MEMORANDUM

TO: Collegiate Deans
   Provost’s Advisory Council
   University Faculty
   University Staff

FROM: Janice W. Murdoch
   Vice Provost and Dean of Undergraduate Studies

DATE: August 3, 2008

RE: 2008-2009 Undergraduate Class Regulations, Fall Term

Please be certain that all faculty, both continuing and new, and graduate instructors of record have this letter concerning policies in effect for all undergraduate classes at Clemson University.

Grading System

Clemson University’s grading system is described in the 2008-2009 Undergraduate Announcements p. 24-25. Grades of A, B, C, D, F, I 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 www.registrar.clemson.edu.

Academic Integrity

The following is the official statement on “Academic Integrity.” The Provost urges that you place this statement on your syllabus, or cite the 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 faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean for
Curriculum in the Office of Undergraduate Studies. At the same time, the faculty member may, but is not required to, inform each involved student privately of the nature of the alleged charge.”

Class Rolls

Current class rolls are available on CRSMweb-Section information. Class rolls will be emailed initially on August 15 and periodically thereafter. Drop/Add changes in class rolls will be emailed to instructors daily beginning Wednesday, August 20.

Please be reminded that only properly enrolled students (names appear on your E-mail class roll) should be allowed in your classroom.

If there are students listed on your class roll that are not attending, you can drop them using CRSM until the date specified in the Registrar's "beginning of term" memorandum to the faculty.

Instructors can use CRSMweb-Section Information beginning August 20 to drop or add students in course(s) for which they are the instructor of record. They can add or drop a student through September 2; and if the student has sufficient W hours, they may drop through October 10. Instructors can drop a student for not adhering to the first class attendance policy (2008-2009 Undergraduate Announcements, p. 26) and for excessive class absences. Instructors needing assistance with this process should contact their departmental Registration Coordinator. Department Coordinators are listed on the Web at http://www.registrar.clemson.edu/html/regcoord.htm.

Registration Coordinators can use CRSMweb-Section Information to add or drop students through September 2; and if the student has sufficient W hours, drop through October 10.

Class roll changes after the above time periods must be processed through Registration Services. The Registration Correction form is located at http://www.registrar.clemson.edu/secure/f2/regform_curr.htm. The form is transmitted electronically to Registration Services (656-2305) in E-205 Martin Hall.

Syllabus

I. A syllabus is mandatory in every undergraduate class.

II. A syllabus should include the following information. If any of the following information is not available at the time of the printing of the syllabus, the instructor should inform the students of that information at the next class meeting after it becomes available.

A. Required information
   1. the class section number
   2. the class meeting time(s)
3. the name, office number, 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. the instructor’s attendance policy

B. Required materials

1. the titles of all textbooks, each designated as required or optional
2. a topical outline

C. Class content coverage

1. the goals and objectives for the class
2. the scale of grading in the class, including weight that will be given tests, papers, reports, discussion and participation in other forms of classroom and outside activities, and the final examination
3. classes that offer 600-level credit (400/600) must indicate the additional 600-level requirements as mandated by University policy
4. For General Education courses, the General Education competencies (pages 34-35, 2008-2009 Undergraduate Announcements).

III. Instructors for courses that have irregular beginning or ending dates for the fall term must show the adjusted academic calendar dates (e.g. last date to drop) in their course syllabi. Contact Joan Alexander at 656-2306 to obtain your specific adjusted dates.

IV. Each class syllabus must be filed in the departmental office.

V. A. The responsibility of monitoring adherence to the stated syllabus requirements rests on the student, the instructor and the department.

B. Departmental syllabi monitoring should include at least

1. that faculty be required to turn in a syllabus every academic year for every course taught
2. that a sample of undergraduate course syllabi used that year be checked for the above specific syllabus requirements
3. that student monitoring will occur via the existing appeal channels available to students

Attendance Policy (You may choose to reference the Undergraduate Announcements).

College work proceeds at such a pace that regular attendance is necessary for each student to obtain maximum benefits from instruction. Regular and punctual attendance at all class and laboratory sessions is a student obligation, and each student is responsible for all the work, including tests and written work, in all class and laboratory sessions. No right or privilege exists
that permits a student to be absent from any given number of class or laboratory sessions except as stated in the syllabus for each course. At the same time, it is obvious that students have valid reasons for missing classes, the instructors are expected to be reasonable in the demands they place on students.

In this regard, instructors must inform the students in the syllabus required in every class what constitutes excessive absences and the penalty, if any, for such absences. Faculty who impose penalties for excessive absences must keep accurate attendance records.

Some students are on scholarships and/or grants-in-aid overseen by the University Scholarships and Awards Committee. The acceptance of such scholarships and/or grants-in-aid may require participation in events both on and off campus. Additionally, students occasionally are required to miss class because of participation in co-curricular activities, such as class trips, that the faculty members note on their syllabi. The student must discuss these activities with the faculty members whose classes will be missed well in advance of their occurrences. The documentable absences are necessary, and the instructor will make arrangements for those students to make-up graded work that takes place during those necessary absences. The time, location, and nature of the make-up work will be at the discretion of the instructor. If required, documentation will be provided to instructors by students.

Instructors are expected to set reasonable policies in working with those students’ personal documentable absences that are truly beyond the student’s control. After reviewing the reason given for the absence, the instructor at his/her discretion may allow the student to make up the graded work missed.

All other aspects of class attendance are within the discretion of the instructor, department, or college responsible for the course. If a student feels unfairly treated in any attendance-related situation, the student has the right of appeal to the Academic Grievance Committee.

**Notification of Absence in MyCLE**

MyCLE (http://mycle.clemson.edu) allows students to quickly notify instructors of an absence from class, whether anticipated or unanticipated. The Notification of Absence module, available in MyCLE on the MyCLEmson tab and on the Students tab, is designed to allow students to notify instructors of an absence in 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, 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. Instructors are notified by e-mail. 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 Teaching Online Courses

All Clemson University online (Internet) 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 Internet 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.

An appropriate statement of weekly contact should be included in the syllabi guidelines for both undergraduate and undergraduate courses. A sample statement is provided below for use in meeting these requirements and maintaining considerable latitude in course delivery.

“In this online course, you will interact with the content, instructor and classmates on at least a weekly basis through course assignments, asynchronous discussions and/or synchronous sessions as indicated in the class syllabus.”

Please send email to ETS-L@clemson.edu if you have questions or need help.

Submitting Grades

Faculty use CRSMweb to submit grades at the end of each semester or summer term. Follow these steps below. Note: Grades recorded in Blackboard are outside the present grade collection system.

Select “submit Final Grades: from the Registrar’s home page (www.registrar.clemson.edu) or within CRSMweb Section Information.

Enter your Novell userid and password.

Select the course for which you wish to enter grades and follow instructions.

Mid-term Grades

Once, near mid-term, but no later than five days before the last day students can drop courses without receiving final grades, instructors of every undergraduate course shall make available for each student (a) that student’s numerical course grade or (b) that student’s letter ranking to date in that course (A-F or P/F). 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).

The policy includes all undergraduate courses and applies to all terms, including Maymester and summer sessions.
Final Examinations

The standing of a student in his/her work at the end of a semester is based upon daily classwork, tests or other work, and final examinations. Faculty members may excuse from the final examinations 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.

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.

Retain Examinations

Clemson University faculty who exercise their right to retain student examinations are required to retain those examinations on file for the 90 (ninety) calendar day duration (exclusive of summer) allocated for final grade protests in the form of academic grievances. Visiting instructors should leave examinations with the department head to negotiate with students.

Posting of Grades

The United States Family Educational Rights and Privacy Act prohibit 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.

Prerequisites

It is important that department chairs and faculty understand that students can register for a course even though they have not satisfied the prerequisites for it. Many faculty believe, wrongly, that the on-line registration system prevents this registration. The Undergraduate Curriculum Committee wants all affected parties to know that verifying the satisfaction of prerequisites is the responsibility of departments and individual faculty members.

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.
Accommodations for Students with Disabilities

Students with disabilities who need accommodations should make an appointment with Arlene Stewart, Director of Student Disability Services, to discuss specific needs within the first month of classes. Students should present a Faculty Accommodation Letter from Student Disabilities Services when they meet with instructors. Student Disability Services is located in G-20 Redfern (telephone number: 656-6848; e-mail: sds-l@clemson.edu). Please be aware that accommodations are not retroactive and new Faculty Accommodation Letters must be presented each semester.

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.lib.clemson.edu/copyright/.

Many thanks.

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