



**MEMORANDUM**

TO: Collegiate Deans  
Provost  
University Faculty and Instructors  
University Staff

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

DATE: July 31, 2024

RE: Undergraduate Class Regulations, 2024 Fall Term

A summary of key academic policies in effect for undergraduate classes at Clemson University is provided here for the convenience of instructors, advisors, and other academic staff. All academic dates referenced are for the regular Fall term. Additional information on Academic Regulations can be found in the [Faculty Manual](#) (see section VI.F), on the [Registrar’s webpage](#), and [Undergraduate Catalog](#).

Class Materials ..... 2

Syllabus ..... 2

Office Hours.....2

Class Rolls..... 2

Accessibility.....2

Attendance Policy ..... 3

    Make-up Work Due to Missed Attendance ..... 3

    Notification of Absence ..... 3

    Policies on Incompletes and Medical Withdrawals..... 4

    Course Participation Confirmation.....4

Academic Integrity ..... 4

Classroom Disruptions ..... 4

Mid-term Grades ..... 5

Student Evaluations.....5

Last Week of Classes ..... 5

Final Examinations/Assessments..... 5

Retaining Examinations ..... 6

Posting of Grades..... 6

Faculty Teaching Online Courses ..... 6

Information About Copyright..... 6

## **CLASS MATERIALS**

To remain compliant with the Federal Higher Education Opportunity Act of 2008, we must submit all required and recommended materials for each course/section to the University bookstore. This process has important implications for students who need to use financial aid to purchase class materials. Your cooperation is an important part of our efforts to provide an equitable educational experience for all students. Students are not required to purchase their materials from the bookstore; however, we still need you to report your materials to the [AIP](#). If you need further assistance or have questions about adoptions, please contact [the Clemson Bookstore team](#).

If you plan to assign materials in which you have a financial interest, you must complete the Economic Interest Disclosure Form and submit it to your department chair/school director for approval. This form can be found in Appendix E of the [Faculty Manual](#). Note that instructors' direct sale of textbooks and other course materials to Clemson students is prohibited.

## **SYLLABUS**

A syllabus must be prepared for every undergraduate and graduate class and made available to students at as early a class meeting as practicable but no later than the last class period before the last day for a student to add a class (August 27<sup>th</sup>). Templates with required and recommended components are available through [OTEI](#). Note that requirements change over time, so it is always a good idea to check your syllabus against the templates.

In light of national elections this year, you may want to consider adding the following to your syllabus:

U.S. local elections are facilitated through state and county municipalities. Students attending college may register to vote at their local campus addresses or choose to remain registered or register at their permanent or home address. The nonpartisan [ClemsonVotes](#) coalition has information on voter registration, acquiring absentee ballots, and developing a voting plan.

Voter registration differs by states but the registration deadlines in South Carolina are no fewer than 30 days prior to an election. State-by-state voter registration is available [here](#). In South Carolina, the national election is on November 5<sup>th</sup>, 2024, and this is a university holiday, allowing students faculty and staff to participate in voting.

## **OFFICE HOURS**

Per the Faculty Manual, Office Hours should be scheduled by individuals teaching courses to make themselves accessible to students outside of scheduled class-meeting times regarding course work. Because of the diverse nature of the academic departments, each department or school establishes its own written office hours policy approved by the college dean.

## **CLASS ROLLS**

Students can use iROAR to add courses through August 27, to drop courses without record through September 4, and to drop with a *W* grade through October 28, 2024.


Students who have not participated in class activities by September 4 must be removed from the roll using the [registration correction form](#) in iRoar under Faculty/Advisor Self-Service. Registered students who cease participating in class prior to the last day to withdraw without final grades (October 28) must be withdrawn by the instructor. Instructors must notify a student prior to dropping that student. For students in a course where Canvas is used, instructors can view students' date of last activity and total activity under the "People" tab. As an option, instructors can use the last date on which a graded assignment was submitted as the last date of class activity.

## **ACCESSIBILITY**

Students have the right to equal access to academic resources and campus life regardless of disability. To ensure that equal access, students with documented disabilities are provided accommodations by [Student](#)

[Accessibility Services](#). If you have questions about how to provide required accommodations or you have reason to believe that the accommodations will result in a fundamental alteration of the learning outcomes of the course, please contact [Student Accessibility Services](#) to discuss.

The [University Testing and Education Center](#) (UTEC) provides centralized proctored testing services. Space is limited, so priority is given to students who require a reduced distraction environment to take their exams. Guidance on provided accommodated testing is available [here](#). The lack of capacity at the UTEC does not alter the instructor's obligation to meet the accommodations documented by SAS.

You may notice icons next to documents uploaded in your Canvas course:  These icons are generated by Yuja's Panorama and provide a simple way to determine the accessibility of your document. By clicking on the icon, you will find a report describing any issues with accessibility and guidance on how to address these.

If you choose to use digital resources in your course, such as a digital textbook or assignment platform, verify that they meet ADA requirements. Publishers should provide an Accessibility Conformance Report, also referred to as a VPAT (Voluntary Product Accessibility Template). This report will outline how the platform meets accessibility requirements. A trustworthy report will have a recent date with clear remarks and explanations. For tips on reviewing product accessibility and support with assessments, visit [Accessible Procurement at Clemson](#).

#### **ATTENDANCE POLICY**

Policies on attendance are available in the Academic Regulations section of the [Undergraduate Catalog](#). 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 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***

Course instructors must implement fair grading procedures and provide an opportunity to make up missed assignments and examinations that do 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.

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***

The Notification of Absence link in Canvas allows students to notify instructors of an absence from class quickly 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 absences. 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.

The Office of Advocacy and Success will assist students who are either incapacitated or unable to

communicate on their behalf (e.g., student hospitalizations) by 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 because of information submitted by students through the Notification of Absence system.

### ***Policies on Incompletes and Medical Withdrawals***

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 otherwise failing a course. If 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.

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 Learning will process medical withdrawals. Students should contact the Division by sending an email from their Clemson email address to [Lisa Traynham](mailto:Lisa.Traynham@clmson.edu).

### ***Course Participation Confirmation***

Instructors must indicate in iROAR if a student has participated in the class at least one day, to be reported before or on the last day to drop without a W grade. For asynchronous online courses, this may require the addition of an activity to demonstrate participation beyond simply accessing the course management system.

## **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 Learning. Instructors using this form for the first time must consult with [Dr. Appling](mailto:Dr.Appling@clmson.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. Instructors should include in their syllabus a class policy on the submission of work that the student has turned in for credit in another course or turned in for credit in the current course taken during a prior term. Graded works generated by artificial intelligence or ghostwritten (either paid or free) are expressly forbidden.

Please email [UGSintegrity@clmson.edu](mailto:UGSintegrity@clmson.edu) with any questions about academic integrity.

## **CLASSROOM DISRUPTIONS**

Occasionally, instructors must deal with students who disrupt 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 requires 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](mailto:myoung@clemson.edu) or 864-656-5256.

The Faculty and Staff Guide on Assisting Disruptive, Distressed or Aggressive Students can be found at <https://media.clemson.edu/studentaffairs/website-documents/oas/faculty-folder-website.pdf>.

#### **MID-TERM GRADES**

Once, near mid-term, but no later than ten days before the last day students can drop courses without receiving final grades (October 18<sup>th</sup>), instructors of every undergraduate course shall make available for each student (a) that student's numerical course grade or (b) that student's letter ranking to date in that course (A-F or P/NP). More frequent feedback is strongly encouraged. Mid-semester you will also receive two requests for midterm reports (from Athletics and one from the Division of Undergraduate Learning) requesting that you identify the students in your class(es) about whom you have participation and/or performance concerns. When you identify students of concern and provide comments, those students and their assigned advisors will be able to see the concerns and comments. Your engagement in this campaign matters because when you identify students of concern, they will receive information about success resources they can utilize - both of which the students can act on.

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).

#### **STUDENT EVALUATIONS**

Student rating of course experiences using the online evaluation system is mandatory for all instructors. See the Faculty Manual for more details (VI.F.2.k.iii).

#### **LAST WEEK OF CLASSES**

No new examinations, other than laboratory examinations or exams in one-credit hour courses, are permitted on the last two class days (December 5-6, 2024). Instructors may use this time to provide opportunities for student make up exams.

#### **FINAL EXAMINATIONS/ASSESSMENTS**

At their own discretion, instructors may excuse from the final examination all students having a 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 graded materials are required to retain those materials for a 120-calendar day duration (exclusive of summer) to facilitate grade appeals. 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.

All Clemson University faculty who teaches online courses are strongly encouraged to take advantage of our teaching resources via:

- [Office of Teaching Effectiveness and Innovation](#)
- [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. For additional information: <https://libraries.clemson.edu/digital-scholarship-publishing/publishing-copyright>.