Academic Regulations
matters related to the student's absence, including the possible make-up of work missed, are 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.

**Examinations**

**Final Examinations**

Final examinations are scheduled at the end of each semester and term. A calendar of examination times is published on the USC Upstate Web site. All final examinations must be administered during the time period designated in the calendar of examination times. Instructors may allow students to switch from one examination section to another when that instructor teaches multiple sections of the same course. Exceptions from this policy should be addressed to the Senior Vice Chancellor for Academic Affairs.

Laboratory examinations are normally scheduled during the last meeting of the lab.

A student who is absent from a final examination will receive a grade of F in the course if an excuse acceptable to the instructor is not offered. When the instructor excuses absence from the examination, a grade of I (incomplete) is awarded until the examination is made up. Please see the section on incompleted on page 56. A student who is excused must take the examination at the convenience of the instructor. In any case, the examination must be made up within one year.

Reexamination or the assignment of additional work for the purpose of removing an F or for raising a grade is not permitted.

**Tests**

Faculty are restricted in the scheduling of tests only during the final week of classes of a regular semester. Restrictions are as follows:

<table>
<thead>
<tr>
<th>Class Meetings Per Week</th>
<th>Testing Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No testing during the last class meeting</td>
</tr>
<tr>
<td>2</td>
<td>No testing during the last 2 class meetings</td>
</tr>
<tr>
<td>3</td>
<td>No testing during the last 2 class meetings</td>
</tr>
<tr>
<td>4 or more</td>
<td>No testing during the last 3 class meetings</td>
</tr>
</tbody>
</table>

These restrictions do not apply to laboratory examinations which may be administered during the last week of classes.

**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 by the Registrar's Office. Students seeking relief from these regulations must go through the appeal process (see Academic Suspension Appeal Process).

The following standards regarding scholastic eligibility are applicable to all undergraduate students.

**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 or more grade hours—a minimum GPA of 2.00 is required

Academic probation may be removed in the following way:

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 at least nine grade hours, and achieve a minimum grade of C on all courses attempted, or 2. Successful appeal through the suspension appeal process, or 3. Serve the suspension</td>
</tr>
<tr>
<td>Second</td>
<td>4 major semesters</td>
<td>1. Successful appeal through the suspension appeal process, or 2. Serve the suspension</td>
</tr>
<tr>
<td>Third</td>
<td>Indefinite</td>
<td>A student who is serving a second suspension may attend summer school at USC Upstate. Grades earned in summers school may provide evidence of fitness for removal of the second suspension through the appeal process. A student who has a third (indefinite) suspension may not enroll in classes at USC Upstate. Suspended students will not be admitted or allowed to continue any program of the university for credit or GPA purposes. Grades based on credits earned at other institutions while under suspension will not be used</td>
</tr>
</tbody>
</table>
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 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 coursework 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; and
- 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. Students may accept AP, IB, CLEP, ACT PEP, or DANTES credits in subjects not listed below but 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.