



USC University of
Southern California



THE OFFICE OF ACADEMIC RECORDS AND REGISTRAR

Grading and Correction of Grades Handbook

GRADING AND CORRECTION OF GRADES HANDBOOK

Note: Content reflects university policy and includes procedures followed by the Grade Department. With the exception of the **Problem Solving Chart**, items in this Handbook are listed in the chronological order in which grading events occur, beginning with **Examinations** and ending with **Grade Appeals**. The most recent version of this handbook is published at <http://www.usc.edu/grades>.

Prepared by

THE OFFICE OF ACADEMIC RECORDS AND REGISTRAR
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GRADE PROBLEM-SOLVING CHART

PROBLEM	RESOLUTION		
	WEEKS 1 – 3 (prior to the refund deadline for the course on the Schedule of Classes)	WEEKS 4 – 12 (After the refund deadline, but before the withdrawal deadline)	AFTER WEEK 12 (after the withdrawal deadline) and / or SEMESTER HAS ENDED
<p>ACCELERATION / DECELERATION Early in a semester, but after the student has taken a placement test or other knowledge-level indicator, a department agrees that student should be in a higher or lower level, such as CHEM 105 / 115 or MATH 118 / 117. How can a student's registration be adjusted so that the student's name appears on the correct grade roster?</p>	Student changes course through Web registration or in-person registration.	Student obtains a memo of explanation of acceleration or deceleration from the department and goes to the Registrar One Stop Office (TRO 101) to process the change. The department can also request that the Registrar's Office make the change.	Student goes in person to the Registrar One Stop Office (TRO 101) to petition for late or retroactive change. (TRO 101)
<p>MARKS OF MG Student has grade of MG. How can the missing grade be ascertained and the correct grade recorded?</p>	N/A	N/A	The instructor or COG coordinator (if authorized by the instructor) contacts the Grades Department (JHH106, phone: 213.740.5586) to request a resolution of MG form.
<p>GRADE APPEAL Instructor declines student's dispute of a grade, and student asks for information about appealing the instructor's decision.</p>	N/A	N/A	Since procedures and initial contact differ among academic units, refer to "Disputed Academic Evaluation Procedures" under University Governance in <i>SCampus</i> , www.usc.edu/SCAMPUS .

GRADE PROBLEM-SOLVING CHART CONTINUED

PROBLEM	RESOLUTION
PROBLEMS INVOLVING IN (INCOMPLETE) AND IX (EXPIRED INCOMPLETE)	
Student had grade of IN and has completed the work within the normal IN completion period. How does the new and final grade get on the student's transcript?	See pages 12 and 13 of the Handbook for normal IN completion period. The instructor, student or Grades Coordinator (if authorized by the instructor) asks the Grade Department, (213) 740-5586, to send an Assignment of Final Grade for Completion of an Incomplete form. The instructor completes the form and returns it to the Grade Department (JHH 106).
Student had a grade of IN and has completed the work within the normal IN completion period, but the Assignment of Final Grade for Completion of an Incomplete form was delayed, and the student now has a grade of IX, which counts as 0 grade points.	After Assignment of Final Grade for Completion of an Incomplete form is received by the Grade Department, the new and final grade is entered on the student's record without penalty.
Student had grade of IN but did NOT complete the work within normal IN completion period; now has grade of IX.	Student may petition CAPP for a time extension; such petitions are initiated in the department of the student's major.
Instructor assigned a grade of IN in error; student completed all the work before the semester ended, or student stopped attending before the withdrawal deadline for the course and should have a grade of UW. What process should be used to correct this error?	After the grades are submitted, the instructor or COG Coordinator (if authorized by the instructor) contacts the Grades Department (JHH106, phone: 213. 740.5586) to request a Faculty Request Form for a Correction of Grade.
CORRECTION OF GRADES	
<p>1. After final grades are submitted, the instructor discovers an error has been made in assigning a grade.</p> <p>2. Instructor gave a grade of IN in error; student actually completed all the work before the semester ended, or student stopped attending before withdrawal deadline for the course and should have a grade of UW. What process should be used to correct this error?</p>	After grades are in GRS, the instructor or COG Coordinator (if authorized by the instructor) contacts the Grades Department (JHH106, phone: 213.740.5586) to request a Faculty Request Form for a Correction of Grade.

EXAMINATIONS

Required Timing of Mid-semester Examinations and Other Measures of Student Performance

A significant amount of graded work (such as examinations, graded homework, papers, or projects other than the final exam, paper or project) are to be scheduled and graded with **results returned to students in time for them to meet the deadline for dropping courses** (before the withdrawal deadline for the course as published on the [USC Schedule of Classes](#)).

In addition, all instructors of undergraduate level courses must notify students of official mid-semester standing and enter mid-semester standings in the Grading and Roster System by the end of the eighth week (Spring and Fall semesters). **Note that posting names, grades, social security and/or identification numbers is prohibited.** Grades can be posted if other unique indicators that are not personally identifiable are used.

Mid-semester Standing Reports Requirement

In Fall and Spring semesters all instructors of undergraduate level (courses numbered less than 500), must submit information on their students' standing in the middle of the semester in the Grading and Roster System (available at <http://myusc.edu> and <https://grs.usc.edu>). The options for mid-semester standing for most students are At Risk and Not at Risk. [Instructions](#) are available.

Mid-semester standings can be entered in the Grading and Roster System beginning the sixth week of classes and must be entered before the end of the eighth week of classes. Mid-semester standing reports are sent to the Undergraduate Advisement Database and are made available to Academic Advisors but do not become a part of a student's permanent record.

Final Examination Policy

All undergraduate and graduate courses scheduled in the standard sessions of the fall and spring semesters have a published final examination schedule. In accordance with the policies of the United States Department of Education, the last scheduled day of class is required instructional time. Either a final examination or other final summative experience must take place during the published final examination period. ***Final examinations or other final summative experiences may not be scheduled during the Study Days period.**

All undergraduate and graduate courses scheduled in the standard sessions of the fall and spring semesters have a published final examination schedule. In accordance with the policies of the United States Department of Education, the last scheduled day of class is required instructional time. Either a final examination or other final summative experience must take place during the published final examination period.

No deviations from the published examination period are permitted for courses scheduled in a standard session during the fall and spring semesters, unless faculty have authorization in advance from the Committee on Academic Policies and Procedures (CAPP). CAPP will not consider any faculty request for rescheduling a final examination without unanimous written

consent of all students in the class. Contact the Registrar's Office (213-740-4623 or registrar@usc.edu) for the request form and procedures.

Student Scheduling Conflicts during Finals

No student is permitted to omit or take the final examination early, and no instructor is authorized to permit a student to do so.

Students should plan in advance to avoid scheduling conflicts in their final examinations. If a student is scheduled for two final examinations at the same time, the student should request to take one of the examinations on a different day or time. If a student is scheduled for more than two final examinations in one day, the student may request to take one of the exams on a different day or time. In either situation the student must contact the professors involved no later than two weeks prior to the scheduled examination date and request an accommodation. If an accommodation cannot be arranged, the student should contact the USC Testing Services (213-740-7166 or testing@usc.edu) for assistance.

Faculty are reminded that grades are due four business days after the University-scheduled final examination day and time. Therefore, it might not be possible to accommodate late student requests for an alternate, make-up final examination after the published examination period.

Religious Observance Conflicts

If a final examination is scheduled at a time that conflicts with a student's observance of a holy day, faculty members should accommodate a request for an alternate examination date and time. A student must discuss a final examination conflict with the professor no later than two weeks prior to the scheduled examination date to arrange an acceptable alternate examination date and time.

The student and/or professor may reach out the Office of Religious Life (213-740-6110 or vasoni@usc.edu, Dean of Religious Life) for guidance.

Documented Emergencies

In the case of a documented emergency that occurs after the withdrawal date and/or during the final exam period, students should consult the instructor about receiving a grade of Incomplete (IN) for the semester. Faculty and students alike should refer to the rules regarding the mark of Incomplete at the time of the request.

The Registrar's recommended definition of emergency

"An unforeseeable situation or event beyond the student's control that prevents her from taking the final examination or final summative experience." Based on this definition, a student may not request an IN before the withdrawal deadline. The rationale is that the student has the option to drop the course until the withdrawal date. The grade of IN exists so there is a remedy for illness or emergency which occurs after the deadline to withdraw.

Retaking of Final Examinations Prohibited

No student is allowed to retake a final examination or do extra work in a course after the semester has ended for purposes of improving his/her grade.

Examinations for Students with Disabilities

University policy requires reasonable academic accommodation for students with disabilities, and it is the specific responsibility of all faculty serving in a teaching capacity to ensure compliance with the policy, which in some instances may involve examinations. See *University Catalogue*, –Academic Policies, Policy on Accommodation for Students with Disabilities.¶

Subject Credit by Special Examination

Students who feel sufficiently prepared in a subject field to request a waiver from the normal course requirements may request that the chair of the department in which the course is offered allow them to take a special examination challenging the course for subject credit only.

With the permission of the dean of the academic unit in which the student is a degree candidate, the student may file a Request for Credit by Special Examination form in the Grade Department (JHH 106). The following rules apply:

1. Credit by examination is available to undergraduate students only.
2. No more than one special examination may be taken in a given course.
3. Special examinations will not be allowed in any course for which a student has received a grade or mark on the transcript at USC or elsewhere.
4. An examination will not be allowed if the course is a prerequisite to or sequentially precedes a course or courses that appear(s) on a college level transcript, unless USC allows similar courses to be taken out of sequence.
5. Baccalaureate credit cannot be earned by examination for the Expository Writing requirements, the first three semesters of any foreign language, or MATH-040.
6. Native speakers of foreign language may challenge only literature or linguistics courses offered through the respective language department.
7. Results of all special examinations taken for subject credit only will appear on the USC transcript with a grade of CR (credit) or NC (no credit) and will not reflect unit value.

Procedures for Administering Examinations [source, Office of the Registrar / University Testing Bureau]

1. Faculty should be aware that various student organizations and commercial web sites collect and file examinations. An examination that is re-used regularly or otherwise prepared with some regularity is likely to be memorized.

2. For examinations in very large or otherwise crowded classes, departments should consider asking the advice of the Testing Bureau in setting up additional sites and training proctors as needed. Faculty may require a picture ID if the class is too large for them to recognize all the students. Another option is to require students to sit in lab or discussion groups with the teaching assistants who can recognize the students from their respective groups.
3. The environment of the examination should be designed to prevent not only cheating, but also the appearance of cheating. This would include such preventive measures as caution against talking during the examination, care in the seating arrangement during the examination, and, for crowded classrooms, the use of different question sets and the presence of additional proctors.
4. Both questions and answers on short-answer examinations should be scrambled, especially in large classes.
5. All duplicating of examination materials should be done either (a) in the department by a full-time staff member or by the faculty member, or (b) at a location where appropriate security procedures are followed. It is not advisable to use the smaller copy centers or off-campus vendors for material that requires security. If it is necessary to use such a copy center, then a while-you-wait service should be used. Finally, when submitting materials that need to be secured, identify them properly. Most campus copy centers have special procedures for such materials, but won't employ them unless the materials are appropriately identified.
6. Students should not be asked to write in bluebooks that they have provided themselves. Departments may supply bluebooks. Alternatively, faculty may ask students to bring bluebooks, but then swap them with a set the faculty member has brought. (This method minimizes departmental expenditure while still preventing against pre-written or note-filled bluebooks; the faculty-supplied set should be marked with a colored marking pen.) As another alternative, faculty may collect student-supplied bluebooks, shuffle them, stripe them with a marking pen, and re-distribute them.
7. Instructors must be present during course examinations. Alternative arrangements can be made with the specific approval of the appropriate department head. Instructors are responsible for ensuring that appropriate steps are taken to prevent academic dishonesty.
8. Graduate assistants or student graders should not be given a solutions manual for the entire course.
9. The use of standard examinations contained in instructors' manuals should be avoided since resourceful students are often able to obtain such publications.
10. Students should be informed before examinations that significant numbers of completed examinations are photocopied before being returned to students. Such a practice may discourage the altering of returned examinations and submitting them for regrading.

Post-Examination Procedures

The following practices are to be observed upon completion of the examination:

Handling Examination Papers - Completed examination papers should be securely handled during the grading process.

Grading Examinations - All final essay-type examinations should be read by the instructor or by a qualified reader acting under the instructor's supervision. The instructor should check, by adequate sampling, the fairness and accuracy of a reader's work. Keys to a machine-scored examination should be prepared personally by the instructor.

GRADING POLICIES

CAPP Grade Assignment Recommendations

The Committee on Academic Policies and Procedures (CAPP) recommends the following considerations in the determination of letter grades:

Each instructor is responsible for the maintenance of high standards. The instructor's evaluation of the performance of each individual student is the final basis for assigning grades.

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. The method of grading by instructors must be made clear to students, and instructors are required to justify disputed grades. At the same time, students are responsible for maintaining those reasonable standards of academic performance and classroom conduct conducive to the learning process, as established in each course in which they are enrolled.

Rigid application of arbitrary percentages in the distribution of grades is not desirable; the size and quality of the class group must be taken into consideration.

Definitions of Grades and Marks [source, *University Catalogue*]

Grading policies and practices for the university are described below. Certain professional schools have approved differences in grading practices.

Grades and marks are defined as follows:

Letter grades

A Work of excellent quality

B Work of good quality

- C** Work of fair quality for undergraduate credit; minimum passing for graduate credit (except in courses designated by a school or department to have a higher minimum standard for passing. See the *University Catalogue* under individual program requirements.)
- C minus** Failing grade for graduate credit
- D minus** Work of minimum passing quality for undergraduate credit (except in courses designated by a school or department to have a higher minimum standard for passing. See *University Catalogue* under individual program requirements.)
- F Failure** This grade is awarded to any undergraduate student failing to meet the minimum standards for passing the course. The grade of F indicates that the student failed at the end of the term or was doing failing work and stopped attending the course after the withdrawal deadline (please refer to the [USC Schedule of Classes](#) for the course-specific date).

Plus and minus grades are used, with the exception of A plus, F plus, and F minus.

Other Marks and Their Definitions

- CR (Credit)** Passing mark for **non-letter-graded course**. Equivalent to C minus quality or better for undergraduate courses and B quality or better for graduate courses; no effect on GPA. Refer to **Grading Options and Enrollment Status** on pages 17-19.
- NC (No Credit)** Less than the equivalent of C minus quality for an undergraduate, and less than the equivalent of B quality for a graduate, **non-letter-graded course**; no effect on GPA.
- P (Pass)** Passing grade equivalent to C minus quality or better for a **letter-graded undergraduate course** when a student elects to take it on a Pass/No Pass basis, and a B or higher in quality in a **letter-graded graduate course** when a student elects to take it on a Pass/No Pass basis; no effect on GPA.
- NP (No Pass)** Failing grade for **letter-graded course** taken on a Pass/No basis (equivalent to D plus or below in undergraduate course and B minus or below in a graduate course); no effect on GPA.

***Registrar's Note on P/NP Grades:** The Pass/No Pass grading option is available only to those students who **officially elect the option through the registration process**. Refer to **Grading Options and Enrollment Status** on pages 17-19. An instructor may not assign this option. If a student has elected to take a course on a P/NP option, a Pass/No Pass remark will appear under the Final Grade Option field and only a mark of Pass or No Pass may be assigned.*

- W (Withdrawal)** Students have until the withdrawal deadline (please refer to the [USC Schedule of Classes](#) for the course-specific date). Courses that are dropped

by the end of the seventh week of classes (shown on the [USC Schedule of Classes](#)) do not appear on the official transcript. **An instructor may not withdraw a student from a course.** No course may be dropped after the withdrawal deadline; although in exceptional cases students may petition to withdraw from a course after the withdrawal deadline. Such petitions are rarely approved. The names of students who have officially withdrawn from a course will appear with a pre-assigned mark of W in the Final Grade column in the Grading and Roster System. Also note that students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation.

UW (Unofficial Withdrawal) Assigned to students who have stopped attending prior to the withdrawal deadline without officially withdrawing. The names of the students will appear as officially enrolled in the course. The UW will be computed in the GPA as zero grade points (as in the case of an F) and indicates a failure on the part of the student to assume the administrative responsibility of officially dropping a course. Refer to **Unofficial Withdrawal After the Drop Deadline** on page 15 or **Grading Special Cases** on page 14.

MG (Missing Grade) An administrative mark assigned by the instructor. The mark should only be assigned in unique or unusual situations. Refer to **Plagiarism and Cheating** on page 14, **Grading Special Cases** on page 14 for those cases in which a student does not complete work for the course before the semester ends and **Grading Options and Enrollment Status** on pages 17-19. All missing grades must be resolved by the instructor through the Correction of Grade Process.

Time Limit for Resolution of an MG One calendar year is allowed to resolve an MG. If an MG is not resolved within one year the grade is changed to UW and will be calculated into the grade point average as zero grade points.

IN (Incomplete) Assigned when work is not completed because of documented illness or other emergency occurring after the withdrawal deadline for the course (please refer to the [USC Schedule of Classes](#) for the course-specific date).

Registrar's definition of emergency: "A situation or event which could not be foreseen and which is beyond the student's control, and which prevents the student from taking the final examination or completing other work due during the final examination period. Also note that as defined above, a student may not request an IN before the end of the withdrawal deadline; the rationale is that the student still has the option to drop the course until 80 % of the session in which the course is taught has elapsed. The grade of IN exists so there is a remedy for illness or emergency which occurs after the drop deadline. Refer to "**Grading Special Cases**" on page 14 for the appropriate grade in cases in which students miss work before the drop deadline.

Arrangements for an IN and its completion must be initiated by the student and agreed to by the instructor prior to the final examination. However, see **Grading Special Cases** under **Unofficial Withdrawal after the Drop Deadline** for exceptions, page 15.

If an Incomplete is assigned as the student's grade, the instructor is required to fill out an **"Assignment of an Incomplete (IN) and Requirements for Completion form"** which specifies to the student and to the department the work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to work remaining to be done when the final grade is computed. Both the instructor and student must sign the form with a copy of the form filed in the department.

Time Limit for Completion of Incomplete Work

Marks of IN must be completed within one year from the date of the assignment of the IN. If not completed within the specified time limit, marks of IN automatically become marks of IX (expired incomplete), with the exception of thesis, dissertation, and non-letter-graded courses, and are computed in the GPA as a grade of F (zero grade points). A student may petition the Committee on Academic Policies and Procedures (CAPP) for an extension of time to complete an Incomplete. Extensions beyond the specified time limit are rarely approved, particularly if the student has enrolled in subsequent semesters, since the completion of the incomplete should be the student's first priority.

Other IN Completion Policies and Procedures

Students may complete the IN only by completing the work not finished as a result of illness or emergency occurring after the withdrawal deadline. Previously-graded work may not be repeated for credit. It is not possible to complete an incomplete by re-registering for the course, even within the designated time.

When the work is completed, either the student or the instructor should ask the Grade Department, (213) 740-5586, JHH 106, to send to the instructor an Assignment of a Final Grade for Completion of Incomplete (IN) form which is to be completed by the instructor and returned to the Grade Department.

IX Expired Incomplete If a grade of IN is not completed within the designated time period, the grade automatically becomes an IX, which is computed in the GPA as zero grade points (equivalent to an F grade).

IP In Progress Interim mark for a course exceeding one semester.

V Audit The appropriate mark for a course in which the student has officially elected the audit option during the registration period (prior to the deadline to add the course, as indicated on the [USC Schedule of Classes](#)). Audit status carries no credit and does not appear on the university transcript. Students may not enroll for audit in any courses numbered 390, 490, 590, 594, 690, 790, 794, 990, or 994.

Grading Special Cases

Plagiarism and Cheating [source, *SCampus*]

If an instructor has reason to believe, based on observation or other evidence, that a student has violated the university academic integrity standards, he/she should make reasonable attempts to meet with the student and discuss the alleged violation and the evidence which supports the charge. When necessary, such discussion may be conducted by telephone or electronic mail. In this discussion, every effort should be made to preserve the basic instructor/student relationship. The student should be given the opportunity to respond to the complaint.

Because the student may contest the allegation, he/she must be allowed to attend all classes and complete all assignments until the complaint is resolved. However, students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation.

If the instructor believes that either cheating or plagiarism has taken place during the final examination period, or if an earlier academic integrity matter is still in process, the instructor should assign a mark of MG and select the appropriate comment from the drop down box. A final grade will be entered when the academic integrity case is resolved.

Even if the student admits the violation and accepts the punitive grade assigned by the instructor, the matter must be reported to the Student Conduct Office so that any pattern of misconduct by a given student can be monitored. An official form is available for this purpose in the University Governance section, Appendix B, of *SCampus*. or by calling Student Judicial Affairs and Community Standards, (213) 821-7373.

Instructors should review the publication, *Trojan Integrity: A Faculty Desk Reference*, available from Student Judicial Affairs and Community Standards, and should also familiarize themselves with the official definitions of academic integrity, violations thereof, what constitutes plagiarism, and the "Academic Dishonesty Sanctions Guidelines" also found in *SCampus* in the section on University Governance.

Work Missed Before the Drop Deadline [source, *University Catalogue*]

Students who miss class work or examinations prior to the drop deadline should be advised by the instructor to complete the pending work before the end of the semester, or to withdraw from the course by the deadline (course-specific dates are available on the [USC Schedule of Classes](#)); the student may not be assigned a grade of IN if the missing work in a semester occurred prior to the withdrawal deadline and the work is not completed by the end of the semester. If a student misses earlier work but otherwise completes the course, the weighted grade for work completed must be assigned with the missing work counting as zero.

Disability Accommodation

In cases where a student with a disability requires time beyond the normal end of the semester as part of his/her legal accommodation as determined by the Disability Services and Programs Office (DSP), a mark of IP will be assigned by the registrar before the end of the semester, and a final letter grade will be awarded by the faculty member by the date in the accommodation contract prepared by the faculty, student and the DSP staff. The contract will specify the work to be completed and the date by which the work is to be done. The DSP staff will facilitate and monitor this process and remind both the student and the faculty member of the deadline for the completion of the work and submission of the grade. If the student fails to complete the specified work by the deadline, he/she will receive credit only for the earlier work completed by the deadline, and the final letter grade will reflect the absence of the work specified in the accommodation contract.

Unofficial Withdrawal Before the Drop Deadline [source, *University Catalogue*]

If a student stops attending before the end of the withdrawal deadline (course-specific dates are available on the [USC Schedule of Classes](#)), the appropriate grade is UW.

Unofficial Withdrawal After the Drop Deadline [source, *University Catalogue*]

If a student stops attending during the final examination period and does not contact the instructor, the appropriate weighted grade should be assigned with the work not completed counting as zero. A mark of MG **should not be assigned** by the instructor. If it is later learned that the student had a documented bona fide illness or emergency and was unable to contact the instructor prior to the final, the instructor should use the Correction of Grade process to change the grade to IN.

Grade and Mark Numeric Equivalents [source, *University Catalogue*]

Letter grades have the following numeric equivalents for each unit:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	UW = 0.0
	B- = 2.7	C- = 1.7	D- = 0.7	IX = 0.0

***Marks of CR, NC, P, NP, W, IP, MG, and IN do not affect a student's GPA.**

Retention of Faculty Teaching Records

*Grade books and other records of grades should be retained for four years. Final exams and all other graded work which affected the course grade should be retained for one year after the end of the course if the graded work has not been returned to the student. When instructors leave the university, all documentation must be filed with the department.

Grading Options and Enrollment Status - CR/NC, P/NP, W, and V (Audit)

There are two classifications of grading:

1. A **Grading Option is a course-specific** default which determines one of three ways in which a course can be graded.
 - a. The Letter-Graded grading option is applied to a course approved by the University Committee on Curriculum as one which is to be letter-graded.
 - b. The Credit/No Credit (CR/NC) grading option is applied to a course approved by the University Committee on Curriculum as one that may only be graded on a CR/NC basis.
 - c. The In-Progress (IP) grading option is applied to a course approved by the University Committee on Curriculum if the course exceeds one semester.
 - d. The numeric grading option for the Law School is applied to courses that are graded on a scale from 1.9 to 4.4.
2. **Enrollment Status** may be **elected by the student** at the time of course registration. The availability of an enrollment status is governed by restrictions specifically related to that status.
 - a. An **Audit (V) enrollment status** would be elected when a student wishes to be allowed to attend the course but does not wish to be graded or receive credit. The following rules apply:
 - Not available in any course numbered 390, 490, 590, 594, 690, 790, 794, 990, or 994.
 - Available only through the deadline to add classes (course-specific dates are available on the [USC Schedule of Classes](#)).
 - When elected, the course will not be available for final grading in the Grading and Roster System (GRS). Courses taken on the Audit basis will not appear on a student's official transcript.
 - b. A **Pass/No Pass (P/NP) enrollment status** is elected when a student wishes to take a course for unit credit, but not GPA credit.

The following rules apply for undergraduate students who select a P/NP enrollment option:

- Not available in courses numbered 390 or 490, WRIT-150 or WRIT-340 or to satisfy requirements for a minor.
- When elected, a maximum of 24 units may be applied toward a degree; a maximum of four of these 24 units may apply to the General Education requirements; no effect on GPA.
- When elected, may not be used to fulfill major requirements toward a degree, unless the major department gives written permission through the department's exception process.
- Individual departments may have placed further restrictions on whether a course taken on a P/NP basis can be used to fulfill specific requirements.
- Available only through the deadline to add classes (course-specific dates are available on the [USC Schedule of Classes](#)).

The following rules apply for graduate students who select a P/NP enrollment option:

- Graduate students must receive departmental approval to enroll in a graduate course as P/NP status.
- Course work taken on a P/NP basis cannot be applied toward a graduate degree.
- If a student later requires the course for a degree program (because of a change in degree objective or a decision to obtain an additional degree), the degree-granting unit can decide to allow subject credit for the course and require a substitute course for the unit credit.
- Individual departments may have placed further restrictions on whether a course taken on a P/NP basis can be used to fulfill specific requirements.
- Available only through the deadline to add classes (course-specific dates are available on the [USC Schedule of Classes](#)).

c. A **Withdrawal (W) enrollment status** is available in any course and is elected when a student wishes to drop a course refund deadline (course-specific dates are available on the [USC Schedule of Classes](#)). The following rules apply:

- Available after the refund deadline and before the withdrawal deadline (specific course dates can be found on the [USC Schedule of Classes](#) by clicking the calendar icon next to the course).
- When elected, only a grade of W may be assigned.

Repeated Course Work [source, *University Catalogue*]

Freshmen — First-time freshmen may repeat at USC a maximum of three courses taken during the first two semesters of enrollment at USC in which grades of **D+ or below** (including UW and IX) were received, and only the subsequent grade, even if lower, will be calculated in the grade point average. Both courses and the grades received will appear on the transcript. The same course may be repeated no more than once for the benefit of substitution of grade.

Other Repeated Coursework — Undergraduate students may also repeat other courses taken in which grades of **D+ or below** were received, but in these instances, both grades will be calculated in the grade point average, and unit credit can only be earned once.

Posting of Grades with Names and ID Numbers Prohibited

University and federal policies prohibit posting or making publicly available (such as given orally in class) a student's Social Security number, 10-digit USC ID number or other personally identifiable information.

Posting a list of grades with students' names and identification numbers is a clear violation of that policy.

Posting grades in a manner which allows a student's name to be identified with a grade is not allowed.

SUBMISSION OF FINAL GRADES

Complete [instructions](#) regarding grades and grade submission are available.

We recommend that you update your web browser to the most recent version before you log in. Once you have logged in, please follow the steps below to submit grades for your students:

1. Click the Grade Students link next to the course you wish to grade.
2. Select a final grade for each student from the Final Grade drop-down menu.
3. Click Save to save the grades entered and keep the list students on display.
Clicking Save and Continue will save the grades entered and bring up the next set of students names.
4. Click Submit once all grades have been entered and saved.
5. Inspect all grades for accuracy on the summary page.
6. Click the **Confirm** button to submit the grades to the Grades Department. ***Please note that you have not submitted grades until you have clicked the Confirm button.**

For courses that require department approval before grades are submitted:

Certain courses in Accounting, Business, French, Italian, Law, Thematic Option, and Writing require action by an “Approver.” If your section requires Approver review, when you click Confirm the grades will be sent to the Approver for review. The Approver will either approve or reject your grades:

If approved, you must repeat steps 5 and 6 to submit the grades to the Grades Department. Grades are not submitted until you click the **Confirm** button after the receiving approval.

If rejected, you should make any changes requested by the Approver and repeat steps 5 and 6.

Special Grading Marks (V, CR/NC, W P/NP)

V (Audit Status) – The names of students who have elected to take a course on an Audit basis will appear on the course roster, but they will not be made available for final grading in the Grading and Roster System (GRS). It is recommended that questions about audit status be resolved early in the semester. Students must select this status using Web Registration by the deadline to add the course (course-specific dates are available on the [USC Schedule of Classes](#)) and should advise the instructors that they are auditors.

Letter vs. CR/NC Courses – Courses approved by the University Committee on Curriculum for Credit/No Credit can only be assigned marks of CR or NC. The Grading

and Roster System (GRS) will enforce this requirement.

W (Official Withdrawal) - The names of students who have officially withdrawn before the end of the twelfth week (course-specific dates available on the USC Schedule of Classes) will appear on the Grading and Roster System with the pre-assigned final mark of W. Faculty cannot withdraw a student from a class.

P/NP (Pass/No Pass) – The names of students who have elected to take a course on a P/NP basis will appear on the Grading and Roster System with a remark –Pass/No Pass under the Final Grading Option field. As the P/NP is a student-elected grade option, instructors cannot assign marks of P/NP to students in the Grading and Roster System.

Signatory Requirements for Submission of Final Grades

Only the instructor(s) of record can submit final grades using the Grading and Roster System. Final grades cannot be successfully submitted until all students in the section have been assigned a final grade.

Date When Final Grades Are Due

Final grades must be submitted using the Grading and Roster System **within four business days from the date of the scheduled final examination**. Adherence to his time limit is critical. Late submission of the final grades by faculty results in costly manual recording of grades and delays clearance of degrees and the preparation of transcripts and diplomas.

****EACH DEAN AND DEPARTMENT CHAIR IS RESPONSIBLE FOR EXPEDITING THE PROMPT REPORTING OF GRADES.***

CORRECTION OF GRADES

How to Make a Request

Only the instructor or the departmental COG coordinator (*if authorized by the instructor*) may request a COG form. Teaching assistants may not request a COG form. If it is impossible to reach the instructor and the department has the records, the chair may make the request or may direct the COG coordinator to act for the chair in making the request. Refer to **Signatory Requirements** on pages 22-23 for the correct procedure in these circumstances to process the form after it has been requested.

A form may be requested either by telephone at (213) 740-5586, by email (grades@usc.edu) from a USC email account or by memo written on department letterhead and directed to the Grades Department, JHH 106, MC 0912; telephone (213)740-5586. Requests for two or more students must be emailed or submitted on department letterhead. If a mistake has been made for a whole class or a significant

portion of a class, please email the request and attach an Excel file with student ID number, old grade, and new grade.

The following information is needed to initiate a request, listed in the following order:

1. Student's USC Identification number
2. Student's full name
3. Requester's name, campus address and campus phone
4. Semester of the course in question
5. Class number (section)
6. Course number
7. Old grade
8. New grade
9. Instructor's full name

Other COG Policies and Procedures

Initial requests for forms cannot be processed or the forms generated by the system if any of the information submitted is inaccurate, if the instructor listed is other than that listed on the system as the instructor of record for the course, or if the current grade is IN or IX and it cannot be confirmed that it was assigned in error. (The COG process cannot be used to assign a grade to correct a completed mark of IN. See paragraph 2 of **Other IN completion Policies and Procedures** on page 13 for correct procedure to assign a grade when a mark of IN is being replaced because the work has been completed.)

The Correction of Grade process will be completed in a few days after a COG form has been returned from an academic department to the Grades Department if there are no problems with the completed form. The form will be returned to the department with no action if a signature is missing, if it has an incorrect signer (see **Signatory Requirements** on page 21), if the description of error is missing, or the description is so general or ambiguous that it is not clear whether the request meets CAPP guidelines. The description "clerical error" is unacceptable; full details of any error must be provided. The form will also be returned for further information if it appears that the correction is based on work accepted from the student after the end of the semester. A request for a COG is voided altogether if the error described is clearly contrary to CAPP guidelines.

Signatory Requirements for Corrections of Grade

Original signatures are required. No signature stamps or alternates with initials are permitted.

1. **Dean-level:** Except in the larger schools, the original signature of the dean is required. In the larger schools, the dean may delegate the dean-level review and signatory authority to an associate or assistant dean.
2. **Chair-level:** Original signatures of chairs are required.
3. **Instructor-level:** Original signatures of instructors are required.

Emergency Signatory Procedures

1. **Dean-level:** If the case is an emergency, a pre-designated associate or assistant dean may review the request and sign in the absence of the dean.
2. **Chair-level:** A pre-designated faculty member may review the request and sign in the absence of the chair.
3. **Instructor-level:** No one may sign for the instructor unless it is impossible to reach the instructor. In such cases, the chair may sign only if all relevant grading source documents are in the hands of the chair. A memo from the chair outlining the circumstances and indicating the source of the grading information is to accompany the form.

Coordinator Requirements

The chair of each academic department must designate a staff member to be responsible for coordination of Correction of Grade requests. All requests must be initiated by the instructor of the course in question, but these should be channeled through the Correction of Grade departmental coordinator for tracking purposes and to insure that proper procedures are followed.

GRADE APPEALS AND DISPUTED GRADES

As stated in the Academic Policies section of the *University Catalogue*, –A grade once reported to the Office of Academic Records and Registrar may not be changed except by request of the faculty member to the Committee on Academic Policies and Procedures (CAPP) on a Faculty Request for a Correction of Grade form. Changes should be requested only on the basis of an actual error in assigning the original grade, not on the basis of a request by the student or special consideration for an individual student. Students are not permitted to complete course work after the semester has ended.

The Correction of Grade (COG) process is handled by the Grades Department, (213) 740-5586. Once the Grades Department receives a request for the required official COG form (Faculty Request for Correction of Grade form), it is system-printed with the specific pertinent data. The printed form is sent to the instructor, who personally completes and signs the form. The form is then endorsed in the form of a counter signature by the department chair of the course and the dean of the school of the course. The form is returned to the Grades Department for processing. For obvious reasons, students (including university work-study students employed by a department) are not allowed to request, pick up, deliver or otherwise handle COG forms.

DISPUTED ACADEMIC EVALUATION PROCEDURES [source, *SCampus*]

General university policy regarding disputed academic evaluations entitles a student to

two levels of formal appeal after review by the instructor. Very specific procedures are required, and these differ depending on the school of the course in question. Special procedures apply to graduate students. For the requirements and procedures refer to "Disputed Academic Evaluation Procedures" in the University Governance section of *SCampus*, www.usc.edu/dept/publications/SCAMPUS

Assignment of Final Grade for Completion of a Mark of Incomplete (IN)

Signatory Requirements

The original instructor of record must sign the form; No signature stamps or alternative with initials are permitted. If it is impossible for the instructor to sign, the chair may sign if a memo is provided indicating why it is not possible for the instructor to sign and the grading source from which the chair is acting.

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IMPORTANT TELEPHONE NUMBERS

GRADES
 (Assignment of Final Grade for Completion of an Incomplete (IN) form)213-740-9230
 (Faculty Request for Correction of Grade form)213-740-5586

OFFICE OF ACADEMIC RECORDS AND REGISTRAR .
 (Request to change final examination date)213-740-4623

STUDENT JUDICIAL AFFAIRS AND COMMUNITY STANDARDS. . . . 213-821-7373

OFFICE OF ACADEMIC RECORDS AND REGISTRAR

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