MEMORANDUM

TO: Collegiate Deans  
Provo’s Office  
University Faculty and Instructors  
University Staff  

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

DATE: November 23rd, 2020  

RE: Undergraduate Class Regulations, 2021 Spring Term  

PLEASE READ THOROUGHLY AS SOME INSTRUCTIONS HAVE CHANGED  
This document also contains call-out sections related to COVID-19 plans. It is imperative that everyone take individual responsibility and a community mindset to protect themselves and others from further virus transmission.

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All faculty - both continuing and new - and graduate instructors of record are to review this letter concerning policies in effect for all undergraduate classes at Clemson University. All academic dates referenced are for the regular Spring term. Additional information on Academic Regulations can be found in the Undergraduate Catalog (link http://catalog.clemson.edu/index.php).

**Reminder: Syllabus Repository**
Each course syllabus must be uploaded to the University Syllabus Repository (link https://syllabus.app.clemson.edu/repository/) by the last day to add a class each semester in which the class is taught. It is beneficial for students to have access to course syllabi as early as possible for the Spring term. This allows students to acquire class materials and plan exam dates. As much as possible, faculty should consider uploading their syllabi to the repository and posting it in Canvas before the end of the preceding semester.

**Part I.) Syllabus Information to Share with Students**
A syllabus is mandatory in every undergraduate class. The responsibility of monitoring adherence to the stated syllabus requirements rests on the student, the instructor, and the department.

**Required Information**
1. Course title, course number, section number, and term.
2. Class meeting time(s) and location.
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. Provide information for how office hours will be conducted if not in-person.
4. Provide information for the planned modality of the course (modified traditional, blended/hybrid, online synchronous, online asynchronous), and any related details.
5. Course description.
6. The student learning outcomes for the course.
   If the course is part of the General Education curriculum, please include the common student learning outcome(s) from the Undergraduate Catalog. You may wish to include the outcome(s) verbatim or to describe how the outcome(s) will be delivered in the course section you are teaching.
7. Course prerequisites.
8. A topical outline.
9. 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.
10. Instructor’s attendance policy, including how to handle assignments and tests due to inclement weather, University power outages, etc.

(**Note to instructors: Please read Attendance Policy section below.)

a. Suggested inclement weather statement from Faculty Senate Scholastic Policy Committee:
   Any exam that was scheduled at the time of a class cancellation due to inclement weather, University power outage, etc. 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 the instructor contacts students. Any extension or postponement of assignments or exams must be granted by the instructor via email or Canvas within 24 hours of the weather-related cancellation.

b. Specific COVID-19 related information for student absences:
   For a student who reports testing positive or is being asked to quarantine because of exposure to the virus, it will be up to the student to inform the instructor that they will be moving to online only instruction for at least the next two weeks. Students are directed to use the Notification of Absence form in Canvas to initiate this notification, which can be found under the “Help” button on the left navigation. (For courses where Canvas is not used, the direct link to the Notification of Absence form can be found through the Division of Student Affairs site.) Additional communication via email is encouraged; students should follow up with their instructor to develop a continued plan of study for each course. Students cannot be penalized in their grade for needing to move to online instruction.

11. 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 a 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 or by emailing studentaccess@lists.clemson.edu. 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/.

12. The Clemson University Title IX (Sexual Harassment) statement must be included, as follows:
   Title IX Policy: 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 (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) 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. The University is committed to combatting sexual harassment and sexual violence. As a result, you should know that University faculty and staff members who work directly with students are required to report any instances of sexual harassment and sexual violence, to the University’s Title IX Coordinator. What this means is that as your professor, I am required to report any incidents of sexual harassment, sexual violence
or misconduct, stalking, domestic and/or relationship violence that are directly reported to me, or of which I am somehow made aware.

There are two important exceptions to this requirement about which you should be aware:
Confidential Resources and facilitators of sexual awareness programs such as "Take Back the Night and Aspire to be Well" when acting in those capacities, are not required to report incidents of sexual discrimination.
Another important exception to the reporting requirement exists for academic work. Disclosures about sexual harassment, sexual violence, stalking, domestic and/or relationship violence that are shared as part of an academic project, a research project, classroom discussion, or course assignment, are not required to be disclosed to the University’s Title IX Coordinator.

This policy is located at http://www.clemson.edu/campus-life/campus-services/access/title-ix/. Ms. Alesia Smith is the Executive Director for Equity Compliance and the Title IX Coordinator. Her office is located at 223 Holtzendorff Hall, phone number is 864.656.3181, and email address is alesias@clemson.edu.

13. COVID-19 Related Expectations for Face Coverings to Include in Syllabus
While on campus, face coverings are required in all buildings and classrooms. Face coverings are also required in outdoor spaces where physical distance cannot be guaranteed. Please be familiar with the additional information on the Healthy Clemson website, such as the use of wipes for in-person classes. If an instructor does not have a face covering or refuses to wear an approved face covering without valid accommodation, students should notify the department chair. If a student does not have a face covering or refuses to wear an approved face covering without valid accommodation, the instructor will ask the student to leave the academic space and may report the student’s actions to the Office of Community & Ethical Standards as a violation of the Student Code of Conduct. If the student’s actions disrupt the class to the extent that an immediate response is needed, the instructor may call the Clemson University Police Department at 656-2222.

14. 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
15. Any human subjects research should comply with campus IRB regulations, see: http://www.clemson.edu/research/compliance/irb/
16. Clemson University is committed to providing a safe campus environment for students, faculty, staff, and visitors. As members of the community, we encourage you to take the following actions to be better prepared in case of an emergency:
   a. Ensure you are signed up for emergency alerts (https://www.getrave.com/login/clemson),
   b. Download the Rave Guardian app to your phone (https://www.clemson.edu/cusafety/cupd/rave-guardian/)
   c. Learn what you can do to prepare yourself in the event of an active threat (http://www.clemson.edu/cusafety/EmergencyManagement/)

**Required Materials**
1. The titles of all class materials (required or optional) should be included in the syllabus.
2. The titles of all textbooks (required or optional) must also be posted to the campus bookstore website (link http://www.clemson.edu/campus-life/campus-services/book-store/services.html). If no text is assigned, indicate that on the form. Please note: Students are not required to purchase textbooks from the campus bookstore.
Methods for Grading
1. Please include the weight that will be given to each exam (including the final examination or assessment), paper, report, discussion, project, and/or other activities.
2. For undergraduate courses that also offer 6000-level graduate credit, please clearly indicate the additional requirements as mandated by University policy.

Part II.) Policy and Procedure Information for Faculty and Instructors

Grading System
Clemson University’s grading system is described in the Undergraduate Catalog. Grades of A, B, C, D, F, I, P, NP and W may be given in accordance with academic regulations. 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.

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 the Undergraduate Catalog 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, Senior 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. Jeff Appling (japplin@clemson.edu) 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 Dr. Appling.

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

Please email UGSIntegrity@clemson.edu with any questions about academic integrity.

Class Rolls
Students can use iROAR to add courses through January 12, to drop courses without record through January 20, and to drop with a W grade through March 12, 2021.

Students that have not participated in class activities by the second week, after the last day to add a class (January 12), should be removed from the roll using the registration correction form (link https://www.clemson.edu/registrar/forms/faculty-forms/index.html). For students in a course where
Canvas is used, instructors can view students’ date of last activity and total activity under the “People” tab.

A student with an excessive number of absences may be withdrawn at the discretion of the course instructor. For the Spring 2021 semester, “excessive absences” would be applicable to students that never engage in class activity (in person and/or online), so as to keep the class roll accurate. Students should not be penalized for absences related to COVID-19 (e.g., illness, isolation, quarantine). (See Attendance Policy section below).

**Classroom Behavior**

Specific COVID-19 related information for in-person classes:
The syllabus information above clarifies to students the expectation for face coverings due to COVID-19 health concerns. The Clemson Office of Community and Ethical Standards maintains expectations for Student Classroom Behavior:
https://www.clemson.edu/campus-life/student-conduct/classroom-behavior.html.

“Refusal to comply with faculty direction” constitutes a disruption. In the event that a student does not have a face covering or refuses to wear an approved face covering without valid accommodation, the instructor will ask the student to leave the academic space. The class should not begin or continue until the safety of all in attendance can be maintained, to include delaying the start, moving directly to online instruction, or cancelling class as a last resort. If the class must be altered because of non-compliance, the student behavior should reported to the Office of Advocacy and Success at 656-0935, who will triage incidents via conduct or CARE. If the case results in a substantive disturbance, the Clemson University Police Department should be called at 656-2222 after a reasonable attempt to continue the class.

**Classroom Usage and Cleaning Protocol**

Specific COVID-19 related information for in-person classes:
Before coming to campus or leaving a residence hall to go to class, all instructors and students should complete the COVID-19 Self-Assessment Tool. To create a culture of health and safety, faculty are encouraged to address their specific classroom on the first day of class. Once the instructor from the previous class leaves the classroom, or the room is empty, the instructor may enter and use a disinfecting wipe to clean their instructional area (podium/table and all equipment). When ready, the instructor will let students into the classroom. Instructors should remind students to take only one wipe and to only take a wipe if they need one. To maintain physical distancing, individuals arriving first to the classroom should occupy the furthest space. For example, for classrooms with rear entry, the space should fill from the front to the back, and individuals at the back of the space should exit first. For other spaces, faculty should provide students with direction on how to fill the classroom to maintain distance as much as possible. At the end of class, instructors should again wipe down their instructional area and discard their own disinfecting wipes in the labeled trash receptacles. Any classroom issues should be reported before leaving to the Building Security Coordinator, CCIT (contact information provided at instructor desk/podium), and/or Facilities (656-2186).

**Response to a Presumptive Positive or Positive COVID-19 Test:**
Instructors and students who are informed that they have a presumptive positive diagnosis or have tested positive for COVID-19 should immediately self-isolate and submit the COVID-19 Positive Test Reporting Form (see University COVID-19 webpage).
Notification of a Positive COVID-19 Test and Related Contact Tracing:
1. Occupational and Environmental Safety and University Facilities will be notified and will determine if any classrooms, common spaces, or offices need to be closed for additional cleaning. In general, a positive test will not result in the need for additional cleaning beyond the overnight cleaning process and additional cleaning that is done during the day. If a classroom needs to be closed during the day, signage will be placed on the door and the instructors of classes that are affected by the closure will be informed. It will be up to the instructor to decide if the classes affected by the shutdown will be moved online or cancelled, and to notify students of this decision.
2. For a student who reports testing positive or is being asked to quarantine/isolate because of exposure to the virus, it will be up to the student to inform the instructor that they will be moving to online only instruction for at least the next two weeks. Students are directed to use the Notification of Absence form in Canvas to initiate this notification, which can be found under the “Help” button on the left navigation. Additional communication via email is encouraged; students should follow up with their instructor to develop a continued plan of study for each course.
3. An instructor who reports testing positive or is being asked to quarantine/isolate because of exposure to the virus should notify their department chair and develop a plan for continuing course instruction. Students should be notified of this plan as soon as possible.
4. For more information, check the Clemson COVID-19 page for Medical Guidance.

For more information on COVID-19 space usage:
1. The University document on COVID-19 classroom usage and cleaning is available on the OTEI website with the Instructional Playbook.
2. The University plan for Space Management Implementation is on the Healthy Clemson website under Faculty and Staff Resources.

Attendance Policy
Clemson University undergraduate student attendance policies are available in the undergraduate catalog. This includes sections on attendance policy, enrollment, anticipated absences, unanticipated absences, excused absences, appeals, and auditing. Some of the most pertinent information is copied below.

Specific COVID-19 related information (Spring 2021):
Instructors may set course attendance policies with the understanding that COVID-19 is a serious illness that may require some additional flexibility and following the guidance below:
1. Instructors are asked to develop a clear statement on attendance following the policies set forth in the Undergraduate Catalog. This statement must be in the course syllabus and clearly communicated on the first day of classes. Information on missed examinations and assignments should also be included.
2. Guidance on what is considered an excused absence is provided in the Undergraduate Catalog. While infection or possible exposure to COVID-19 will require a student to isolate or quarantine, students that are able are expected to continue to engage in their classes online. Students who are attending in-person classes in traditional or hybrid/blended courses and are not approved to be online for all spring semester courses are expected to return to in-person attendance once cleared by the University.
3. For an absence to be considered an excused absence, a student must use the Notification of Absences form in Canvas or other preferred method detailed in the syllabus to directly communicate with the instructor.
4. Students that must quarantine/isolate will not suffer any grade penalties association with their physical absence from in-person classes. Typical remedies for makeup work will be applied.
5. To facilitate effective use of an attendance policy while maintaining a safe environment for all involved, we stress the need for 1) clear and honest communication between students and instructors, and 2)
consideration of the extraneous factors impacting instructor’s and student’s lives during the pandemic that may cause extended absences or online participation.

For in-person classes, instructors should also consider that students might at times be tardy to class. For Spring 2021, we are utilizing non-traditional spaces for classes, and students may be taking classes in buildings further away from core academic areas. Additionally, bus schedules will likely be altered, as busses will not be operating at full capacity.

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 Disability Services.

A.) Make-up Work Due to Missed Attendance

1. Students should speak with their course instructors regarding any scheduled absence as soon as possible and develop a plan for any make-up work.
2. 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. It is the student’s responsibility to secure documentation of emergencies, if required.
3. 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. Issuing specific dates by which make up work must be submitted without confirmation from the student could constitute unfair penalization, as students with illness (including COVID-19-related illness) may not always respond in a timely manner. Such make-up work shall be at the same level of difficulty with the missed assignment or examination. Course instructors shall hold all students to the same standard for making up missed assignments or examinations.
4. While course instructors should seek to make reasonable accommodation 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.

B.) Notification of Absence

1. The Notification of Absence form in Canvas allows students to quickly notify instructors of an absence from class and provides for the following categories: court attendance, death of family member, illness (or COVID-19 related isolation), 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. If a student is unable to report the absence electronically, he/she may call the Office of Advocacy and Success at 656-0935 for assistance and guidance.
2. The Office of Advocacy and Success also assists students in identifying various appropriate methods of documenting absences and assists families in using the electronic Notification of Absence system when students are unable to do so themselves.

C.) Class Participation

Due to the possibility that students might shift to online learning while in isolation/quarantine, class participation grades need to be structured in ways that do not penalize students that are suddenly unable to attend class in-person. Instructors are encouraged to shift class participation assessment and
point/grade allocation to other engaged activities that all students can accomplish, even those accessing the course remotely.

**D.) Policies on Incompletes and Medical Withdrawals**

1. Issuing an “Incomplete” grade (I) to a student is an option if a student is unable to complete make-up work in a timely manner due to illness or other issues. An Incomplete indicates that a relatively small part of the semester’s work remains undone. It is not allowed for students who are failing a course otherwise. In the event that an Incomplete is appropriate, students will contact instructors in a timely manner so that instructors can provide a reasonable opportunity to complete remaining work. Instructors and students will work together to resolve the Incomplete grade as soon as possible, not to exceed thirty days from the first day of classes in the next scheduled session (excluding summer sessions and regardless of the student’s enrollment status). More information on an Incomplete grade can be found in the [Undergraduate Catalog](#).

2. Sometimes due to illness or other life circumstances, students may not be able to complete academic work for the term and will need to withdraw from all classes. The Division of Undergraduate Studies will process medical withdrawals. Students should contact the Division by sending an email from their Clemson email address to Lisa Traynham at ltrayn@clemson.edu.

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**Faculty Teaching Online Courses**

**Specific COVID-19 related information:**
The Instructional Playbook for Academic Program Planning is available on the OTEI website: [http://www.clemson.edu/otei/fall2020-academic-models.html](http://www.clemson.edu/otei/fall2020-academic-models.html)
The Clemson Online Faculty Resource Center is available in Canvas here: [https://clemson.instructure.com/enroll/RH9DLL](https://clemson.instructure.com/enroll/RH9DLL)

All Clemson University faculty who teach online courses are strongly encouraged to take advantage of our teaching resources via:

Office of Teaching Effectiveness and Innovation – [https://www.clemson.edu/otei/index.html](https://www.clemson.edu/otei/index.html)
Clemson Online - [http://www.clemson.edu/online/](http://www.clemson.edu/online/)

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 Canvas, email lists and attachments, video conferencing and conference calls.

**Common Examinations**

All approved University common examinations must be given online for the Spring 2021 semester. Instructors are encouraged to reach out to Clemson Online and CCIT by emailing ithelp@clemson.edu prior to online exams to plan strategies for deploying and providing student technical assistance.

**Mid-term Grades**

No later than ten days before the last day students can drop courses without receiving final grades (March 12), 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). Feedback that is more frequent 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 class days (April 22-23, 2021).

**Final Examinations**  
At their own discretion, instructors may excuse from the final examination or final assessment any student that wants their final grade to be based on the coursework prior to the final examination. [This is a special adaption of the normal policy that exempts ‘A’ students only, in force for Spring 2021] For all other students, final examinations or other final assessments 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. See: Final Examination Policy

**Final examinations in Spring 2021 will be delivered in online mode only.** Final assessments are not limited to traditional exam formats, but can take the form of projects, papers, reflections, discussions, presentations, etc. 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. Students are to be given the entire length of the final exam period (2.5 hours) to complete their work, even if the final exam is designed to be completed in less time. This applies to all final examinations with a time limit, including those given online.

**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 Canvas 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 courses should be considered to be 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 must seek permission from instructors to record any class activity, including lectures, discussions, and presentations. 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 (link [https://clemson.libguides.com/copyright](https://clemson.libguides.com/copyright)).