

Online M.S. In Biological Sciences for teachers and other science educators



Department of

**BIOLOGICAL SCIENCES**

Clemson<sup>®</sup> University

**Department of Biological Sciences**  
**BIOLOGY Online Handbook**  
**2020-2021**

**CONTENTS:**

<a href="#">Program Overview</a> .....	2
<a href="#">Admission Requirements</a> .....	3
<a href="#">Requirements for Degree</a> .....	5
<a href="#">New Student Information</a> .....	7
<a href="#">Finances</a> .....	13
<a href="#">FAQ</a> .....	14
<a href="#">Program Staff</a> .....	16

## Overview: Online Masters for Science Educators

The Department of Biological Sciences is pleased to offer an online, non-thesis Master of Biological Sciences for science educators interested in biological sciences. Our students include teachers at all levels, as well as scientists from museums, field stations and research laboratories. This program is fully in a distance-learning format and lectures are available 24/7.

We offer **two** academic paths to accommodate your needs: one for advanced students not seeking additional degrees, and one for students wishing to attain a non-thesis Masters in Biological Sciences degree.

**Advanced Student Status (non-degree-seeking):** Admission to the non-degree category is restricted primarily to those who may benefit professionally from additional study at the graduate level. For example, current primary, middle grades and secondary education teachers wishing to gain recertification most commonly apply as non-degree-seeking students. Regardless of the student's reason for applying non-degree, in all cases the non-degree student must receive permission from the program coordinator or the department chair before enrolling in any graduate course. Please note that if you have been previously enrolled at Clemson anytime in the past six years as a non-degree student in the same area you wish to apply to, then you do NOT need to complete this application. Rather, please complete the [Graduate Application for Re-Entrance](#).

Non-degree-seeking students may complete courses in our program curriculum before applying as a degree-seeking student. Students who have taken courses from our program curriculum before their admission to the graduate program may transfer 9 credits of those courses into the non-thesis degree program.

Please note that the tuition rate is higher for Advanced Student Status students (see [Finances](#).) Non-degree-seeking students may benefit financially by applying to the degree-seeking program even though they do not intend to complete the program.

**Non-Thesis Masters for Science Educators in Biological Sciences (degree-seeking students):** This option requires a total of 30 semester hours of graduate course work. At least 18 of the 30 hours must be at the 800 level. Degree-seeking students may transfer up to 9 credits of graduate courses into the degree program from accredited degree-granting institutions whose scholastic reputation is acceptable to Clemson University. To transfer, the graduate course content must be similar to one of our required courses with a grade of B or above. Transfer credits must not have been used to satisfy the requirements for any other degree and must have been completed within the six-year period preceding the date the graduate degree will be awarded. Transfer courses cannot be revalidated for graduate credit. The program coordinator must approve all transfer courses. There are no exceptions to this requirement.

A research proposal and project whose results are presented in written format is also a requirement of the non-thesis Master's degree. The scope of the research project is not as extensive as the regular master's thesis degree option. However, it is expected that a non-thesis student will conduct original scientific research (one semester of data collection during BIOL 8480) and write a research report (BIOL 8490) that is of the caliber of a manuscript

suitable for submission to a peer-reviewed journal. The student and student's graduate committee will determine the research project. For example, teachers may choose a research project that involves using their students to collect and analyze data.

**Accreditation:** Clemson University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the bachelor's, master's, educational specialist and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the status of Clemson University.

**State Authorization Reciprocity Agreement:** South Carolina is a member of the State Authorization Reciprocity Agreement (SARA) and Clemson University is an approved SARA institution, which means we adhere to established standards for offering post-secondary e-learning programs in all member states. Please review our [state authorizations](#) to see if this program is offered in your state and our process for student complaints against the university.

**Information about licensure/ teacher certification:** Our non-thesis Master of Biological Sciences is designed specifically for in-service teachers and other science educators who want to improve their science-content knowledge in biological sciences. It is intended for individuals who (a) already have the required licensure, or (b) who do not want or need teaching certification or licensure. There is currently no option to obtain licensure or certification through this program. Potential applicants should ensure this program meets their personal and/or professional goals prior to applying.

## Admission Requirements

All students must be admitted to CU's Graduate School as a degree or non-degree seeking student. The Program Name is Bio Science - Non-thesis for Science Educators and the Program Code is MS-BIOS-G-AAC for degree seeking students and ND-SCI-G code for non-degree seeking students. Students do not need an undergraduate degree in biology to be considered for admission. An overall undergraduate GPA of at least 2.75 is recommended by the Graduate School. GRE scores are not required for teachers with 1 or more years teaching experience.

### Steps to Admission for the online MS in Biological Sciences

1. Application to the graduate school is online at the [Graduate School webpage](#). Apply to our college (College of Science) as a degree- (the program code is MS-BIOS-1-AAC) or non-degree-seeking student. Please note that the tuition rate is higher for non-degree seeking students.
2. Depending on their decision, the Graduate School may send an email asking if you accept their offer. You must click and accept!
3. Once accepted, you will need to [contact Clemson Computing and Information Technology](#) — CCIT — to set up a Clemson University user ID and email, as all correspondence will go through your Clemson account. Make sure to check for Graduate School emails as they may have additional requirements and payment reminders.
4. You can then enroll in courses. ➡ [Register for Classes](#)

**Advanced Student Status (non-degree-seeking)** — This status is designed for applicants who are not immediately interested in seeking a degree, but who wish to enroll in graduate-level courses. No letters of recommendation are required of those seeking Advanced Student Status. If you are interested in applying for this status, you must hold a baccalaureate degree from a regionally accredited institution. Students do not need an undergraduate degree in biology to be considered for admission. Apply under the ND-AFLN-1 code. There is a \$60 nonrefundable application fee for non-degree seeking students.

Should you decide to pursue a degree, you will need to submit a new, degree-seeking application and be accepted into the program. There is a required \$80 application fee for domestic applicants and a \$90 fee for international applicants. Fees are nonrefundable.

Up to 12 credits from your non-degree studies may apply toward your degree, pending department approval.

**Degree-seeking students** wishing to pursue a graduate degree at Clemson University should apply for admission using the degree-seeking application for admission. This includes all applicants seeking a master's doctoral or any professional degree. In general, degree-seeking applications should be received no later than five weeks prior to the first day of class.

Admission to the graduate program requires a suitable undergraduate education, two letters of recommendation, a resume and suitable GRE scores (GRE scores are not required for teachers with one or more years of teaching experience). Students do not need an undergraduate degree in biology to be considered for admission. An overall undergraduate GPA of at least 2.75 is recommended. A satisfactory TOEFL score (550 from paper exam, or 213 from online exam, or 80 from internet exam, or 6.5 or higher on the IELTS test) is required for international students whose native language is not English. There is a required \$80 nonrefundable application fee for domestic applicants and a \$90 fee for international applicants. Apply for Non-Thesis for Science Educators — Bio Science, code MS-BIOS-1-AAC.

**Transfer courses** — Degree and non-degree seeking student may transfer up to 9 credits of graduate courses into the degree program. To transfer, the graduate course content must be similar to one of our required courses with a grade of B or above. Transfer credits must not have been used to satisfy the requirements for any other degree and must have been completed within the six-year period preceding the date the graduate degree will be awarded.

All credits transferred to Clemson's graduate programs must have been completed at a regionally-accredited institution and must be verified by

submission of an official transcript. You must then have an official transcript sent from the institution(s) where credit was earned to the Office of Enrolled Student Services, 104D Sikes Hall. Only when courses have been verified by Enrolled Services to meet all Graduate School requirements will they be approved for application toward the degree.

Grades earned for courses taken at institutions other than Clemson University will not be included in the student's grade point ratio.

## Requirements for Degree

The Program Curriculum consists of 10 courses. Seven of the ten required courses are science content courses. The other three courses cover how to design an experiment and statistically analyze data, how to write publications and grant proposals, and how to conduct research, respectively. Lectures and assignments are available via Clemson's online student information platform, Canvas, and are available 24/7. A brief description of required courses (3 credit hours each) is as follows:

**BIOL 8400 Understanding Biological Inquiry** – This online course is designed for teachers and those who want to understand the methods and approaches to biological inquiry. It provides a broad background into the scientific methods utilized in the biological sciences and the application of inquiry-based teaching methods in the classroom.

**BIOL 8410 Understanding Ecology and Ecosystems** – This online course is designed for teachers and for those who want to understand ecological interactions and systems. It provides a broad background in ecology that includes populations, habitats, communities, trophic interactions, and ecosystems. It provides a foundation for understanding interactions between organisms and their environments.

**BIOL 8420 Understanding Cellular Processes** – This online course is designed for teachers and for those who want to increase their knowledge about cell biology. Students will study how and where intracellular and extracellular molecules control cellular functions such as gene expression, secretion, motility, signaling, cell-cycle control, and differentiation.

**BIOL 8430 Understanding Genetics and Evolutionary Biology** – This online course is for teachers who want to increase their content knowledge in the areas of genetics and evolution. The course will focus on Mendelian genetics, molecular genetics, gene expression and regulation, population genetics, forces of evolutionary change, and the role of evolutionary change in the origin of new species and the diversity of life.

**BIOL 8440 Understanding the Human Body** – This online course is designed for teachers and for those who want to increase their content knowledge about the anatomy and physiology of the 11 organ systems in humans. Studies will include food processing and nutrient allocation, circulation and respiration, excretion, communication via hormones and nervous transmission, reproduction, behavior, locomotion and support.

**BIOL 8450 Understanding Animal Biology** – This online course is designed for teachers and for those who want to increase their content knowledge about the taxonomy, morphology, adaptations, and evolution of vertebrates.

**BIOL 8460 Understanding Plant Biology** – This online course is designed for teachers who want to increase their content knowledge about plants and includes the study of plants from bryophytes to angiosperms, including growth, photosynthesis, nutrition, reproduction, ecology, and evolution.

**BIOL 8470 Understanding Microbiology** – This online course is designed for teachers and for those who want to increase their knowledge about microorganisms. Topics include prokaryotic cell structure and function, microbial growth and growth control, food microbiology, bacterial genetics, immunology, virology, microbial diseases, and epidemiology. Laboratory concepts will be emphasized.

**BIOL 8480 Understanding Scientific Research** – Research problems for teachers in selected

areas of biological sciences to provide an introduction to research planning and techniques. Teachers will undertake either an instructor approved, individual project or participate in a group creative inquiry project involving their classroom during the academic year. Both are assisted by and under the supervision of the instructor. Instructor note: BIOSC **8400**

**Understanding Biological Inquiry is recommended before enrolling in BIOL 8480 because BIOL 8400 covers experimental design and data analyses.**

**BIOL 8490 Understanding Scientific Communication** – This online graduate course will help teachers develop their ability to write grant proposals, scientific manuscripts, and conference presentations on biological topics, and to communicate about biological issues with public audiences.

Under most circumstances, students are limited to only two courses each semester with the exception of BIOL 8480, which may be taken at any time. However, BIOL 8400 Understanding Biological Inquiry (Fall semester) is recommended, not required, before enrolling in BIOL 8480. Our program can be completed in 6 semesters; however, a master's student has six years (18 semesters) to complete the program

#### **Fall Semester**

BIOL 8400 Understanding Biological Inquiry  
 BIOL 8420 Understanding Cellular Processes  
 BIOL 8440 Understanding the Human Body  
 BIOL 8460 Understanding Plant Biology  
 BIOL 8480 Understanding Scientific Research

#### **Spring Semester**

BIOL 8430 Understanding Genetics and Evolutionary Biology  
 BIOL 8450 Understanding Vertebrate Biology  
 BIOL 8470 Understanding Microbiology  
 BIOL 8480 Understanding Scientific Research

#### **Summer Semester**

BIOL 8400 Understanding Biological Inquiry  
 BIOL 8410 Understanding Ecology and the Environment  
 BIOL 8490 Understanding Scientific Communication  
 BIOL 8480 Understanding Scientific Research

## New Student Information

Program webpage: [BIOLOGY Online](#)

**Registering for Courses:** To register for our courses do NOT use iROAR, instead click the 2020 Registration link at the bottom of our web page at [Course Registration](#).

**Program Curriculum:** The curriculum consists of 10 required courses. Seven of the ten required courses are biology-content courses. The other three courses cover how to design an experiment and statistically analyze data, how to write publications and grant proposals, and how to conduct research, respectively. Lectures and assignments are available via Clemson's online student information platform, Canvas, and are available 24/7.

**Course Schedule:** Our ten courses are offered on a fixed schedule because of instructor availability. Typically, students are limited to only two courses each fall, spring, and summer semesters with the exception of BIOL 8480, which may be taken at any time. **However, BIOL 8400 Understanding Biological Inquiry and BIOL 8490 Understanding Scientific Communication are recommended before enrolling in BIOL 8480.** Our program can be completed in 6 semesters (2 years); however, a master's student has six years to complete this degree.

### Fall Semester

BIOL 8400 Understanding Biological Inquiry  
 BIOL 8420 Understanding Cellular Processes  
 BIOL 8440 Understanding the Human Body  
 BIOL 8460 Understanding Plant Biology  
 BIOL 8480 Understanding Scientific Research

### Spring Semester

BIOL 8430 Understanding Genetics and Evolutionary Biology  
 BIOL 8450 Understanding Vertebrate Biology  
 BIOL 8470 Understanding Microbiology  
 BIOL 8480 Understanding Scientific Research

### Summer Semester

BIOL 8400 Understanding Biological Inquiry  
 BIOL 8410 Understanding Ecology and the Environment  
 BIOL 8490 Understanding Scientific Communication  
 BIOL 8480 Understanding Scientific Research

**BIOL 8710:** The only other course we offer is for students whose financial aid requires 5 or 6-credit hours minimum and they have only one required course to take during a semester. BIOL 8710 Special Topics in Biology is offered for 2 or 3 credit hours. The course requires a research paper on recent advances in biology. You would pick your topic and have it approved by the course instructor. The final paper has a 2500 (2 credit) or 3500 (3 credit) word minimum (not including cover page or references) and should demonstrate a thorough understanding of a particular topic. The paper must be 90% or above original. You should be prepared to review a minimum of 8 relevant references that relate specifically to your topic. We will give you a Guide



for Citing Resources and the assessment rubric for the paper. You would have to pay tuition for the 2- or 3- credit hours. This course does not replace a course listed on your GS2.

**Paying Your Bill:** <https://www.clemson.edu/finance/student-financials/billing.html>

- Student bills are available exclusively online through [iROAR](#). Students can login using their userid and password. Authorized users can also access the student bill using their unique userid and password. The online bill reflects the student's current registration and billing information. Because the bill is real-time, students can verify that all fees are satisfied before the payment deadlines.
- Students may add a parent or other designee as an authorized user via TouchNet. Students can click on the "Authorized users" link via TouchNet, enter their parent or other designee's email address. An email with login instructions will then be sent to the parent or designee. Authorized users may view the bill, make a tuition payment and signup for a payment plan. Authorized users cannot enroll for eRefund. Authorized users have a [unique login](#).
- If you cannot access your bill online, please call 864-656-5592 or email us at [studentbillquestions@clemson.edu](mailto:studentbillquestions@clemson.edu).
- If your fees change for any reason after your initial payment is made (i.e. housing adjustment, meal plan addition, change in schedule, etc.), it is the student's responsibility to ensure prompt payment of the balance is made. Login to [iROAR](#) to view your current charges and payment status.
- A \$150 late reinstatement fee is charged for paying and/or registering after the published dates. The late registration fee is non-refundable.

### **Fall 2020 Payment Deadline**

All payments must be posted to the student's account by **August 13, 2020**. **If you add a course after the due date, payment must be made immediately.**

**Information about financial assistance** is at <http://www.clemson.edu/graduate/finance-tuition/loans.html> (If this link is not active, please paste the URL into your web browser)

**Transfer courses** — Degree and non-degree seeking student may transfer up to 9 credits of graduate courses into the degree program. To transfer, the graduate course content must be similar to one of our required courses with a grade of B or above. Transfer credits must not have been used to satisfy the requirements for any other degree and must have been completed within the six-year period preceding the date the graduate degree will be awarded.

All credits transferred to Clemson's graduate programs must have been completed at a regionally-accredited institution and must be verified by

submission of an official transcript. You must then have an official transcript sent from the institution(s) where credit was earned to the Office of Enrolled Student Services, 104D Sikes Hall. Only when courses have been verified by Enrolled Services to meet all Graduate School requirements will they be approved for application toward the degree.

Grades earned for courses taken at institutions other than Clemson University will not be included in the student's grade point ratio.

**Leave of Absence:** A student *in good academic standing* (minimum 3.0 GPA and has successfully met other program or Graduate School requirements) who must interrupt a graduate program may request a leave of absence from graduate study. A leave of absence may be granted for up to 12 months, with a possible renewal of up to one additional 12-month period.

Formally notify the program and the Graduate School of your intended leave by completing the online form GS-LoA [Request for Leave of Absence](#). After you complete this form, forward it electronically to secure the necessary signatures from your graduate program advisor or coordinator.

**Legal Presence:** This law applies to all students and faculty (US citizens, permanent residents, and international visitors). It applies to all institutions in South Carolina. In accordance with section 59-101-430 of the SC Code of Laws, also known as the South Carolina Illegal Immigration Reform Act, those unlawfully present in the United States are prohibited from attending a public institution of higher education in South Carolina. Those unlawfully present in the United States are also prohibited from receiving a public higher education benefit including scholarships, financial aid, grants or resident tuition.

What documents will be accepted as proof of U.S. citizenship?

- SC driver's license if you were born after January 1, 1987
- U.S. Passport
- U.S. or U.S. Territory Birth Certificate
- Certificate of Naturalization
- U.S. Government Issued Consular Report of Birth Abroad
- Certificate of Citizenship
- Social Security Approval via Federal Application for Student Financial Aid (FAFSA)

**Legal Presence FAQ** – I am taking all coursework online and will not be in South Carolina before I need to register for the subsequent term. What can I do?

You may e-mail a scanned copy of one of the approved documents above to [Registration Services](#).

**Plan of Study (GS2)** – [Plan of Study Information](#)

Degree-seeking master's students must submit the GS2 by the middle of their second semester.

**Canvas FAQ** – [Canvas FAQ](#)

Canvas is the course management system used to share documents, submit assignments, and assign grades for individual students.

**Ensemble.** Ensemble is a Lecture Capture System. The system enables faculty to record audio, course visuals, and optional video for students to review in digital format. This provides students with a powerful tool that can be used to provide instruction that is entirely web-based. Students will have the ability to seek forward or back in a presentation to particular segments of the captured session. The captures can be viewed via a web browser (Internet Explorer, Firefox or Safari), and/or be downloaded to a computer or mobile device.

**Accreditation:** Clemson University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the bachelor's, master's, educational specialist and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Clemson University.

**State Authorization Reciprocity Agreement:** South Carolina is a member of the State Authorization Reciprocity Agreement (SARA) and Clemson University (CU) is an approved SARA institution, which means we adhere to established standards for offering post-secondary e-learning programs in all member states. Please review our [state authorizations](#) to see if this program is offered in your state and our process for student complaints against the university.

**Information about licensure/teacher certification:** Our non-thesis Master of Biological Sciences is designed specifically for in-service teachers and other science educators who want to improve their science-content knowledge in biological sciences. It is intended for individuals who (a) already have the required licensure, or (b) who do not want or need teaching certification or licensure. There is currently no option to obtain licensure or certification through this program. Potential applicants should ensure this program meets their personal and/or professional goals prior to applying.

#### **Student Resources Links**

[http://www.clemson.edu/ccit/learning\\_tech/distance\\_ed/students/index.html](http://www.clemson.edu/ccit/learning_tech/distance_ed/students/index.html)

#### **Clemson Online**

<http://www.clemson.edu/online/>

#### **Technology and Other Help**

[Technology Help \(CCIT\)](#)

[Student Disability Services](#)

## Plan of Study (GS2)

**Plan of Study:** The GS2 is online and accessible through iROAR. Submitting a GS2 is a two-step process that includes. Below are the steps to navigate the GS2 online. Degree-seeking master's students must submit the GS2 by the **middle of their second semester**. The final version of the student's GS2 must be on file by the date specified by Enrolled Services (graduation deadlines can be found on the [deadlines page](#)), or a late fee of \$25 for the first day and \$5 for every additional day will be charged.

1. Go to the [iRoar](#) portal and select the **Current students, faculty and staff** option (login required).
2. On the next screen click the **iRoar** button, located under the "Current and Future Terms" heading.
3. From here, click the **Student** button.
4. Select the **Registration** tab that appears just below the student button, and you should now see several options including the GS2 links.

From here you have access to both the GS2 Faculty Advisor Selection and to the GS2 Plan of Study.

**Timeline:** A student must select his/her faculty advisor and get approval prior to the submitting of the actual plan of study. *Degree-seeking master's students must submit the GS2 by the middle of their second semester.*

**GS2 Faculty Advisor Selection and Plan of Study:** This is a two-step process, as follows:

- Step 1 is the Faculty Advisor Selection
- Step 2 is the Plan of Study
- [Helpful Hints](#)

**Faculty Advisor Selection:** Non-thesis MS degrees do NOT require a committee: however, they do require a faculty advisor. The faculty advisor for the online M.S. degree in Biological Sciences (MS-BIOS-G-AAC) is **Dr. Robert Ballard, C88357337**. Once Dr. Ballard is selected, click the submit button to trigger the approval process. You will receive an email when the process has been completed. **DO NOT** submit a Plan of Study until your faculty advisor is approved.

Once the faculty advisor is selected, click the submit button to trigger the approval process. *You will receive an email when the process has been completed. DO NOT submit a Plan of Study until your committee is approved.*

**GS2 Plan of Study:** The Plan of Study must be filed near the beginning of each student's program of study. Students must submit the curriculum by the middle of their second semester following matriculation.

The GS2 should list the following 10 three-credit-hour courses required to complete the 30-credit hour program:

- BIOL 8400 Understanding Biological
- BIOL 8410 Understanding Ecology and Ecosystems

- BIOL 8420 Understanding Cellular Processes
- BIOL 8430 Understanding Genetics and Evolutionary Biology
- BIOL 8440 Understanding the Human Body
- BIOL 8450 Understanding Animal Biology
- BIOL 8460 Understanding Plant Biology
- BIOL 8470 Understanding Microbiology
- BIOL 8480 Understanding Scientific Research
- BIOL 8490 Understanding Scientific Communication

Although not necessary, you may want to add the tentative dates for completion of each course.

### **GS2 Plan of Study instructions**

- To **ADD** courses, click on the **Course Selection** link at the bottom of the page.
- To **REMOVE** courses, click on the check box to the left side of the course(s), and then click the **Remove** button.
- The **ADD TO PLAN** button will add the courses to the Plan of Study.
- To submit for **APPROVAL**, click on the Submit for Approval button (this will only show if you have courses in your plan).
- Your plan will remain **LOCKED** until the approval process completes. Once the process of approval is completed you will be notified by email as to the final decision, either Approved or Denied. After the final decision has been made, you will have the option to UNLOCK the plan and re-submit a new one if so desired.

The date or term to be completed is not required.

### **GS2 Document Flow**

1. Faculty Adviser
2. Program Coordinator
3. Departmental Chair
4. Associate Dean
5. Enrollment Services

### **The GS7 form is not required.**

Transfer courses are listed on the GS2 by selecting BIOL courses numbered 6999, 7999 or 8999 (number determined by the course number of the course approved for transfer), then adding an explanation in the Transfer Block, i.e., the institution that offered the course, the course title, course grade, and the title of the course to be substituted. Submit the course transcripts to the Office of Enrolled Student Services, 104D Sikes Hall.

Do not add anything to the Professional Development Comments/Academic Integrity Activities block.

Remember, once you hit submit, you will not be able to alter your GS2 until it is approved or denied.

Grades earned for courses taken at institutions other than Clemson University will not be included in the student's grade point ratio.

## Legal Presence

In accordance with section 59-101-430 of the SC Code of Laws, also known as the South Carolina Illegal Immigration Reform Act, those unlawfully present in the United States are prohibited from attending a public institution of higher education in South Carolina. Those unlawfully present in the United States are also prohibited from receiving a public higher education benefit including scholarships, financial aid, grants or resident tuition.

What documents will be accepted as proof of U.S. citizenship?

- SC driver's license if you were born after Jan. 1, 1987.
- U.S. Passport.
- U.S. or U.S. Territory birth certificate.
- Certificate of Naturalization.
- U.S. Government Issued Consular Report of Birth Abroad.
- Certificate of Citizenship.
- Social Security approval via Federal Application for Student Financial Aid (FAFSA).

**I am taking all coursework online and will not be in South Carolina before I need to register for the subsequent term. What can I do?** You may e-mail a scanned copy of one of the approved documents above to [Registration Services](#).

## Using email

Email communications for the university go through your Clemson email address. You'll need to contact [CCIT](#) to set up your email once you've been accepted. *If you do not use your Clemson email address, you may miss out on important information.*

## Tuition and deadlines

The following links will give you information about paying tuition and the deadlines for payments to be made:

- **Tuition and payments:** <https://www.clemson.edu/finance/student-financials/tuition-fees/index.html>
- **Information about financial assistance** is available at <http://www.clemson.edu/graduate/finance-tuition/loans.html> (If this link is not active, please paste the URL into your web browser).
- **Important dates/key dates (including the date for application to graduate)** for all terms can be found at [http://www.registrar.clemson.edu/html/Acad\\_Cal.htm](http://www.registrar.clemson.edu/html/Acad_Cal.htm)

## Finances

- The Non-thesis Master of Science in Biological Sciences (MS-BIOS-G-AAC) is offered online with no residency requirement. All courses cost \$460 per credit hour (both in-state and out-of-state) plus an estimated \$70 in fees, or approximately \$1450 per course. All courses for non-degree seeking students (ND-SCI-G) are \$493 (in-state) or \$1,002 (out-of-state) per credit hour plus fees, or approximately \$1,549

or \$3,076 per course, respectively. [Click here](#) to see a list of graduate programs and their tuition rates.

- Textbooks are an additional cost.
- Please note that the tuition rate is higher for Advanced Student Status students. Non-degree seeking students may benefit financially by applying to the degree-seeking program even though they do not intend to complete the program.
- The following link will give you information about paying tuition and the deadlines for payments to be made:
- <http://www.registrar.clemson.edu/portal/>
- Information about financial assistance is at <http://www.clemson.edu/graduate/finance-tuition/loans.html>

## FAQ – Frequently Asked Questions

**When do I apply?** You may apply at any time. There is no application deadline.

**How do I apply?** Online applications for graduate degree programs are on the Graduate Admissions website: <http://www.grad.clemson.edu/welcome.php>. For information about the program, click the Graduate Programs link and select Non-Thesis for Science Educators — **Bio Science, Program Code MS-BIOS-1-AAC**.

**What do I need to apply?** Admission to the program requires the following:

- A suitable undergraduate education (you do not need an undergraduate degree in biology to be considered for admission).
- Two letters of recommendation.
- A resume.
- Suitable GRE scores (GRE scores are not required for teachers with one or more years teaching experience).
- A satisfactory TOEFL score (550 from paper exam, or 213 from online exam, or 80 from the internet exam, or 6.5 or higher on the IELTS test) is required for international students whose native language is not English.
- \$80 fee for MS-BIOS-1-AAC applicants, \$60 fee for ND-AFLN-1 applicants, or a \$90 fee for international applicants. Application fees are nonrefundable.

**What happens after I apply?** Once all application materials have been received by Graduate Admissions, your file will be forwarded to the Department of Biological Sciences. The Online Graduate Advisory Committee will determine whether candidates are competitive for admission into the Biological Sciences Online M.S. program. The entire process takes two to three weeks.

**Using email:** Email communications for the university go through your Clemson email address. You'll need to contact [CCIT](#) to set up your email once you've been accepted. If you do not use your Clemson email address, you may miss out on important information.

**Legal Presence:** In accordance with section 59-101-430 of the SC Code of Laws, also known as the South Carolina Illegal Immigration Reform Act, those unlawfully present in the United States are prohibited from attending a public institution of higher education in South Carolina. Those unlawfully present in the United States are also prohibited from receiving a public higher education benefit including scholarships, financial aid, grants or resident tuition. What documents will be accepted as proof of U.S. citizenship?

- SC driver's license if you were born after Jan. 1, 1987.
- U.S. Passport.
- U.S. or U.S. Territory birth certificate.
- Certificate of Naturalization.
- U.S. Government Issued Consular Report of Birth Abroad.
- Certificate of Citizenship.
- Social Security approval via Federal Application for Student Financial Aid (FAFSA).

If you are taking all coursework online and will not be in South Carolina before you need to register for the subsequent term, you may e-mail a scanned copy of one of the approved documents above to [Registration Services](#).

### Using Canvas

- Go to the Clemson home page: <http://www.clemson.edu/>
- Click on the **Students** button just below the banner on the left side of the Clemson homepage.
- Once loaded, look for the link in the vertical list on the right side of the page; click the **Canvas** link.
- Enter your Clemson username and password, and click **enter**.
- The next page that loads will be in Dashboard and you will see a list of your courses.
- On the right side of the page, you will see links for Courses, Canvas Help and Canvas Resources.

### Connecting to Canvas, Clemson's enhanced learning management system

- Once you are in the Clemson email system and have a password and username, go to the Canvas home page: <http://www.clemson.edu/canvas/>
- Click on "Click here for more Duo Information" to set up a dual authentication process.
- On the Canvas homepage, click "Sign in."

### Canvas Orientation

- [https://clemson.instructure.com/search/all\\_courses?search=canvas&open\\_enrollment\\_only=on](https://clemson.instructure.com/search/all_courses?search=canvas&open_enrollment_only=on)

**Canvas FAQ** – <http://www.clemson.edu/canvas/faq.html>

### Ensemble

Ensemble is a lecture capture system. The system enables faculty to record audio, course visuals and optional video for students to review in digital format. This provides students with



powerful tools that can be used to provide instruction that is entirely web based. Students will have the ability to seek forward or back in a presentation to particular segments of the captured session. The captures can be viewed via a web browser (Internet Explorer, Firefox or Safari) and/or be downloaded to a computer or mobile device.

#### **Graduation deadlines**

- University and Graduate School deadlines can be found on the [deadlines page](#).

#### **Clemson Online**

- <http://www.clemson.edu/online/>

#### **Technology and other help**

- [Technology Help \(CCIT\)](#)
- [Student Disability Services](#)

#### **Link to Graduate School Policy Handbook web page:**

<https://www.clemson.edu/graduate/students/policies-procedures/index.html>.

### **Program Staff**

#### **BIOLOGY ONLINE Program Coordinator:**

[Dr. Robert Ballard](#)

132 Long Hall

864-656-3579

[ballard@clemson.edu](mailto:ballard@clemson.edu)

#### **BIOLOGY ONLINE Program Assistant:**

[Terrie Jarret](#)

132 Long Hall

864-656-2153

[tjarret@clemson.edu](mailto:tjarret@clemson.edu)

#### **Graduate Admissions Information and Submission of Application Materials:**

E 209 Martin Hall

864-656-2287

