



Catalog

1. Institution Name and Contact Information

Clemson Drone
129 Tuttle Street, Clemson, SC 29631
Phone: (864) 722-2026
Email: info@clemsondrone.com
Website: www.ClemsonDrone.com

2. Date of Publication

Version 1.1: June 15, 2025
Version 1.2: June 23rd, 2025
Version 1.3: August 8th, 2025

3. Ownership and Governance

Clemson Drone is directed by Dr. Joe Burgett. A complete list of staff and faculty, along with their credentials and responsibilities, is maintained on file and available upon request.

More on Dr. Burgett's qualifications can be found here:

<https://www.clemsondrone.com/instructor>

4. Institution Overview

Clemson Drone is a professional development program affiliated with Clemson University. We provide non-credit, fully online courses that train students in unmanned aircraft systems (UAS) operations and program management. Our curriculum is designed to prepare students for FAA certification, national credentials, and successful careers in the drone industry.

5. Physical Facilities

All instruction is delivered 100% online. Students progress through modules with structured weekly assignments, videos, and quizzes. No physical attendance is required. Typical course cohorts are fewer than 25 students. The UAS Mission Administration course requires a drone to complete the practical flight assessment. Any drone may be used as



long as it has a flight time of 10 minutes or more and the ability to record 10 minutes of video.

6. Licensure Statement

Clemson Drone is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, (803) 737-2260. Licensure indicates only that minimum standards have been met and is not an endorsement or guarantee of program quality.

7. Accreditation Information

The UAS.Mission.Administration course is formally accredited by the Association for Uncrewed Vehicle Systems International (AUVSI) under its Trusted UAS Operator™ program. As such, students who successfully complete this course are eligible to earn AUVSI's Trusted.Operator.Program.(TOP).Levels.7?8?and.9 certifications. AUVSI is a globally recognized nonprofit headquartered at 3100 Clarendon Boulevard, Suite 1200, Arlington, VA 22201, with a general contact number of +1 703-845-9671 and email address info@auvsi.org

8. Admissions and Enrollment

Clemson Drone does not maintain a formal application process. We welcome enrollment from any member of the public. Prospective students need only visit our website (www.clemsondrone.com), select the “Enroll” tab, and complete the checkout process. The check out process will ask for your name, email, mailing address and date of birth. Enrollment is open on a continuous basis for each 8-week cohort cycle and is not limited by prerequisites beyond being at least 18 years old and fluent in English. Students must have a reliable internet connection and a computer or tablet. Some optional activities may require personal drone equipment. The program does not provide student housing or require on-site instruction. Some career fields may require background checks or other conditions to obtain certification.

9. Programs Offered

Our primary program consists of two sequential courses requiring a total of 96 clock hours:

1. **UAS Vocation** – An 8-week online course covering FAA Part 107 preparation, UAS safety, airspace classification, flight simulation, and operational best practices.



Credentials awarded include the APSA Basic Proficiency Evaluation for Remote Pilots (BPERP) and Level 1 UAS Thermography. We estimate that approximately 48 hours (6 clock hours per week) are required for this course. The major subjects and associated clock hours are provided below

1. Part 107 Exam Prep: 12 hours
 2. Regulator Compliance Tools: 4 hours
 3. Flight Skills: 8 hours
 4. Photogrammetry: 6 hours
 5. Thermography: 18 hours
2. **UAS Mission Administration** – An 8-week follow-up course for students managing UAS programs. Topics include risk assessment, regulatory compliance, SOP development, and documentation. This course is accredited by AUVSI and leads to Trusted Operator Program (TOP) Levels 1, 2, and 3. We estimate that approximately 48 hours (6 clock hours per week) are required for this course. The major subjects and associated clock hours are provided below
1. Enhanced General Knowledge: 12 hours
 2. Mission Planning: 6 hours
 3. Standard Operating Procedures (Roles, Responsibilities, Certification and Insurance): 6 hours
 4. Standard Operating Procedures (Normal Mission Planning): 6 hours
 5. Standard Operating Procedures (Non-Normal Mission Planning): 6 hours
 6. Standard Operating Procedures (Maintenance, Safety Policy, Equipment and Hazards): 6 hours
 7. Practical Flight Assessment: 6 hours

Licensure by the South Carolina Commission on Higher Education applies exclusively to the UAS Vocation and UAS Mission Administration courses offered by Clemson Drone. These two courses form a comprehensive, sequential training program and are the only courses governed by this licensure.

Clemson Drone also offers several additional short-format courses, including Part 107 Exam Prep, UAS Essentials, UAS Essentials Plus, and Applied UAS Thermography. These courses are designed solely for professional development purposes. Each of these



offerings covers only selected portions of the broader UAS Vocation or Mission Administration curriculum and does not lead to employment. They do not result in credit nor appear on the student's transcript.

10. Obtaining Certification

Students enrolled in Clemson Drone courses have the opportunity to earn several industry-recognized certifications.

The FAA Part 107 Remote Pilot Certificate is awarded by the Federal Aviation Administration after successfully passing the FAA Knowledge Exam. Clemson Drone prepares students for this exam through comprehensive instructional content, practice questions, and guidance. However, students are responsible for registering and paying for the exam through an approved FAA testing center. Detailed instructions for scheduling and taking the exam are provided within the course.

Other certifications—including the APSA Basic Proficiency Evaluation for Remote Pilots (BPERP), Level 1 UAS Thermography, and the AUVSI Trusted Operator Program (TOP) Levels 1, 2, and 3—are administered and assessed directly through Clemson Drone coursework. Students are evaluated on these credentials as part of their course activities, and successful candidates receive certificates from the course instructor upon completion.

A certificate of completion is provided from Clemson Drone to the student for the courses completed.

11. Calendar, Course Timing, and Student Flexibility

UAS Vocation and UAS Mission Administration courses begin on the first Monday of February, April, June, August, and October. All other courses begin on the first Monday of each month. Because all courses are online and asynchronous, traditional concepts of tardiness, absence, and make-up work do not apply. Students are expected to complete their coursework (6 clock hours per week) within the allotted 8-week session. However, if a student is unable to finish within that time, they are granted an automatic extension of an additional 8 weeks to complete the course with no penalty. Holidays and vacations do not impact course access or deadlines.

There is no minimum number of students to run a course. In the unlikely event that a course is cancelled, notice will be provided by email at least 7 days prior to the start of the course. All efforts will be made to reschedule the class for the student. However, at the students' option, a full refund will be provided upon request.



Clemson Drone expects all students to engage in the course with professionalism, integrity, and respect for the learning environment. Behavior that may result in dismissal includes academic dishonesty (such as plagiarism or cheating), harassment or abuse directed at staff or fellow students, unauthorized sharing of course materials, or any conduct that disrupts the educational experience of others. Students who are dismissed will receive written notice detailing the reason for dismissal and the terms of their removal from the course. A student who has been dismissed may request reentry by submitting a written statement to the program director outlining the corrective actions taken and a commitment to adhere to all conduct expectations. Reentry decisions are made on a case-by-case basis at the discretion of the program director and may include conditions such as a probationary period or additional oversight.

Program	Program Start	Program End	UAS Vocation	UAS Mission Admin
2025-Oct Cohort	10/6/2025	1/25/2026	10/6/2025 - 11/30/2025	12/1/2025 - 1/25/2026
2026-Feb Cohort	2/2/2026	5/31/2026	2/2/2026 - 3/29/2026	4/6/2026 - 5/31/2026
2026-Apr Cohort	4/6/2026	7/26/2026	4/6/2026 - 5/31/2026	6/1/2026 - 7/26/2026
2026-Jun Cohort	6/1/2026	9/27/2026	6/1/2026 - 7/26/2026	8/3/2026 - 9/27/2026
2026-Aug Cohort	8/3/2026	11/29/2026	8/3/2026 - 9/27/2026	10/5/2026 - 11/29/2026
2026-Oct Cohort	10/5/2026	1/31/2027	10/5/2026 - 11/29/2026	12/7/2026 - 1/31/2027

12. Grading and Progress Reporting

Each assignment is assigned a point value, which is outlined in the course syllabus. Students earn points toward their final score by completing quizzes, projects, and participation requirements. Student grades are accessible online and can be viewed on demand through the learning platform. To successfully pass the course, students must earn a cumulative total of at least 80% of the available points across all assignments. Individual assignments may carry different point values, and students are not required to score 80% or higher on every single assignment, provided their overall average meets the 80% threshold.

Pass \geq 80% of course points received

No Pass 0 – 79%

13. Course Fees and Additional Costs

Course fees for all Clemson Drone offerings are listed at www.ClemsonDrone.com. Tuition



includes all instructional materials, software licenses, platform access, and credentialing support. For the UAS Vocation course, students are responsible for an additional FAA Part 107 exam fee (typically \$175), which must be paid directly to an FAA-approved testing center. For the UAS Mission Administration course, students must supply a commercial-grade drone to complete the practical flight assessment. While prices vary, students should anticipate a minimum cost of \$2,500 for a suitable aircraft.

Program	Total Hours	Tuition	Program Length
UAS Vocation	48 clock hours	\$3,500	8 weeks
Mission Administration	48 clock hours	\$3,500*	8 weeks

Miscellaneous Expenses:

- Part 107 Exam Fee: \$175
- Commercial Grade Drone Estimate: \$2,500 (student supplied)

Total Costs: **\$9,675**

*Note: \$500 discount is available when both courses are purchased at the same time

14. Computer Requirements

Students must have access to a computer with the following requirements:

Windows

- Operating System: Windows 10 or higher
- CPU: Intel Core i7 @ 3.6 GHz or equivalent
- Memory: 8 GB RAM
- Hard Drive: 8 GB available on hard disk
- Graphics Hardware: Direct X 10 or higher compatible graphics card (GTX660 equivalent or higher)
- Internet Connection: DSL or higher

MacOS

- Operating System: macOS Monterey
- CPU: M1 or higher
- Memory: 8 GB RAM
- Hard Drive: 8 GB available on hard disk
- Internet Connection: DSL or higher



15. Cancellation and Refund Policy

Clemson Drone maintains a fair and transparent cancellation and refund policy that complies with Regulation 62-18 of the South Carolina Commission on Higher Education.

A. Full Refunds

A full refund of all monies paid will be granted if any of the following conditions are met:

1. The student cancels their enrollment within seventy-two (72) hours (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) after completing registration or signing an enrollment agreement.
2. The student is not accepted into the program by Clemson Drone.
3. If course materials are delivered before acceptance or within the 72-hour cancellation period and the student is not accepted or cancels during that period, a full refund will be issued even if some materials have been accessed.

B. Pro Rata Refund Policy

For students who withdraw after the 72-hour cancellation period but before completing 60% of the course, a pro rata refund will be issued. This refund is based on the percentage of the course not completed, rounded down to the nearest 10%, less any unpaid charges and an administrative fee not to exceed \$100.

For Clemson Drone's 8-week courses, the pro rata calculation is based on weeks of attendance. If a student withdraws during the first 60% of the course, their refund will be determined by dividing the number of weeks remaining in the enrollment period by the total number of weeks and applying that percentage to the tuition paid.

After the 60% point in the course, no refund is issued.

Students withdrawing after their first enrollment may be eligible for a pro rata refund in subsequent enrollments only if they experience mitigating circumstances beyond their control, such as:

- Serious illness
- Death in the student's immediate family
- Activation for military service, including training

Program	Clock Hours Attended	Tuition Refunded (%)	Tuition Refunded (\$)
UAS Vocation Course			
UAS Vocation - Week 1	6	100%	\$3,500
UAS Vocation - Week 2	12	90%	\$3,150
UAS Vocation - Week 3	18	80%	\$2,800
UAS Vocation - Week 4	24	70%	\$2,450
UAS Vocation - Week 5	30	60%	\$2,100
UAS Vocation - Week 6	36	0%	\$0
UAS Vocation - Week 7	42	0%	\$0
UAS Vocation - Week 8	48	0%	\$0
UAS Mission Administration Course			
UAS Mission Admin - Week 1	6	100%	\$3,500
UAS Mission Admin - Week 2	12	90%	\$3,150
UAS Mission Admin - Week 3	18	80%	\$2,800
UAS Mission Admin - Week 4	24	70%	\$2,450
UAS Mission Admin - Week 5	30	60%	\$2,100
UAS Mission Admin - Week 6	36	0%	\$0
UAS Mission Admin - Week 7	42	0%	\$0
UAS Mission Admin - Week 8	48	0%	\$0

C. Maximum Retention for No Attendance

If a student does not attend any portion of the course after the 72-hour cancellation period, the institution may retain no more than \$100 in administrative fees.

D. Books and Supplies

All efforts will be made to refund any prepaid amounts for books, supplies, or fees unless those items have already been accessed or consumed, or cannot reasonably be reused or returned.

E. Refund Timeline

All refunds will be processed and paid within forty (40) calendar days of the student's official withdrawal date or the date Clemson Drone determines that the student has ceased participation.

F. Termination Dates

The effective date of withdrawal for refund purposes will be the earliest of:

1. The date the student notifies Clemson Drone of their intent to withdraw;
2. The date Clemson Drone notifies the student of their termination; or



3. The last date the student submitted coursework or accessed the learning platform.

G. Good Faith Refund Efforts

Clemson Drone will make a good faith effort to process refunds by documenting at least the following attempts, if necessary:

1. Certified mail to the student's last known address
2. Certified mail to the student's permanent address
3. Certified mail to the address of the student's parent or next of kin, if available and different from the above

16. Job Placement Services

Clemson Drone does not provide job placement services. While we aim to prepare students with skills that are valuable in the workforce, we do not offer direct employment assistance or job matching support. Enrollment in Clemson Drone or completion of any course does not guarantee employment.

17. Student Records

Clemson Drone maintains official student academic records in a secure, cloud-based learning management system with multi-layered access controls and routine data backups. All records are protected with encryption and password authentication to ensure the privacy and integrity of student information. These digital records include course enrollments, assignment grades, credential status, and certificates earned.

In compliance with regulatory standards, duplicate backups are stored off-site using a separate secure platform to protect against data loss. Clemson Drone has formal policies in place governing the retention, disposal, and release of academic records. These policies ensure that student information is handled in accordance with privacy rights and institutional best practices.

Official academic transcripts are maintained for a minimum of 50 years from the date of graduation or termination. All other student records—including financial records, grades, attendance, student complaints, enrollment agreements, dates of completion or termination and corresponding reasons, student correspondences, and personal information—are retained for no less than six (6) years from graduation or termination. Requests for transcript access or certificate reissuance must be submitted in writing by the student.



18. Complaint Resolution

Students may direct concerns to the course instructor or program director. If unresolved, complaints may be submitted to the South Carolina Commission on Higher Education.

Complaint procedures and forms are available at

http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf.

19. Transfer of Credit

Clemson Drone is a non-credit educational program and does not grant academic degrees. Clemson Drone does not guarantee that any course credits or certificates will be accepted by other institutions.