



Academic Regulations

As the chief governing body of the University of South Carolina, the board of trustees delegates powers to the chancellor, the president, and the faculty in accord with its policies. Subject to the review of the chancellor, the president and the board of trustees, the faculty retains legislative powers in all matters pertaining to the standards of admission, registration, instruction, research and extracurricular activities; the requirements for the granting of degrees earned in course; the curricula; the discipline of students; the educational policies and standards of the University; and all other matters affecting the conduct of academic affairs.

The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations, at any time when, in the judgment of the faculty, the chancellor, the president or the board of trustees, such changes are for the best interest of the students.

The University assumes that students, through the act of registration, accept all published academic regulations appearing in this catalog, online course schedule or in any other official announcement.

Unforeseen circumstances may interfere with the scheduling of any particular course or degree offering. Students are expected to take such developments into account as they arise, even if doing so means a delay in some of their academic goals or a modification of those goals. Each academic unit concerned works closely with students facing such problems in an effort to resolve them. Classes may be cancelled for extenuating circumstances such as insufficient enrollment.

Rights of Catalog

An undergraduate student may choose to obtain a degree in accordance with the curricular requirements in force when he or she first enrolls in the University or under subsequent requirements published while the student is enrolled.

The following conditions apply to the selection of degree requirements:

1. A student has eight years continuous and inclusive to claim the requirements of a specific catalog.
2. A student who is absent for more than five years must select the catalog in effect at the time of his or her return.
3. The choice of requirements is restricted to a single bulletin.
4. A student may not appeal to requirements adopted and abandoned while he or she was not enrolled in the University.

A student who is absent from the University, for even a short time, may find that there have been drastic changes in curricula and programs. In such cases, there may be no choice for the student but to adopt the new program or a transitional program approved by the dean. USC Upstate is not responsible for providing programs or courses that were deleted during the student's absence.

Course of Study

Students are expected to follow the program outlined by their college or school as closely as possible, particularly in the first two years when they are satisfying general education requirements and prerequisites for advanced work.

Students must complete courses in the prescribed sequence. Failure to do so may lead to future schedule difficulties, and students may find that the course for which they wish to enroll is not available.

Course Substitutions

Under unavoidable and exceptional circumstances, the faculty may permit a substitution or an exemption from the ordinary processes to complete the prescribed curricula. Students requesting a deviation from the prescribed course of study should consult with their academic advisor before preparing a petition listing the substitutions or exemptions sought and the reasons for the requests. Petitions are submitted on forms obtainable from the deans' offices or the Records Office. They must be returned to the dean of the school in which the student is enrolled.

Any deviation from degree requirements as published in the catalog must have the approval of the dean of the student's major. If the petition is denied, students may appeal to the senior vice chancellor for academic affairs. The petition must be approved before a student enrolls in the substitute course.

Students transferring from another college or university desiring to substitute courses taken elsewhere for courses prescribed at USC Upstate must submit a petition to the dean of the college or school in which they expect to receive a degree.

Change of Major

A student desiring to change his or her program of study is required to (1) obtain a change of major form from the current dean's office or from the Records Office, (2) have this form signed by the dean of the current college or school, (3) present the form for the approval of the dean of the college or school in which he or she plans to enroll along with a copy of the academic record obtained from the office of the former dean, and (4) return the completed form to the Records Office for processing. A change of major should be completed in advance of registration. Students are responsible for keeping their intended major current and accurate by processing a change of major when necessary.

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 and/or phone number. Failure to do so can cause serious delay in the handling of student records and notification of emergencies at home. Students change their address by using VIP. Returned mail due to an incorrect address will result in a "hold" being placed on a student's record, preventing registration.

Indebtedness

A student who is indebted to the university may be prohibited from attending class, taking final examinations, or registering for future terms. Indebtedness to the University may also prevent conferring of a degree, issuance of a diploma, or issuance of a transcript.

Students who have a repayment obligation for federal or state grant or loan funds (Pell Grant, Perkins Loan, SEOG, Supplemental Loan for Students or Stafford Loan) are not permitted to receive federal, state or institutional financial aid.

Change of Campus Within USC System

Students wishing to change campuses within the University of South Carolina system may initiate the process in the Records Office. Eligibility is determined by the campus and major to which the student wishes to transfer, and is based on hours earned, GPA, and in some cases, specific courses. Students are responsible for meeting all requirements and deadlines.

Registration

Official enrollment in the University requires that students be academically eligible, complete the registration process, and have made payment of current academic fees.

Students are expected to complete registration (including the payment of all required fees and having an ID card made or validated) on the dates prescribed in the university calendar. Failure to pay fees by the published deadlines may result in cancellation of the student's class schedule. To receive credit for a course at the end of the semester, students must be officially enrolled prior to the last day of late registration.

Academic Advisement

The purpose of academic advising is to facilitate students' progression in meeting educational goals. Students are assigned a faculty advisor early in their first semester of attendance.

Academic advising is a joint venture between the faculty advisor and the student. The faculty responsibilities include knowledge of the curriculum, of institutional policies, and of services available on campus. Faculty members assist students in developing an educational plan including selection of courses, scheduling classes and evaluating progress toward the degree.

Students are responsible for making educational decisions, scheduling advisement appointments and initiating discussions concerning academic difficulty or changes in their plan of study. Students should read all university communication, both print and online, and meet published deadlines.

A scheduled advisement period is held during fall and spring semester before priority registration. Students are required to meet with an advisor prior to their registration appointment time. After advisement, a "hold" is lifted allowing the student to register through the web registration system.

Advisement Testing

New freshman must take advisement tests in mathematics. Advisement into first-year English courses is based on the student's score on the writing portion of the SAT or ACT. Students who score 5 or below place in English 101A, students who score 6-10 place in English 101, and students who score 11 or 12 may be considered for English 101 Honors. Students who do not have SAT or ACT writing scores take the online writing placement test. Those who have not completed the math requirement for their USC

Upstate major must take a placement test in math. Refer to the foreign language placement policy on page 62.

Course Load

Graduation from USC Upstate in four years assumes completing 30 semester hours of course work per year that can be applied to the degree program. Changing majors, repeating courses, or enrolling in less hours will delay graduation past four years.

A student may enroll in no more than eighteen hours during a fall or spring semester, three hours during Maymester, or six hours during a single summer session (seven hours if one course is a four-hour course) without permission of his or her dean. Permission will not be granted for enrollment in more than twenty-one hours in fall and spring semesters. In order to receive permission for an overload, a student must have an overall GPA of 3.0 or a 3.0 GPA on twelve or more hours for the previous semester. Forms to request permission for an overload are available in the deans office and the Records Office.

Semester Hours Enrollment:

Fall and Spring Semesters

Semester Hours

1-11	Part-time status
12	Full-time status/graduate in 5 years
15-18	Full-time status/possible to graduate in 4 years
19-21	Must have permission to overload
Over 21	Not Permitted

Summer

Term	Part Time	Full Time	Overload
Maymester	1-2	3	over 3
Summer I and II	1-5	6-7	over 7

Independent Study

A student who wishes to enroll in an independent study course may do so by engaging a supervising faculty member, completing a contract in association with that faculty member, securing approval of the dean, and registering in the Records Office. Independent studies forms should be completed no later than the first week of the semester.

Internship

A student who wishes to enroll in an internship may do so by engaging a supervising faculty member, completing a contract in association with that faculty member, securing approval of the dean, and registering in the Records Office. Internship forms should be completed no later than the first week of the semester in which the student is interning.

Auditing

Auditing a course means attending classes and listening without actively participating in the class. Students must meet course prerequisites. The auditor is not responsible for class assignments or examinations. No academic credit is earned for a course which is audited nor may it be earned later through examination. A student who has audited a course is not prohibited from taking the course later for credit.

A student who wishes to audit a course must be admitted to the University and enroll in the course as an auditor. However, students taking the class for credit are

given preference over auditors where enrollment limits are a concern.

A student who is auditing a course, but who wishes to take the course for credit, may change his or her registration by the end of the late registration period.

Students wishing to audit a course or to change from credit to audit may do so only with permission of the instructor. Each instructor may set attendance conditions for the audit. Students not meeting those conditions will be withdrawn from the audit after the semester ends, with the withdrawal date listed on their transcript

1. Students who wish to audit or change from credit to audit should get an Audit form from the Records Office.
2. The form must be signed by the professor with any limiting attendance conditions specified.
3. The form is then signed by the student's advisor and turned into the Records Office. The last day to change credit to audit is the same day as the last day to withdraw without academic penalty.

At the end of the semester when the faculty submit grades, any student who has not met the conditions of the audit as reported by the faculty member will be withdrawn. Faculty will submit a Withdrawn from Audit form.

Pass-Fail Option

A student who has a cumulative GPA of at least 2.0 and who wishes to investigate fields of study other than those required by his or her degree program may choose the pass-fail option. The pass-fail option applies only to elective courses. No more than eight courses may be taken on a pass-fail basis during a student's academic career (excluded are credits granted for AP, CLEP, or ACT PEP). The option is offered on all courses at the undergraduate level, and normal prerequisites may be waived on these courses.

Enrollment for a course under the pass-fail option requires approval of the dean in the student's major. The option must be elected or revoked no later than the last day to withdraw without **academic** penalty.

Courses taken on a pass-fail basis do not count in the student's GPA nor toward the hours required for the Chancellor's or Dean's honor lists.

Repetition of Courses

Grades earned in a repeated course appear on the transcript and are calculated in the GPA (see Grade Forgiveness Policy). Students may receive transient credit for courses previously attempted at USC Upstate. (See transient credit policy).

Undergraduate Enrollment in Graduate Courses (Senior Privilege)

An undergraduate senior in his or her final semester may enroll in graduate courses under the following conditions:

1. The student has a cumulative GPA of 3.0.
2. The graduate course(s) do not create an overload.
3. Courses for graduate credit are not be used to meet undergraduate degree requirements.

Summer Sessions

Summer sessions normally consist of a three-week term (Maymester) and two four and one-half-week terms. Students regularly enrolled in the University may take work applicable to the degree during the summer session.

The maximum course load permitted in the Maymester is three semester hours. Six semester hours per term are permitted in the four and one-half-week sessions. A single extra hour may be carried if one of the courses involved is a four-hour course.

The University reserves the right to cancel any course in the case of inadequate enrollment. Registration in any course may be closed when the maximum enrollment for effective learning is reached.

Changes in Registration

A change in registration involves adding a course, dropping a course, withdrawing from a course, changing from one course section to another, changing the number of credits in a variable credit course, or changing course registration from audit to credit. Any change in registration must be filed with the Records Office on the proper form with all required signatures by the published deadlines.

Any change involving adding a course, dropping a course, changing a section, changing the number of credits in a variable credit course, or changing from audit to credit must be completed by the end of late registration as published in the university calendar. Students may elect or revoke the pass-fail option no later than the last day to withdraw without penalty. Students are urged to consult with the academic unit in which they are enrolled concerning any change of registration.

With the permission of both instructors, students may make the following schedule changes during the first few weeks of the semester (assuming the availability of the course to which the student desires to move):

Biology 101 to/from 110
Chemistry 105 or 111 to/from 101
French, German, and Spanish 101 to/from
102, 102 to/from 201, 201 to/from 202 or 210,
202 or 210 to/from 310
Mathematics 120 to/from 121, 121 to/from
141, 126 to/from 141, 127 to/from 141

Adding a Course, Dropping a Course, and Section Changes

Students may add a course, drop a course or make a section change through the last day of late registration through the internet (<https://vip.sc.edu>) Courses dropped 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 the computing of 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 of 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 should obtain the form entitled Request for Semester Withdrawal from the Records Office. Students are responsible for completing an exit interview with the dean of their major, obtaining the required signatures, and returning the form to the Records Office for final action. 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. Normally, an appeal to change a final grade is considered only if initiated within one year after the final grade is assigned. 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 Request 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 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 an absence from the examination, a grade of I (incomplete) is awarded until the examination is made up. Please see the section on incompletes on page 55. 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:

<i>Class Meetings Per Week</i>	<i>Testing Restrictions</i>
1	No testing during the last class meeting
2	No testing during the last 2 class meetings
3	No testing during the last 2 class meetings
4 or more	No testing during the last 3 class meetings

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.

<u>Level</u>	<u>Length of suspension</u>	<u>How suspension may be removed</u>
First	2 major semesters	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
Second	4 major semesters	1. Successful appeal through the suspension appeal process, or 2. Serve the suspension.
Third	Indefinite	

A student who is serving a second suspension may attend summer school at USC Upstate. Grades earned in summer 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 to remove the suspension. See suspension appeal process.

Academic Suspension Appeal Process

Students wishing to appeal academic suspension should contact the Records Office to obtain an appeal form. Completed forms must be submitted to the Records Office to be considered.

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 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 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; 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 per cent 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:

Government & Politics: United States: Three credits for Government and International Studies 201 with a minimum score of 3.

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:* Eight hours of university credit with a minimum score of 3.

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.

Computer Science AB: Three credits in Computer Science with a minimum score of 3.

English Language and Composition and *English Literature and Composition:* Three credits for English 101 with a score of 3 or 4 on either English AP exam. Three credits for English 101 and three credits for English 102 with a minimum score of 3 or 4 on both English AP examinations. Three credits for English 101 and three credits for English 102 with a minimum score of 5 on either or both English AP examinations.

Environmental Science: Four credit (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, 102 and 201 with a score of 5.

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

Human Geography: Three hours of lower-level geography credit with a minimum score of 3.

Latin-Vergil and *Latin Literature:* Four hours of university credit with a minimum score of 3 for each test.

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: Three credits for Spanish 202 with a score of 3, 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 110 with a score of 3

World History: Three hours of lower-level history credit with a minimum score of 3.

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 College Entrance Examination Board 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 201 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: Three credits for Mathematics 141 and three credits for Mathematics 144 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 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 class standing, can be gained through successful completion of the Defense Activity for Nontraditional Education Support (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 class 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 \$15 per semester hour. This fee is non-refundable. The Records 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.

Correspondence Course Credit

USC Upstate students may receive credit for correspondence courses taken concurrently with their regular academic work. Students must request permission to enroll in such courses on a form available in the Records Office. Enrollment must be approved in advance by the dean of the college or school in which the student is enrolled.

Information concerning correspondence courses available from the University of South Carolina may be obtained from the Records Office. A minimum grade of C is required in order for correspondence courses to be counted in a student's degree program.

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 but on or before 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 and 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 strong, clear evidence that stated conditions or events 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 students' 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 (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.

Grade Reports

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

Course Grade Forgiveness

It is the policy of the University of South Carolina that every currently enrolled, fully-admitted, degree-seeking undergraduate earning a "D+", "D", "F" or "WF" in a USC course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the USC permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked.

Eligible students wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during their undergraduate enrollment, but no applications will be honored after the degree is awarded. Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 credits) on a student's undergraduate academic record, without regard to the number of degrees sought. Under the grade forgiveness policy, the forgiven and repeated class must both be taken at the same USC campus. Courses transferred from other institutions are excluded from this policy.

This policy does not preclude students from repeating classes multiple times, in accordance with program

requirements, but only the second attempt at the class may forgive the original grade of D+, D, F, or WF.

Only a regular letter grade can replace a forgiven grade. Grades of “W”, “T”, “S”, “U”, or “AUDIT” may not replace previous grades. Grades carrying an honor code violation sanction of “X” are not eligible for grade forgiveness.

Established requirements for repeating classes, admission to, or progression in, specific academic programs of the University take precedence over the grade forgiveness policy. Program or progression grade point averages are not affected by this policy. Refer to the guidelines for each program for specific requirements.

Courses intended to be repeated for additional credit, such as research or applied music, are not eligible for grade forgiveness. Semester honors (dean’s or president’s honor list), academic standing (scholastic deficiency, probation, suspension), or previous grade point totals will not change retroactively as a result of applying this policy.

Students who have been granted Academic Forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness. Please refer the bulletin entry for Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.

Transcripts

A transcript of students’ records carries the following information: current status, a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, and system of grading. A permanent record of all failures, incomplete grades and penalties such as probation, suspension or other restrictions are also indicated. The transcript also contains references to other colleges or universities attended and the total credits accepted by USC Upstate. No partial record is issued.

All requests for transcripts must be written. Students needing a copy of their transcript or a certified copy of the end-of-semester grade report must complete a transcript request form at the Records Office. All official transcripts are processed through USC Columbia. Transcript costs are \$8.00 for each copy. No transcript is issued to students who are indebted to the University.

With the exception of copies made for internal university use, no copy of a student’s records is released anywhere (including the state department of education) without the student’s written consent, unless required by law or court order.

Academic Forgiveness

A former University of South Carolina undergraduate student who meets all of the following conditions may apply for academic forgiveness:

1. The student must have a cumulative GPA of less than 2.0 on all University of South Carolina course work.
2. The student was not enrolled at any University of South Carolina campus for at least 48 months.
3. The student must be readmitted to a degree program at the University of South Carolina and must complete at least 24 hours of

approved graded course work prior to applying for academic forgiveness.

4. After readmission to the University, the student must earn a cumulative GPA of at least 2.0 and meet the progression requirements of his or her degree program.
5. The student has not previously been granted academic forgiveness.

A student who has met these conditions and desires academic forgiveness must submit a written request for academic forgiveness to the dean of the school in which the student is enrolled. After verification of the student’s eligibility, the dean shall inform the registrar that academic forgiveness has been granted to the student.

Once academic forgiveness has been granted, the following apply to the student’s academic record:

1. All curriculum requirements will be in accordance with those in force at the time of or subsequent to the student’s readmission.
2. The student may not receive academic honors upon graduation.
3. The student’s grade point average is recalculated beginning with the semester in which the student was readmitted to the University.
4. Courses in which the student received a passing grade prior to readmission and the granting of academic forgiveness may, at the discretion of the student’s school, be used for academic credit, but are not used in the calculation of the grade point average.
5. The following statement shall appear on the academic record of any student granted academic forgiveness: “This student was granted academic forgiveness under the University of South Carolina Academic Forgiveness Program. No courses taken prior to (date of re-admission) are used in the calculation of the GPA, but those in which the student received a passing grade may be used to meet degree requirements.”
6. The permanent academic record will remain an unmodified record of all work attempted at the University of South Carolina.
7. A cumulative GPA of 2.0 is required on all work following academic forgiveness for purposes of graduation.

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.

Academic Honors

Honor Lists

Each semester, academic achievement is recognized by entering students’ names on the chancellor’s honor list and the dean’s honor list. The chancellor’s honor list requires a

GPA of 4.0 earned on a minimum of 12 credited semester hours. The dean's honor list requires a grade point average of 3.5 or higher (3.25 or higher for freshmen) earned on a minimum of 12 credited semester hours.

No course carried on a pass-fail basis is counted toward the 12 hours required for either the chancellor's or dean's honor lists.

Graduation with Honors

Graduation with honors will be based on a cumulative GPA calculated on the basis of all work for college credit, including any attempted at other institutions at any time. This calculation includes all courses attempted, not just those submitted in fulfillment of graduation requirements.

In addition to their overall record, students with overall honors must show a GPA at USC which meets the level specified for the honors being sought.

The following designations indicate a consistently high level of academic achievement through the student's entire academic career. To graduate with such honors, a student must have earned at least 60 credit hours applicable to the degree in residence at the University. Courses taken by a transient student at other institutions, by correspondence, by examination, or by exemption are not considered "in residence."

Summa cum Laude: A cumulative GPA of 3.95-4.00

Magna cum Laude: A cumulative GPA of 3.75-3.94

Cum Laude: A cumulative GPA of 3.50-3.74

For purposes of the graduation ceremony and program, academic honors are calculated on the student's previous semester.

Honor Societies

Students whose records demonstrate superior academic achievement may be invited to join several honor societies chartered on the USC Upstate campus. These organizations exist not only to recognize outstanding students but also to promote academic achievement in all areas of the University.

Alpha Kappa Delta, the International Sociology Honor Society, was founded in 1920. The Mu Chapter at USC Upstate was chartered in 2009. AKD recognizes students with outstanding academic achievements in sociology. Because the mission statement of AKD is "To investigate humanity for the purpose of service," students also engage in a number of service activities throughout the year. To be a member, students must be a sociology major or minor, have junior standing (completed at least 60 hours), have a grade point average of 3.0 or higher – both overall and in sociology, and must have completed at least four sociology courses at USC Upstate.

In 2005, the University of South Carolina Upstate was granted a chapter of **Alpha Sigma Lambda** National Honor Society, the oldest and largest honor society devoted to the recognition of non-traditional students pursuing higher education. Alpha Sigma Lambda National Honor Society was established in 1945 to honor superior scholarship of nontraditional students.

Alpha Mu Gamma, the national collegiate foreign language honor society, was founded in 1931 with the primary

purpose of honoring students for outstanding achievement in foreign language study during college. Activities of the society are: biennial national conventions, regional conferences, chapter meetings and special chapter activities like sponsorship of National Foreign Language Week.

A chapter of **Gamma Beta Phi** national honor society was chartered at USC Upstate in 1978. Membership is open to students who rank in the top 15 percent of their class and who have completed 15 or more semester hours in residence at USC Upstate.

A chapter of **Kappa Delta Pi**, a national education honorary fraternity, was established at USC Upstate in the spring of 1978. It is open to juniors and seniors who have outstanding academic records and a strong commitment to the profession of education.

The **Mu Rho Chapter of Sigma Theta Tau**, the International Honor Society for Nursing, was chartered in March 1992. Membership is open to BSN students in the top 35 percent of the senior class with a minimum GPA of 3.0. This academic society strives to promote excellence and the advancement of nursing knowledge, research and leadership.

Omicron Delta Kappa is a leadership and scholarship honor society affiliated with Omicron Delta Kappa national fraternity. Membership is open to juniors and seniors who rank in the upper 20 percent of their class and who meet chapter criteria for leadership and service to the campus.

Phi Kappa Phi, dedicated to the recognition and promotion of academic excellence in all fields of higher education, is the nation's oldest and largest all-discipline honor society. Membership by Phi Kappa Phi is by invitation only. Those invited to membership include the top 7.5 percent of last-term juniors and the top 10 percent of seniors, along with outstanding graduate students, faculty, professional staff, and alumni.

Pi Sigma Alpha is the national political science honor society. The Nu Kappa chapter was chartered at USC Upstate in 1982. Membership is open to students who attain a B average, both overall and in political science courses. Applicants must have completed 10 semester hours in political science and be ranked in the upper third of their college class.

Psi Chi, the National Honor Society in Psychology, was founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. The chapter at USC Upstate was chartered in 1993. To be eligible for membership, students must be psychology majors (or IDS bi-disciplinary psychology majors) who have completed at least three semesters of college work including nine hours of psychology. Eligible students must rank in the top 35 percent of their class and have a minimum GPA of 3.0 in psychology courses.

Graduation

Requirements and Procedures

Applicants for graduation are urged to confer with the appropriate chair or dean about their major program and degree requirements before the beginning of their last semester of residence at USC Upstate.

Academic Residency Requirements. The last twenty-five per cent of the semester hours of the degree program must be completed in residence at the University. In residence means that students are regularly enrolled in the University, are members of a class which is supervised by a faculty member of USC Upstate, and in other ways conform to the requirements that are normally connoted by the term in residence. In residence requirements may not be met by courses for which credit is earned by exemption or examination, or courses for which transfer credit was awarded. Students who have not established credit for the prescribed number of hours in residency are not eligible for graduation.

Residency Requirements in the Major. To receive a degree, students must complete at least 12 semester hours of major course credit at USC Upstate or at other campuses in the USC system.

Degree Applications. Candidates for degrees must file formal applications prior to the last academic term before graduation with the Records Office on forms obtained at that office. Applications must be filed according to the deadlines published in the course schedule. In order to graduate for the term applied for, all academic work, including transfer credit, exemption exams and make up of incompletes, must be received in the Records Office prior to the end of the semester. Students who have applied for graduation but did not meet degree requirements must re-apply for the appropriate term.

<u>Semester</u> <u>Graduating</u>	<u>Applications due in</u> <u>Deans/Division Offices</u>	<u>Applications due</u> <u>in Records Office</u>	<u>Ceremony</u>
May (walk in May)	December 1	January 20	May
All course work completed by the end of the spring semester.			
August (walk in May)	February 15	March 1	May
All course work completed by the end of summer II semester.			
December (walk in December)	April 15	May 1	December
All course work completed by the end of fall semester.			

Graduation Requirements. Students submit to their dean a list of courses meeting all regulations and requirements of their school and major department which they claim for graduation and for which their overall GPA and their GPA on USC system course work is at least 2.0. This list, after verification, forms the basis for the dean's approval or rejection of students' applications for graduation. (This list contains only the courses in which students have performed at or above the required level. The list need not contain all courses attempted or passed, but only those which students wish to submit in fulfillment of graduation requirements.) Students who have been granted academic forgiveness must have an overall GPA of at least 2.0 since returning to USC Upstate. A minimum grade of C is required for any course submitted for fulfillment of general or intensive major requirements in most degree programs. Exceptions to this requirement are noted in the description of each academic program.

Second Undergraduate Degree

At times the University confers a second undergraduate degree upon candidates who have completed all requirements for the desired degree. A second degree is awarded provided that the additional requirements for the second degree include a minimum of 18 semester hours beyond those required for the first degree. Students may pursue both degrees simultaneously. A separate application is required for each USC Upstate degree.

Student Responsibility

The USC *Upstate Student Handbook* contains additional rules and regulations as well as the Code of Academic Responsibility. Students are responsible for obtaining a copy of the handbook from the Student Affairs Office upon registration.

Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.*

Students should submit to the registrar, dean, head of the academic division, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

The University of South Carolina will disclose information from a student's education records only with the written consent of the student, except:

- (a) To school officials with legitimate educational interests;
 - A school official is a person employed by the University in an administrative,

supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

•A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (b) To officials of other institutions in which the student seeks or intends to enroll provided that the student has previously requested a release of his/her record;
- (c) To authorized representatives of the U.S. Department of Education, the Comptroller General of the United States, state educational authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;
- (d) In connection with a student's application for, and receipt of, financial aid;
- (e) To comply with a judicial order or lawfully issued subpoena;
- (f) To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- (g) To appropriate parties in a health or safety emergency; or
- (h) To the alleged victim of any crime or violence of the results of any disciplinary proceedings conducted by the University.
- (i) The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- (j) To students currently registered in a particular class, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

The University of South Carolina has designated the following items as **directory information**: a student's name, electronic mail address, local and permanent mailing addresses and telephone numbers, semesters of attendance, enrollment status (full- or part-time), date of admission, date of graduation, school, majors and areas of concentration, whether or not currently enrolled, classification (freshman, etc.), type of degree being pursued, degrees, honors, and awards received (including scholarships and fellowships), weight and height of members of athletic teams, and whether the student has participated in officially recognized activities and sports sponsored by the University.

The University may disclose any of these items without prior written consent, unless the student has submitted a

written request to the Office of the Registrar not to release directory information pertaining to them. Requests will be processed within 24 hours after receipt. Directory information will be withheld from student directories and telephone books only if notification is received prior to the publication of these documents. The electronic directory is updated each weekend; requests for non-disclosure will be honored with the next update after the request is processed by the staff of the Office of the Registrar.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington DC 20202-4605.

Questions concerning this law and the University's procedures concerning release of academic information may be directed to the Office of the Registrar at 864-503-5220.