MEMORANDUM

TO: Collegiate Deans
    Provost Office
    University Faculty
    University Staff

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

DATE: April 13th, 2017

RE: Updates & Reminders on Undergraduate Class Regulations, 2017 Spring Term

As we move towards the end of the semester, I am sending this information update & reminder about some specific end of term policies and concerns regarding classroom disruptions. All academic dates referenced here are for the full spring term. Additional information can be found at http://www.registrar.clemson.edu/html/Acad_Cal.htm.

Classroom Disruptions:
Occasionally instructors must deal with students that disrupt class. In cases of an emergency that requires an immediate response call 656-2222; for other concerns about student behavior call 656-0935.

Last Week of Classes:
No examinations, other than laboratory examinations and those related to one credit courses, are permitted on the last two days of classes (April 27th & 28th)

Test Proctoring Center (TPC):
- Due to space & resource constraints, The TPC is only able to proctor pre-arranged tests for students registered with Student Accessibility Services (SAS).
- Scheduling requests must be received by Friday, April 14th, at 4:30 pm. Requests are student-initiated, and faculty should check their emails for requests and respond in a timely manner. Note: The TPC does not have access to requests until a faculty member confirms or denies the student’s request and it is forwarded to us.
- Extended testing hours during final exams week are 8:00 am – 7:00 pm. All exams should be completed by 6:45 pm
- Faculty are expected to provide Scantron forms with exams, if needed.
- Exams can be dropped off at ASC 239, emailed to ClemsonTPC@clemson.edu, or uploaded to the TPC system (https://sds.app.clemson.edu/tpc/instructors/). Exams should be provided to our office the day before the scheduled exam time.
- We will attempt to deliver completed exams in a timely manner, but due to the volume of testing during final exams it may take up to 24 hours for delivery. Faculty are welcome to pick up completed exams in ASC Suite 239 during operating hours.
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.

Giving a Grade of Incomplete (I):
As stated in the 2016-2017 Undergraduate Announcements, “a grade of Incomplete is to be given when a relatively small part of the semesters work remains undone…and it is expected that the grade will be resolved as soon as possible, but not to exceed thirty days from the first day of classes in the next scheduled session (excluding summer session and regardless of the student’s enrollment status).” Unless an extension is requested, a letter grade of I will be converted to an F at the end of this time period. As long as the grade remains an I it will be factored into the GPA as an F, so instructors and students should work together on a timely makeup.

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.