



**MEMORANDUM**

TO: Collegiate Deans  
Provost Office  
University Faculty and Instructors  
University Staff

FROM: Sean Brittain, Associate Provost and Dean of Undergraduate Learning *Sean Brittain*

DATE: December 15, 2023

RE: Undergraduate Class Regulations, 2024 Spring 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 Spring term. Additional information on Academic Regulations can be found in the [Undergraduate Catalog](#).

## 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, [syllabus templates](#) have 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 January 17, to drop courses without record through January 24, and to drop with a *W* grade through March 15, 2024.

Students who have not participated in class activities by the second week, after the last day to add a class (August 29), should be removed from the roll using the [registration correction form](#). 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 A student with an excessive number of absences may be withdrawn at the discretion of the course instructor.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](#). This 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 the 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 emergencies may not always respond in a timely manner. Such make-up work shall be at the same level of difficulty as 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 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.

### 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. The Office of Advocacy and Success will assist students that are either incapacitated or unable to communicate on their behalf (e.g. student hospitalizations) with submitting a generic Notification of Absence on their behalf. Please note that the Office of Advocacy and Success cannot validate documents submitted through the Notification of Absence System or give guidance on academic decisions as a result of information submitted by students through the Notification of Absence system.

### 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 the 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](#).

### 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. Appling](#) before 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. 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](mailto:UGSintegrity@clemson.edu) with any questions about academic integrity.

### Classroom Disruptions

Occasionally, instructors must deal with students that disrupt the class. If there are conduct concerns in which the actions of a student disrupt the educational process and/or orderly operation of the University,

an [incident report](#) can be filed with the Office of Community and Ethical Standards (OCES).

If there is knowledge of CARE concerns that may contribute to the disruptive behavior where resources and support are needed, a [CARE report](#) can be submitted to the Office of Advocacy and Success (OAS).

In cases of an emergency that require an immediate response, call the Clemson University Police Department at 864-656-2222. If there is a need to seek guidance on safety concerns in the classroom, Sergeant Michelle Young with CUPD can be reached at myoung@clemson.edu or 864-656-5256.

The Faculty and Staff Guide on Assisting Disruptive, Distressed or Aggressive Students can be found [here](#).

### **Mid-term Grades**

No later than ten days before the last day that 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). Midterm evaluations are due March 1, 2024. 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 25-26, 2024).

### **University Testing and Education Center (UTEC)**

The [UTEC](#) is a campus resource to help you meet your responsibility to fulfill testing accommodations required for equal access. If this resource has reached capacity, you must still implement testing accommodations through your department. Implementation of an accommodation is expected if you are aware of a student's accommodation need with at least 48 hours' notice. Please contact the SAS office with questions or concerns about testing accommodations.

Students with testing accommodations are strongly encouraged to schedule their tests in the UTEC at least 5 business days before the test date\*. However, if space allows, the UTEC will consider late requests until 12:00 (noon) the day before the test. Requests received after this deadline will not be approved. In this situation, students are encouraged to work with their professors to create alternative arrangements for their accommodated tests. Faculty members who have students scheduled for exams must submit their exams to the Testing Center no later than noon the prior business day.

\*Final exams must be scheduled by a specific date (TBA) each semester; late requests will be considered as space allows

### **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 must use iROAR to submit grades at the end of each academic term (nb. 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](#). 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](#) (OTEI)
- [Clemson Online](#)

### **Information About Copyright**

Materials in 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 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. Additional information can be found [here](#).