through this period are not recorded on the permanent record and are not entered into the computation of hours attempted, grade point hours or any other totals.

Course Withdrawal after late registration

Course withdrawal is allowed after late registration until the last day to drop without penalty (the last day of the tenth week of the regular semester) through VIP, with a grade of W recorded on the permanent record, the semester hours will not enter into the computation of hours attempted, grade point average or any other totals. In summer sessions or other shortened terms the time allowed to withdraw from a course is 72 percent to the total number of class days.

Course Withdrawal after last day to drop without academic penalty

Students who wish to drop a course after the last day to drop without penalty do so through VIP. A grade of WF is recorded. A WF is treated as an F in computing a student's grade point average. Exceptions to the assignment of a grade of WF are possible for verifiable, documented reasons. If a student must either drop a course for medical reasons or other acceptable cause after the last day to withdraw without penalty, the grade of W may still be assigned. A Request for W Grade for Extenuating Circumstances form originates with the dean of the student's academic major and if approved, must have a grade assignment by the course instructors, prior to being returned to the records office. Students return the completed form to the records office no later than the last day of class for the semester (before final exams begin).

Withdrawal from the University

Students wishing to withdraw officially from the University may obtain the form entitled Request for Semester Withdrawal from the Records Office or withdraw on VIP. Students who stop attending the University without following the withdrawal procedure will receive an F for each course which may prejudice any future attempt to reenter the University.

Students withdrawing from the University prior to the last day to withdraw without penalty have the withdrawal date and the courses posted on their transcript with a grade of W.

Students withdrawing after the last day to withdraw without penalty, but not later than the last day of class, receive a grade of WF for each course in which they were enrolled. Students may petition to receive a grade of W rather than WF by carrying out the procedures outlined under the section entitled "Course Withdrawal: Following the Last Day to Withdraw Without Penalty." Students who stop attending classes and fail to carry out the procedures for dropping or withdrawing from their courses will have final grades calculated on both completed and missed work. This typically results in a grade of F.

Post-Semester Withdrawal (Retroactive). A student who ceases attending classes due to medical or other extenuating circumstances so serious that the student was neither able to attend classes nor initiate withdrawal procedures, may request to have each final grade changed to a W to indicate that there was satisfactory performance before being forced to stop attending classes. An appeal to change a final grade is to be initiated within one year after the final grade is assigned. Exceptions to the one year deadline are made through petition to the Executive Academic Affairs Committee. Withdrawal must be from all courses.

Requests for post-semester withdrawal are initiated in the Records Office, where the necessary procedures are explained and the student is supplied with the form entitled for Withdrawal After the Penalty Date for Medical Reason or Extenuating Circumstances. This form and supporting documentation concerning the extenuating circumstances are presented to the dean of the student's major, who will make a determination as to the nature of the circumstances and the dates during which the student was unable to participate in classes. The dean makes a recommendation as to whether the student should be permitted a post-semester withdrawal from the University based on the findings of an investigation of the facts. The recommendation of the dean will be sent to the registrar, who will then forward the recommendation to the faculty member(s) for assignment of a final grade of W or WF. The final grade will be based upon the student's academic standing at the time of the initiation of the extenuating circumstances. If the instructor is no longer at USC Upstate, and a forwarding address is available, the student shall, within the time specified on the extenuating circumstances form, transmit copies of all necessary materials to the former faculty member by certified return receipt mail. If the instructor fails to assign a W or WF within three months of the date of the request, or if no forwarding address is available, the dean of the appropriate college or school shall appoint a faculty member to consider the request and assign a W or WF.

The decision of the dean of the student's major concerning being allowed a post-semester withdrawal from the University or the assignment of a final grade by the faculty member(s) may be appealed as follows: (1) To appeal the decision of the dean of the student's major, the student requests that the Executive Academic Affairs Committee review the facts of the case. The decision of this committee will be final. (2) To appeal the assignment of a grade of WF, the student will follow the procedure described in the catalog section entitled "Academic Grievances."

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