



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 13, 2025

RE: Graduate Class Regulations, 2025 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.

Academic Redemption

The Graduate School has adopted a new Graduate Academic Redemption policy ([GAR](#)) which allows graduate students to replace a lower grade with the grade earned after repeating the same Clemson graduate class. GAR may only be applied once, to one course, over the course of the students' graduate education experience at Clemson. For detailed information on GAR, see Part 2 of the Graduate School Policies and Procedures Handbook. Programs may consult with Dr. Natasha Croom (nncroom@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. Additionally, 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.

Dismissals

As a reminder, academic programs may 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 NP for thesis or dissertation research credits, second failure on a final or comprehensive exam, second

failure on a thesis or dissertation defense, failure to meet required program expectations, 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 (nncroom@clermson.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

Returning Students

If a student wishes to stop out of their graduate program for any reason, no paperwork is required by the Graduate School. We encourage students to notify their advisor and/or program coordinator of their decision to step away from their graduate education. The student’s account will be made inactive if there is no enrollment or if they withdraw from (i.e., drop) their classes. An inactive account prevents the student from registering for future classes. When the student wishes to return, they will need to complete the [Request for Re-Entrance form](#).

Inactive students 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 research; receiving academic advising or mentoring). Students’ time to degree clock begins when they start a program and continues when they are not enrolled. International students should ensure compliance with federal guidelines before taking terms off. For detailed information, see Part 2 of the Graduate School Policies and Procedures Handbook. Programs may consult with Dena Smith (denas@clermson.edu) on this topic.

Medical Withdrawals

Students may request a medical withdrawal from graduate study. The final date for requesting a medical withdrawal for the Fall 2025 term is December 5, 2025. Unless a medical emergency occurs beyond this date (which must be documented), requests for a medical withdrawal will not be considered during or after the week of final exams. For detailed information on medical withdrawals, see Part 2 of the Graduate School Policies and Procedures Handbook. Programs may consult with Dr. Natasha Croom (nncroom@clermson.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. 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

Syllabus Requirements

A syllabus is required for all graduate courses, including research credits (9910 (doctoral dissertation) and 8910 (masters thesis)). Simple Syllabus is the University's new syllabus repository, and all syllabi must be created through the app. [Clemson Online](#) has provided guidance on their website and are taking consultation appointments for anyone who needs support.

*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 Council and the Faculty Scholastic Policies Committee.