(A complete listing of all academic regulations may be found in the USC Upstate Catalog.)

**Change of Name**

A student wishing a name change must present to the Records Office proper legal documentation such as a marriage license, a court order approving a name change, or a divorce decree in which a name change is granted.

**Change of Address**

Students are obligated to notify the Records Office of any change of address. Failure to do so can cause serious delay in the handling of student records and notification of emergencies at home. Returned mail due to an incorrect address will result in a “hold” being placed on a student’s record, preventing registration. Students can update their address on VIP.

**Class Attendance**

The resources of the University are provided for the intellectual growth and development of the students who attend. The schedule of courses is provided to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies. All instructors will, at the beginning of each semester, make a clear written statement to all their classes regarding their policies concerning attendance. Instructors are also responsible for counseling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each instructor. All matters related to the student’s absence, including the possible make-up of work missed, is to be arranged between the student and the instructor. Students should understand that they are responsible for all course content covered during their absences and for the academic consequences of their absences.

**Academic Standing**

All students enrolled at USC Upstate are subject to the same continuation standards. Administration of these regulations is the responsibility of the Senior Vice Chancellor for Academic Affairs and is coordinated through the Registrar’s Office. Students seeking relief from these regulations must go through the appeals process. The following standards regarding scholastic eligibility are applicable to all undergraduates.

**Continuation Standards**

Academic probation: The academic record of every student is reviewed at the end of the fall semester, the end of the spring semester, and at the end of the final summer session. Students who do not meet the following cumulative GPA standards will be placed on academic probation:
• 24 to 44 grade hours - a minimum cumulative GPA of 1.50 is required
• 45 to 59 grade hours - a minimum cumulative GPA of 1.75 is required
• 60 or more grade hours - a minimum cumulative GPA of 2.00 is required
A student who has been placed on academic probation must achieve a minimum GPA standard on
courses attempted after being placed on probation. The GPA standard required of students who have
been placed on academic probation is as follows:
• 0-11 grade hours-no minimum GPA required.
• 12+ grade hours-minimum GPA of 2.00 is required.
Academic probation may be removed the following ways:
1. Attempt 12 or more grade hours while on probation, and
2. Attain a minimum cumulative GPA that meets the above GPA standards.
Students who leave the University without completing a term of probation, and are absent for three (3) or
more years, will begin a new term of probation upon readmission.

**Academic Suspension**

A student who has been placed on academic probation but does not achieve the required minimum GPA
standard will be placed on academic suspension. There are three levels of academic suspension.

<table>
<thead>
<tr>
<th>Level</th>
<th>Length of suspension</th>
<th>How suspension may be removed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>2 major semesters</td>
<td>1. Attend summer school at USC Upstate, enroll in 9 grade hrs., and achieve a minimum grade of &quot;C&quot; on all courses attempted, or 2. Successfully appeal to the USC Upstate Admissions and Petitions Committee, or 3. Serve the suspension.</td>
</tr>
<tr>
<td>Second</td>
<td>4 major semesters</td>
<td>1. Successfully appeal to the USC Upstate Admissions and Petitions Committee, or 2. Serve the suspension.</td>
</tr>
<tr>
<td>Third</td>
<td>Indefinite</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Grievances**

The University of South Carolina Upstate is committed to the judicious, fair and impartial resolution of
conflicts, which arise between an instructor and a student, and of petitions from students who seek
relief from University regulations related to their academic work. The process is designed to provide
an objective review of student complaints regarding academic grievances, including acceptance into a
program (for example, nursing or education), transfer credit, grades and other academic policies. Copies
of the Academic Appeals Policy and appeal form are available in the Records Office. Instructors are not
bound by the grade appeal recommendations.
Grade Point Average

The grade point average is computed on the basis of all semester hours attempted for credit within the University of South Carolina system, except for hours carried on a pass-fail basis. The GPA is not affected by courses taken on a noncredit or audit basis. The grade points earned in courses carried with a passing grade are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. For courses in which the grade of A is earned, the factor is 4; for B+, 3.5; for B, 3; for C+, 2.5; for C, 2; for D+, 1.5 and for D, 1. The grade point average is determined by dividing the sum total of all grade points by the total number of hours attempted for credit (excepting hours carried on a pass-fail basis). No grade points are assigned to the symbols F, S, U, WF, W, I, AUD or NR.

Classification of Students

Classification of students is based on the total number of semester hours earned. A student must have earned 30 semester hours to be classified as a sophomore, 60 for classification as a junior, and 90 for classification as a senior. Students are classified at the beginning of each semester.

Graduation Rate

The Student Right-to-Know Act requires higher education institutions that receive federal funds to report graduation rates for students who enter the institutions as first-time, full-time, degree-seeking students. In the case of four-year institutions, the rate is based on the number of those students who graduate within six years of enrolling. In 2001-2002, the graduation rate for first-time students who entered the University of South Carolina Upstate on a full-time basis was 38.4%. The figure does not include students who transferred from other institutions and graduated from USC Upstate, or those who transferred from USC Upstate to other four-year institutions and graduated. The graduation rate also is affected by students who change from full-time to part-time status, who discontinue studies and later return, and who drop out permanently.

Annual Notice to Students

Annually, the University of South Carolina Upstate informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the University to comply with the act. A copy of the policy used by USC Upstate for compliance with the provisions of the Privacy Act may be found in the Records Office. A directory of records may also be found in this office.
Request to Prevent Disclosure of Directory Information

If you wish any of the following categories of directory information withheld, complete this form and return to the records office by the end of late registration.

1. Privacy Indicator for Directory Information
   Check only one of the Privacy Indicators in this section. If you choose more than one option, no Directory Information will be released and you will not be listed in the Student Directory or in the electronic directory.
   A. Do not release any Directory Information about me.
   B. Do not list me in the Student Directory or in the electronic directory.
   C. Do not release my local address (including directory e-mail address).
   D. Do not release my permanent address.
   E. Do not release my parent/guardian address.

2. Grade Release Indicator
   Do not release my grades via VIP or TIPS.

3. Address Protection Indicator
   Do not change my permanent address, parent/guardian address or off-campus local address without my written permission.

4. Permission to Release Information
   Check appropriate option(s) to cancel previous request(s).
   B. Release my grades via VIP or TIPS.
   C. Allow my permanent address, parent/guardian address or off-campus local address to be changed without my written permission.

Student Signature

Date / /  

Student Number