



**MEMORANDUM**

**TO:** Collegiate Deans  
Provost's Office  
University Faculty and Instructors  
University Staff

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

**DATE:** August 3, 2021

**RE:** Graduate Class Regulations, 2021 Fall Term

This correspondence has been created in conjunction with the undergraduate class regulations letter. Many policies and expectations are the same at both levels and will not be restated here. This letter focuses on additional items or those that differ for faculty teaching graduate level classes and advising graduate student academic programs and research. For more details on any graduate level policy, please consult our Policies and Procedures manual (<https://www.clemson.edu/graduate/students/policies-procedures/index.html>)

Please note that 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.

**Grading System**

The grading system differs at the graduate level. Faculty may utilize 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 who choose to make use of this option, the following grades will be made available: A, A-, B+, B, B-, C+, C, C-, F. Under no circumstances will 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.

**Academic Integrity**

Potential cases of academic integrity violations at the graduate level are handled differently than the undergraduate level. Please refer to the current Graduate School Policy Handbook for the graduate academic integrity policy. The procedures for issuing a charge (Levels I, II, III, or IV) are described in the handbook.

**Attendance Policy**

Modifications to the existing attendance policy in response to the COVID-19 pandemic are the same at the undergraduate and graduate levels. However, the general attendance policy differs. The attendance policy at the graduate level is as follows:

You are expected to be well prepared for — and to routinely attend — all classes except when extenuating circumstances intervene. 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 you 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 you from the roll. Specific class attendance policies are established by instructors and are included in each course syllabus.

### **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.” It is 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. GRAD 360° is aligned with the mission and goals of The Graduate School, the University’s ten-year strategic plan (*ClemsonForward*), and widely supported by relevant stakeholders, including faculty, staff, industry partners, and trainees.

Graduate students and postdocs are encouraged to consult the GRAD 360° website early in the semester to identify and register for training opportunities that will support their academic success, personal growth, and career preparation by exploring [www.clemsongrad360.com](http://www.clemsongrad360.com)

Faculty and staff are encouraged to disseminate information and resources about GRAD 360° to their graduate students and postdocs. Additional information is detailed at <https://www.clemson.edu/graduate/faculty-staff/resources.html>

### **Support for Graduate Teaching Assistants**

To ensure high-quality experiences for undergraduates and graduate teaching assistants, the Graduate School requires that each graduate student appointed as grader, lab assistant, teaching assistant, or graduate teacher of record participate in training that meets competencies specified by the Graduate School prior to beginning their appointment. Additional information is detailed at <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

In response to this policy, graduate students who are first-time hires in any new graduate teaching assistantship (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>

Additional training and professional development for teaching assistants is available at [www.clemsongrad360.com](http://www.clemsongrad360.com)

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

posted on our site 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-GA1_form_fillable.pdf)

[https://www.clemson.edu/graduate/faculty-staff/docs/GS-GA2\\_form\\_fillable.pdf](https://www.clemson.edu/graduate/faculty-staff/docs/GS-GA2_form_fillable.pdf)