MEMORANDUM

TO: Collegiate Deans
    Provost Office
    University Faculty
    University Staff

FROM: John D. Griffin, Associate Provost and Dean of Undergraduate Studies

DATE: December 19, 2016

RE: Undergraduate Class Regulations, 2017 Spring Term

Please be certain that all faculty, both continuing and new, and graduate instructors of record have a chance to review this letter concerning policies in effect for all undergraduate classes at Clemson University. All academic dates referenced here are for the regular spring term. Additional information can be found at http://www.registrar.clemson.edu/html/Acad_Cal.htm.

Grading System:
Clemson University’s grading system is described in the 2016-2017 Undergraduate Announcements, p. 25-27. Grades of A, B, C, D, F, I, P, NP and W may be given in accordance with academic regulations. For more information on this grading system, please see the Registrar’s web site at http://www.registrar.clemson.edu/html/finalGrades.htm.

Academic Integrity:
The following is the official statement on academic integrity. Please consider placing this statement in your syllabus, or at a minimum, please reference in the Undergraduate Announcements and call your students’ attention to it.

“As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a “high seminary of learning.” Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.”

When, in the opinion of a course instructor, there is evidence that a student has committed an act of academic dishonesty, the instructor must make a formal written charge of academic dishonesty, including a description of the misconduct to Dr. Jeff Appling, Associate Dean of Undergraduate Studies. The reporting instructor may, at his/her discretion, inform each involved student privately of the nature of the alleged charge. In cases of plagiarism (I.B.2.) instructors may use the Plagiarism Resolution Form
available from the Office of Undergraduate Studies. Instructors using this form for the first time must consult with Dr. Appling (656-3022) prior to meeting with the student.

Instructors suspecting a violation of the academic integrity policy should **not** assign a grade penalty until the process is complete. For suspected academic dishonesty outside the course setting, please consult with the Associate Dean of Undergraduate Studies.

Instructors should include a class policy on submission of work that has been turned in for credit for a previous course.

Please call 656-3022 with any questions about academic integrity.

**Class Rolls:**
Students can use iROAR to add courses through January 18, to drop courses without record through January 25, and to drop with a W grade through March 17.

**Students that have not attended class by the second week, after the last day to add a class (January 18), should be removed from the roll using the enrollment correction form:**
http://www.registrar.clemson.edu/html/facultyForms.htm

**Syllabus:**
A syllabus is **mandatory** in every undergraduate class and should include the following information.

**A. Required Information**
1. Class section number.
2. Class meeting time(s).
3. Name, office number, email address, university phone number, and office hours for all people responsible for teaching the class -- instructor(s) and teaching assistants.
4. A policy statement in line with the faculty manual on how long students are expected to wait for the instructor if the instructor is late for class.
5. Instructors’ attendance policy, including how to handle assignments and tests due to inclement weather, power outages, etc. The Scholastic Policies Committee suggests: “Any exam that was scheduled at the time of a class cancellation due to inclement weather will be given at the next class meeting unless contacted by the instructor. Any assignments due at the time of a class cancellation due to inclement weather will be due at the next class meeting unless contacted by the instructor. Any extension or postponement of assignments or exams must be granted by the instructor via email or Blackboard/Canvas within 24 hours of the weather related cancellation.”
6. An accessibility statement must be included. Below is a sample statement for your use:

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. Students who experience a barrier to full access to this class should let the professor know, and make an appointment to meet with a staff member in Student Accessibility Services as soon as possible. You can make an appointment by calling 864-656-6848, by emailing studentaccess@lists.clemson.edu, or by visiting Suite 239 in the Academic Success Center building. Appointments are strongly encouraged – drop-ins will be seen if at all possible, but there could be a significant wait due to scheduled appointments. Students who receive Academic Access Letters are strongly encouraged to request, obtain and present these to their professors as early in the semester as possible so that accommodations can be made in a timely manner. It is the student’s responsibility to follow this process each semester. You can access further information here: http://www.clemson.edu/campus-life/campus-services/sds/.

7. The Clemson University Title IX (Sexual Harassment) statement must be included: Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran’s status, genetic information or protected activity in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. This policy is located at http://www.clemson.edu/campus-life/campus-services/access/title-ix/. Mr. Jerry Knighton is the Clemson University Title IX Coordinator. He also is the Director of Access and Equity. His office is located at 110 Holtzendorff Hall, 864.656.3184 (voice) or 864.656.0899 (TDD).

8. If your course includes the use of animals, the following policy and link must be included in the syllabus: http://www.clemson.edu/research/compliance/iacuc/regulations.html

9. Any human subjects research should comply with campus IRB regulations, see: http://www.clemson.edu/research/compliance/irb/

B. Required Materials
1. The titles of all textbooks (required or optional) should be posted to the campus bookstore website, http://www.clemson.edu/campus-life/campus-services/book-store/services.html If no text is assigned, indicate that on the form. (Students are not required to purchase textbooks from the campus bookstore.)
2. A topical outline.

C. Course Content Coverage
1. Clearly state the goals and student learning objectives for the course.
2. Grading Scale: Please include the weight that will be given to each exam (including the final exam), papers, reports, discussion and participation.
3. For undergraduate courses that also offer 6000-level graduate credit, please clearly indicate the additional requirements as mandated by University policy.
4. For General Education courses, the please indicate the specific General Education competencies (page 36, 2016-2017 Undergraduate Announcements).

D. Syllabus Repository
Each course syllabus must be uploaded to the University Syllabus Repository http://www.clemson.edu/syllabus/ by the last day to add a class each semester in which the class is taught.
E. The responsibility of monitoring adherence to the stated syllabus requirements rests on the student, the instructor, and the department.

**Attendance Policy:**
The academic resources of Clemson University are provided for the intellectual growth and development of students. Class attendance is critical to the educational process; therefore, students should attend scheduled courses regularly if they are to attain their academic goals.

Students with excessive absences may need academic or medical assistance. Please report instances to the Dean of Students’ Office, 656-0935.

In the event of an emergency, the student should make direct contact with the course instructor, preferably before a class or an exam takes place. Students should speak with their course instructors regarding any scheduled absence as soon as possible and develop a plan for any make-up work. It is the student’s responsibility to secure documentation of emergencies, if required. A student with an excessive number of absences may be withdrawn at the discretion of the course instructor.

Course instructors must implement fair grading procedures and provide an opportunity to make up missed assignments and examinations that does not unfairly penalize the student when an excused absence is accepted. Such make-up work shall be at the same level of difficulty with the missed assignment or examination. Course instructors shall hold all students with excused absences to the same standard for making up missed assignments and examinations. While course instructors should seek to make reasonable accommodations for a student involved in University-sponsored activities, students should understand that not every course can accommodate absences and that absences do not lessen the need to meet all course objectives.

Absence from class is detrimental to the learning process, so course instructors may use reasonable academic penalties which reflect the importance of work missed because of unexcused absences. **Course instructors who penalize students for unexcused absences must specify attendance requirements as related to grading in the course syllabus and must keep accurate attendance records.** Course instructors are obligated to honor exceptions to the university attendance policy for students covered by the Americans with Disabilities Act, as verified through paperwork issued by Student Accessibility Services.

**Notification of Absence:**
The Notification of Absence module in Blackboard/Canvas allows students to quickly notify instructors (via an email) of an absence from class and provides for the following categories: court attendance, death of family member, illness, illness of family member, injury, military duty, religious observance, scheduled surgery, university function, unscheduled hospitalization, other anticipated absence, or other unanticipated absence. The notification form requires a brief explanation, dates and times. Based on the dates and times indicated, instructors are automatically selected, but students may decide which instructors will receive the notification. This does not serve as an “excuse” from class, and students are encouraged to discuss the absence with their instructors, as the instructor is the only person who can excuse an absence. If a student is unable to report the absence by computer, he/she may call the Dean of Students Office for assistance.
Faculty members should feel free to call the Dean of Students for help in considering the validity and sufficiency of the documentation provided by students. The Dean of Students Office also assists students in identifying appropriate methods of documenting absences and assists families in using the electronic Notification of Absence system when students are unable to do so themselves.

**Faculty Teaching Online Courses:**
All Clemson University faculty who teach online courses are strongly encouraged to take advantage of Clemson Online Education Programs and Resources: [http://www.clemson.edu/online/faculty-resources/](http://www.clemson.edu/online/faculty-resources/)

All Clemson online courses and programs should include a provision for instructor-student interaction on at least a weekly basis and the interaction should be identified as a part of the course requirements. This provision will help to ensure benefits to Clemson students receiving Veteran Administration Educational benefits which require the University to certify weekly contact for online courses. This communication can be done using any of the CCIT supported technologies such as Blackboard tools, email lists and attachments, video conferencing, and audio bridge conference calls.

**Grading:**
It is very important for the success of our students that exams and other forms of graded work be evaluated and returned in a timely manner.

**Mid-term Grades:**
No later than five days before the last day students can drop courses without receiving final grades (March 17), instructors of every undergraduate course shall make available for each student (a) the student’s numerical course grade or (b) that student’s letter ranking to date in that course (A-F or P/NP). More frequent feedback is strongly encouraged.

Both student and instructor are to recognize that this feedback reflects the student’s performance up to that point in time, and as such, that student’s final course grade may change based upon subsequent coursework performance(s).

**Last Week of Classes:**
No examinations, other than laboratory examinations, are permitted on the last two days classes (April 27-28).

**Final Examinations**
At their own discretion, instructors may excuse from the final examination, all students having the grade A on the coursework prior to the final examination. For all other students, examinations are required in all subjects at the end of each semester, except in courses in which final examinations are not deemed necessary as approved by the department faculty.

Final examinations must be given (or due) on the dates and at the times designated in the final examination schedule, except in laboratory and one-credit-hour courses where the final exam will be given at the last class meeting. All courses that do not specify a standard day of the week and meeting time are not assigned a final exam date and time, and the final exam must be given during the examination week at a date and time announced by the instructor. This time must be stipulated in the syllabus at the beginning of the term.
Circumventing the designated date/time for a final examination via consenting signatures from students for a different date/time, though freely agreed to, is a violation of the final examination policy.

**Retaining Examinations**
Clemson University faculty who exercise their right to retain student examinations are required to retain those examinations for a 120 calendar day duration (exclusive of summer). Visiting instructors should leave examinations with the department chair.

**Posting of Grades**
The United States Family Educational Rights and Privacy Act (FERPA) prohibits the public distribution of grades or graded work. This is commonly understood to include posting grades by student names, initials, or student number. It is also understood to include placing of graded material in a public place where students go through the material to find their own graded work.

Faculty use iROAR to submit grades at the end of each academic term. Follow the steps below. (Note: Grades recorded in Blackboard are outside the official grade collection system.)

**Grade Submission Process:**
1. Log into iROAR; 2. Click on Faculty Services; 3. Click on Final Grades; 4. Choose valid grades for each student from the drop down menu; 5. Submit early and submit often (Note: there may be multiple pages); 6. Once you have submitted, you will see confirmation at the top of page 7. If you enter a *fail* or *incomplete* grade, you must enter a last date of attendance.

At the end of the term, students can check grades using iROAR as soon as grades are processed according to the academic calendar.

**Emergency Procedures**
Emergency procedures have been posted in all buildings and on all elevators. Students should be reminded to review these procedures for their own safety.

**Copyright Statement**
Materials in some of the courses are copyrighted. They are intended for use only by students registered and enrolled in a particular course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. Students should be reminded to refer to the Use of Copyrighted Materials and “Fair Use Guidelines” policy on the Clemson University website for additional information: [http://www.clemson.edu/library/](http://www.clemson.edu/library/)