MEMORANDUM

TO: Collegiate Deans
    Provost’s Advisory Council
    University Faculty
    University Staff

FROM: Bruce Rafert
      Dean, Graduate School

DATE: January 10, 2007

SUBJECT: Graduate Class Regulations, Spring 2007 Semester

Please be certain that all faculty, both continuing and new, and graduate instructors of record have this letter concerning policies in effect for all graduate classes at Clemson University. This fall I am supplying you with this communication in its customary format; comments or suggestions concerning its (future) content are welcome.

**Academic Integrity**
The following is the official statement on “Academic Integrity.” The Provost urges that you place it on your syllabus, or cite the reference in the *Graduate Announcements* 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. In instances where academic standards may have been compromised, Clemson University has a responsibility to respond appropriately and expeditiously to charges of violations of academic integrity.”

“When in the opinion of a faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty including a description of the misconduct, to the Dean of the Graduate School. At the same time, the faculty member may, but is not required to, inform privately the student charged of the nature of the allegation.”

**Class Roll**
Only properly enrolled students (names appear on your e-mail class roll) should be allowed in your classroom. You should ask all other students to properly enroll in your course.

If there are students listed on your class roll that are not attending, you can drop them using CRSM until the date specified in the Registrar’s “beginning of term” memorandum to the faculty.

If there are students attending your class who are not on the class roll, you can use CRSM to add them until the date specified in the Registrar’s “beginning of term” memorandum to the faculty.

After these dates, you must use the Registration Correction form in order to correct enrollment discrepancies. The Registration Correction form is located at http://www.registrar.clemson.edu.

**Grading System**
Clemson University’s grading system is described in the Graduate Announcements.

Most graduate courses are graded on an A~B~C~D~F scale. Thesis and dissertation research and several other graduate courses are graded on a pass/fail (P/F) basis.

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 on a strict merit basis.

**Syllabus**

I. A syllabus is mandatory for all graduate courses with the exception of research and independent study courses.

II. 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, 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 on how long students are expected to wait for the professor if the professor is late for class
5. the professor’s attendance policy. (See below)
6. 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 Joan Alexander (665-2306 or Joana@clemson.edu) in Registration Services to obtain the specific dates for your class.
   • First day of class
   • Last day students can add the class
   • Last day to drop without record
   • Last day to drop without final grades
   • 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 tests, papers, reports, discussion and participation in other forms of classroom and outside activities, and the final examination
   3. for 400/600 level courses, the differentiated weighting of graduate level course work must be explained
   4. a class attendance policy
   5. extra-credit policy (if any)

III. Each class syllabus should be filed in the departmental office.

IV. A. The responsibility of monitoring adherence to the stated syllabus requirements rest on the student, the professor, and the department.
    B Departmental syllabi monitoring should include at least
1. that faculty be required to turn in a syllabus every academic year for every course taught;
2. that a sample of graduate course syllabi used that year be checked for the above specific syllabus requirements; and
3. 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 come 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 from 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 tests 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 at times students have valid reasons for missing classes. The instructors are expected to be reasonable in the demands they place on students.

In this regard, 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 are on 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 of their occurrences. 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 instructor, at his/her discretion, may allow the student to make up the graded work missed.

All other aspects of class attendance are within the discretion of the instructor, department, or college responsible for the course. If a student feels unfairly treated in any attendance-related situation, the student has the right of appeal to the Graduate Student Academic Grievance Committee.

**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, tests or other work, and final examinations.

**Retention of Examinations** Clemson University faculty who exercise their right to retain student examinations are required to retain those examinations on file for the 90 (ninety) calendar day duration (exclusive of summer) allocated for final grade protests in the form of academic grievances.

**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 social security number. It also is understood to include placing of graded material in a public place where students go through the material to find their own graded work.