Graduate Student Handbook

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

3-114 Lee Hall

Clemson University

Clemson, SC 29634

864-656-0181

Table of Contents

Nieri Department of
**CONSTRUCTION,
DEVELOPMENT AND
PLANNING**

Nieri Department of
**CONSTRUCTION,
DEVELOPMENT AND
PLANNING**

Nieri Department of
CONSTRUCTION,
DEVELOPMENT AND
PLANNING

INTRODUCTION

Welcome
Welcome to the Nieri Department of Construction, Development and Planning (NCDP) at Clemson University. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you, as a graduate student in NCDP, with the requirements, policies and procedures involved 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 through the years and 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 the program. Each student is expected to be familiar with the contents of this handbook.

These rules and requirements are in addition to and subordinate to those described in the Graduate School Policies and Procedures, which you can find at https://www.clemson.edu/graduate/academics/policies-and-procedures.html or through the Graduate School office in E-106 Martin Hall. Any inconsistencies within this handbook or between this handbook and the Graduate School Announcements should be brought to the attention of the CSM Graduate Programs Director.

Contact Information
Interim CSM Graduate Programs Director: Dr. Mike Jackson; 3-109 Lee Hall;

E-Mail: nmjacks@clemson.edu

The Graduate Programs Director promotes the program, orchestrates recruiting activities, and makes recommendations regarding graduate admissions offers. The Graduate Programs Director also oversees the regulations and procedures of the program, coordinates curriculum updates and interacts with the Graduate School on matters such as student status, assistantships, and fellowships. The program director is your first contact should any issue arise regarding your academic progress or the program curriculum.

Program Coordinator I: Ms. Caroline Smith; 3-113 Lee Hall;

Phone: 864-656-1527; E-Mail: csmit69@clemson.edu

For a complete listing of faculty, see

https://www.clemson.edu/caac/academics/ncdp/people/index.html.

Mission and Goals of Graduate Programs
The mission of the Nieri Department of Construction, Development and Planning (NCDP) is to offer a comprehensive program of education, service, and research activities consistent with the mission of Clemson University and Strategic Plan of the College of Architecture, Art, and Construction (CAAC) for the purpose of improving the quality of the construction industry and thus the built environment.

To realize the mission, the department has the following major goals as it relates to its graduate master's degree program:

1. Excel in the education of Construction Science and Management (CSM) graduate students through a vigorous program of academic learning designed to produce motivated, well-educated, and responsible citizens with the management and technical skills requisite for advanced leadership positions in the construction industry.

2. Foster Clemson University's service mission by providing outreach activities for the construction industry and public both nationally and internationally.

3. Assist in attaining Clemson University's funded research goal by conducting and disseminating the results of research and development, and/or conducting educational courses for the construction industry.

Overview of Graduate Programs

Master of Construction Science and Management (MCSM)
The Master of Construction Science and Management Program, STEM-designated and accredited by the American Council for Construction Education, was started in 1986 when approval was received from the State of South Carolina to offer the state's only graduate program in construction management education on the Clemson campus. In 1992, the department received approval to also offer the same master's degree program via distance learning technology. It is one of the few accredited programs in the United States that a qualified individual can earn a master's degree without ever having to step onto a college campus. The program has been consistently recognized by many national construction organizations including the Associated General Contractors of America and the National Center for Construction Education and Research. The program has a thesis and non-thesis option and those graduating from it are eligible to apply to Clemson's Ph.D. program in Construction, Science, and Management (CSM).

MCSM Thesis Option   MCSM Non-Thesis Option

Academia   Industry

Advanced Degree   Non-Tenure Track Faculty   Construction Firm   Consultant
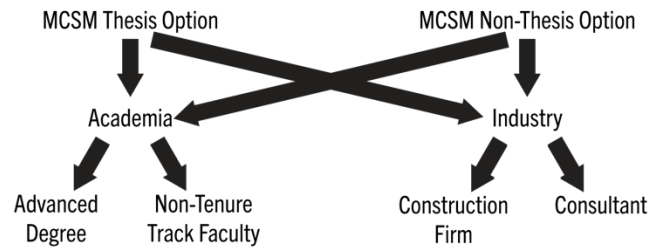
Construction, Science, and Management, Ph.D. (CSM)
The CSM Ph.D. degree program will prepare students:

- For scholarly research to advance the body of knowledge in CSM, and

- For knowledge- and scholarship-based careers in academia, construction industry, and government.

The students and faculty will engage with the construction industry to enhance the built environment and strengthen partnerships.

The aim of the Ph.D. CSM program is to fuel growth and achievement in scholarly research and graduate education to rise to national and international prominence.

There are three types of prospective Ph.D. CSM students, first is students enrolled in a bachelor's program wishing to pursue a graduate degree. The second type is students in a master's program wishing to pursue a Ph.D. degree. The third type is industry practitioners wishing to either pursue a career in academia and/or develop expertise/credentials to pursue a career in the construction industry and government.

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING
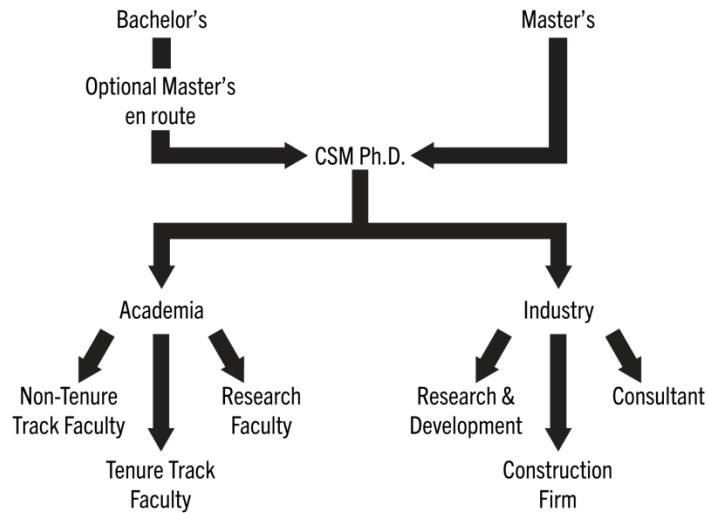
ENTERING THE PROGRAM

Admission Requirements

Admission to MCSM and CSM Ph.D. begins with your submission of an official application to the Clemson University Graduate School via their website at

http://www.clemson.edu/graduate/admissions/index.html. Applicants must meet all admission requirements of the Graduate School and NCDP before official acceptance will be granted.

MCSM Admission Requirements

Applicants to the master's degree program must demonstrate a high level of knowledge and understanding of the use and application of construction principles and technology substantially equivalent to the following core competencies:

- Nature and properties of construction materials

- Development and interpretation of detailed cost estimate

- Development of a plan to execute a construction project

- Development and interpretation of a construction project schedule

The above core competencies can be met in whole or in part by having a Clemson University approved bachelor's degree in construction science, construction management, building construction, or a related area.

If met in part, applicants may be required to remedy any deficiencies in previous course work to provide the prerequisite skills and knowledge for the program through such means as taking additional undergraduate courses or other Department approved equivalent means.

In addition, applicants from other disciplines may be admitted, but they may also be required to make up any deficiencies through such means as taking additional undergraduate courses or other Department approved equivalent means.

Acceptance must be granted by the Graduate School and NCDP. Graduate school acceptance is based on meeting all applicable Clemson University requirements.

Acceptance for MCSM is based on the following:

- GPA of 3.0 from undergraduate degree

- GRE (Required only for applicants seeking a graduate assistantship form the department)

- English proficiency examination (for foreign students)

- One year of approved construction industry experience (preferred)

- Three references from prior educators or employers

- Official transcripts from undergraduate and/or graduate schools

- A detailed resume of construction industry experience (illustrating the core competencies required of MCSM applicants)

Note: Test scores and transcripts should be sent to the Graduate School.

Application Deadlines
Fall Semester: May 1 for full-time students; July 1 for distance-learning students

Spring Semester: September 1 for full-time students; November 1 for distance-learning students

Summer Semester: March 1 for full-time students; May 1 for distance-learning students

Nieri Department of
CONSTRUCTION,
DEVELOPMENT AND
PLANNING

Prerequisites

If an applicant does not have an acceptable construction-related undergraduate degree nor acceptable construction experience, they may need to take one or more of the following undergraduate courses in the NCDP or approved equivalent ones at another college or by testing out of the courses:

- CSM 2030 and CSM 2050 - Materials and Methods I and II: Descriptive study of the materials and methods of construction focusing on nomenclature, building materials and assembly of building systems consisting of wood, masonry, foundations, interior and exterior finishes, steel, concrete and roof assemblies.

- CSM 3530 – Construction Estimating II: Quantity take-off of materials, assigning labor and equipment production rates, pricing, and wage rates.

- CSM 3520 – Construction Scheduling: Planning and scheduling concepts as they relate to a construction project such as the critical path method, resource loading and cost analysis.

If course deficiencies are specified as a condition of your admission, it is important that you take the necessary courses early in your program to provide you with background for graduate-level courses. Normally, you remove these deficiencies by taking and passing the required courses during a regularly scheduled course offering. These courses do not count toward the total number of semester hours of graduate credit required for successful completion of either program.

Transferring Credit into the MCSM Program

Students can transfer up to 10 graduate semester credit hours from another accredited institution with departmental approval, as long as those credits were not used to obtain another degree.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

Clemson University or validated for graduate credit. See the Graduate School Policies and Procedures for more information regarding transfer credits (https://www.clemson.edu/graduate/academics/policies-and-procedures.html).

INTERNATIONAL STUDENTS

Student Expenses

International students must certify access to a minimum of one year's estimated expenses. The required Financial Attestation Form can be found via this page: https://www.clemson.edu/campus-life/campus-services/international/forms.html. Contact Clemson International Services (108 Long Hall, (864) 656-3614, is@clemson.edu) with any additional questions.

Student Visa

You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

When your application to the Graduate School has been accepted and your language and financial abilities are certified, Clemson International Services will issue you an I-20 or DS-2019. More information can be found at: https://www.clemson.edu/campus-life/campus-services/international/student-arrival/request-certificate.html.

Take this document to the nearest US Consulate to apply for a nonimmigrant student visa.

For more information and details about applying for your visa, see the International Services website at https://www.clemson.edu/campus-life/campus-services/international/ or contact them at (864) 656-3614.

Social Security Number

If you are an international student with employment, getting a Social Security Number (SSN) is a requirement. Once you have verified with Clemson International Services that you are eligible for employment follow the instructions listed on this page to obtain an SSN:

https://www.clemson.edu/campus-life/campus-services/international/student-arrival/social-security.html.

Arrival Guide
Visit https://www.clemson.edu/campus-life/campus-services/international/student-arrival/index.html for information about travel to Clemson, Visas, and more.

FINANCES
Costs
For tuition and fees, see https://www.clemson.edu/graduate/cost-aid/index.html.

For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid (G-01 Sikes Hall, (864) 656-2280).

BEFORE THE PROGRAM BEGINS
Registration
Prior to registering for courses for your first semester of study, you must report to the Graduate Programs Director. They will help you plan your initial program of study. Registration is conducted entirely online via iROAR. The Office of Registration Services provides a wealth of information that you may refer to regarding the steps to be taken in the registration process. See the Registration Services website at https://www.clemson.edu/registrar/. If you have any further questions, please contact the Graduate Programs Director.

Orientation
All full-time graduate students are required to attend the Graduate School orientation(s) before classes start in the fall. NCDP also conducts an orientation at the start of each fall semester which you must attend. The date, time and location of the orientations will be emailed to all students.

Housing
Clemson University does not have a formal Graduate on-campus community. Individual contracts for on-campus apartments are available on a limited basis. Contact Clemson Home directly at clemsonhome@clemson.edu for more information.

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

Clemson sponsors a dedicated website with details about off-campus units, for more information you can visit clemsonoffcampus.com.

AREA INFORMATION
CAT Bus and Tiger Transit
Clemson University offers multiple free transit options around the University and surrounding areas for information about all the options see https://www.clemson.edu/campus-life/parking/transit/index.html.

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

Groceries, Services, Shopping
The Clemson area offers a variety of shopping opportunities. There are several grocery stores, banks, commercial laundries, and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle, or CAT Bus. A wide range of restaurants are also available downtown and along Tiger Boulevard. The greater Upstate area, including Central, Seneca, Easley, and Anderson, provides even more products and services along CAT Bus routes or for those students with private transportation. See https://www.clemsonareachamber.org for information about activities around Clemson.

PROGESSING THROUGH THE PROGRAM
Graduate Student Expectations
In fulfilling their academic requirements, graduate students are expected to adhere to all department and faculty course requirements, including those contained in the Nieri Department of Construction, Development and Planning Department Expected Student Behaviors, which is made available to all students at the beginning of each semester with their course syllabus. Students who fail to follow requirements may be dropped from courses and the master's degree program.

It is also critical that students follow acceptable standards in developing or presenting research reports for courses and projects. This includes properly citing references and

including bibliographies, formatting documents correctly, and utilizing correct English grammar and spelling. Resources for properly citing references and formatting documents include the American Psychological Association, Associated Schools of Construction Author Guidelines, and the American Institute of Constructors Author Guidelines.

Academic Standing and Eligibility
See the Graduate School's Policies and Procedures for the most up to date information regarding good academic standing:

https://www.clemson.edu/graduate/academics/policies-and-procedures.html.

Academic Integrity
A university is a community of scholars dedicated to the inquiry into knowledge. It follows as a basic tenet that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct.

A summary of the Graduate School's policy on academic integrity follows. For a complete text of the policy, including rules and procedures, and specifics related to former students, academic research, and revocation of academic degrees, see section 2.9. Violation of Academic Integrity of the Graduate School Policies and Procedures, which you can find at https://www.clemson.edu/graduate/academics/policies-and-procedures.html.

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

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

class without the approval of the faculty, utilizing AI generated material, or using textbooks, notes, the web and other sources when instructed to work alone.

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

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

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

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

F. Thwarting others' progress: Thwarting others' progress involves editing, deleting, or otherwise destroying computer files that belong to another person or intentionally

stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state, and federal agencies, etc.

II. Levels of seriousness of violation - At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. The Graduate School's policy categorizes academic integrity violations into four levels, ranging from an unawareness or minor misunderstanding to an intention to defraud or otherwise engage in criminal-type activity. Each level of violation carries one or more sanctions, from verbal reprimand to permanent dismissal from the University; repeated violations, irrespective of the level, may result in more severe sanctions as well.

III. Graduate Academic Integrity Committee - The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee (GAIC). The GAIC consists of four tenured faculty members from each of the five colleges, one graduate student from each college. An associate dean of the Graduate School serves as the non-voting administrative coordinator for the GAIC.

IV. Procedures - It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring the allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student's program (consistent with the alleged violation).

When, in the opinion of the faculty member, a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a

statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the violation and whether the student chooses to pursue a hearing.

Academic Research
The effectiveness of the research infrastructure throughout the world 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. NCDP is part of that infrastructure and the research conducted here must withstand the highest scrutiny. Consequently, we must all ensure that our scholarly work is conducted and reported with the highest ethical standards. We must be careful in our recordkeeping and diligent in our efforts to always attribute credit where it belongs. We must guard against any activity that would bring the integrity of the department or the individuals within it into question.

MCSM Degree Requirements

Requirements for Degree Candidacy
1. The MCSM degree requires a minimum of 30 semester hours. This includes taking CSM 8520, CSM 8600, CSM 8610, CSM 8650, and an additional three credit hours of any of the 8000-level CSM graduate course for a total of 15 credit hours. The remaining 15 hours can come from graduate level CSM, CRP, and RED courses (including CSM 8900 for up to 6 credit hours and CSM 8910 for up to 9 credit hours), approved graduate electives from other departments, or approved graduate level transfer courses (up to 10 hours) from another university.

2. When a candidate does not have the prerequisite skills and knowledge from previously approved coursework and/or approved construction-related experience,

any deficiencies would have to be satisfied through such means as taking additional undergraduate courses or other Department approved equivalent means.

Thesis Option:
- A minimum of 21 semester hours of approved course work with a B average in the student's prescribed curriculum, including a thesis, is required.

- Satisfactory defense of a thesis proposal on an approved construction-related topic.

- Satisfactory defense of a thesis based on your approved thesis proposal.

Nonthesis Option:
- A minimum of 30 semester hours of approved course work with a B average in the student's prescribed curriculum is required.

- Satisfactory performance on a written comprehensive examination covering the student's program of study is required.

- Satisfactory performance on a final oral examination relating to the student's program of study is required in cases in which the student does not pass the comprehensive written exam.

For MCSM curriculum see Appendix A.

Time Limit For Completing MCSM
Students must be enrolled in and complete all coursework to be credited toward any master's degree within six calendar years of the date on which the degree is to be awarded.

CSM Ph.D. Degree Requirements

Requirements for Degree Candidacy
Ph.D. students without an MS Degree (Direct Admissions from BS to Ph.D.)
1. Minimum of 60 credits beyond the Bachelor of Science degree

2. Minimum 18 of the 60 credits dissertation research (CSM 9910)

3. The remaining 42 credits are divided between coursework and dissertation hours based on the recommendation of the Graduate Advisory Committee, with a minimum of 12 credits of coursework.

Nieri Department of
CONSTRUCTION,
DEVELOPMENT AND
PLANNING

NCDP occasionally accepts students without an MS degree directly into the CSM Ph.D. program. A student who is accepted directly into the CSM Ph.D. program has typically demonstrated the following:

- Excellence in their undergraduate program

- Strong test scores

- Prior research experience in their chosen area of study.

MCSM en Route to CSM Ph.D.
Upon agreement with the faculty advisor, direct entry students may elect to complete an MS degree en route to the PhD (http://www.clemson.edu/graduate/files/pdfs/GS2-14.pdf). This provides an opportunity for a direct entry CSM Ph.D. student to use 30 of their mandatory 60 credits to satisfy the requirements of the MCSM degree. Following are some important considerations for MCSM en route to CSM Ph.D.:

- Interested students should consult with their faculty advisor to determine if the MCSM en route to CSM Ph.D. is an appropriate option

- Courses listed on the MCSM Plan of Study cannot be included on the CSM Ph.D. Plan of Study;

- Students who choose this option will still be required to meet the requirements for both the MCSM and CSM Ph.D. degrees as specified in this manual

PhD students with an MS Degree
1. Minimum of 30 credits beyond the MS degree

2. Minimum 18 of the 30 credits in dissertation research (CSM 9910)

3. Minimum 12 of the 30 credits of coursework.

For CSM Ph.D. curriculum see Appendix B.

Proposal Defense Comprehensive Exam, and Admission to Candidacy
Upon completion of the required courses determined by their Plan of Study, students are eligible to take the comprehensive exam, which generally also includes the presentation of their research proposal to the Graduate Advisory Committee. Per Graduate School policy,

the comprehensive exam must take place no more than five years and no less than six months before the date of graduation. Students are allowed two attempts to pass the comprehensive exam – after the second failed attempt, the student will be declared ineligible to enter into candidacy for a doctoral degree at Clemson University. There is no Departmental format for the Ph.D. comprehensive exam – the administration of the exam varies based on the expectations of the committee. Hence, students are expected to keep close contact with the advisory committee in regard to how to prepare for the comprehensive exam.

Students must have both components of the GS2 (Committee Selection and Plan of Study) on file with Graduate Enrolled Student Services before taking the comprehensive exam. Students will be admitted to Ph.D. candidacy upon the completion of the exam, and at the recommendation of the Graduate Advisory Committee, who will submit a Form GS5 – Results of the Doctoral Comprehensive Exam and Candidacy (http://www.clemson.edu/graduate/files/pdfs/GS5D.pdf) to Graduate Enrolled Student Services.

Time Limit for Completing the Ph.D. Degree
Per Graduate School policy, the comprehensive exam, the defense of the dissertation, and the acceptance of the dissertation by the Graduate School must be completed within eights years prior to graduation. See the Graduate School Policies and Procedures manual (https://www.clemson.edu/graduate/academics/policies-and-procedures.html) for more information.

Courses Outside Discipline
It is expected that a student may choose non-CSM courses involving subject matter that are relevant to the CSM master's degree program as part of his or her plan of study. All non-CSM courses must have the approval of the student's major advisor and Graduate Programs Director, if enrolled on the thesis option, or only the Graduate Programs Director if enrolled in the non-thesis option prior to enrolling in them.

Waiver of Requirements

The requirements for achieving a master's degree in construction science and management, as outlined in this handbook, are designed to provide a consistent minimum level of performance for all graduate students. At the same time, flexibility is provided to allow for the diverse areas of study and individual strengths of each student. Most of this flexibility is built into the existing requirements.

A course taken at another institution that is equivalent to one of the required courses may be exempted by your demonstration of competency and/or providing evidence of equivalency to the course instructor and Graduate Programs Director. A special examination may be offered to meet these requirements. Substitution of a structured required curriculum course requires the approval of the Graduate Programs Director.

Maximum Enrollment

See the Graduate School's Policies and Procedures for the most up to date information regarding maximum enrollments depending on other responsibilities good academic standing: https://www.clemson.edu/graduate/academics/policies-and-procedures.html.

Honors and Awards

NCDP presents the Ralph Edward Knowland Outstanding Graduate Student Award each academic year to a graduating master's degree student who has demonstrated the greatest contribution to the department based on a high level of performance and participation in the graduate program and department activities. The NCDP faculty selects the award recipient.

In addition, qualified master's degree students are invited to join Sigma Lambda Chi, the construction education honor society. Selection is based solely on academic performance.

Withdrawing From Courses

If you drop a course when you have an assistantship, and your course load drops below nine credit hours of graduate level courses, your assistantship may be revoked for that semester.

Continuous Enrollment, Leave of Absence, and Withdrawing from the Program/University

See the Graduate School's Policies and Procedures for the most up to date information:

https://www.clemson.edu/graduate/academics/policies-and-procedures.html.

Advisory Committee
If a thesis or dissertation is part of your coursework, you will need an advisory committee.

See the Graduate School's Policies and Procedures for requirements of the advisors:

https://www.clemson.edu/graduate/academics/policies-and-procedures.html.

Plan of Study (GS2)
The graduate degree curriculum form (Form GS2) must be filled by the middle of the second semester of study for master's degree and by the middle of the fourth semester of study for doctoral students. The GS2 represents the formulation of an individual student's curriculum as approved by your Advisory Committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree should not be listed on the GS2. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 is submitted.

Advisory Committee approval of your plan of study is indicated by their signatures on the GS2. The form must also be approved by the major department chair and the deans of the college and Graduate School. More information about the GS2 can be found at https://www.clemson.edu/graduate/academics/plan-of-study.html.

You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary Advisory Committee, department chair and dean approvals. In extremely rare situations, it may be necessary to change committee membership. In either case, you must submit a revised GS2.

If you have questions or concerns regarding the GS2 reach out to GS2HELP@clemson.edu.

Schedule of Courses
NCDP does not maintain a regular annual schedule of when graduate courses are offered. The courses to be offered in the department are determined semester-by-semester based on the needs of the students enrolled in both graduate programs. The Graduate Programs Director will inform all of the graduate students which courses will be offered during the registration period for the next semester.

See curricula in Appendices A & B for information about courses.

Visit https://catalog.clemson.edu for a complete list of courses and their official descriptions. Note that instructors have some leeway in modifying the course and content.

Directed Study For MCSM and CSM Ph.D.
CSM 8900 allows students to conduct an in-depth study of a specific topic related to the construction program. It is not intended to take the place of any required course or to serve as a substitute for a series of major or free electives. Students may take this course for a maximum of six semester credit hours.

Students must have formal approval to enroll in CSM 8900 the semester before they wish to take it. Students cannot preregister or register for the course until they have obtained this approval. To receive approval, students must submit a written proposal to the Graduate Programs Director. The proposal must include the following:

1. Topic to be studied

2. Product of the study (if a written report, it must be typed in accordance with the faculty member's instructions)

3. List of activities to complete the product and a date by which each will be accomplished

4. The name of the faculty member who will work with the student and evaluate the end product

5. Student's signature and date

The proposal must be submitted to the Graduate Programs Director.

For Ph.D. Students, an additional 6 credit hours of Directed Study can be completed through CSM 9900. All the processes for CSM 8900 apply.

Department and Graduate School Forms
You will be required to complete the following forms during the course of your studies. Up-to-date versions of the Graduate School forms are available at https://www.clemson.edu/graduate/academics/forms-and-requests/index.html. Specific deadlines can be found at https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html.

See Appendices C and D for checklists to guide you through the requirements of the programs.

Graduate Student Assistantships

Graduate assistantships (GA) will be awarded based on qualifications (test scores, GPA, research and industry experience, availability of funding, and faculty needs). Typically, assistantships are not awarded for a student's first semester.

Assistantships are awarded on a competitive basis to qualified students, both domestic and international. All students (new and continuing) are considered for assistantships when the Department has the need and funding for GAs.

Responsibilities

The Department expects graduate students to work a designated number of hours per week. The duties may include, but are not be limited to, the following:

1. Provide support to faculty on their instructional assignments. This includes such tasks as teaching classes, proctoring examinations, grading papers, and developing instructional materials.

2. Provide assistance to the faculty on research projects. Specific tasks will vary depending on the need.

3. Provide assistance to the administrative staff. Duties will vary with need.

Graduate students on assistantships work on the same calendar as faculty with a nine-month appointment. Unless prior permission has been obtained for a different schedule, graduate assistants must be available as of the Monday of the first week of classes until the end of final examination week for the fall semester, and Monday of the first week of classes until the end of final examination week for the spring semester. Not adhering to these dates is grounds for removal of the assistantship.

At the beginning of each semester, the graduate assistant meets with his/her assigned faculty or staff member (supervisor), and together they develop a work schedule. A copy of the graduate assistant's class schedule should be given to the assigned supervisor, along with any other information that may impact work performance.

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

It is the graduate students' responsibility to report to his/her assigned supervisor at the times agreed upon, whether or not work has been given. In addition, extenuating circumstances may require graduate assistants to work at times other than those scheduled. These times will not conflict with scheduled class times.

In the event that a supervisor does not have sufficient assignments for the graduate assistant to work the required number of hours, it is the student's responsibility to report to the department administrative assistant for work assignments. In the event the administrative assistant does not have any work, the graduate assistant must report to the Graduate Programs Director for further assignments. Graduate assistants who do not demonstrate an effort to maintain the required number of hours may lose their assistantships.

Employment Paperwork
If you have been awarded an assistantship, you must report to the departmental staff at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate or Social Security card).

Policies and Procedures

Clemson Human Resources
See https://www.clemson.edu/human-resources/index.html for information regrading University employment.

Unsatisfactory Performance
The Department expects all graduate students to perform satisfactory work to retain assistantships. This includes not only working a designated number of hours per week but also obtaining satisfactory assessment from the assigned supervisor(s).

Unsatisfactory job performance will be managed as follows:

1. Graduate assistants who are not performing satisfactorily will first be given a verbal warning from their assigned supervisor.

2. Upon the second incidence of unsatisfactory performance, the assigned supervisor will give the graduate assistant a second verbal warning and notify the Graduate Programs Director of the incident in writing or by email.

3. If the unsatisfactory performance continues, the assigned supervisor will notify the Graduate Programs Director, who will initiate action to immediately remove the assistantship.

If a graduate assistant disagrees with an unsatisfactory assessment, he or she can submit a written appeal to the Graduate Programs Director within five days of the unsatisfactory performance notification. The Graduate Programs Director will investigate the appeal and take the appropriate action, which will be final.

NEARING GRADUATION
Thesis and Dissertations
For information regarding theses or dissertations see

https://www.clemson.edu/graduate/academics/theses-dissertations/index.html.

Application for Diploma
You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard- copy version of the application; late fees will accrue. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore's website at www.clemson.edu/bookstore/ gsupplies.htm for deadlines and more information.

NCDP FACULTY ROLES

Major Advisor

You, the student, have primary responsibility for ensuring that you meet all requirements; your Major Advisor is responsible for ensuring that you have met that responsibility. Your Major Advisor will present any requests for a waiver of a requirement to the Graduate Programs Director and/or department chair for approval.

Graduate Programs Director

The Graduate Programs Director serves an oversight role to 1) maintain departmental graduate student files; 2) ensure that students and committees meet all stated deadlines and requirements; 3) notify the faculty when GS2 forms are placed on file for each student; and 4) to moderate disagreements over guidelines. The Graduate Programs Director also ensures that requests for waivers from the guidelines are presented to the faculty in a timely manner; judges matters of course equivalence; and serves as intermediary during challenges by the faculty of a graduate student's program or performance. Furthermore, the Graduate Programs Director determines whether requests for changes in your plan of study (GS2) or Advisory Committee composition constitute "minor" changes, and may approve such minor changes on behalf of the faculty or consult with faculty to determine whether requested changes warrant full faculty approval.

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

NCDP Faculty Teaching Graduate Courses

The NCDP faculty teaching graduate courses determine the guidelines for all graduate degree programs. The faculty may amend the guidelines for the graduate degree programs by a simple majority of those voting; all faculty will be polled. The faculty teaching graduate courses have the authority to approve or reject candidates for the graduate degree and certificate. Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Graduate Programs Director as soon as possible. The Graduate Programs Director will communicate any concerns, where applicable, to your Major Advisor for possible action. If the faculty member who raised the concern still wishes for the matter to be considered by the full faculty, the Graduate Programs Director will bring the matter before the faculty teaching graduate courses at a regular meeting.

ADMINISTRATIVE POLICIES AND PROCEDURES

Accessibility Statement

"Clemson University values the diversity of our student body as a strength and a critical component of our dynamic community. Students with disabilities or temporary injuries/conditions may require accommodations due to barriers in the structure of facilities, course design, technology used for curricular purposes or other campus resources. If a student is registered with Student Accessibility Services, they are strongly encouraged to send Faculty Notification Letters to their professors as early in the semester as possible so that accommodations can be made in a timely manner. Students who experience a barrier to equal access in class should let the professor know and make an appointment to meet with a staff member in SAS as soon as possible. Students can schedule an appointment by calling 864-656-6848, by emailing CUSAS@clemson.edu or by visiting Suite 239 in the Academic Success Center building. For more information, visit Student Accessibility Services online. "

Access and Equity

For information regarding Clemson University's policies towards Access and Equity vist https://www.clemson.edu/campus-life/campus-services/access/index.html.

Title IX
"Title IX of the Education Amendments of 1972 (amending the Higher Education Act of 1965) is a federal gender equity law that prohibits discrimination based on sex in education programs and activities that receive federal funding. Sexual harassment, which includes sexual violence and other forms of nonconsensual sexual misconduct, is a form of sex discrimination and is prohibited under this law.

Clemson University is committed to creating and continuously fostering a caring community based on the core values of integrity, honesty and respect. Sexual discrimination which includes sexual harassment, sexual violence, stalking, domestic and/or relationship violence is unacceptable and has no place in Clemson's community. Consistent with its Title IX obligation, the University prohibits discrimination, including sexual and gender-based harassment and violence in all of its programs and activities, including academics, employment, athletics, and other extracurricular activities."

For additional information visit https://www.clemson.edu/campus-life/campus-services/access/title-ix/.

Email Access, Use
Email is the most common medium used by the department and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your email regularly, at least once a day. If you are requested to respond, you should do so in a timely manner. Note that if you have an assistantship, you will have both a student and an employee email account and will be responsible for checking both on a regular basis.

Student Offices/Desks
Desk space is available to full-time graduate students in the program, contact the Program Coordinator I for more information.

Faculty Offices
Faculty members carry out numerous duties, of which teaching and research are but two. Please observe faculty office hours when posted and arrange appointments in advance whenever possible. Do not enter a faculty member's office unless invited to do so.

Dress Code

On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, NCDP does not regulate dress codes. However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you will present yourself at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and outdoor environments.

Student Travel

Any travel required as part of your graduate studies and/or assistantship work will be in accordance with University and NCDP policies and procedures. Consult with the Graduate Programs Director for details.

Inclement Weather

Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus and the University Center in Greenville, so you should listen carefully to the specific announcement.

NCDP Student Advisory Committee

The NCDP has a Student Advisory Committee which has one full-time graduate student on it. The graduate student representative is selected at the beginning of each academic year. This individual also serves on the College of AAC Dean's Student Advisory Council.

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

Political, Religious Activities

The University cannot engage in political and religious activities. Therefore, it is departmental policy that no political or religious signs will be displayed in Lee Hall. Nor should University email lists/systems be used to transmit political or religious messages.

CAMPUS FACILITIES AND RESOURCES

Emergencies

Call the Clemson University Police Department ((864) 656-2222) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched.

- In case of fire, exit the building immediately. Use stairwells; do not use the elevator.

- In case of tornado warning, take shelter in the appropriate location in the building in which you are in.

Clemson Libraries

For more information about the library, call (864) 656-3024 or visit

https://libraries.clemson.edu.

Research

Research is a part of all Graduate Programs. For information about getting started with research visit https://libraries.clemson.edu/research-help/getting-started-with-research/.

For construction specific research visit https://clemson.libguides.com/csm.

Printing Services

Printing services is available at: https://ccit.clemson.edu/services/software-hardware/papercut/

University Bookstore

The University Bookstore is located on the first floor at Douthit Hub. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe. The bookstore also allows students to buy their books on- line:

https://clemson.bncollege.com.

University Health Services
The Redfern Student Health Center on campus provides health services to University students. Redfern offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women's health issues, nutritional counseling, dermatology, and orthopedic clinics. Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment.

If you have questions about services provided, call Redfern Health Center at (864) 656-2233; or visit https://www.clemson.edu/studentaffairs/find-support/shs/index.html.

Software Licenses
For information on accessing software visit https://hdkb.clemson.edu/phpkb/article.php?id=116. For additional questions contact CCIT at https://ccit.clemson.edu/support/.

Professional Development
There are a number of opportunities for you to develop professionally in addition to your course work and research. These include presenting talks and/or posters at regional and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search. In addition, the Graduate School provides a professional development framework at https://www.clemson.edu/graduate/professional-development/index.html.

Career Planning
The Michelin Career Center provides information about market conditions and gives assistance in acquiring knowledge about your career opportunities and job requirements. The Center hosts career fairs each fall and spring and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. For more information, see their website at https://career.sites.clemson.edu or call (864) 656-6000.

In addition, the NCDP conducts two Corporate Partner Career Fairs each academic year that you are invited to attend.

Writing Lab
All students have access to the Clemson Writing Lab. Schedule an appointment with the Writing Lab to receive help with any written assignment to become a more effective and concise writer. For more information visit https://www.clemson.edu/centers-institutes/writing/.

Professional and Student Organizations
It is recommended that all full-time graduate students join the Department's Constructors Guild which is the major department student club. In joining the Guild you will also have the opportunity to join student chapters of major construction trade associations in the United States.

Student Government
The Graduate Student Government represents the interests of all graduate students at Clemson. Generally, the GSG promotes student participation in University affairs and learning experiences. It also elects representatives to various University boards and committees. Participation in the GSG can provide valuable leadership experience. For more information see https://gsg.people.clemson.edu.

Campus Recreation
Graduate students may use these facilities. Lockers are available at the recreation center. For specific information about the facilities and activities offered, visit https://www.clemson.edu/studentaffairs/get-involved/cr/index.html.

Sporting Events
Graduate students may purchase season tickets for Clemson football and basketball games. For more information visit https://clemsontigers.com.

Campus Parking
Parking on campus is restricted and requires a permit that can be purchased at https://www.clemson.edu/campus-life/parking/parking-permits/index.html.

Appendix A
Suggested path for CSM/CM Bachelor's Degree to CSM Master's Degree.
Student enters program with all prerequisites satisfied. 30 Credit hours with a minimum of

15 credits at the 8000 level.

A. Non-Thesis Fast Track Option (2 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM Elective	3
CSM Elective	3	CSM Elective	3
CSM, RED, or CRP Elective	3	CSM, RED, or CRP Elective	3
Total	15	Total	15

B. Non-Thesis Option (3 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM Elective	3
CSM, RED, or CRP Elective	3	CSM, RED, or CRP Elective	3
Total	12	Total	12

1st Summer or 2nd Fall	Credits
CSM, RED, or CRP Elective	3
CSM, RED, or CRP Elective	3
Total	6

C. Thesis Fast-Track Option (3 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM 8900-Directed Studies	3	CSM 8900-Directed Studies	3
CSM, RED, or CRP Elective	3	CSM, RED, or CRP Elective	3
Total	12	Total	12

1st Summer or 2nd Fall	Credits
CSM 8910-Master's Thesis	6
Total	6

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

D. Thesis Option (4 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM 8900-Directed Studies	3
Total	9	Total	9
1st Summer	Credits	2nd Fall	Credits
CSM 8900-Directed Studies	3	CSM 8910-Master's Thesis	6
CSM, RED, or CRP Elective	3	Total	6
Total	6		

E. Alternative Thesis Option (4 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM 8900-Directed Studies	3
Total	9	Total	9
2nd Fall	Credits	2nd Spring	Credits
CSM 8900-Directed Studies	3	CSM 8910-Master's Thesis	3
CSM, RED, or CRP Elective	3	Total	3
CSM 8910-Master's Thesis	3		
Total	9		

Suggested paths Non-CSM/CM Bachelor's Degree to CSM Master's Degree
Student enters program without all prerequisites satisfied. Prerequisites and 30 Credit

hours with a minimum of 15 credits at the 8000 level.

A. Non-Thesis Fast-Track Option (3 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM Elective	3
CSM, RED, or CRP Elective	3	CSM, RED, or CRP Elective	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	12	Total	12
1st Summer or 2nd Fall	Credits		
CSM, RED, or CRP Elective	3		
CSM, RED, or CRP Elective	3		
CSM Prerequisite Course	0		

Nieri Department of
CONSTRUCTION,
DEVELOPMENT AND
PLANNING

	Total	6

B. Non-Thesis Option (4 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM Elective	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
1st Summer	**Credits**	**2nd Fall**	**Credits**
CSM, RED, or CRP Elective	3	CSM Elective	3
CSM, RED, or CRP Elective	3	CSM, RED, or CRP Elective	3
Total	6	CSM Prerequisite Course	0
		Total	6

C. Alternative Non-Thesis Option (4 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM Elective	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
2nd Fall	**Credits**	**2nd Spring**	**Credits**
CSM Elective	3	CSM Elective	3
CSM, RED, or CRP Elective	3	Total	3
CSM, RED, or CRP Elective	3		
CSM Prerequisite Course	3		
Total	9		

D. Thesis Option (4 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM 8900-Directed Studies	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
1st Summer	**Credits**	**2nd Fall**	**Credits**
CSM 8900-Directed Studies	3	CSM 8910-Master's Thesis	6

Nieri Department of
**CONSTRUCTION,
DEVELOPMENT AND
PLANNING**

CSM, RED, or CRP Elective	3	Total	6
CSM Prerequisite Course	0		
Total	6		

E. Alternative Non-Thesis Option (4 Semesters)

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
CSM Elective	3	CSM 8900-Directed Studies	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
2nd Fall	Credits	2nd Spring	Credits
CSM 8900-Directed Studies	3	CSM 8910-Master's Thesis	3
CSM, RED, or CRP Elective	3	Total	3
CSM 8910-Master's Thesis	3		
CSM Prerequisite Course	0		
Total	9		

Appendix B

Bachelor's Degree to CSM Ph.D. Degree
Varying routes depending on prerequisite fulfillment.

A. CSM/CM Bachelor's to Ph.D. Non-Thesis

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
STAT 8010	3	CSM Elective	3
Total	9	Total	9
1st Summer			Credits
CSM, RED, or CRP Elective			3
CSM, RED, or CRP Elective			3
		Total	6
2nd Fall	Credits	2nd Spring	Credits
8000 or higher level course	3	8000 or higher level course	3
STAT 8050	3	8000 or higher level course	3
CSM 8900-Directed Studies	3	CSM 8900-Directed Studies	3
Total	9	Total	9
2nd Summer			Credits

Nieri Department of
CONSTRUCTION,
DEVELOPMENT AND
PLANNING

8000 or higher level course			3
8000 or higher level course			3
Or Internship or Research Grant			
		Total	6

3rd Fall	Credits	3rd Spring	Credits
CSM 9900-Directed Studies	3	CSM 9900-Directed Studies	3
8000 or higher level course	3	CSM 9910-Dissertation	6
8000 or higher level course	3		
Total	9	Total	9

3rd Summer			Credits
CSM 9910-Dissertation			6
Or Internship or Research Grant			
		Total	6

4th Fall	Credits	4th Spring	Credits
CSM 9910-Dissertation	9	CSM 9910-Dissertation	9
Total	9	Total	9

B. Non-CSM/CM Bachelor's to Ph.D.

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
STAT 8010	3	CSM Elective	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9

1st Summer			Credits
CSM, RED, or CRP Elective			3
CSM, RED, or CRP Elective			3
CSM Prerequisite Course			0
		Total	6

2nd Fall	Credits	2nd Spring	Credits
8000 or higher level course	3	8000 or higher level course	3
STAT 8050	3	8000 or higher level course	3
CSM 8900-Directed Studies	3	CSM 8900-Directed Studies	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9

2nd Summer			Credits

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

8000 or higher level course			3
8000 or higher level course			3
Or Internship or Research Grant			
		Total	6

3rd Fall	Credits	3rd Spring	Credits
CSM 9900-Directed Studies	3	CSM 9900-Directed Studies	3
8000 or higher level course	3	CSM 9910-Dissertation	6
8000 or higher level course	3		
Total	9	Total	9

3rd Summer			Credits
CSM 9910-Dissertation			6
Or Internship or Research Grant			
		Total	6

4th Fall	Credits	4th Spring	Credits
CSM 9910-Dissertation	9	CSM 9910-Dissertation	9
Total	9	Total	9

C. CSM/CM Bachelor's to Ph.D. Thesis

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
STAT 8010	3	CSM Elective	3
Total	9	Total	9

1st Summer			Credits
CSM, RED, or CRP Elective			3
CSM, RED, or CRP Elective			3
		Total	6

2nd Fall	Credits	2nd Spring	Credits
8000 or higher level course	3	8000 or higher level course	3
STAT 8050	3	8000 or higher level course	3
CSM 8900-Directed Studies	3	CSM 8900-Directed Studies	3
Total	9	Total	9

2nd Summer			Credits
CSM 8910-Master's Thesis			6
		Total	6

3rd Fall	Credits	3rd Spring	Credits
CSM 9900-Directed Studies	3	CSM 9900-Directed Studies	3
8000 or higher level course	3	CSM 9910-Dissertation	6

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

8000 or higher level course	3		
Total	9	Total	9
3rd Summer			Credits
CSM 9910-Dissertation			6
Or Internship or Research Grant			
		Total	6
4th Fall	Credits	4th Spring	Credits
CSM 9910-Dissertation	9	CSM 9910-Dissertation	9
Total	9	Total	9

D. Non-CSM/CM Bachelor's to Ph.D. Thesis

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
STAT 8010	3	CSM Elective	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
1st Summer			Credits
CSM, RED, or CRP Elective			3
CSM, RED, or CRP Elective			3
CSM Prerequisite Course			0
		Total	6
2nd Fall	Credits	2nd Spring	Credits
8000 or higher level course	3	8000 or higher level course	3
STAT 8050	3	8000 or higher level course	3
CSM 8900-Directed Studies	3	CSM 8900-Directed Studies	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
2nd Summer			Credits
CSM 8910-Master's Thesis			6
Or Internship or Research Grant			
		Total	6
3rd Fall	Credits	3rd Spring	Credits
CSM 9900-Directed Studies	3	CSM 9900-Directed Studies	3
8000 or higher level course	3	CSM 9910-Dissertation	6
8000 or higher level course	3		
Total	9	Total	9
3rd Summer			Credits

CSM 9910-Dissertation			6
Or Internship or Research Grant			
		Total	6
4th Fall	Credits	4th Spring	Credits
CSM 9910-Dissertation	9	CSM 9910-Dissertation	9
Total	9	Total	9

Master's to CSM Ph.D. Degree
Varying routes depending on prerequisite fulfillment.

A. CSM/CM Master's to CSM Ph.D.

1st Fall	Credits	1st Spring	Credits
8000 or higher level course	3	8000 or higher level course	3
CSM 8900-Directed Studies	3	CSM 8900-Directed Studies	3
STAT 8010	3	STAT 8050	3
Total	9	Total	9
1st Summer			Credits
8000 or higher level course			3
8000 or higher level course			3
Or Internship or Research Grant			
		Total	6
2nd Fall	Credits	2nd Spring	Credits
CSM 9900-Directed Studies	3	CSM 9900-Directed Studies	3
8000 or higher level course	3	CSM 9910-Dissertation	6
8000 or higher level course	3		
Total	9	Total	9
2nd Summer			Credits
CSM 9910-Dissertation			6
Or Internship or Research Grant			
		Total	6
4th Fall	Credits	4th Spring	Credits
CSM 9910-Dissertation	9	CSM 9910-Dissertation	9
Total	9	Total	9

B. Non-CSM/CM Master's to CSM Ph.D.

1st Fall	Credits	1st Spring	Credits
CSM Required Course	3	CSM Required Course	3
CSM Required Course	3	CSM Required Course	3
STAT 8010	3	CSM 8900-Directed Studies	3

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
1st Summer			Credits
8000 or higher level course			3
8000 or higher level course			3
CSM Prerequisite Course			0
Or Internship or Research Grant			
		Total	6
2nd Fall	Credits	2nd Spring	Credits
CSM 8900-Directed Studies	3	CSM 9900-Directed Studies	3
STAT 8050	3	CSM 8900-Directed Studies	3
8000 or higher level course	3	8000 or higher level course	3
CSM Prerequisite Course	0	CSM Prerequisite Course	0
Total	9	Total	9
2nd Summer			Credits
CSM 9900-Directed Studies			6
Or Internship or Research Grant			
		Total	6
3rd Fall	Credits	3rd Spring	Credits
CSM 9910-Dissertation	9	CSM 9910-Dissertation	9
Total	9	Total	9

Appendix C
Timeline for MCSM Non-Thesis Students

2 weeks prior to start of Final Semester	Submit GS2
See Graduate School Calendar	Apply for Graduation GS2 must be approved
One month before GS7M is due	CSM Comprehensive Exam
See Graduate School Calendar	Submit GS7M

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING
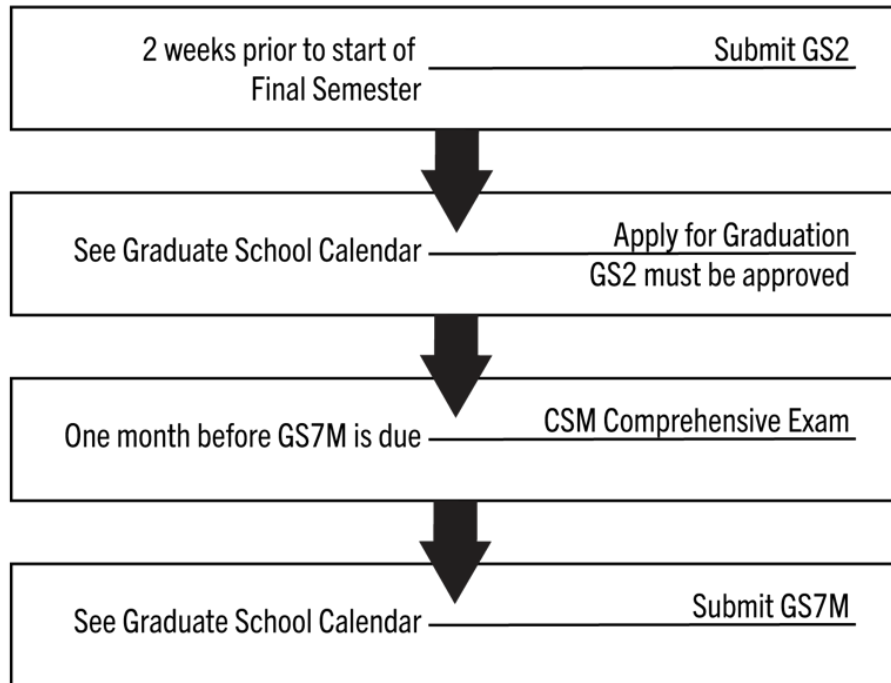
Timeline for MCSM Thesis Students

2nd to last semester	Select Advisory Commitee
At least 10 days before Defense	Schedule Thesis Proposal Defense
End of the 2nd to last semester	Thesis Proposal Defense
2 weeks prior to start of Final Semester	Submit GS2
See Graduate School Calendar	Apply for Graduation GS2 must be approved
At least 10 days before Defense	Schedule Thesis Defense Submit Schedule Defense Notice
See Graduate School Calendar	Thesis Defense
See Graduate School Calendar	Submit GS7M
Within 1 week of Submitting GS7M	Submit Complete Thesis to Manuscript Office
Last Week of Class	Submit Final Revised Manuscript

For exact dates visit https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html.

Nieri Department of
CONSTRUCTION, DEVELOPMENT AND PLANNING

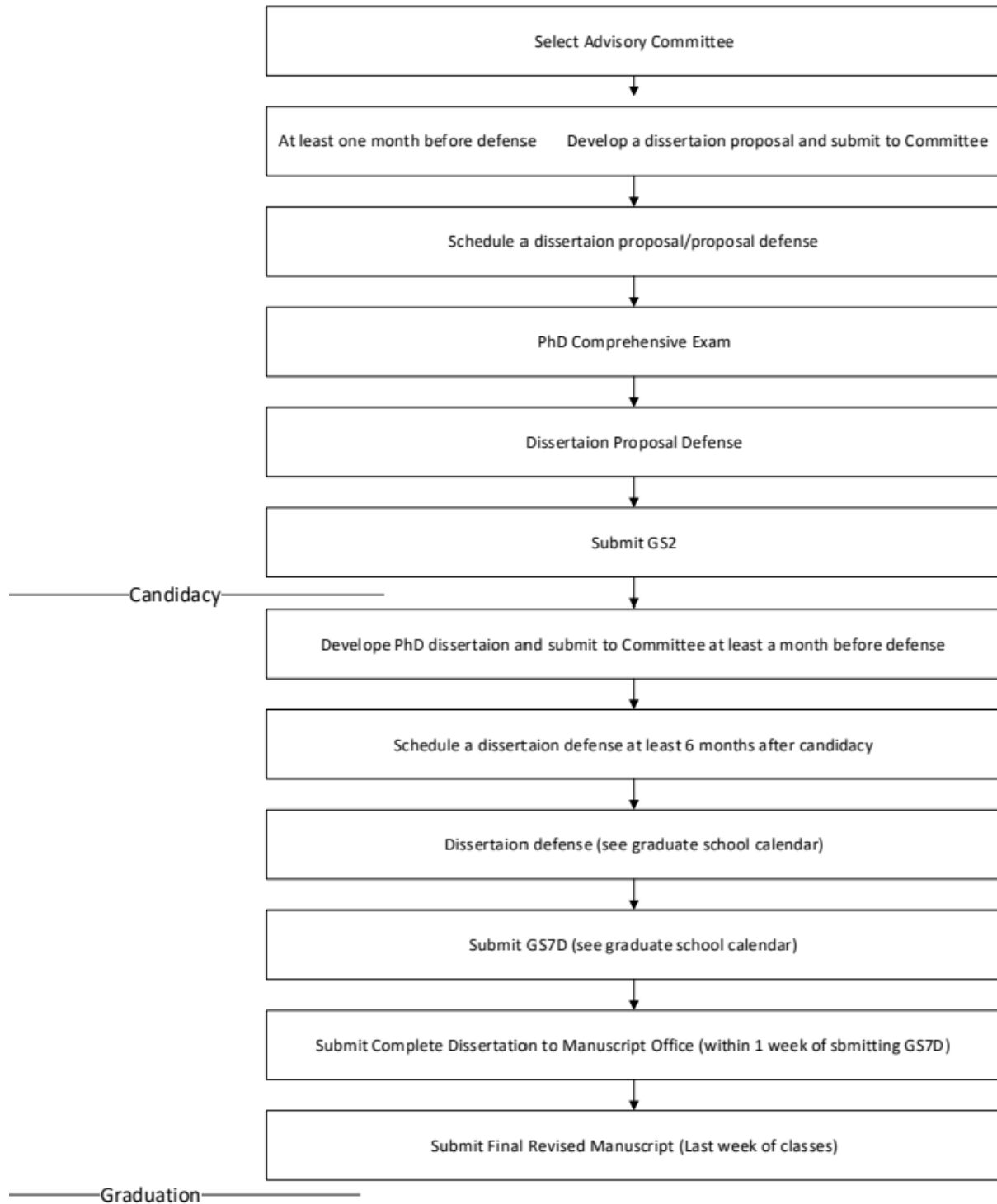# Appendix D
Timeline for CSM Ph.D. Students

For exact dates visit https://www.clemson.edu/graduate/academics/deadlines-for-completing-your-program.html.

Nieri Department of
CONSTRUCTION,
DEVELOPMENT AND
PLANNING