days for delivery. If a work-related mailing needs to be expedited to the recipient please see departmental staff for advice on the best way to mail item(s). DPHS has a FedEx account and can be used for express deliveries when needed. Supervisor and departmental staff must approve all FedEx express mail deliveries. A FedEx drop-box

is located in front of Hendrix Center and pick-up from this box is around 3:00pm on regular business days.

For materials that need to be delivered to the other on-campus units/departments, an interoffice envelope can be obtained from Caroline King in 503 Edwards Hall. Ms. King will take care of getting interoffice mail delivered to the mail room on a daily basis.

All incoming mail for graduate assistants will be delivered to the general DPHS mailbox. Rebecca Coffey Moses (COFFEY2@clemson.edu) will notify assistants by email if incoming mail is received. If an important delivery is anticipated, please let Mrs. Moses know to expect it.

DPHS letterhead stationery is to be used for departmental business only. Please, see departmental administrative staff if departmental letterhead is needed. Students will need to an explanation for why it is needed if asked.

DPHS Office Telephones

The departmental telephones are restricted to departmental business. If a graduate assistant needs to make a call, s/he may contact any of the departmental administrative personnel for assistance.

Other Considerations

Each individual receiving financial aid through the Department of Public Health Sciences is considered to be a representative of this department. This consideration carries with it a certain responsibility for professional conduct. Actions or conduct, which are considered by the full-time faculty to be against the best interest of the Department, will be cause for release from your appointed position.

Kitchen Cleanliness

A courtesy kitchenette is located in 536 Edwards. Students benefit from this area and should take care to keep it clean. All spills should be wiped immediately. All dishes, cups, and utensils used should be washed immediately after use and put in their proper place. Food placed in the refrigerators should be labeled with the student's name and the date it was placed in the refrigerator. The refrigerator is cleaned the last Friday of each month. Students should remove expired items by this date. Any remaining items, including, storage containers will be discarded.

Recycling

Faculty, staff and students, out of the spirit of environmental sensitivity, collect and recycle white paper and cardboard. Recycle containers are located in various areas of Edwards Hall. Confidential white paper that needs to be discarded should be placed in locked trash bin located in the back stairwell entrance of the 5th floor of Edwards. The locked bins are picked up periodically by Recycling Services and paper is shredded. All other white paper waste should be placed in designated/marked recycling containers located throughout the building. The recycling containers will be checked several times per week to ensure that all is well to determine whether storage containers have filled faster than normal. If students encounter a full container, please contact Recycling Services at (864) 656-2040.

Final Check-Out

When leaving the University due to graduation or withdrawal, students must do the following actions pertaining to the department:

- Turn in all keys to the Graduate Program Coordinator
- Be sure that the area that they occupied is clean and ready for another occupant (students are asked to leave the office in the condition they would have liked to have found it originally)
- Return all borrowed items and/or materials (*e.g., IT equipment, books, journals, etc.)* to their appropriate location

INTERNATIONAL STUDENTS

The Office of Global Engagement's International Services area works with incoming international students to provide valuable information, service, and advice to meet the needs of the Clemson community. As an international student, International Services is a valuable resource for your immigration, employment, and support needs. Resources and more information may be found at the Office of International Services website.

International Services works with the international student population from the moment they are accepted to Clemson University until the time they successfully achieve their academic goals. Throughout the students' time on campus, the International Services' staff meets with them on a one-on-one basis, in large groups (such as New International Student Orientation), and in a variety of workshops to provide information about maintaining status, employment possibilities, travel and visa, and cultural adjustment.

The Office of International Services can be reached by weblink, telephone (1-864-656-3614), or mail at the following address:

<div align="center">

Clemson University
Office of International Services
108 Long Hall/Box 345714
Clemson, SC 29634
USA

</div>

After Admission
After an international student is admitted to the University, International Services is notified and receives copies of the admissions documents.

Requesting the Certificate of Eligibility
Upon acceptance, International Services will contact the student by email with instructions for requesting important immigration documents for visa applications, such as the I-20 or the DS-2019 *Certificate of Eligibility*. This form is required to apply for the nonimmigrant visa via the US consulate, enter the United States, to apply for a US driver's license, and to apply for a Social Security number. The instructions may also be viewed online under the heading "Request Certificate of Eligibility."

Once the request for *Certificate of Eligibility* has been received and it is determined that all requirements are met, International Services will enter the student's information into the SEVIS system and produce a Form 1-20 (F-1 visa) or DS-2019 (J-1 visa). Students should anticipate a 10-business day processing time after the complete request is submitted.

When the I-20/DS-2019 has been processed and reviewed, it will be sent to the student with supporting materials including information on setting a visa appointment, payment of the SEVIS Fee, and a pre-departure catalog. Students will need to request shipping by completing the Form IS-01 Express Mail Instructions. Students should not register for the Express Mail service until someone from International Services notifies them via email that their immigration documents are ready for mailing. Students are reminded that once they receive their documents, they should be reviewed very carefully.

Visa Application Procedure
After the student receives and reviews their immigration documents, s/he needs to set an appointment with the U.S. Consulate for the visa application. A list of U.S. Embassies and Consulates worldwide and be found on the U.S. Department of State website. Students should identify the Consulate closest to their location and visit the "visa" section of the website to learn about the procedures required for setting an appointment and how to prepare for the interview.

SEVIS Fee

All new international students applying for an F-1 or J-1 visa are required to pay the SEVIS Fee at least three (3) business days prior to their visa interview. Students may find more information on the SEVIS Fee, as well as how to pay, by visiting http://www.fmjfee.com.

Entry into the U.S.

New international students are permitted to enter the United States no earlier than 30 days prior to the start of their academic program at Clemson University. The program start date is listed on the I-20/DS-2019 *Certificate of Eligibility*. When purchasing an air ticket, it is important to keep these dates in mind because students may be denied entry should they arrive prior to that 30-day period.

Students are encouraged to arrive as early as possible to obtain housing, register for courses, apply for their social security card, complete the necessary paperwork for on-campus employment, and to become familiar with their new surroundings. In general, International Services recommends that students try to arrive at least 15 days before the start date listed on the I-20/DS-2019.

IF YOU ARE AN INTERNATIONAL STUDENT RECEIVING AN ASSISTANTSHIP, YOU MUST HAVE YOUR OFFER LETTER WITH YOU, UPON ARRIVAL.

I-94 Arrival/Departure Record

The I-94 Arrival/Departure Record grants international students permission to remain in the U.S. while pursuing their degree as long as their immigration status is maintained. The I-94 includes the student's date of entry into the U.S., the status in which they were admitted (F-1 or J-1), and the abbreviation "D/S." This abbreviation stands for "*Duration of Status*" and means that your immigration status will remain valid while you pursue your degree as long as you maintain your status. *See "maintaining your immigration status" on the International Services website*

STUDENTS SHOULD SAVE COPIES OF THEIR VISA, I-94 RECORD, I-20, AND PASSPORT AND KEEP THEM IN A SAFE PLACE. SHOULD THE ORIGINAL DOCUMENTS BE LOST OR STOLEN, THEY ARE EASIER TO REPLACE WHEN COPIES CAN BE PROVIDED.

Understanding the Difference Between "Visa" and "Status"

As an international student in the U.S., students may be asked about their "visa" and "status." It is helpful to know the difference between the two.

A **visa** is a stamp in one's passport issues by a U.S. Embassy or Consulate. They cannot be obtained in the United States. The purpose of the visa is to allow a visitor to access a U.S. port of entry in order to determine their eligibility for admission to the United States. Once a person has been admitted to the United States, the visa in the student's passport does not need to remain valid in order for the student to be considered legally within the country. Should a student travel outside of the U.S., a valid F-1/J-1 student visa may be required for re-entry. For more information about travel and visa, including what documentation is needed to re-enter the United States, students should refer to the Travel and Visa section on the International Services Student webpage.

As an international student, you are granted **status** upon clearing inspection at a U.S. port of entry. Your status is found on your electronic I-94 form. The I-94 Arrival/Departure Record grants you permission to remain in the U.S. while pursuing your degree as long as you maintain your immigration status. International students are responsible for maintaining legal status with the US Department of Homeland Security during their studies.

Arrival on Campus

Once arriving on campus, students should follow the instructions in the Arrival Guide to complete the SEVIS check-in process.

SEVIS Record Check-in

U.S. immigration law requires international students to enroll full-time and complete the SEVIS check-in within 15 days of the program start date. The SEVIS record must be in *Active* status in order to begin any on-campus employment and to be eligible for any benefits, including a social security card or driver's license. Once the following steps have been completed, the SEVIS record will change from *Initial* to *Active*.

> *Procedure for Students:*
> **The SEVIS Check-in is completed online through the iStart Student Portal. To complete check-in students must:**
> 1. Arrive in the U.S. by the start date of classes for the admitted term
> 2. Enroll full-time in degree required coursework (9 credit hours)
>   *REMEMBER: Only 3 online credit hours can count towards the full-course of study*
> 3. Visit the iStart Student Portal and complete all e-forms within SEVIS Check-In group under the "Orientation" tab on the left. Students must complete all of the e-forms within the group in order for International Services to begin processing the SEVIS check-in.

Students will need to obtain electronic copies of the I-94 Record and the stamped visa page within the passport before starting the check-in process. These documents must be uploaded as part of the check-in process.

Employment Verification Letter

International students who have been offered a graduate assistantship should see Katherine Porter in the department of Public Health Sciences shortly after arriving on campus. She will provide the signed copy of the "Employment Verification Letter" required to apply for the Social Security Number. Students will need to upload this form to the iStart Student Portal.

Acquiring a Social Security Card

International students with an F-1 or J-1 visa in good standing are eligible for on-campus employment and may work up to 20 hours per week throughout the year. In order to work in the United States, all employees must possess a social security number.

International students are eligible for a U.S. Social Security Number (SSN) if they have 1) verified employment in the U.S., 2) have been within the U.S. for at least 10 days, 3) have completed the international student check-in process, and 4) have a signed Employment Verification Letter. In order to apply for the Social Security Card, students can either visit the Social Security Administration while they are on campus or they can visit the main offices in Anderson or Greenville Social Security Administration. (*Remember, before visiting SSA, students need to have completed the SEVIS check-in and have received an email confirmation that the SEVIS record is in Active status. Students may email is@clemson.edu to confirm their SEVIS record has been activated.*) Students must provide a receipt of the social security approval to the Human Resources Office before employment may begin. *For more information, see Acquiring a Social Security Card via the International Services webpage.*

International Student Orientation

All new international students are required to attend International Student Orientation. Students will receive an email through their Clemson email account early in August regarding the schedule. Orientation will provide important information regarding immigration, Clemson University resources, health care, and other logistical support. For more information about orientation and other events, students should regularly check the international students' events calendar or contact the office directly:

APPENDIX

A. Acknowledgement Form
B. GS-2 Instructions
C. MS Opt-out Review Process
D. Tips from former doctoral students
E. Annual student progress review
F. Developing a teaching portfolio
G. Tips for Writing an Effective Comp Exam
H. Format Guidelines for Body of Text
I. Dissertation (ETD) Checklist
J. Dissertation Review and Defense Process
K. Request for an External Committee Member Instructions

CLEMSON
PUBLIC HEALTH SCIENCES

Acknowledgement Form

My signature certifies that I have received the **Graduate Student Handbook for the Department of Public Health Sciences** at Clemson University. The departmental handbook refers to all graduate students to the Graduate School webpage for information regarding Graduate School Policies and Procedures and Academic Regulations at http://www.clemson.edu/graduate/students/policies-procedures/index.html.

I have read the information and understand its requirements.

The electronic version of this handbook is available on our website at https://www.clemson.edu/cbshs/departments/public-health/academics/graduate-programs/index.html

Name:

Signature:

Date:

GS-2 INSTRUCTIONS

Once you reach each GS-2 section, note that there are important procedures detailed at the top. Be sure to read them carefully. If you want to review all policies and procedures, see the Graduate School Handbook.

1) Go to the iRoar portal and select the "Student" option (**login and DUO authentication required**). Then, select "Student Records." Several options, including the *GS2 Committee Selection* and *GS2 Plan of Study* will appear.

2) Select the "GS2 Committee Selection" link first

3) Select the type of degree you are completing by specifying the Committee Type in the dropdown box. The choices are Dissertation, Thesis, and Non-Thesis. *All AHRE doctoral students will select "Dissertation," even if they are completing the Masters en route form. All AHRE M.S. students will select "Non-thesis."*

4) Select your committee chair (advisor) first, using the *Click Here* link under the Faculty Member Name column.

a) **This click takes you to the Committee Selection page where you will find a list of faculty members eligible to serve as committee chairs in your program's department.**

b) **You may change the department by selective a different department from the** dropdown **list.**

5) Select your proposed Committee Chair by clicking his/her name within the Faculty Name column. If you need to change your Committee Chair selection prior to submitting the form, click on the Committee Chair's name and select a new one from the Committee Chair list.

6) This selection takes you back to the main GS Committee Selection form, where you will see the name of the Committee Chair you selected populated into the first field.

7) Repeat steps 5-7 to select each of your remaining Committee members.

   NOTE: M.S. students are only required to have one committee member. PhD students are required to have 4 committee members. A maximum of 5 committee members are allowed for any committee.

8) **TO CHANGE A COMMITTEE MEMBER TO A CO-CHAIR**, select the Co-Chair link under the Assign Position column. The Committee Position title will change to Co-Chair. The "Assign Position" link also includes "Member," giving you the option to convert the co=chair back to a committee member.

9) **TO CHANGE A COMMITTEE MEMBER** from your list, click the REMOVE link to the left of the member's name and completely remove that person before selecting a replacement

10) **TO RESET THE ENTIRE COMMITTEE** click the "reset your committee" button; it will reset everyone but the chair. To reset the chair, click the chair's name and it will reopen the selection process. **Reset** to Original Committee

11) Once you have selected all members of your committee, click the "Submit for Approval" button and email your committee members to let them know this form should appear in their Work-Flow for approval.

GS-2 INSTRUCTIONS

Remember, the Plan of Study cannot be submitted until all parties have approved the Committee Selection portion of the GS-2 form.

1) Go to the iRoar portal and select the "Student" option (**login and DUO authentication required**). Scroll to "Student Records." Several options, including the *GS2 Committee Selection* and *GS2 Plan of Study* will appear.

2) Select the "GS2 Plan of Study" link.

   a) **If you are an AHRE doctoral student with a prior M.S. degree OR if you have already submitted the GS2-14 Master *En Route* paper form, click "Yes" for the "do you have a master's degree" question.**

   b) **If you are an AHRE M.S. student, select the "Master's Non-Thesis, NO GS7 required" box.**

3) Click the "Select Courses" button and use the dropdown list to choose the subject code for the courses you wish to add.

   a) **If you have any pre-approved transfer courses, please select 6999, 7999, or 8999 for the course number and select the number of hours you want to transfer using the dropdown box next to the course.**

4) Select any of the courses in this area that you want to add to your *Plan of Study* by clicking the checkbox next to the course. Multiple courses with the same prefix may be selected.

Please select a subject code to view courses: HLTH

Add to Plan

Course Description	Credit Hours	Course Description	Credit Hours
HLTH 6000 - SELECTED TOPICS IN HEALTH	* 1	HLTH 6100 - CONCEPTS/CHILD HLTH	3
HLTH 6150 - OBESITY & EATING DIS	3	HLTH 6200 - HLTH SCIENCE INTERN	* 1
HLTH 6300 - HLTH PROM OF AGED	3	HLTH 6500 - APPL HLTH STRATEGIES	3
HLTH 6980 - IMPROVING POP HLTH	3	HLTH 6999 - TRANSFER ELECTIVE	* 0
HLTH 7999 - TRANSFER ELECTIVE	* 0	HLTH 8020 - HEALTH ECONOMICS	3
☑ HLTH 8030 - THEORIES AND DETERM OF HEALTH	3	☑ HLTH 8090 - EPIDEMIOLOGICAL RES	3
HLTH 8100 - HEALTH POLICY	3	☑ HLTH 8110 - HEALTH CARE DELIVERY SYSTEMS	3
HLTH 8120 - CLINICAL AND TRANSLATIONAL SCI	2	HLTH 8130 - POPULATION HEALTH AND RESEARCH	2
HLTH 8140 - HEALTH SYS QUALITY IMPROVEMENT	2	☑ HLTH 8210 - HEALTH RESEARCH I	3
HLTH 8220 - HEALTH RESEARCH II	3	HLTH 8290 - EPIDEMIOLOGY II: STUDY DESIGN	3
☑ HLTH 8310 - QUANTITATIVE ANALY IN HLTH I	3	HLTH 8320 - QUANTITATIVE ANALY IN HLTH II	3
☑ HLTH 8410 - FOUNDATIONS OF EVAL IN HEALTH	3	HLTH 8420 - APPLIED EVAL METHODS IN HEALTH	3
HLTH 8890 - SEM IN APP HLTH RSRCH & EVAL	1	HLTH 8900 - SEL TOP IN HEALTH RES & EVAL	3
HLTH 8990 - IND STUDY IN APPLIED HEALTH	* 1	HLTH 8999 - TRANSFER ELECTIVE	* 0
HLTH 9910 - DISSERTATION RSRCH IN APP HLTH	* 1	HLTH 9999 - TRANSFER ELECTIVE	* 0

Add to Plan

5) Click on "**Add to Plan**" to return to the previous page. The courses you selected should appear.

The following is a list of course you have selected for your plan of study.

	Course Description	Credit Hours	Term of Completion
Remove	HLTH 6000 - SELECTED TOPICS IN HEALTH	1	
Remove	HLTH 8100 - HEALTH POLICY	3	
Remove	HLTH 8110 - HEALTH CARE DELIVERY SYSTEMS	3	
Remove	HLTH 8120 - CLINICAL AND TRANSLATIONAL SCI	2	
Remove	HLTH 8120 - CLINICAL AND TRANSLATIONAL SCI	2	
Remove	HLTH 8140 - HEALTH SYS QUALITY IMPROVEMENT	2	
	Total Credit Hours:	13	

6) If you need to add more courses with different Subject Codes, repeat steps 4 and 5 until finished.

   a) ***Please, note:*** selecting dissertation research hours will allow you to add a maximum of 12 credit hours at a time. If you need more than 12 hours, select the 12-hours for that course and then click the "Add to Plan" button again. Then, go back to the course, select the same dissertation research option, and choose the appropriate number of additional hours needed to complete the dissertation requirement.

Hours for this course will appear as two separate line items totaling the number of hours needed on the Plan of Study.

7) Select the proposed term of completion for each course using the dropdown box to the right of each course.

The following is a list of course you have selected for your plan of study.

	Course Description	Credit Hours	Term of Completion
Remove	HLTH 6000 - SELECTED TOPICS IN HEALTH	1	
Remove	HLTH 8100 - HEALTH POLICY	3	Completed
Remove	HLTH 8110 - HEALTH CARE DELIVERY SYSTEMS	3	Spring 2019 / Summer 2019
Remove	HLTH 8120 - CLINICAL AND TRANSLATIONAL SCI	2	Fall 2019
Remove	HLTH 8120 - CLINICAL AND TRANSLATIONAL SCI	2	Spring 2020 / Summer 2020
Remove	HLTH 8140 - HEALTH SYS QUALITY IMPROVEMENT	2	Fall 2020 / Spring 2021 / Summer 2021
	Total Credit Hours:	13	

8) **IF YOU INCLUDED TRANSFER COURSES,** please note each one in the Transfer Courses Comments textbox displayed at the bottom of the screen. Remember to click on the "**Update Comments**" box when you are finished adding comments to the textbox.

Please write the comments in both sections in the form of paragraphs as a description.

Transfer Courses Comments	Professional Development Comments/Academic Integrity Activities

Update Comments

9) When you are ready to submit your *Plan of Study*, click the "Submit for Approval" button at the bottom right of the screen, and email your committee members to let them know this form should appear in their Work-Flow for approval. Submit for Approval

Following Submission:

Each GS-2 form will be submitted individually. The *Plan of Study* cannot be submitted until *the Committee Selection* has been approved by all parties. Once you click submit, each GS2 form (*Committee Selection* and *Plan of Study)* is sent to each of the following individuals for their approval, in the order listed:

a) Committee Chair (or co-chair)

b) Other Committee Members

c) Program Coordinator

d) Department Chair

e) Associate Dean of the Graduate School

f) Enrolled Student Services

The Committee Selection form is not accessible to the next person on the list until the previous person has approved it. Thus, your Program Coordinator will not be able to see your committee chair and member selections (*or even know that you have submitted the form*) until your committee chair and committee members have approved and forwarded the form to him.

If you have already submitted the GS-2 Committee Selection form but need to add, remove, or change committee member(s), the quickest way to gain access to the form is to contact the next faculty member from whom you are awaiting approval (as ordered in the list above) and request that they **DENY** the selection form. Once any of the faculty listed above denies your Committee Selection, the form will be released, and you will be able to change/replace committee member(s) or edit other *Plan of Study* content by following the steps listed in the instructions above.

C

M.S. opt-out REVIEW PROCESS

All students eligible to complete the M.S. but choosing not to complete the PhD must work with their committee chair to finalize a plan for an appropriate amount of time to complete degree requirements. The committee chair must give permission for the student to submit the GS-14 form to change degrees from the PhD program to the MS program in applied Health Research and Evaluation.

Advisory Committee:

Students choosing the opt-out master's degree instead of the terminal Ph.D. degree will use their advisory committee and chair selected in the third semester to review and approve the final requirements for the award of the M.S. in AHRE.

Sample Timetable of Student Progress for MS opt out degree

Action Required	Form	Recommended Deadline
Select Research Advisor		Beginning of 3rd semester
Form Advisory Committee		End of 3rd semester
Finalize Degree Program as PH. D student	GS-2	End of 3rd semester
If student chooses to not complete the Ph.D. program and is eligible for the M.S. degree, a new GS-2 form with modified plan of study and a GS2-14 form to change degree to M.S. must be completed	New GS-2 GS-14	
Application for Graduation and diploma order	GS4 IROAR	After completion of prescribed coursework. Filed after completion of a major share of coursework and successful completion of comprehensive exam. Students apply for graduation through iRoar "Student Record" menu. If you have questions or problems applying for graduation, call Enrolled Student Services at 656-5339 or email weartha@clemson.edu

Appendix C

Tips for Success from former Graduate Students

The following tips are respectfully submitted by past and present Graduate Students from multiple programs

Software

- Before beginning the Epidemiology II class (HTLH 8290), be sure to have SAS on your computer. A student license is available at no cost. If you have a MAC, you must upload a Windows package first. CCIT can load these programs for you, but it may take time. It is best to get this done before classes begin.

- RefWorks is a web-based bibliographic management software tool that allows the ability to store and manage citations and ultimately create bibliographies in a number of different styles. RefWorks is free for all Clemson students and is helpful across courses. More information can be found here.

- OneNote is a digital notebook for capturing and organizing everything across multiple devices. Students can jot down ideas, track classroom and meeting notes, clip from the web, make to-do lists, and sketch ideas. Notes are automatically saved and synced in the cloud, so you always have the latest on all your devices. Notebooks look familiar on all your devices. Notes (including handwritten ink and text in pictures) can be easily searched and found. This is helpful when studying for comps.

Classes

- Use HLTH 8210 (*Research Methods*) to your best advantage. Try to do any literature searches, article critiques, etc. on a topic that may be related to your project. If you don't know what your project will be, this is a good time to hone in on a topic.

- Try to focus any papers for classes on the same general area as your thesis or project. After completing your first year of classes, you may find that your literature review (and possibly other chapters) of your dissertation is basically finished.

- Research Seminar (*HLTH 8890*) will be a great opportunity to find out what types of research are being done by faculty and your fellow students and to get ideas for a successful presentation.

- Ask other grad students about classes outside the department. These folks are excellent resources, especially for the kind of information that can't (or shouldn't) be written down.

- Much of what you will learn will not come directly from your classes. Start reading now! (You can check out journals for 3 days as a graduate student.) Start a list of theories, methods, and ideas, which might feed into your research.

- Inter-library loan is a wonderful thing and, for our department, you will probably need it. Copies of articles received through them are free, but they can take a long time to arrive. Begin your literature search early so that you do not get hung up waiting for articles later.

University Policies

- Pay parking tickets early. If you pay within 15 days, the fine is reduced by half. Also, try not to get them because after the third one they are $50.00 each! If you have a guest on campus, you can go to the visitor center and get a parking pass for the day or pay at the metered spots.

- Be aware of the requirements (and deadlines) for your GS2 form. Not all of the classes that you take must be listed here, but there are requirements for the number of hours taken at the 7000 and 8000 levels.

Your Advisory Committee

- Try to figure out what you want to study and how before you build your committee so that you can choose folks with relevant interests and expertise. Ask other grad students about potential committee members. Also, these folks are a good reference for professors outside the department.

- Pick the chair first and be aware of who he/she does and does not prefer to work with. The relational structure of your committee is critical.

- Whatever you do, keep your committee in the loop of what you're doing. Ignoring a committee member

during the research and writing process is a sure way to guarantee some tricky questions at your defense. Not only that, but also these folks will have some excellent input for you as you're facing the challenge of research. Use them!

- Give chapters to your committee members (not just your chair) ahead of time to get their feedback before zero hour. If you need feedback on your methodology chapters (*especially for qualitative research*), give them to your methodology guru for input.

- Try to have your committee members attend your seminar presentations. This helps them understand what you're doing and may reduce the length of your defense, depending on the nature of questions that arise as a result of your presentation.

Comp Exams/Dissertation/Thesis/Project, etc.:

- Remember that the comp exam is not meant to be a barrier between you and graduation; it is meant to assess your strengths and weaknesses and give you confidence before conducting research on your own.

- The comp exam gauges your ability to synthesize material across courses. As you participate in each core research course, consider what skills and information from former courses come into play in the new one. Study your notes frequently and annotate important readings and examples.

- Create a study-schedule and stick to it. Prepare early before sitting for the exam. Get completely organized using the system that works best for you.

- Practice writing answers by hand; the 4-hour take home portion can be challenging otherwise.

- Choose your methodology based on your research question and then stand fast. If you are going to do research on human subjects, you will need to fill out an IRB (*Internal Review Board*) form. This is not a big deal, but you'll need to do it ahead of time since the IRB committee does not meet very often. Call IRB office at 656-0636 with any questions. They can also e-mail you the form so that you can complete it on the computer.

- Frequently access the Clemson University Thesis/ Dissertation Guidebook. It provides specific details about margins, fonts, spacing, and everything else that is specifically regulated. It also provides details on Clemson's Electronic Dissertation Submission, including revision and submission deadlines. Remember, all the deadlines for the various forms are listed on the Graduation Deadlines calendar.

- **Specific formatting questions can be emailed to manuscriptreview-l@clemson.edu.**

- Utilize the University's access to Turnitin to help check that all citations are in place and that quoted and paraphrased material is properly attributed. Your committee can help you interpret your Turnitin report.

Teaching

- Take advantage of faculty resources and request teaching evaluations for the courses in which you are teaching either as the instructor of record or as a guest lecturer on a regular basis.

- Take advantage of teaching workshops offered by the Office of Teaching Effectiveness and Innovation (OTEI) (*these workshops are available to all graduate students*) and utilize the workshops available through the Graduate School's Grad360 program.

General Advice

- Be prepared for lots of work and long hours, however, don't worry too much! Other people have done it before and others will do it in the future. Relax, work hard and keep your "eye on the ball" or better yet "be the ball". Get things done!

- If you start to feel overwhelmed…we all do! Talk to someone and get help sorting out how to solve the situation. Don't give up! Reading one article or one chapter a day is a whole lot easier than reading for a solid week to get caught up.

- Teamwork is the way to go…help each other and begin to treat your peers as professional colleagues. We have so much to learn from each other!

Annual PhD Student Progress Review

It is important for students to reflect on the annual progress toward the degree. Suggested benchmarks indicating progress are as follows:

End of Year 1:
- Complete HLTH 8090, 8030, 8210, 8890x2, 8290, 8110, 8310
- Identify direction of dissertation interest area and problem formulation (*pre-proposal efforts*)
- Interview DPHS faculty to identify a Research Advisor by Fall 2nd year
- Propose a presentation for a regional/state/national conference
- Present a poster or participate in a research roundtable at an annual Research Forum
- Identify a data set or research project for potential use in manuscripts and classroom assignments
- Attend at least one *Office of Teaching Effectiveness and Innovation* (OTEI) or Grad360 teaching related workshop or Professional Development workshop
- Review GS-2 and GS2-14 forms and prepare to submit Fall 2nd year

End of Year 2:
- Complete HLTH 8220, 8320, 8410, 8420, 8890x2
- Select Research Advisor, Advisory Committee, Clinical Mentor; File GS2 Committee Selection
- Meet with Advisor and Advisory committee
- File GS2-14 form by Fall semester and GS-2 form by Spring semester
- Participate in the preparation of a grant proposal
- Attend one regional, national, or international conference
- Co-author, with a faculty member, a submitted research manuscript
- Submit a presentation proposal for a national or regional conference
- Present a poster or participate in a research roundtable at the CBSHS Research Forum
- Be involved in a research project
- Attend at least two *Office of Teaching Effectiveness and Innovation* (OTEI) or Grad360 teaching related workshops
- Pass comprehensive exams

End of Year 3:
- Complete all coursework listed on the GS-2
- Complete cognate courses and HLTH 9910
- Submit dissertation proposal
- Defend and receive approval for dissertation proposal
- Participate in a national conference presentation
- Be lead author on a submitted research manuscript
- Submit a presentation proposal for a national conference
- Present a poster or participate in a research roundtable at the CBSHS Research Forum
- Participate in the preparation of a grant proposal

End of Year 4:
- Complete HLTH 9910x2
- Complete dissertation
- Successfully defend dissertation

These benchmarks indicating your progress are only suggestions. Students may use other accomplishments to document progress as well. It is a good idea for students to set goals to accomplish within the next academic year at the end of each year.

Developing a Teaching Portfolio

Students who wish to pursue a career in an academic setting are urged to develop a teaching portfolio to summarize their teaching activities and mark their growth as an educator throughout the course of their PhD program. Students should start developing a teaching portfolio as soon as they begin the PhD program. This portfolio should be expanded as teaching experience develops over time. The portfolio should include a brief description of your teaching roles and responsibilities and such materials as teaching evaluations conducted by health science students in courses where you have served as their teaching assistant, PowerPoint slides from lectures or seminars you have given, syllabi of courses in which you have served as a TA, sample assignments along with an explanation of the rationale behind the assignment, and cases or exercises you have taken a leading role in developing for a class. If you have had lectures or discussion sections videotaped, these tapes can be in included in your portfolio. In addition, information on certifications, teaching seminars, or workshops you have attended to help you improve your teaching skills should be described. Finally, your personal reflections on the development of your teaching skills and a statement of your own philosophy of teaching should be included as a part of the portfolio. Remember - the portfolio is a living collection of documents and materials which change over time depending on your teaching experiences. Students should discuss the elements of the teaching portfolio with their academic advisor throughout their PhD program.

Tips for Writing an Effective Comprehensive Exam

"Our goal and expectation is that every student will pass the comprehensive examination. The exam is not designed to be a barrier. It is meant to be a straightforward assessment of the student's command of their declared fields and their preparation to move on to the challenges of writing the dissertation. Nonetheless, and precisely because the exam is conceptualized as an assessment of this preparedness to move on, it plays a very important role in your doctoral education. Students who do not demonstrate an effective grasp of the relevant literature and empirics or who do not effectively and explicitly answer the questions as asked will not pass."

1. Make sure you answer the questions explicitly and clearly.

The most common comprehensive exam mistake is to not explicitly and clearly answer the question. Read the question very carefully and make sure that you offer an explicit answer to the question. Do not rely on the readers to draw out implicit answers.

2. Make appropriate reference to the literature and relevant scholarly debates.

You will not, of course, be expected to provide detailed citations, but you should demonstrate familiarity and facility with a range of the literature. You should be able to appropriately reference the scholars whose arguments are relevant to a particular issue. You may occasionally include the name of a book or article and the date of its publication.

3. Make appropriate use of theory and of empirical and historical knowledge.

If appropriately done, it is particularly effective to use theory to inform answers on history questions and history to inform answers on theory questions.

4. Write full answers that are structured with an introduction and conclusion.

As in all writing, structure and organization are important to effective communication. Just because it is a time-limited exam is no excuse for jumbled, incoherent writing. Take the time to think through and outline your argument and its structure before you write. As in all writing, signposting, headings, and clear explicit language can help communicate your ideas. Provide a clear introduction and conclusion that can help you summarize your central point and will reassure the readers that you have, in fact, explicitly answered the question.

5. Make an argument

As a scholar prepared to embark on independent thesis work, it is important that you demonstrate an ability to effectively articulate your own views. The comprehensive exam is not just about knowing the literature. It is also about demonstrating that you can think about complex issues critically and come to your own conclusions. Avoid wishy-washy answers that simply describe some of the ideas extant in the field and then conclude that they are all correct. Take a stand and defend it with appropriate theoretical, analytical, and empirical material.

6. Make choices

You will notice that most of the questions are a lot bigger than can be fully answered during the written exam. You have to make choices on how you will answer so that you can display your breadth and depth of knowledge while satisfying the committee that you have effectively addressed the question. It usually helps if you can be explicit about how you are managing the question (*"While there are, of course, idiosyncratic elements in the complex relationship of each President to his national security team, I will focus in this short essay on the difficult relationship between Jimmy Carter, Zbigniew Brzezinski and Cyrus Vance because it effectively illuminates the problems every foreign policy team must face . . . ."*). It is rarely a good strategy to try to present a broad and superficial survey of too many things (*"In this essay I will discuss the relationship of each Post-WWII American president with his respective Secretaries of State and Defense"*).

7. Don't make big mistakes

This, of course, is common sense, but I can't overemphasize how difficult it is to certify someone as ready to move onto writing a dissertation who fundamentally misunderstands some essential literature, or who demonstrates a wanton disregard for accuracy.

Format Guidelines for Body of Text in Dissertation Proposal/Manuscript

As outlined in the Departmental Guidelines in the Graduate Student Handbook, all students are expected to complete a proposal, present it to their committee and receive approval to proceed. All papers must be submitted to "*TurnItIn*" or approved equivalent screening tool. Students will write a traditional proposal to gain permission to begin their study. The proposal consists of a thorough introduction, extensive literature review (with accompanying bibliography) and methods sections. Upon approval of the proposal by the committee, students should email their final, corrected, approved proposals to the Graduate Coordinator for archiving. Proposals may or may not be included as part of the final version of the research project as decided by the student's committee.

Dissertation Formatting: Journal Style

The DPHS has elected to require the 'journal style' format rather than the 'traditional' format for dissertations. While the traditional format normally consists of five chapters (e.g., introduction, literature review, methodology, results, and discussion), the journal style format consists of 3 free-standing articles preceded by an introductory chapter and followed by a discussion chapter, which serve to give the total document cohesion. The final product may vary from these guidelines as approved by the committee Chair and committee in question. The committee has the right to adjust the Dissertation Format as desired.

The journal style format includes:

- **Introduction.** *Introduces the topic of the dissertation. Should incorporate purpose statement, brief summary of the literature establishing the rationale, and research questions/topic that guided the research and be linked to the original proposal in the archive. The introduction presents the over-arching goal of the study as well as the specific objectives of each individual study article (manuscript). The introduction functions to weave the manuscripts together and describes their "collective meaning" and "combined contribution" to the field and provides the reader with a summary literature review. Without the introduction, the format would read as a "pile of articles" – related but not linked. Should be presented with its own bibliography.*
- **Articles.** *Upon defense of the final research project, the articles should be polished and ready for submission to identified journals. The number of articles and the journals for which they will be written should be discussed with and approved by the committee before starting the project. A minimum of three articles for is recommended for the Dissertation. Fewer than two articles is not permitted; however, the method and research questions may require fewer or more as approved by the committee. Outlets for which the articles are prepared should be peer-reviewed, empirical research journals unless the committee deems an alternative outlet appropriate for the student in question. Each article should be presented with its own bibliography.*
- **Discussion.** *Ties the articles together and summarizes their purposes and conclusions into a fluid research agenda. Focuses on helping the reader see how the manuscripts make a contribution to a particular field. May present/discuss future research not visible when manuscripts are read individually.*

All students should refer to the formatting guidelines provided by the Graduate School for prefatory pages, margins, pagination, and all remaining components not part of the body of text. The Graduate School strongly advises that all student dissertation work be submitted to *Turn-It-In* prior to finalization of their published work.

Publication Timeline Statute

The journal style format is provided as a means of affording opportunities for and easing the process of publication among graduate students and faculty. If, after one year from students' graduation, the student has not submitted the research for publication, be it in the traditional or article format, the committee Chair and committee reserves the authority to publish the research material. Authorship will be determined at the discretion of the committee Chair. If questions or uncertainties regarding the ethics of authorship arise, committee Chairs should refer to the publication manual used for the thesis or dissertation in question.

Checklist before Submitting Your Manuscript

This is for your use only; do not turn it in with your manuscript. By ensuring that your manuscript conforms to the items below, you'll greatly increase the odds that your submission will require only one review.

General

- ☐ All pages are US Letter Standard size (8.5″ x 11″), and all page margins are set to 1.25 inches.
- ☐ My committee-signed approval form is NOT included in the front matter or body of my paper.

Title Page (REQUIRED. *The most common formatting errors are mistakes on the title page*)

- ☐ My title page is formatted to match the *Sample Title Page*
- ☐ There is *no* visible page number on my title page.
- ☐ All page margins are set to 1.25 inches.
- ☐ The text is centered horizontally and vertically on the page.
- ☐ My title is in all caps (standard scientific nomenclature is observed for the names of organisms).
- ☐ My name and my committee members' names are spelled correctly.
- ☐ The month and year on the page are the same as the month and year of my graduation (even if I'm not attending the ceremony).
- ☐ The words "of," "the" and "by" are lowercase (except where they appear in the title).
- ☐ Each section of text is single-spaced, with a double space separated by a horizontal rule between sections.
- ☐ The spacing between each block of text and around the horizontal section-divider rules is consistent.

Abstract (REQUIRED)

- ☐ All margins are set to 1.25 inches.
- ☐ There is a lowercase Roman numeral page number "ii" centered at the bottom of this page.
- ☐ The heading "Abstract" is formatted to stand out in some way. Whatever formatting I chose, I used the same formatting for all first-level headings (section or chapter titles).
- ☐ The text is double-spaced.

Dedication/Acknowledgments (OPTIONAL)

- ☐ All margins are set to 1.25 inches.
- ☐ There is a lowercase Roman numeral page number centered at the bottom of each page.
- ☐ I formatted the heading(s) "Dedication" and/or "Acknowledgments" the same way as my "Abstract" heading.
- ☐ The text is double-spaced.
- ☐ I did not include extravagant praise, insincere thanks, or references to animals or inanimate objects.

Table of Contents (REQUIRED. *2ⁿᵈ most-common formatting problems are errors in content pages*)

- ☐ All margins are set to 1.25 inches.
- ☐ There is a lowercase Roman numeral page number centered at the bottom of each page.
- ☐ I formatted the heading "Table of Contents" the same way as my "Abstract" heading.
- ☐ The heading "Page" (no quotation marks in the actual heading) is centered over the column of page numbers, and I double spaced after it.
- ☐ My list of page numbers is flush against the right-hand margin.
- ☐ I used properly made ellipses (leader dots) between each entry title and the corresponding page number; I consulted the Ellipses Instructions
- ☐ All entries have page numbers.
- ☐ I double-checked my page numbers in contents entries against the manuscript *after* I completed all text editing.
- ☐ The alignment and spacing of entries is consistent within the Table of Contents and consistent with all lists in the manuscript.
- ☐ All main headings (section/chapter titles and first-level subheadings) are included in my Table of Contents.
- ☐ I did not list "Table of Contents" within my Table of Contents.
- ☐ If Table of Contents runs longer than one page, I've added the heading "Table of Contents (Continued)" at the top left of each subsequent page, and repeated the "Page" column head over the column of page numbers (*note:* this is not applicable if you are using a LaTeX template).

Lists of Tables/Figures/Maps/Nomenclature, etc.
- ☐ All margins are set to 1.25 inches.
- ☐ There is a lowercase Roman numeral page number centered at the bottom of each page.
- ☐ I formatted the heading "List of Tables" (etc.) the same way as my "Abstract" heading.
- ☐ The heading "Table," "Figure," "Map," etc. is flush against the left-hand margin, aligned vertically with the entry numbers (1.1, 1.2, 1.3…). On the same line, the heading, "Page" is centered above the column of page number. I double spaced after it.
- ☐ My list of page numbers is flush against the right-hand margin.
- ☐ If lists run longer than one page, I've added the appropriate heading "List of Tables [etc.] (Continued)" at the top left of each subsequent page, and repeated the "Page" column head over the column of page numbers (*note:* this is not applicable if you are using a LaTeX template).
- ☐ I used ellipses (leader dots) between each entry title and the corresponding page number.
- ☐ All entries have page numbers.
- ☐ The alignment and spacing of entries is consistent with the Table of Contents and all lists in the manuscript.
- ☐ All tables, figures, maps, etc. are included on the appropriate list.

Body Text
- ☐ All margins are set to 1.25 inches.
- ☐ The first page of the first chapter begins on page 1, and all pages have visible page numbers.
- ☐ The text is double spaced.
- ☐ I was consistent in labeling my tables, figures, maps and mathematical equations.
- ☐ Whenever I had to change the orientation of a page from portrait to landscape, I kept the page number in the same place as all other pages.
- ☐ If I have a figure or table on a page, I have at least four lines of text on the page or none at all.
- ☐ All content (including tables, figures, maps, etc.) fits within the page margins.

Appendix or Appendices
- ☐ All margins are set to 1.25 inches.
- ☐ I included page numbers on these pages that continue from the body text of my manuscript.
- ☐ I named my appendices and included them in the Table of Contents.
- ☐ If I have more than one appendix, I included a *divider page* with the word "Appendices" centered on it (in the same text style as my main headings) and a page number. This page also appears as an entry in the Table of Contents.
- ☐ I consistently labeled each appendix.

Bibliography, Literature/Works Cited, References
- ☐ All margins are set to 1.25 inches.
- ☐ I formatted all heading(s) the same way as my "Abstract" heading.
- ☐ I single-spaced *within* entries and double-spaced *between* entries (preferred but not required – I may follow my program's writing style guidelines, as noted in last item below, instead).
- ☐ I did not split any of my entries between pages.
- ☐ All website and email addresses (URLs/hyperlinks) are colored black without underlines.
- ☐ I consistently followed a discipline-approved format (MLA, APA, Chicago Style, etc.) if my committee recommended one.

If you would like more information on manuscript formatting, please refer to the formatting instructions which begin at http://www.clemson.edu/graduate/students/theses-and-dissertations/index.html

Dissertation Review/Defense Process

The final semester before the Dissertation Defense is marked by many deadlines to ensure that the dissertation manuscript is complete, formatted correctly, and the student is prepared to defend his/her research. The guidelines below are intended to help student navigate the dissertation review and defense process.

Initial Review by Committee Chair (2 weeks)
1. Near the beginning of the semester in which the student plans to graduate, the initial "completed" dissertation manuscripts should be submitted to the Committee Chair for initial review.
2. The Chair has 2 weeks to review the initial document.
3. The student will receive initial review from Committee Chair. At this time the Chair will provide guidance to the student with respect to the corrections that must be made prior to FIRST REVIEW by members of the Committee.

First Review by Committee Members (3 weeks)
1. Students must submit the document to all committee members for initial review after the chair has determined that the document is ready for committee reading.
2. Committee members have 3 weeks to review the document and to provide feedback to the student.

Second Review by Committee Members (2 weeks)
1. Students will make the revisions as suggested by committee members. Committee Chair must sign the document signifying that the changes from the initial review have been made. Once the Committee Chair has approved the amended manuscript, it will be submitted to all committee members for a second review.
2. The second review will be completed in two weeks.
   - The committee will provide the student with feedback on the second review process.
   - The student must make revisions to the document as suggested by the committee members.
   - The chair will review the document to determine if additional revisions have been made.

The Committee Chair will communicate with each of the committee members to determine if further revisions are required or if a defense date may be set. <u>**A DEFENSE DATE CANNOT BE SET WITHOUT PERMISSION FROM THE COMMITTEE CHAIR**</u>.

Recognizing that there will be rare occasions when there may be extenuating circumstances that warrant adjustments to the published deadlines, DPHS will consider a student's formal request to shorten the timeline. The request must be submitted to the Graduate Committee in writing and outline the reason(s) for the request. In addition, the request must include a letter from the Committee Chair supporting the request along with documentation of committee members' support for an adjustment. The Graduate Committee will make the final recommendation concerning any adjustments to the timeline. All requests must be submitted through the Graduate Coordinator. Students should be aware that faculty on 9-month appointments may not be available for document review during summer months. Students are advised to plan accordingly and communicate with committee members and chairs as necessary concerning document development and review during the summer.

Scheduling the Dissertation Defense
1. Set defense date (at least <u>3 weeks</u> before the <u>GS-7D deadline</u>, after receiving permission from Committee Chair).
2. Reserve the location for the defense.
3. Student must notify graduate school on-line by submitting their defense date to the Graduate School (<u>Defense Form</u>) no later than 10 days before the defense date:
4. Student must publicly post the announcements of defense date, location and time
5. Student must e-mail all faculty and graduate students announcing the defense in writing (hard copy or e-mail) 10 days in advance of defense with the following information: Name, Program of Study, Title, Committee/Chair, Date, Time and Location.
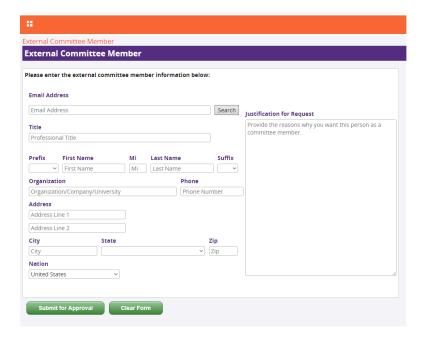
It should be understood that a vote to pass a student on his/her performance at the dissertation defense includes final approval by the committee of the dissertation. The committee should not sign the GS7-D until the student has made all revisions as instructed by the committee. If a student passes the defense but still has revisions to make, the committee should retain the GS7-D, unsigned, until all of the revisions are made to the committee's satisfaction.

Following the Defense
1. Complete any committee-required revisions and review the Final ETD Checklist for compliance.
2. Proceed to the CONVERT state to create the manuscript PDF for publication.
3. Submit the GS-7D prior to the deadline.

Request for an External Committee Member Instructions

A request for adding and external advisor to the committee begins with the student, communicating with their curriculum department first and then at the department's discretion, communicating with the potential External Advisor. Once it has been determined that the student should make the request, the student needs to fill out the External Advisor request form.

After the form has been submitted and approved, the student should notify Rebecca Moses, who will then authorize the external member's role in the graduate faculty system. Once this is done, the external committee member will be available for the student to select as part of their committee using the GS2 *Committee Selection* form.

Approval notifications will be sent to the external advisor via the email address identified by the student for the advisor when the request was submitted. These notifications will come from noreply@clemson.edu.

External Advisor Approval Process

When an external advisor is selected to sit on an advisory committee, they will be sent an email message to approve their role via the email address identified by the student when the request was first initiated. This is the method by which the external advisor will receive notifications to approve the GS2 *Plan of Study* as well as any other approvals required by the advisory committee.

The email will have a link that takes the external member to a web form for approval or denial. Once the committee member submits their approval or denial, the web form changes to indicate that their decision has been submitted. Just as it is with other workflow approvals, once a decision has been submitted, it cannot be modified until the request is resubmitted (e.g., an updated GS2 *Plan of Study* is submitted). If the workflow is denied by another member prior to the external advisor having accessed the form, the link will take the external advisor to a page that indicates the request has expired and is no longer available.

Because notifications are sent from noreply@clemson.edu, the external advisor will want to make sure that the notification isn't automatically forwarded to a spam folder. This may require the external advisor to set permissions through their email provider or to seek firewall clearance from their organization. If, despite these efforts, the external advisor does not find a notification from noreply@clemson.edu, the student may reach out to the graduate school for assistance.