



MEMORANDUM

TO: Collegiate Deans
Provost Office
University Faculty and Instructors
University Staff
Jean A. Bertrand

FROM: Jean Bertrand, Interim Associate Provost and Dean of Undergraduate Studies

DATE: July 27, 2022

RE: Undergraduate Class Regulations, 2022 Fall Term

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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 Fall term. Additional information on Academic Regulations can be found in the Undergraduate Catalog (link <http://catalog.clemson.edu/index.php>).

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.

In collaboration with OTEI, a Syllabus Template (<http://www.clemson.edu/otei/teaching-at-clemson.html>) has been developed. Please refer to these resources to help create your course syllabus. (The link contains a template for specific course information and another for university policies and student support.)

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

Class Rolls

Students can use iROAR to add courses through August 30, to drop courses without record through September 6, and to drop with a *W* grade through October 28, 2022.

Students that have not participated in class activities by the second week, after the last day to add a class (August 30), 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 A student with an excessive number of absences may be withdrawn at the discretion of the course instructor. (See Attendance Policy section below).

Attendance Policy

Policies on attendance are available in the Academic Regulations section of the Undergraduate Catalog (link <https://catalog.clemson.edu/content.php?catoid=35&navoid=1090>). The section includes specific expectations and guidance regarding attendance policy, enrollment, anticipated absences, unanticipated absences, excused absences, appeals, and auditing. Some of the most pertinent information is described below.

Course instructors are obligated to honor exceptions to attendance policy for students covered by the Americans with Disabilities Act, as verified through paperwork issued by Student Accessibility Services.

Make-up Work Due to Missed Attendance

1. 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 illnesses or emergency 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.
2. 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.

Notification of Absence

1. The Notification of Absence link 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, 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.

2. When needed, the Office of Advocacy and Success 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.

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 intended 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 Academic Regulations section of 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 l1trayn@clemson.edu.

Academic Integrity

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 (jappling@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.

Chegg.com now offers a feature called Honor Shield to help block student access to Chegg during exam times specified by instructors. See this URL for information, <https://www.chegg.com/honor-shield>.

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.

Classroom Disruptions

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

Mid-term Grades

No later than ten days before the last day students can drop courses without receiving final grades (October 14), 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 (December 8-9, 2022).

Final Examinations/Assessments

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 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.

Faculty Teaching Online Courses

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. Additionally, federal guidelines have been updated (July 1, 2021) for distance education courses that now include both synchronous and asynchronous modalities. Regular and substantive interaction of instructors with online students is required and includes two or more of the following activities:

- Holding an online synchronous class, lecture, lab, etc., where there is an opportunity for instructor and student interaction
- Instructors providing feedback on students' academic assignments
- Required discussion board activities with instructor facilitation
- Taking an assessment or an exam with instructor providing feedback
- Computer-assisted educational opportunities that provide feedback
- Participation in a study group or group project assigned by the instructor with instructor participation
- Interacting with an instructor regarding academic matters via email or other electronic method (with all students).

This communication can be done using any of the CCIT supported technologies such as Canvas, email lists and attachments, video conferencing, and conference calls.

The Clemson Online Faculty Resource Center is available in Canvas:

<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>

Clemson Online - <http://www.clemson.edu/online/>

Information About Copyright

Materials in courses should 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: <https://libraries.clemson.edu/digital-scholarship-publishing/publishing-copyright/>.