

MEMORANDUM

TO: Collegiate Deans  
Council of Academic Deans  
University Faculty  
University Staff

FROM: Dr. Karen J. L. Burg *KJL Burg*  
Interim Vice Provost and Dean  
Graduate School

DATE: January 9, 2013

SUBJECT: Graduate Class Regulations, Spring 2013 Semester

GRADUATE SCHOOL

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Please be certain that all faculty members, both continuing and new, and graduate teachers of record (GTR's) receive this memorandum concerning policies for all graduate classes at Clemson University.

**Last Day to Add an Assistantship**

Assistantship appointments may not be added after March 15, 2013.

**Sequence of Coursework**

Each graduate level program must have a defined sequence of 800-level coursework.

**Academic Integrity**

The following is the official statement on "Academic Integrity." The Provost urges that you place it in your syllabus.

"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. In instances where academic standards may have been compromised, Clemson University has a responsibility to respond appropriately to charges of violations of academic integrity."

Please refer all students to the graduate academic integrity policy at <http://gradspace.editme.com/AcademicGrievancePolicyandProcedures#integritypolicy>

Each graduate student should read this policy annually to be apprised of this critical information.

## **Class Roll**

Only enrolled students (names appear on the class roll) should be allowed in the classroom. All other students must be asked to enroll in the course.

If there are students listed on the class roll that are not attending, they may be dropped from the course using the Course Registration System Management (CRSM) until the date specified in the Registrar's "beginning of term" memorandum to the faculty.

If students attend the class who are not on the class roll, the CRSM may be used to register them until the date specified in the Registrar's "beginning of term" memorandum to the faculty.

After these dates, the registration correction form must be used in order to correct enrollment discrepancies. The registration correction form is located at <http://www.registrar.clemson.edu/html/regcoord.htm>

## **Grading System**

Most graduate courses are graded on an A through F scale. The grade of D is not an appropriate grade in the Graduate School. Thesis and dissertation research and several other graduate courses are graded on a pass/fail (P/F) basis. Graduate students may not request graded courses to be changed to the P/F option.

For each credit hour, the student receives grade points as follows: A-4, B-3, C-2. No grade points are assigned for grades D, F, I, P or W.

Grades should be provided strictly on a merit basis.

## **Syllabus**

- I. A syllabus is mandatory for all graduate courses including research and independent study courses.
- II. A short syllabus containing details discussed below must be uploaded to the Syllabus Repository, [www.clemson.edu/syllabus/](http://www.clemson.edu/syllabus/), by the last day to add a course each semester in which the course is taught.
- III. A syllabus should include the following information. If any of the following information is not available at the time of the printing of the syllabus, the instructor should inform the students of that information at the next class meeting after it becomes available and an updated syllabus should be prepared, placed in the department file and made available to students who desire a copy.

### **A. Required information**

1. the class section number
2. the class meeting time(s)
3. the name, office number, Clemson University phone number, and office hours for all people responsible for teaching the class, both instructor(s) and teaching assistants

4. a policy statement in line with the faculty manual specifying how long students must wait for the professor if the professor is late for class
5. the professor's attendance policy (see below)
6. a disability access statement from the Office of Student Disability Services. "It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities. Students are encouraged to contact Student Disability Services to discuss their individual needs for accommodation."
7. courses with irregular dates (starting, ending, meeting pattern dates, etc. that are different from the University's published calendar for a particular term) must include the following key dates in the syllabus. Contact Reagan Blondeau (656-2431 or breagan@clmson.edu) in Registration Services to obtain the specific dates for a class
  - First day of class
  - Last day students can add the class
  - Last day to drop without record
  - Last day to drop without final grads
  - Last day of class
  - Exam date, time, and location (if different from the standard term)

**B. Required materials**

1. the titles of all textbooks, each designated as required or optional
2. other materials and supplies required for class
3. a topical outline

**C. Class content coverage**

1. the goals and objectives for the class
2. the scale of grading in the class, including weight that will be given test, papers, reports, discussion and participation in other forms of classroom and outside activities, and the final examination
3. for 400/600 level courses, explanation and utilization of the differentiated weighting of graduate level course work (as approved by the Graduate Curriculum Committee),
4. a class attendance policy
5. extra credit policy (if any)

**D. Department responsibilities**

1. Each class syllabus should be filed in the departmental office.
2. The responsibility of monitoring adherence to the stated syllabus requirements rests on the student, the professor, and the department.

3. Departmental syllabi monitoring means (at the minimum):
- a) that faculty be required to turn in a syllabus every academic year for every course taught,
  - b) that a sample of graduate course syllabi used that year be checked for the above specific syllabus requirements, and
  - c) that student monitoring will occur via the existing appeal channels available to students.

### **Attendance Policy**

All students are required to attend the first scheduled day of classes and labs. Students who cannot attend the first class are responsible for contacting the instructor to indicate their intent to remain in that class. If a student does not attend the first class meeting or contact the instructor by the second meeting or the last day to add, whichever comes first, the instructor has the option of dropping the student from the roll.

College work proceeds at such a pace that regular attendance is necessary for each student to obtain maximum benefits for instruction. Regular and punctual attendance at all class and laboratory sessions is a student obligation, and each student is responsible for all the work, including test and written work, in all class and laboratory sessions. No right or privilege exists that permits a student to be absent from any given number of class or laboratory sessions except as stated in the syllabus for each course. At the same time, it is obvious that students have valid reasons for missing classes; the instructors are expected to be reasonable in the demands they place on students.

Instructors must inform the students, in the syllabus required in every class, what constitutes excessive absences and the penalty, if any, for such absences. Faculty who impose penalties for excessive absences must keep accurate attendance records.

Some students have assistantships and fellowships overseen by the Graduate School. The acceptance of such support may require participation in events both on and off campus. Additionally, students occasionally are required to miss class because of participation in co-curricular activities, such as class trips, that the faculty members note on their syllabi. The student must discuss these activities with the faculty members whose classes will be missed well in advance. When documentable absences are necessary, the instructor will make arrangements for those students to make up graded work that takes place during those necessary absences. The time, location, and nature of the make-up work will be at the discretion of the instructor. If required, documentation will be provided to instructors by students. Instructors are expected to set policies that are reasonable in working with those students having personal documentable absences that are truly beyond the student's control. After reviewing the reason given for the absence, the instructors may allow the student to make up the graded work missed.

## **Notification of Absences**

Instructors may encourage students to use the Notification of Absence module in MYCLE (<http://mycle.clemson.edu>) to inform instructors of either an anticipated or an unanticipated absence.

It remains the student's responsibility to follow-up with professors to discuss any work which may be missed. A professor may require documentation (e.g., a walk-out statement from Redfern); as always, the professor is the one who determines if a student is excused or unexcused. All other aspects of class attendance are at the discretion of the instructor, department, or college responsible for the course.

## **Faculty Teaching Online Courses**

All Clemson University online (Internet) 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 ensure benefits to Clemson students receiving Veteran Administration Educational benefits which require the University to certify weekly contact for Internet courses. This communication can be done using any of the CCIT supported technologies such as Blackboard tools, email lists and attachments, video conferencing, and audio bridge conference calls.

An appropriate statement of weekly contact should be included in the syllabi guidelines for both undergraduate and graduate courses. A sample is provided below for use in meeting these requirements and maintaining considerable latitude in course delivery.

"In this online course, you will interact with the content, instructor and classmates on at least a weekly basis through course assignments, asynchronous discussions and/or synchronous sessions as indicated in the class syllabus."

Computing technology questions may be sent to [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu).

## **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 some of the 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 Tech Act. Students should be reminded to refer to the Use of Copyrighted Materials and "Fair Use Guidelines" policy on the Clemson University website. Additional information is detailed at <http://lib.clemson.edu/copyright/>

## **Accommodations for Students with Disabilities**

Student Disability Services coordinates the provision of reasonable accommodations for students with physical, emotional, or learning disabilities. Accommodations are individualized, flexible, and confidential and are based on the nature of the disability and the academic environment, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class. Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, Suite 239 in the Academic Success Center, 656-6848. Details on policies and procedures are available at [www.clemson.edu/sds](http://www.clemson.edu/sds).

## **Final Examinations/ Final Papers**

The standing of a student in his/her work at the end of a semester is based upon final papers, daily class work, test or other work, and final examinations.

## **Retention of Examinations**

Clemson University faculty members who exercise their right to retain student examinations are required to retain those examinations on file for the 60 (sixty) calendar day duration (exclusive of summer) allocated for final grade protests in the form of academic grievances; otherwise, exams should be returned to the students.

## **Posting of Grades**

The United States Family Educational Rights and Privacy Act prohibit the public distribution of grades or graded work. Public distribution is commonly understood to include posting grades by student names, initials, or student social security number. It also is understood to include placing of graded material in a public place where students access the material to find their own graded work.

## **Emergency Contact**

The best means for contacting students in case of an emergency should be considered early in the semester. An exchange of cell phone numbers may be useful.