

All courses (including online courses) that specify a standard day of the week and standard meeting time are assigned a final exam date and time during exam week. All courses in regular terms that do not specify a standard day of the week and standard meeting time are not assigned a final exam date and time, and the final exam must be given during examination week at a date and time determined by the instructor. This date and time must be stipulated in the syllabus.

Grade Reports

Students may access their end-of-term grades online.

Academic Eligibility Policy

All students are expected to study and perform to the best of their abilities. The academic eligibility standards listed below represent minimum levels to remain enrolled at the University. A student who fails to meet these standards is not making satisfactory academic progress and should seek additional assistance from an academic advisor, the Academic Recovery Program, or other appropriate University resources.

Academic Eligibility Definitions

The following terms identify levels of academic difficulty pertinent to a student's academic eligibility.

Academic Alert: A student who earns a semester grade-point average below 1.5, regardless of cumulative grade-point average, is placed on academic alert. No notation concerning academic alert will appear on the student's permanent record.

Academic Probation: A student who fails to maintain a cumulative grade-point average of 2.0 or higher is placed on academic probation. No notation concerning probation will appear on the student's permanent record. A student on academic probation may enroll in a maximum of 16 credit hours, unless permission for a higher course load is granted by the academic advisor. Students on academic probation are expected to participate in the Academic Recovery Program.

Academic Suspension: A suspended student is ineligible to enroll in classes for the fall or spring semester immediately following the suspension notification. Suspension is for one semester only, and the student is eligible to reenroll the following semester.

Academic Dismissal: A student who enrolls after a suspension is subject to dismissal at the end of the next semester in which he/she does not meet the academic eligibility criteria listed below. The period of dismissal is for one calendar year and readmission is by appeal only. A dismissed student who is readmitted and again fails to meet academic eligibility standards will be permanently dismissed.

Permanent dismissal may not be appealed, and a student permanently dismissed may not apply for Academic Renewal.

A student on academic probation for two consecutively enrolled semesters is evaluated to determine academic eligibility. Eligibility for continued enrollment is evaluated at the end of each semester unless otherwise indicated in this policy. Students with only one complete semester will not be evaluated.

The evaluation for academic eligibility is separate from the evaluation for satisfactory academic progress required for Student Financial Aid. Further information on satisfactory academic progress for financial aid purposes is available in the Financial Information section of this catalog and at www.clemson.edu/finaid.

Academic Eligibility Standards

A student on academic probation (cumulative grade-point average below 2.0) will remain academically eligible if one of the following conditions is met.

1. The student passes at least 12 credit hours and earns a 2.4 or higher semester grade-point average. Duplicate credits do not count as credits passed unless otherwise required to meet an alternative departmental standard.
2. The student achieves the Minimum Cumulative Grade-Point Average (MCGPA) listed below.

<u>Total Attempted Hours*</u>	<u>MCGPA</u>
16-29	1.75
30-59	1.85
60-89	1.95
90+	2.00

*Total Attempted Hours includes all credit hours attempted at Clemson, plus any advanced standing received from transfer credits and credits based on approved examination programs. Only grade points earned at Clemson are used to calculate the MCGPA.

3. The student achieves a cumulative grade-point average of 2.0 or higher.

Academic Eligibility Evaluation

Academic eligibility criteria are different for students who have completed fewer than three semesters, students who have completed at least three semesters, students who have been suspended, and students returning on appeal, as described below. Conditions of academic eligibility standards are described in the previous section.



1. A student who has completed fewer than three fall and spring semesters will be evaluated at the end of his/her first spring semester, unless he/she entered the university that semester. If the student has two consecutive semesters on academic probation, he/she is eligible to enroll in the subsequent summer and fall semester, but must meet academic eligibility standards at the end of fall semester to avoid suspension for the following spring semester. This term of suspension is not appealable. First time students have three full semesters of eligibility. If a student withdraws for one or more semesters, those semesters are not counted as eligible semesters.
2. After a student has completed three regular (fall and spring) semesters, he/she will be evaluated at the end of each fall and spring semester. If the student has two consecutive semesters on academic probation and fails to meet academic eligibility standards, he/she will be suspended for the next regular (fall or spring) semester. A student subject to suspension at the end of spring semester may enroll in summer school and will avoid suspension if he/she meets academic eligibility standards.
3. A student enrolled after being suspended is evaluated at the end of each fall and spring semester until a cumulative grade-point average of 2.0 or higher is achieved. A previously suspended student on academic probation who fails to meet academic eligibility standards will be dismissed at the end of the following fall or spring term for one calendar year and permitted to enroll only as a result of a successful appeal.
4. A student permitted to reenroll due to a successful appeal of suspension or dismissal is evaluated at the end of each fall and spring semester until a cumulative grade-point average of 2.0 or higher is achieved. A student who fails to meet academic eligibility standards will be suspended or dismissed, according to his/her academic situation.

Appealing Suspension or Dismissal

In the event a student subject to suspension or dismissal is unable to achieve one of the above outcomes as a result of extenuating circumstances, the student may file a written appeal with the Appeals Committee on Academic Eligibility. If this appeal is denied, the student may file subsequent appeals for readmission after any subsequent semester.

The Appeals Committee on Academic Eligibility meets approximately one week after final examinations in May and August. The committee meets in early January to read the appeals of students wishing to enroll for the spring semester. Students should contact the Office of Undergraduate Studies for further information on the appeals process. Appeals will be granted only in the most exceptional cases and may require the student to adhere to additional criteria in order to remain enrolled at the University.

Grade Protests

A student wishing to protest a final course grade must first try to resolve any disagreement with the instructor. If unable to reach a resolution, the student may follow the procedures listed under *Academic Grievance Policy*. Grievances must be filed within the first 30 calendar days (exclusive of summer vacation) of the term following that in which the student alleges to have been aggrieved.

Repeating Courses Passed

A student may repeat a course passed with a grade lower than *B*. Repeating a course graded *D* or *C* does not erase the original *D* or *C* grade. If a student elects to apply Academic Forgiveness to a course graded *D*, the Academic Forgiveness Policy below will apply. Otherwise, both grades appear on the record and are computed in the cumulative grade-point average. A course graded *C* cannot be forgiven. Credit for the same course will be counted only once toward the number of hours required for graduation. For academic eligibility purposes, duplicate credits do not count as credits passed. For financial aid purposes, duplicate credits do not count as credits completed for satisfactory progress. If a student repeats a course passed with grade of *B* or better, the credits and grade points earned in the repeat attempt will be removed from the cumulative summary.

Repeating Courses Failed

A student who has failed a course cannot receive credit for that course until it has been satisfactorily repeated hour for hour in a class; except that in the case of co-related laboratory work, the number of hours to be taken shall be determined by the instructor.

Where separate grades for class and laboratory work are given, that part of the subject shall be repeated in which the failure occurs. Successfully repeating a course previously graded *F* does not erase the original *F* grade from the student's record. If a student elects to apply Academic Forgiveness to a failed course, the Academic Forgiveness Policy below will apply. Otherwise, both grades appear on the record and are computed in the cumulative grade-point average.

Academic Forgiveness Policy

The Academic Forgiveness Policy (AFP) allows a student enrolled beginning Fall 2013 or after to eliminate from the GPA calculation up to three courses in which a *D* or *F* was earned. Students enrolled prior to Fall 2013 who were under the former Academic Redemption Policy will be allowed academic forgiveness on a modified scale. Detailed information is available at www.registrar.clemson.edu.



Academic Forgiveness can improve students' GPA while reducing their earned credit hours, so students must be aware of all consequences before requesting that a grade be forgiven. Students are encouraged to speak with the Office of Student Financial Aid if they have questions about how Academic Forgiveness may affect their scholarship eligibility. If students are seeking to regain a scholarship for an upcoming academic year, they must invoke the AFP before the first day of class of the fall semester.

The following conditions apply:

Courses taken prior to fall semester 2003 may not be considered for academic forgiveness.

While *D* or *F* grades in required courses may be eliminated before the course is repeated, any course used to meet a graduation requirement must be repeated satisfactorily at Clemson University. Both grades will remain on the transcript, degree progress report, and other official documents. For financial aid purposes, courses repeated under this policy resulting in duplicate credit do not count for satisfactory academic progress.

The AFP shall apply only to courses taken at Clemson University. Course substitutions are not permitted in situations where academic forgiveness has been previously applied. Students may not invoke the AFP after they have graduated. After graduation, students may repeat coursework, but both grades will be calculated in the grade-point average.

The AFP may not be applied to a course taken on a Pass/No Pass basis. Likewise, the AFP may not be applied to any course in which the student was previously found in violation of the academic integrity policy.

Further information on specific questions related to the use of Academic Forgiveness can be found at <http://www.registrar.clemson.edu/html/acadForgiveness.htm>.

Classwork

Academic Advising

Each student is assigned an academic advisor in his/her major area. It is the responsibility of the student to consult with his/her advisor during registration. The advisor will assist the student in scheduling courses so as to fulfill the requirements of the degree program; nevertheless, it is the responsibility of the student to fulfill the relevant requirements of the degree. For more information, visit <http://www.clemson.edu/academics/advising/>.

Course Prerequisites



Prerequisites for each course are enumerated in the Courses of Instruction section of this catalog. In addition to these requirements, colleges and departments may also establish other standards as conditions for enrollment. It is the student's responsibility to refer to individual college and curricular information for specific standards.

Fulfilling Course Prerequisites for Minor Requirements

A number of courses in the minors have prerequisite courses. ***Students should select a minor and take any prerequisite courses as early as possible in their academic careers.*** Please consult individual course listings for prerequisites.

Course Substitutions

A student may request substitution of a course, whether Clemson credits or transfer credits, for a curriculum requirement in the major, the minor, or General Education. Course substitutions will be applied toward degree requirements only after approval by all the appropriate academic signatories. Students should initiate the request with their assigned academic advisor using the Form to Request Substitution for an Academic Requirement, available on the Registrar's website, www.registrar.clemson.edu.

All requests for course/requirement substitutions must be submitted and approved as early as possible and prior to the start of the student's final semester at Clemson University (i.e., the graduation semester). It is the student's responsibility to ensure that the necessary forms have been processed and signed. Failure to follow these guidelines may result in the student's graduation being delayed to at least the following semester.

If the student has changed academic programs, substitutions previously applied become invalid and unenforced. A re-evaluation of the substitution with an advisor and the resubmission of a substitution form for approval may be required.

Double-Counting Coursework

Only courses that are outside the major's subject code may be used to fulfill minor requirements in programs where a minor is required. Courses that are cross-referenced with a course in the major's subject code and taken under the alternate subject code may not be used to fulfill minor requirements either. Regardless of whether a minor, concentration, or emphasis area is required, courses may not be used to fulfill a second minor, concentration, or emphasis area. Even though a course may satisfy two requirements, the credits will only count once toward total hours.



Modern Language Requirement

A number of Clemson University degree programs require the completion of a modern language through a specific course level. Modern languages taught at Clemson University or accepted for transfer credit include American Sign Language, Arabic, Chinese, French, German, Italian, Japanese, Latin, Portuguese, Russian and Spanish. While many degree programs accept any of these modern languages for the requirement, certain programs may have specific modern language requirements. Students should consult their program's curriculum map for details.

Attendance Policy

The academic resources of Clemson University are provided for the intellectual growth and development of students. Class attendance is critical to the educational process; therefore, students should attend scheduled courses regularly if they are to attain their academic goals.

In the event of an emergency, the student should make direct contact with the course instructor, preferably before a class or an exam takes place. Students should speak with their course instructors regarding any scheduled absence as soon as possible and develop a plan for any make-up work. It is the student's responsibility to secure documentation of emergencies, if required. A student with an excessive number of absences may be withdrawn at the discretion of the course instructor.

Course instructors must implement fair grading procedures and provide an opportunity to make up missed assignments and examinations that does not unfairly penalize the student when an excused absence is accepted. Such make-up work shall be at the same level of difficulty with the missed assignment or examination. Course instructors shall hold all students with excused absences to the same standard for making up missed assignments or examinations. While course instructors should seek to make reasonable accommodation 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.

Absence from class is detrimental to the learning process, so course instructors may use reasonable academic penalties which reflect the importance of work missed because of unexcused absences. Course instructors who penalize students for unexcused absences must specify attendance requirements as related to grading in the course syllabus and must keep accurate attendance records. Course instructors are obligated to honor exceptions to the university attendance policy for students covered by the Americans with Disabilities Act, as verified through paperwork issued by Student Disability Services.

