Academic Regulations
remove the suspension. See suspension appeal process.

Academic Suspension Appeal Process
Students wishing to appeal academic suspension should obtain an appeal form from the University's Website. Completed forms must be submitted to the Records Office to be considered prior to the start of the term.
1. The Admissions and Petitions Committee may grant students relief from academic suspension only in extraordinary circumstances.
2. Decisions of the Admissions and Petitions Committee may be appealed to the Senior Vice Chancellor for Academic Affairs.

Returning to the University. A student who reenters the University after having been suspended will begin a new term of probation. The conditions of that academic probation are those listed above. Students who have been granted relief through the suspension appeal process may have additional conditions imposed on them. Students will be notified of any additional conditions by letter.

When a student is granted relief from academic suspension through the appeal process, the suspension is not removed from the permanent record, but continues to appear on the record and to count as one of the three academic suspensions a student is allowed.

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 complaints 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 Grievance Policy and the appeal form are available in the Records Office. Instructors are not bound by the grade appeal recommendations. Students wishing to appeal academic suspension should follow the procedure under "Academic Suspension Appeals Process."

Transfer Credit
Students wishing to transfer to USC Upstate should refer to the admissions section on page 17 of this catalog. All official transcripts must be sent directly to USC Upstate from each institution the student has attended, including summers, transient or concurrent enrollment, whether or not the credit is earned or applies to the degree sought. All work will be used in the calculation of the collegiate GPA.

Transient Credit
Degree-seeking students at USC Upstate are expected to follow the progression of courses described in their program of study, which builds academic skills through course sequencing. Students enrolled as degree-seeking candidates will receive a degree from USC Upstate and thus are expected to complete course work at USC Upstate. Continuing students are permitted to take courses at other institutions; however, not all courses offered at other colleges and universities are transferable and some may not count toward a student's degree program. Students seeking transfer credit must complete the following prior to enrollment:
- Obtain a Transient Credit from a division office, dean's office or the Records Office;
- Obtain approval signatures from the student's advisor and dean on the Transient Credit Form; and
- Submit the completed Transient Credit Form to the Records Office.

To obtain transient credit for a course completed at another institution, students must:
- Earn a minimum course grade of C for courses completed at all non-USC system schools;
- Request an official transcript from the transient institution be sent to the USC Upstate Records Office.

As noted in the residency policy, the last twenty-five percent of the semester hours of the degree program must be completed in residence at USC Upstate. All grades earned in courses taken at other colleges or universities will count in the student's combined GPA.

Credit by Examination, Military Credit, and Credit for Non-collegiate Programs
Students with a strong background in a variety of basic subjects may be able to exempt courses and receive credit hours for courses based on their scores on Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), American College Testing Proficiency Examination Program (ACT PEP), Defense Activity for Nontraditional Educational Support (DANTES), or by successfully passing a course challenge examination prepared at USC Upstate. Students may also seek credit for military schooling or training offered by certain non-collegiate organizations. Normally, a maximum of 30 semester hours earned in any combination of correspondence courses, AP, IB, CLEP, ACT PEP, DANTES, USC Upstate institutional credit by examination, military and other service schools, educational programs of non-collegiate organizations, off-campus extension classes, or while classified as a special student are accepted as partial fulfillment of the requirements for the baccalaureate. Exceptions to this 30-hour rule may be made at the discretion of the dean of the appropriate college or school. Students planning to pursue work at other institutions or planning to take correspondence courses or off-campus extension classes must complete this work before attaining senior classification (see academic residency requirements.)

AP, IB, CLEP, ACT PEP, DANTES, and USC Upstate institutional credit by examination do not enter into calculation of students' GPA.

USC Upstate accepts many, but not all, AP, IB, CLEP and ACT PEP, and DANTES subjects. Transfer students with AP, IB, CLEP, ACT PEP, or DANTES credits in subjects not listed below must submit those credits to the dean of the appropriate school for review. Students are not allowed to earn CLEP, ACT PEP, DANTES and/or USC Upstate institutional credit by examination for courses in which they have been previously enrolled either regularly or as an auditor.
Advanced Placement (AP)

All Advanced Placement courses and tests are administered by high schools and should be completed successfully before entering USC Upstate. An entering student who has passed 30 hours of AP credit may be granted sophomore standing upon enrollment.

In order to receive credit for courses, students must have an original AP score report sent directly to the USC Upstate Records Office.

The Advanced Placement courses accepted by USC Upstate are:

- Art History: Three credits for Art History 101 with a minimum score of 3.
- Studio Art, Drawing: Three credits for Art Studio 110 with a minimum score of 3.
- Studio Art, 2-D Design: Three credits for Art Studio 103 with a minimum score of 3.
- Studio Art, 3-D Design: Three credits for Art 104 with a minimum score of 3.
- Biology: Eight credits for Biology 101 and 102, including laboratory credit, with a minimum score of 3.
- Calculus AB: Four credits for Mathematics 141 with a score of at least 3.
- Calculus BC: Eight credits for Mathematics 141 and 142 with a score of at least 3.
- Chemistry: Four credits for Chemistry 111 with a score of 3; eight credits for Chemistry 111 and 112 with a score of 4 or 5.
- Chinese Language & Culture or Japanese Language & Culture: Four hours of university credit with a score of 3. Eight hours of university credit with a score of 4 or 5.
- Government & Politics: Comparative: Three credits for Government and International Studies 320 with a minimum score of 3.
- Computer Science A: Three credits in Computer Science with a minimum score of 3.
- English Language and Composition and English Literature and Composition: See chart at end of listing.
- Environmental Science: Four credits (3 hours of SBIO 270, Environmental Science, and 1 hour of SBIO 270L, Environmental Science Lab) with a score of 3 or better.
- European History: Three credits selected for History 111 with a score of 3.
- French, German, Italian and Spanish: Six credits for 101 and 102 level courses with a score of 3 or 4. Nine credits for 101 and 102 and 201 with a score of 5.
- Human Geography: Three hours of lower-level geography credit with a minimum score of 3.
- Latin-Vergil: Four hours of university credit with a minimum score of 3. Seven hours of university credit with a score of 4 or 5.
- Macroeconomics: Three credits for Economics 221 with a minimum score of 3.
- Microeconomics: Three credits for Economics 222 with a minimum score of 3.
- Music Theory: Three hours of university credit with a minimum score of 3.

Physics B: Four credits for Physics 201 with a score of 3; eight credits for Physics 201 and 202 with a score of 4 or 5.

Physics C: Mechanical: Four credits for Physics 211 with a minimum score of 3.

Physics C: Electricity and Magnetism: Four credits for Physics 212 with a minimum score of 3.

Psychology: Three credits for Psychology 101 with a minimum score of 3.

Spanish Literature: Six credits for Spanish 101 and 102 with a score of 3. Twelve credits for Spanish 102, 201, 202, and 301 with a score of 4 or 5.

Statistics: Three credits for Economics 291, Mathematics 102 or Sociology 201 with a minimum score of 3.

United States History: Three credits for History 105 with a score of 3 or 4; six credits (three for History 105 and three for History 106) with a score of 5.

World History: Three credits for History 102 with a score of 3 or 4; six credits (three for History 101 and three for History 102 with a score of 5).

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Score 3 Credit</th>
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<tr>
<td>English Language and Composition</td>
<td>English 101 (3)</td>
<td>English 101 (3)</td>
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<tr>
<td>English Literature and Composition</td>
<td>English 101 (3)</td>
<td>English 101 (3)</td>
<td>English 101 &amp; 102 (6)</td>
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<tr>
<td>Both Language and Composition and Literature and Composition</td>
<td>English 101 &amp; 102 (6)</td>
<td>English 101 &amp; 102 (6)</td>
<td>English 101 &amp; 102 (6)</td>
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</tbody>
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International Baccalaureate (IB)

The University of South Carolina Upstate recognizes the academic rigor of the International Baccalaureate (IB) Diploma Program. Students may be awarded college credit for completion of higher-level IB examinations, as determined by the appropriate academic schools or divisions. All International Baccalaureate (IB) courses and examinations are administered by high schools and should be completed successfully before entering USC Upstate.

In order to receive credit for higher-level IB examination scores, students must ask that official IB examination results be sent directly to the USC Upstate Records Office. Minimum scores for awarding credit for IB examinations are determined by academic units responsible for course content.

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the CLEP tests.

Credit earned in CLEP may be applied to any program where the course normally would be accepted as earned credit. CLEP credit is not granted for courses that have
been failed previously, nor does CLEP credit raise a grade earned previously in any course. Repeat examinations are not allowed. USC Upstate does not give credit for the CLEP general examination.

The CLEP examinations accepted by USC Upstate are:

American Government: Three credits for Government and International Studies 101 with a satisfactory essay and minimum score of 50 on the objective section.

American Literature: Three credits for English 279 or 280 with satisfactory completion of the essay section and a minimum score of 46 on the objective section.

Analyzing and Interpreting Literature: Three credits for English 102 with a satisfactory essay and a minimum score of 49. Credit is given after completion of English 101 with a C or higher. If CLEP examinations for both Composition and Literature are successfully completed, six hours of credit for English 101 and 102 are awarded upon passing any 300 or higher level English with a grade of C or better.

Biology: Eight credits for Biology 101 and 102, including laboratory credit with a minimum score of 50.

Introductory Business Law: Three credits for Business Administration 347 with a minimum score of 51.

Calculus: Four credits for Mathematics 141 with a minimum score of 47.

Chemistry: Four credits for Chemistry 111 with a minimum score of 50.

College Algebra: Three credits for Mathematics 126 with a minimum score of 45.

Financial Accounting: Three credits for Business Administration 225 with a minimum score of 47; 6 credits for Business Administration 225 and 226 with a minimum score of 55.

Freshman College Composition: Three credits for English 101 with a satisfactory essay and a minimum score of 48 on the objective section. Credit is awarded after completion of English 102 with a grade of C or better.

Principles of Management: Three credits for Business Administration 371 with a minimum score of 47.

Principles of Marketing: Three credits for Business Administration 350 with a minimum score of 50.

Introductory Sociology: Three credits for Sociology 101 with a minimum score of 50.

Principles of Macroeconomics: Three credits for Economics 221 with successful completion of the essay section and a minimum score of 48 on the objective section.

Principles of Microeconomics: Three credits for Economics 222 with successful completion of the essay section and a minimum score of 47 on the objective section.

Introductory Psychology: Three credits for Psychology 101 with a minimum score of 50.

American College Testing Proficiency Examination Program (ACT/PEP)

Credit for subjects in which students are knowledgeable, but have no college credit, can be gained through successful completion of the PEP tests. USC Upstate students may earn up to 30 semester hours via PEP. Those attempting PEP must rank in the 70th percentile of the scored population taking the examinations. Students wishing to take a PEP test should notify their faculty advisor of their intention to take the test.

The specific ACT/PEP exams are currently under review. Students may contact the Records Office or their dean for a current list of acceptable tests.

Defense Activity for Nontraditional Education Support (DANTES)

Credit for subjects in which students are knowledgeable, but have no college credit, can be gained through successful completion of the DANTES tests. The DANTES Program is a testing service conducted by Thompson Prometric for DANTES, an agency of the Department of Defense.

Credit earned in DANTES may be applied to any program where the course normally would be accepted as earned credit. DANTES credit is not granted for courses that have been failed previously, nor does DANTES credit raise a grade earned previously in any course. Repeat examinations are not allowed. Students wishing to take DANTES tests should contact counseling services for the necessary applications and notify their faculty advisor of their intention to take the test.

The DANTES examination accepted by USC Upstate is:

Lifespan Developmental Psychology: Three credits for Psychology 302 with a minimum scaled score of 46.

Institutional Credit by Examination

Students enrolled in the University may obtain credit by examination for courses in which they have had no college attendance or semester standing. However, permission must be obtained from the dean of the college or school involved. A grade of not less than B on the examination is necessary to receive credit for the course. Examinations are not permitted in courses in which students previously have enrolled either regularly or as an auditor. Before the examination, applicants must pay the Cashier’s Office a fee of $25 per semester hour. This fee is non-refundable. The Cashier’s Office issues a receipt which must be shown to the dean of the college or school conducting the examination. The dean immediately reports the results of the examination to the Records Office. Credits earned under this regulation are recorded only as hours earned.

Military Service School Credit

Following enrollment, a student may obtain credit for experiences in the armed services. In order to receive credit the student must have an American Counsel in Education Registry Transcript. Students who feel they qualify should contact the Records Office, Veteran’s Affairs Coordinator.

Following a review by the Records Office using A Guide to the Evaluation of Educational Experiences in the Armed Services, a recommendation for credit is made to the dean of the student’s major area. The final decision as to the credit awarded is made by the dean of the school in which the student is enrolled.
Credit for Non-collegiate Programs

USC Upstate will consider credit awarded for non-collegiate educational programs as recommended by the American Council on Education. Documentation is required. Final determination is made by the dean of the college or school in which the student is enrolled.

Grading System

Grade Symbols

The grading system outlined below is in effect for all students at the University. Under this system, undergraduate course credit is granted only for earned grades of A, B+, B, C+, C, D+, D or S. Any of the following symbols (except NR) become a permanent part of students' academic records when assigned.

A, B, C, D and F carry the traditional academic connotations of excellent, good, average, poor and failing performance, respectively.

S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried on a pass-fail basis, as indicated in the course description, or in courses for which the pass-fail option is elected under the conditions detailed in the section entitled Pass-Fail Option. The grades of S and U do not enter into the calculation of the GPA nor are they used in evaluation for probation or suspension.

W is assigned for withdrawals after late registration through the last day to withdraw without penalty. W may be assigned, in exceptional cases, to indicate satisfactory performance in courses from which students withdraw after the last day to withdraw without penalty. The grade is used primarily in cases of withdrawal from the University or course withdrawal for medical reasons or other extenuating circumstances. See the catalog section on "Changes of Registration" for an explanation of the procedures necessary for the assignment of this grade. A grade of W is not used in the evaluation of probation or suspension conditions or GPA computation.

WF is assigned for withdrawal from a course after the last day to withdraw without penalty and is treated as F in the computation of GPA and in the evaluation of probation and suspension conditions.

"I," incomplete, is assigned at the discretion of the instructor when, in the faculty member's judgment, a student is faced with a significant disruption in his or her ability to complete some portion of the assigned work in a course. The grade of "I" cannot be used to give students additional time to complete course assignments unless there is clear evidence that extenuating circumstances prevented the student from submitting course assignments when they were due. The faculty member must transmit the prescribed on-line "Incomplete Justification Form" as part of grade submission. The student can access this information on VIP. By arrangement with the instructor and according to the conditions on the required form entered by the instructor, the student may have from one week up to 12 months from the date the "I" was given—in no case can this be longer than 12 months—to complete and submit the work. It is the responsibility of the student to ensure all arrangements for removal of the "Incomplete" have been made and that all work to rectify the "Incomplete" has been accomplished. If the instructor of record is no longer at USC Upstate, the student should, within the time specified on the incomplete grade form, transmit copies of all necessary materials to that instructor by certified return receipt mail. If the instructor fails to assign a grade within three months of the date of the request, if no forwarding address is available, the dean of the appropriate school or chair of the appropriate department/division shall appoint a faculty member to consider the request and assign a grade. When all required work has been completed and received, the instructor may initiate the appropriate "Make-up Grade for Incomplete" form and file it with the Records Office. If the student does not complete the necessary work by the agreed upon and stated deadline, the faculty member can submit a permanent grade change at that time. Automatically at the one year limit, the "I" will convert to an "F" or to a back-up grade if so designated by the instructor. The changing of an "I" to a letter grade requires notification and processing at various administrative levels. It may take several weeks before the letter grade and credits earned appear on the student's transcript, and in some cases, may delay approval for graduation. The grade of "I" does not affect the computation of GPA until a permanent grade is assigned. Students who receive an "I" must not register for the same course nor can they later withdraw from the course.

AUD indicates the student was enrolled in a course on an audit basis.

NR, no record, is assigned by an instructor to indicate a registration or attendance problem. It is a temporary mark on the transcript and must be replaced by a grade. An NR is changed to a grade of F after one semester if no other grade can be obtained from the instructor by the appropriate dean.

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, except for hours carried on a pass-fail basis. The GPA is not affected by courses taken on a non-credit 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 (excluding hours carried on a pass-fail basis). No grade points are assigned to the symbols S, U, WF, W, I, AUD or NR.

Grade Reports

At the end of each semester, students may access final grades through VIP on the USC Upstate Web page.