MEMORANDUM

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

FROM: John Lopes, Associate Provost and Dean of the Graduate School

DATE: August 4, 2022

RE: Graduate Class Regulations, 2022 Fall Term

This correspondence has been created in conjunction with the undergraduate class regulations memo. Several policies and expectations are similar at both levels and will not be restated here. This memo focuses on a select set of policies and procedures that differ for faculty engaged with students at the graduate level. For more details on any graduate level policy, consult the Policies and Procedures Handbook (https://www.clemson.edu/graduate/students/policies-procedures/index.html)*.

Academic Integrity
The procedures for issuing a Level I, II, III, or IV academic integrity charge are described in Part 2 of the Graduate School Policies and Procedures Handbook. Instructors may consult with Dr. Bill Ferrell (fwillia@clemson.edu) on this topic.

Attendance Policy
Graduate 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 students do not attend the first class meeting or contact the instructor by the second class meeting or the last day to add the class, whichever comes first, the instructor has the option of dropping the student from the roll. Specific class attendance policies are established by instructors and should be included in each course syllabus.

Dismissals
As a reminder, academic programs recommend dismissal of graduate students to the Dean of the Graduate School. The Dean of the Graduate School ultimately determines dismissals. A student may be dismissed from the Graduate School for failure to maintain adequate academic status or progress, receipt of F or NP for thesis or dissertation credits, second failure on a final or comprehensive exam, second failure on a thesis or dissertation defense, failure to meet required program expectations, failure to maintain continuous enrollment, student conduct issues, or academic integrity violations. For detailed information on dismissals, see Part 2 of the Graduate School Policies and Procedures Handbook. Programs may consult with Dr. Natasha Croom (nnrcroom@clemson.edu) on this topic.

Grading System
Faculty may use plus/minus grading systems for graduate students in graduate-level (6000+) courses at their sole discretion. There is no expectation or mandate that faculty should use plus/minus grades. For
those faculty using this option, the following grades will be made available: A, A-, B+, B, B-, C+, C, C-, F. Under no circumstance will an A+ be awarded. Faculty MUST describe their grading policy for a course, including whether they will use +/- grading, in the course syllabus. Where policies refer to “a B average,” we will interpret that as meaning a 3.0 GPA.

Quality points will be assigned as follows:
A: 4.00  A-: 3.66  B+: 3.34  B: 3.00  B-: 2.66  C+: 2.34  C: 2.00  C-: 1.66  F: 0.00

Leave of Absence
Students may request a leave of absence from graduate study. The GS-LoA Request for Leave of Absence form must have all required signatures before submitting to the Graduate School and should be completed before or within the term the student intends to be on leave. Students on a leave of absence should not be making progress towards their degree requirements (e.g., taking comprehensive or qualifying exams; completing incomplete grades; submitting, revising, or defending a thesis or dissertation; conducting independent research; receiving academic advising or mentoring). Leaves of absence do not halt a student’s time to degree clock. International students should ensure compliance with federal guidelines before taking leaves of absence. For detailed information on leave of absence, see Part 2 of the Graduate School Policies and Procedures Handbook. Programs may consult with Misty Stewart (misty4@clemson.edu) on this topic.

Medical Withdrawals
Students may request a medical withdrawal from graduate study. For detailed information on medical withdrawals, see Part 2 of the Graduate School Policies and Procedures Handbook. Programs may consult with Dr. Natasha Croom (nnrcroom@clemson.edu) on this topic.

Professional Development for Graduate Students
GRAD 360° is Clemson University’s comprehensive model of professional development for graduate students and postdoctoral scholars. The model is grounded in a competency-based and learner-centered framework called “The Tiger 9” – designed to support the holistic preparation of trainees leading to professional practice in any employment sector and to augment experiential learning and career preparation occurring in programs of study and units across the University. Faculty and staff are encouraged to consult the GRAD 360° website early in the semester to disseminate information and resources to graduate students and postdocs. Programs may consult with Jodi Cox (jodi2@clemson.edu) on this topic.

Supporting Graduate Assistants
There are required training opportunities for graduate assistants. For detailed information on assistantships, see Part 3 of the Graduate School Policies and Procedures Handbook.

New graduate teaching assistants (i.e., grader, lab assistant, teaching assistant, or graduate teacher of record) will be automatically enrolled in a Tiger Training program entitled “GradTeaching: Preparing graduate teaching assistants for teaching roles.” Through this training course, graduate teaching assistants will receive information on key policies, procedures, and resources at Clemson (e.g., FERPA, Title IX, academic integrity, Student Accessibility Services). The training consists of 10 asynchronous modules and is designed to be completed in less than three total hours. Graduate teaching assistants have 90 days from the time of their appointment to complete the course. Additional information is detailed at https://www.clemson.edu/graduate/students/gradteaching.html. Supervisors of graduate assistants are reminded that an evaluation of GA performance is required before they can be reappointed for the next academic year. Supervisors may use either of the forms below or another
measure better suited for their duties. Consistent feedback and communication regarding expectations and performance are encouraged.

https://www.clemson.edu/graduate/faculty-staff/docs/GS-GA1_form_fillable.pdf
https://www.clemson.edu/graduate/faculty-staff/docs/GS-GA2_form_fillable.pdf

*Please note that the Graduate School Policies and Procedures are consistently reviewed and your feedback in the process is encouraged through your faculty representatives on the Graduate Advisory Committee, Graduate Council, and the Faculty Scholastic Policies Committee.