Memorandum

To: Deans, Department Chairs, and Registration and Grade Coordinators

From: Stan Smith, Registrar

Date: April 27, 2012

Subject: Summer School 2012

This single memorandum for summer 2012 provides general guidelines and specific links to web sites that will serve faculty and staff throughout summer 2012. This memorandum will be available for reference throughout the summer at www.registrar.clemson.edu/html/correspondence.htm or via the link Summer School 2012 Memorandum on the Registrar’s web site.

Beginning-of-Term Guidelines

Registration Portal. The Registration Portal at www.registrar.clemson.edu/portal/ is a comprehensive Web site providing links to registration information, fee payments, financial aid, schedule of classes, etc.

Navigating Multiple Terms. Summer school 2012 has seven different terms: Long Summer, Summer I, Summer II, and Minimesters A, B, C, and D. At any one time, three terms will be meeting simultaneously. Key dates for each term can be found at www.registrar.clemson.edu/html/summerkeydates.htm.

Class Rolls. Current class rolls are available on CRSMweb – Section Information. Class rolls will be emailed to faculty a few days before each term begins. Drop/Add changes will be emailed to instructors daily once classes begin.

Course Addition/Cancellation. Registration Coordinators use CRSM to add and delete summer courses through the first day of class for each term. After that time, a Schedule Request Form, located at www.registrar.clemson.edu/secure/f1/schedreq.htm, must be submitted for all course changes. Direct questions to Emily Dodge via email at DODGE@clemson.edu or telephone 864-656-2305.

Summer Credit Hour Limits

Undergraduate students may register for a total of 20 credits during the summer sessions: ten during Summer I and ten during Summer II. Credits taken in Minimesters A and B are counted in Summer I. Credits taken in Minimesters C and D are counted in Summer II. Credits taken in Long Summer session are divided equally between Summer I and Summer II. The maximum allowable credits in each minimester term is 4 credits. Where appropriate, advisors may increase the credit limit (except minimester terms which are hard coded and cannot be changed) by using the Update Advising command in CRSMweb.
Graduate students may register for a total of 12 credits during the summer sessions: six during Summer I and six during Summer II. Credits taken in Minimesters A and B are counted in Summer I. Credits taken in Minimesters C and D are counted in Summer II. Credits taken in Long Summer session are divided equally between Summer I and Summer II. The maximum allowable credits in each minimester term is 4 credits. Any increase in the credit hour limit for graduate students (except minimester terms which are hard coded and cannot be changed) must be approved by the Graduate School.

Reporting Grades In Summer 2012

Instructions for submitting grades are at https://finalgrade.app.clemson.edu/gradeSelect.aspx. The date/time deadline for submitting grades for each summer term is on the web at www.registrar.clemson.edu/html/Acad_Cal.htm. Faculty can begin entering grades two days before the submission deadline date for each summer term. Where possible, submitting grades early for graduate research credits and courses not requiring a final examination greatly assists the grade collection process.

Reminder: Students’ end-of-term grades can only be submitted to the Registrar via CRSM (web or mainframe). Grades recorded in Blackboard are outside the present grade collection system. To change a grade after the grade collection system is turned off, faculty must contact Enrolled Student Services (656-2174) and request a Grade Change Form.

POLICY INFORMATION RELATED TO AWARDING GRADES

**I - Incomplete** Indicates that a relatively small part of the semester's work remains undone, and the I grade is calculated as an F until the work is made up. Do not use I grade for graduate research 891 and 991, pending academic integrity decisions, enrollment problems, etc., encountered when entering grades. Rather, contact Registration Services (656-2305) for assistance (2011-12 Undergraduate Announcements, p. 25).

**W - Withdrew** Freshmen are allowed 17 W hours. Transfer students initially enrolling before May 1, 2009, receive a proportionate number of W hours based on the number of credits transferred. Transfer students initially enrolling after May 1, 2009, receive 14 W hours. A student who exceeds this limit of hours…shall have final grades recorded (2011 -12 Undergraduate Announcements, p. 25). Every term, some students discontinue attendance in class but are unable to drop because they have depleted their allowable W hours. When this occurs, the intent of the policy is for instructors to enter an F grade.

**Pass/Fail Grades** When junior and senior students choose to take a standard graded (A, B, C, D, F) course as a free elective on a Pass/Fail basis, the online grade system automatically converts the instructor's A, B, or C grade to "Pass" and the instructor's D or F grade to "Fail." Where appropriate an I-Incomplete grade may also be entered.

**Final Examination** 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, 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.