



THE OFFICE OF ACADEMIC RECORDS AND REGISTRAR

Grading and Correction of Grades Handbook

GRADING AND CORRECTION OF GRADES HANDBOOK

Note: Content reflects university policy and includes procedures followed by the Grades department. With the exception of the Problem-Solving Chart, items in this handbook are listed in the chronological order in which grading events occur, beginning with Examinations and ending with Grade Appeals. The most recent version of this handbook is published at arr.usc.edu/grades.

Prepared by

THE OFFICE OF ACADEMIC RECORDS AND REGISTRAR
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Grade Problem-Solving Chart

Problem	Resolution		
	WEEKS 1 – 3 (Prior to the refund deadline for the course on the <i>Schedule of Classes</i>)	WEEKS 4 – 12 (After the refund deadline, but before the withdrawal deadline)	AFTER WEEK 12 (After the withdrawal deadline and / or SEMESTER HAS ENDED)
<p>ACCELERATION / DECELERATION Early in a semester, but after the student has taken a placement test or other knowledge-level indicator, a department agrees that student should be in a higher or lower level, such as CHEM 105 / 115. How can a student’s registration be adjusted so that the student’s name appears on the correct grade roster?</p>	Student changes course through Web Registration or in-person registration.	Student obtains a memo of explanation of acceleration or deceleration from the department and emails it to the Registrar One Stop office (onestop@usc.edu) to process the change. The department can also email One Stop directly to make the acceleration/ deceleration request	Student submits a request for a Petition inquiry. Further information is available.
<p>MARKS OF MG Student has grade of MG. How can the missing grade be ascertained, and the correct grade recorded?</p>	N/A	N/A	The department’s Grades Coordinator submits the MG/NS form through DocuSign (docuSign.net).
<p>MARKS OF NS Student has a grade of NS. How can the unsubmitted grade be ascertained, and the correct grade be recorded?</p>	N/A	N/A	The instructor adds the grade or grades through GRS, or the department’s Grades Coordinator submits the MG/NS form through DocuSign (docuSign.net).
<p>GRADE APPEAL Instructor declines student’s dispute of a grade, and student asks for information about appealing the instructor’s decision.</p>	N/A	N/A	Refer to “Disputed Academic Evaluation Procedures” under “Selected Academic Policies” in the <i>USC Student Handbook</i> at policy.usc.edu/studenthandbook

Grade Problem-Solving Chart Continued

Problem	Resolution
<p>Student had or has grade of IN and has completed the work within the normal IN completion period. How is the new and final grade posted on the student's transcript?</p>	<p>See pages 12 and 13 of this handbook for the normal IN completion period. The department's Grades Coordinator submits the Assignment of Final Grade for Completion of an Incomplete form through DocuSign (docuSign.net).</p>
<p>Student had a grade of IN and has completed the work within the normal IN completion period, but the Assignment of Final Grade for Completion of an Incomplete form was delayed, and the student now has a grade of IX, which counts as 0 grade points.</p>	<p>After the form is received by the Grade department, the new and final grade is entered on the student's record without penalty.</p>
<p>Student had a grade of IN but did NOT complete the work within the normal IN completion period, and now has grade of IX.</p>	<p>Student may petition CAPP for a time extension. Such petitions are initiated in the department of the student's major.</p>
CORRECTION OF GRADES	
<ol style="list-style-type: none"> 1. After final grades are submitted, the instructor discovers an error has been made in assigning a grade. 2. Instructor assigned a grade of IN in error: Student actually completed all the work before the semester ended, or student stopped attending before withdrawal deadline for the course and should have a grade of UW. What process should be used to correct this error? 	<p>After grades are submitted, the department Grades Coordinator submits a Correction of Grade (CoG) request through DocuSign (docuSign.net).</p>

Examinations

Required Timing of Mid-semester Examinations and Other Measures of Student Performance

A significant amount of graded work (such as examinations, graded homework, papers, or projects other than the final exam, paper or project) are to be scheduled and graded with results returned to students in time for them to meet the deadline for dropping courses (before the withdrawal deadline for the course as published on the **USC Schedule of Classes**).

In addition, all instructors of undergraduate-level courses must notify students of official mid-semester standings and enter them in the Grading and Roster System by the end of the tenth week (spring and fall semesters). Note: the posting of names, grades, Social Security and/or identification numbers is prohibited. Grades can be posted if other unique indicators that are not personally identifiable are used.

Mid-semester Standing Reports Requirement

In fall and spring semesters all instructors of undergraduate-level courses (numbered less than 500) must submit information on their students' standing in the middle of the semester in the Grading and Roster System (available at **myusc.edu** and **grs.usc.edu**). The options for mid-semester standings for most students are At Risk and Not at Risk. Instructions are available.

Mid-semester standings can be entered in the Grading and Roster System beginning the seventh week of classes and must be entered before the end of the tenth week of classes. Mid-semester standing reports are sent to the Undergraduate Advisement Database and are made available to academic advisors but do not become part of a student's permanent record.

Final Examination Policy

All undergraduate and graduate courses scheduled in the standard sessions of the fall and spring semesters have a published final examination schedule. In accordance with the policies of the United States Department of Education, the last scheduled day of class is required instructional time. Either a final examination or other final summative experience must take place during the published final examination period. **Final examinations or other final summative experiences may not be scheduled during the Study Days period.**

No deviations from the published examination period are permitted for courses scheduled in a standard session during the fall and spring semesters, unless faculty have authorization in advance from the Committee on Academic Policies and Procedures (CAPP). CAPP will not consider any faculty request for rescheduling a final examination without unanimous written consent of all students in the class. Contact the Registrar's Office at (213) 740-4623 or **registrar@usc.edu** to request the form and procedures.

Student Scheduling Conflicts During Finals

No student is permitted to omit or take the final examination early, and no instructor is authorized to permit a student to do so.

Students should plan in advance to avoid scheduling conflicts in their final examinations. If a student is scheduled for two final examinations at the same time, they should request to take one of the examinations on a different day or time. In either situation the student must contact the professors involved no later than two weeks prior to the scheduled examination date and request an accommodation. If an accommodation cannot be arranged, the student should contact the Office of Academic Programs at academic.programs@usc.edu.

Faculty are reminded that grades are due four business days after the university-scheduled final examination day and time. Therefore, it might not be possible to accommodate late student requests for an alternate, make-up final examination after the published examination period.

Religious Observance Conflicts

If a final examination is scheduled at a time that conflicts with a student's observance of a holy day, faculty members should accommodate a request for an alternate examination date and time. A student must discuss any conflicts with the professor no later than two weeks prior to the scheduled examination date to arrange an acceptable alternate date and time.

The student and/or professor may reach out to the Office of Religious and Spiritual Life at (213) 740-6110 or orsl@usc.edu, or the Dean of Religious Life at vasoni@usc.edu, for guidance.

Documented Emergencies

In the case of a documented emergency that occurs after the withdrawal date and/or during the final exam period, students should consult the instructor about receiving a grade of Incomplete (IN) for the semester. Faculty and students alike should refer to the rules regarding the mark of Incomplete at the time of the request.

The Registrar's Recommended Definition of Emergency

"An unforeseeable situation or event beyond the student's control that prevents them from taking the final examination or final summative experience." Based on this definition, a student may not request an IN before the withdrawal deadline. The rationale is that the student has the option to drop the course until the withdrawal date. The grade of IN exists so there is a remedy for illness or emergency which occurs after the deadline to withdraw.

Retaking of Final Examinations Prohibited

No student is allowed to retake a final examination or do extra work to improve their grade in a course after the semester has ended.

EXAMINATIONS

Examinations for Students With Disabilities

University policy requires reasonable academic accommodation for students with disabilities. It is the specific responsibility of all faculty serving in a teaching capacity to ensure compliance with the policy, which in some instances may involve facilitating approved accommodations for examinations. Visit the **USC Catalogue** for specific policies and details.

Subject Credit by Special Examination

Students who feel sufficiently prepared in a subject may take a special examination to waive a specific course requirement. With the permission of the dean of the academic unit in which the student is a degree candidate, the student may submit a Request for Credit by Special Examination form to the Grades department at **grades@usc.edu**.

Students should also request permission from the chair of the department in which the course is offered. Those who successfully challenge the course receive subject credit only. The following rules apply:

1. Credit by examination is available to undergraduate students only.
2. No more than one special examination may be taken in a given course.
3. Special examinations will not be allowed in any course for which a student has received a grade or mark on the transcript at USC or elsewhere.
4. An examination will not be allowed if the course is a prerequisite to or sequentially precedes a course or courses that appear(s) on a college-level transcript, unless USC allows similar courses to be taken out of sequence.
5. Baccalaureate credit cannot be earned by examination for the Writing requirements, the first three semesters of any foreign language, or MATH-040.
6. Native speakers of foreign languages may challenge only literature or linguistics courses offered through the respective language department.
7. Results of all special examinations taken for subject credit will appear on the USC transcript with only a grade of CR (credit) or NC (no credit) and will not reflect unit value.

Procedures for Administering Examinations [source, Office of the Registrar / University Testing Bureau]

1. Faculty should be aware that various student organizations and commercial websites collect and file examinations. An examination that is re-used regularly or otherwise prepared with some regularity is likely to be memorized.
2. The environment of the examination should be designed to prevent not only cheating, but also the appearance of cheating. This would include such preventive measures as cautioning against talking during the examination, care in the seating arrangement during the examination and, for crowded classrooms, the use of different question sets and the presence of additional proctors.

3. Both questions and answers on short-answer examinations should be scrambled, especially in large classes.
4. All duplicating of examination materials should be done either: (a) in the department by a full-time staff member or by the faculty member, or (b) at a location where appropriate security procedures are followed. It is not advisable to use the smaller copy centers or off-campus vendors for material that requires security. If it is necessary to use such a copy center, then a while-you-wait service should be used. Finally, when submitting materials that need to be secured, identify them properly. Most campus copy centers have special procedures for such materials but won't employ them unless the materials are appropriately identified.
5. Students should not be asked to write in bluebooks that they have provided themselves. Departments may supply bluebooks. Alternatively, faculty may ask students to bring bluebooks, but then swap them with a set the faculty member has brought. (This method minimizes departmental expenditure while still preventing pre-written or note-filled bluebooks. The faculty-supplied set should be marked with a colored marking pen.) As another alternative, faculty may collect student-supplied bluebooks, shuffle them, stripe them with a marking pen, and re-distribute them.
6. Instructors must be present during course examinations. Alternative arrangements can be made with the specific approval of the appropriate department head. Instructors are responsible for ensuring that appropriate steps are taken to prevent academic dishonesty.
7. Graduate assistants or student graders should not be given a solutions manual for the entire course.
8. The use of standard examinations contained in instructors' manuals should be avoided since resourceful students are often able to obtain such publications.
9. Students should be informed before examinations that significant numbers of completed examinations are photocopied before being returned to students. Such a practice may discourage the altering of returned examinations and submitting them for regrading.

Post-Examination Procedures

The following practices are to be observed upon completion of the examination:

Handling Examination Papers: Completed examination papers should be securely handled during the grading process.

Grading Examinations: All final essay-type examinations should be read by the instructor or by a qualified reader acting under the instructor's supervision. The instructor should check, by adequate sampling, the fairness and accuracy of a reader's work. Keys to a machine-scored examination should be prepared personally by the instructor.

Grading Policies

CAPP Grade Assignment Recommendations

The Committee on Academic Policies and Procedures (CAPP) recommends the following considerations in the determination of letter grades:

Each instructor is responsible for the maintenance of high standards. The instructor's evaluation of the performance of each individual student is the final basis for assigning grades.

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. The method of grading by instructors must be made clear to students, and instructors are required to justify disputed grades. At the same time, students are responsible for maintaining those reasonable standards of academic performance and classroom conduct conducive to the learning process, as established in each course in which they are enrolled.

Rigid application of arbitrary percentages in the distribution of grades is not desirable; the size and quality of the class group must be taken into consideration.

Definitions of Grades and Marks [source, USC Catalogue]

Grading policies and practices for the university are described below. Certain professional schools follow approved differences in grading practices.

Grades and marks are defined as follows:

Letter grades

- | | |
|----------------|---|
| A | Work of excellent quality. |
| B | Work of good quality. |
| C | Work of fair quality for undergraduate credit. Minimum passing for graduate credit, except in courses designated by a school or department to have a higher minimum standard for passing. See the individual program requirements in the USC Catalogue . |
| C minus | Failing grade for graduate credit. |
| D minus | Work of minimum passing quality for undergraduate credit, except in courses designated by a school or department to have a higher minimum standard for passing. See the individual program requirements in the USC Catalogue . |

F Failure This grade is assigned to any undergraduate student failing to meet the minimum standards for passing the course. The grade of F indicates that the student failed at the end of the term or was doing failing work and stopped attending the course after the withdrawal deadline. Please refer to the **USC Schedule of Classes** for the course-specific date.

Plus and minus grades are used, with the exception of A plus, F plus, and F minus.

Other Marks and Their Definitions

CR **Credit:** Passing mark for non-letter-graded course. Equivalent to C-minus quality or better for undergraduate courses and B quality or better for graduate courses; no effect on GPA. Refer to Grading Options and Enrollment Status on pages 15–17.

NC **No Credit:** Less than the equivalent of C-minus quality for an undergraduate, and less than the equivalent of B quality for a graduate, non-letter-graded course; no effect on GPA.

P **Pass:** Passing grade equivalent to C-minus quality or better for a letter-graded undergraduate course when a student elects to take it on a Pass/No Pass basis, and a B or higher in quality in a letter-graded graduate course when a student elects to take it on a Pass/No Pass basis; no effect on GPA.

NP **No Pass:** Failing grade for letter-graded course taken on a Pass/No basis. (Equivalent to D-plus or below in an undergraduate course and B-minus or below in a graduate course); no effect on GPA.

Registrar’s Note on P/NP Grades: *The Pass/No Pass grading option is available only to those students who **officially elect the option through the registration process**. Refer to “**Grading Options and Enrollment Status**” on pages 15–17. An instructor may not assign this option. If a student has elected to take a course on a P/NP option, a Pass/No Pass remark will appear under the Final Grade Option field and only a mark of Pass or No Pass may be assigned.*

W **Withdrawal:** Students have until the withdrawal deadline to officially withdraw from a course. (Please refer to the **USC Schedule of Classes** for the course-specific date.) Courses that are dropped by the end of the seventh week of classes (shown on the **USC Schedule of Classes**) do not appear on the *official* transcript. **An instructor may not withdraw a student from a course.** No course may be dropped after the withdrawal deadline, although in exceptional cases students may petition to withdraw from a course after the deadline. Such petitions are rarely approved. The names of students who have officially withdrawn from a course will appear with a pre-assigned mark of W in the Final Grade column in the Grading and Roster System. Also note that students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation.

UW **Unofficial Withdrawal:** Assigned to students who have stopped attending prior to the withdrawal deadline without officially withdrawing. The names of the students will appear as officially enrolled in the course. The UW will be computed in the GPA as zero grade

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points (as in the case of an F) and indicates a failure on the part of the student to assume the administrative responsibility of officially dropping a course. Refer to “**Unofficial Withdrawal After the Drop Deadline**” on page 14 or “**Grading Special Cases**” on page 13.

MG **Missing Grade:** An administrative mark assigned by the instructor. The mark should only be assigned in unique or unusual situations. Refer to “**Academic Misconduct**” and “**Grading Special Cases**” on page 13 for those cases in which a student does not complete coursework before the semester ends, and “**Grading Options and Enrollment Status**” on pages 15-17. All missing grades must be resolved by the instructor through the Correction of Grade Process.

Time Limit for Resolution of an MG: One calendar year is allowed to resolve an MG. If an MG is not resolved within one year, the grade is changed to UW and will be calculated into the grade point average as zero grade points.

NS **Not Submitted:** The administrative mark of NS results from the instructor’s failure to assign a grade for a student or failure to submit grades for a class.

Time Limit for Resolution of an NS: One calendar year is allowed to resolve an NS. If an NS is not resolved within one year, the grade is changed to UW and will be calculated into the grade point average as zero grade points.

IN **Incomplete:** Assigned when work is not completed because of documented illness or other emergency occurring after the withdrawal deadline for the course. (Please refer to the **USC Schedule of Classes** for the course-specific date.)

Registrar’s definition of emergency: “A situation or event which could not be foreseen and which is beyond the student’s control, and which prevents the student from taking the final examination or completing other work due during the final examination period.” Based on this definition, a student may not request an IN before the end of the withdrawal deadline. The rationale is that the student still has the option to drop the course until 80 percent of the session in which the course is taught has elapsed. The grade of IN exists so there is a remedy for illness or emergency which occurs after the drop deadline. Refer to “**Grading Special Cases**” on page 13 for the appropriate grade in cases in which students miss work before the drop deadline.

Arrangements for an IN and its completion must be initiated by the student and agreed to by the instructor prior to the final examination. However, see “**Unofficial Withdrawal After the Drop Deadline**” for exceptions, page 14.

If an Incomplete is assigned as the student’s grade, the instructor is required to fill out an **Assignment of an Incomplete (IN) and Requirements for Completion form**, which specifies to the student and to the department the work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to work remaining to be done when the final grade is computed. Both the instructor and student must sign the form with a copy of the form filed in the department.

Time Limit for Completion of Incomplete Work

Marks of IN must be completed within one year of the date of their being assigned. If not completed within the specified time limit, marks of IN automatically become marks of IX (Expired Incomplete)—with the exception of thesis, dissertation, and non-letter-graded courses—and are computed in the GPA as a grade of F (zero grade points). A student may petition the Committee on Academic Policies and Procedures (CAPP) through their academic department for an extension of time to complete an Incomplete. Extensions beyond the specified time limit are rarely approved, particularly if the student has enrolled in subsequent semesters, because the completion of the Incomplete should be the student's priority.

Other IN Completion Policies and Procedures

Students may complete the IN only by completing the work not finished as a result of illness or emergency occurring after the withdrawal deadline. Previously graded work may not be repeated for credit. It is not possible to complete an Incomplete by re-registering for the course, even within the designated time. Re-registering for the course will result in the assessment of tuition charges to the student.

When the work is completed, the department's Grades Coordinator should submit the Assignment of a Final Grade for Completion of Incomplete (IN) form through DocuSign at docusign.net.

- IX** **Expired Incomplete:** If a grade of IN is not completed within the designated time period, the grade automatically becomes an IX, which is computed in the GPA as zero grade points (equivalent to an F grade).
- IP** **In Progress:** Interim mark for a course exceeding one semester.
- V** **Audit:** The appropriate mark for a course in which the student has officially elected the audit option during the registration period (prior to the deadline to add the course, as indicated in the **USC Schedule of Classes**). Audit status carries no credit and does not appear on the university transcript. Students may not enroll for audit in any courses numbered 390, 490, 590, 594, 690, 790, 794, 990, or 994.

Grading Special Cases

Academic Misconduct [source, *USC Student Handbook*]

1. Instructors are encouraged to submit a report with the Office of Academic Integrity (OAI) if they, an academic unit, or an appropriate university official has reason to believe, based on observation or other information, that a student has violated the university's academic integrity standards. The Office of Academic Integrity manages reports of alleged academic misconduct for all undergraduate and graduate students, except those involving a student in either the Herman Ostrow School of Dentistry or the M.D. program at Keck School of Medicine.
2. Students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation. Furthermore, students accused of academic dishonesty are expected to continue participation in the course while OAI resolves the matter.
3. If the instructor believes that either cheating or plagiarism has taken place during the final examination period, or if an earlier academic integrity matter is still in process, the instructor

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should assign a mark of “MG” (missing grade) and select the appropriate comment from the drop-down option box in GRS. A final grade will be placed on the student’s transcript when the reported academic misconduct case is resolved.

4. Even if the student admits the violation and accepts the grade penalty assigned by the instructor, the matter must be reported. Academic integrity violations are reported to the Office of Academic Integrity, except for the following programs: Herman Ostrow School of Dentistry and the Keck School of Medicine.
5. Instructors should review the resources available from the Office of Academic Integrity and familiarize themselves with the official definitions of academic integrity described in the **USC Student Handbook**.

Work Missed Before the Drop Deadline [source, USC Catalogue]

Students who miss class work or examinations prior to the drop deadline should be advised by the instructor to complete the pending work before the end of the semester, or to withdraw from the course by the deadline. Course-specific dates are available in the **USC Schedule of Classes**. The student may not be assigned a grade of IN if the missing work occurred prior to the withdrawal deadline and the work is not completed by the end of the semester. If a student misses earlier work but otherwise completes the course, the weighted grade for work completed must be assigned with the missing work counting as zero.

Unofficial Withdrawal Before the Drop Deadline [source, USC Catalogue]

If a student stops attending before the withdrawal deadline, the appropriate grade is UW. Course-specific dates are available on the **USC Schedule of Classes**.

Unofficial Withdrawal After the Drop Deadline [source, USC Catalogue]

If a student stops attending during the final examination period and does not contact the instructor, the appropriate weighted grade should be assigned with the work not completed counting as zero. A mark of MG **should not be assigned** by the instructor. If it is later learned that the student had a documented bona fide illness or emergency and was unable to contact the instructor prior to the final, the instructor should use the Correction of Grade process to change the grade to IN.

Grade and Mark Numeric Equivalents [source, USC Catalogue]

Letter grades have the following numeric equivalents for each unit:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	UW = 0.0
	B- = 2.7	C- = 1.7	D- = 0.7	IX = 0.0

***Marks of CR, NC, P, NP, W, IP, MG, and IN do not affect a student’s GPA.**

Retention of Faculty Teaching Records [source, policy.usc.edu/record-management]

Grade books and other records of grades should be retained for four years. Final exams and all other graded work which affected the course grade should be retained for one year after the end of the course, if the graded work has not been returned to the student. When instructors leave the university, all documentation must be filed with the department.

Grading Options and Enrollment Status - CR/NC, P/NP, W, and V (Audit)

There are two classifications of grading:

1. A **Grading Option is a course-specific** default that determines one of three ways in which a course can be graded.
 - a. The **Letter-Graded** option is applied to a course approved by the University Committee on Curriculum as one which is to be letter-graded.
 - b. The **Credit/No Credit (CR/NC)** option is applied to a course approved by the University Committee on Curriculum as one that may be graded on only a CR/NC basis.
 - c. The **In-Progress (IP)** option is applied to courses that exceed one semester and are approved by the University Committee on Curriculum.
 - d. The numeric option for the Gould School of Law is applied to courses that are graded on a scale from 4.3 to 1.9.

2. **Enrollment Status** may be **elected by the student** at the time of course registration. The availability of an enrollment status is governed by restrictions specifically related to that status.
 - a. An **Audit (V) enrollment status** allows a student to attend the course but not be graded or receive credit. The following rules apply:
 - i. Not available in any course numbered 390, 490, 590, 594, 690, 790, 794, 990, or 994
 - ii. Available only through the deadline to add classes. Course-specific dates are available on the **USC Schedule of Classes**.
 - iii. When elected, the course will not be available for final grading in the Grading and Roster System (GRS). Courses taken on the Audit basis will not appear on a student's *official* transcript.
 - b. A **Pass/No Pass (P/NP) enrollment status** is elected when a student wishes to take a course for unit credit but not GPA credit.

The following rules apply to undergraduate students who select a P/NP enrollment option:

- Not available in courses numbered 390 or 490, WRIT-150 or WRIT-340 or to satisfy requirements for a minor.

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- When elected, a maximum of 24 units may be applied toward a degree; a maximum of four of these units may apply to General Education requirements; no effect on GPA.
- When elected, may not be used to fulfill major requirements toward a degree, unless the major department gives written permission through their exception process.
- Individual departments may place further restrictions on whether or not a course taken on a P/NP basis can be used to fulfill specific requirements.
- Available only through the deadline to add classes. Course-specific dates are available on the **USC Schedule of Classes**.

The following rules apply to graduate students who select a P/NP enrollment option

- Graduate students must receive departmental approval to enroll in a graduate course on a P/NP basis.
 - Coursework taken on a P/NP basis cannot be applied toward a graduate degree.
 - If a student later requires the course for a degree program (because of a change in degree objective or a decision to obtain an additional degree), the degree-granting unit can decide to allow subject credit for the course and require a substitute course for the unit credit.
 - Individual departments may place further restrictions on whether or not a course taken on a P/NP basis can be used to fulfill specific requirements.
 - Available only through the deadline to add classes. Course-specific dates are available on the **USC Schedule of Classes**.
- c. A **Withdrawal (W) enrollment status** is available in any course and is elected when a student wishes to drop a course after the refund deadline. Course-specific dates are available on the **USC Schedule of Classes**. The following rules apply:
- Available after the refund deadline and before the withdrawal deadline. Specific course dates can be found on the **USC Schedule of Classes** by clicking on the “Calendar” icon next to the course.
 - When elected, only a grade of W may be assigned.

Repeated Coursework [source, USC Catalogue]

Freshmen: First-time freshmen may repeat a maximum of three courses taken during the first two semesters of enrollment in which they received grades of **D+ or below** (including UW and IX). Only the subsequent grade, even if lower, will be calculated in the grade point average. *Both courses and the grades received will appear on the transcript.* The same course may be repeated no more than once for the benefit of substitution of grade.

Other Repeated Coursework: Undergraduate students may also repeat other courses taken in which grades of **D+ or below** were received, but in these instances, both grades will be calculated in the grade point average, and unit credit can only be earned once.

Submission of Final Grades

General Instructions for Submission of Final Grades

Complete **instructions** regarding grades and grade submission are available.

We recommend that you update your web browser to the most recent version before you log in. Once you have logged in to grs-stg.usc.edu, please follow the steps below to submit grades for your students:

1. Select the semester you wish to access.
2. Select the “**grade**” link next to the section you want to grade.
3. You will be brought to the grading page.
4. Select “**Enter grade**” or “**Edit grade**” for the student you want to grade.
5. Select the grade or option you wish to give the student.
6. Some grades require a comment to be selected before moving to the next step. You will be prompted to enter a comment if you select one of those grades.
7. Select “**Next**” to grade the next student. PLEASE NOTE: Selecting “**Next**” will save the current student grade and progress to the next student.
8. Once all grades are entered, select “**Submit**” to send grades to the Registrar. Edits to grades can be made after submission so long as they are within the grading period. Remember to click on “**Submit**” after any edits.

For courses that require department approval before grades are submitted:

Certain courses in Accounting, Business, French, Italian, Law, Thematic Option, and Writing require action by an “Approver.” Grades will be sent to the Approver for review when you click on “**Confirm**.” The Approver will either approve or reject your grades.

- If approved, you must repeat steps 5 and 6 to submit the grades to the Grades department. Approved grades are not submitted until you click on the “**Confirm**” button.
- If grades are rejected, you should make any changes requested by the Approver and repeat steps 5 and 6.

Special Grading Marks (V, CR/NC, W P/NP)

V (Audit Status): The names of students who have elected to take a course on an audit basis will appear on the course roster, but they will not be made available for final grading in the Grading and Roster System (GRS). It is recommended that questions about audit status be resolved early in the semester. Students must advise instructors that they are auditors. This status must be selected in Web Registration by the deadline to add the course. Course-specific dates and deadlines are available in the **USC Schedule of Classes**.

Letter vs. CR/NC Courses: Courses approved by the University Committee on Curriculum for Credit/No Credit grading can be assigned only marks of CR or NC. The Grading and Roster System (GRS) will enforce this requirement.

W (Official Withdrawal): The names of students who have officially withdrawn before the end of the 12th week will appear on the Grading and Roster System with the pre-assigned final mark of W. Faculty cannot withdraw a student from a class. Course-specific dates are available in the **USC Schedule of Classes**.

P/NP (Pass/No Pass): The names of students who have elected to take a course on a P/NP basis will appear on the Grading and Roster System with a remark of “Pass/No Pass” under the “Final Grading Option” field. Because students must elect this option, instructors cannot assign it to students in the Grading and Roster System.

Signatory Requirements for Submission of Final Grades

Only the instructor(s) of record can submit final grades using the Grading and Roster System. Final grades cannot be successfully submitted until all students in the section have been assigned a final grade.

Date When Final Grades Are Due

Final grades must be submitted through the Grading and Roster System **within four business days of the date of the scheduled final examination**. Adherence to this time limit is critical. Late submission of final grades results in the costly manual recording of grades, and delays clearance of degrees and the preparation of transcripts and diplomas.

****EACH DEAN AND DEPARTMENT CHAIR IS RESPONSIBLE FOR EXPEDITING THE PROMPT REPORTING OF GRADES.***

Posting of Grades with Names and ID Numbers Prohibited

University and federal policies prohibit posting or making publicly available (such as stated orally in class) a student’s 10-digit USC ID number or other personally identifiable information.

Posting a list of grades with students’ names and identification numbers is a clear violation of that policy.

Posting grades in a manner which allows a student’s name to be identified with a grade is not allowed.

Correction of Grades

How to Submit a Request for a Correction of Grade

A Correction of Grade (CoG) request is initiated by the academic department Grades Coordinator in **DocuSign** and routed electronically to the respective faculty members. If a mistake has been made for a whole class or a significant portion of a class, please send the DocuSign request with an attached Excel file with student ID numbers, old grades, and new grades.

If it is impossible to reach the instructor and the department has the records, the chair may make the request or may direct the Grades Coordinator to request the correction on behalf of the chair. To process the form after it has been requested, refer to “**Signatory Requirements**” on pages 21 for the correct procedure in these circumstances.

The following information is needed to initiate a request:

1. Date
2. Requester’s name
3. Student’s name
4. Student’s USC ID
5. Course
6. Section number
7. Semester
8. Grade appearing on the transcript
9. Grade that correction should result in
10. Description of error

Other CoG Policies and Procedures

The CoG process cannot be used to update a completed mark of IN. See paragraph 2 of “**Other IN Completion Policies and Procedures**” on page 13 to assign a grade for an Incomplete that has been resolved.

After the academic department returns the CoG form to the Grades department, the Correction of Grade will be processed as soon as possible, if there are no problems with the completed form. The form will be returned to the department with no action if a required signature is missing, if it has an incorrect signer (see “**Signatory Requirements**” on page 21), if the description of error is missing, or the description is so general or ambiguous that it is not clear whether the request meets CAPP guidelines. The description “clerkal error” is unacceptable; full details of any error must be provided. The form will also be returned for further information if it appears that the correction is based on work accepted from the student after the end of the semester. A request for a CoG is voided altogether if the error described is clearly contrary to CAPP guidelines.

Signatory Requirements for Corrections of Grade

- 1. Dean-level:** The signature of the dean or dean designee is required.
- 2. Chair-level:** Signature of the chair is required in schools that have department chairs.
- 3. Instructor-level:** Signature of the instructor is required.

Emergency Signatory Procedures

- 1. Dean-level:** In case of an emergency, a pre-designated associate or assistant dean may review the request and sign in the absence of the dean.
- 2. Chair-level:** A pre-designated faculty member may review the request and sign in the absence of the chair.
- 3. Instructor-level:** No one may sign for the instructor unless it is impossible to reach the instructor. In such cases, the chair may sign only if they have all relevant grading source documents in hand. A note from the chair outlining the circumstances and indicating the source of the grading information needs to accompany the form.

Coordinator Requirements

The chair of each academic department must designate a staff member to be Grades Coordinator to initiate Correction of Grade requests. Through the DocuSign CoG process, the coordinator will be able to track each form (referred to as an “envelope” in the DocuSign system) and will see when the request has been reviewed and approved, rejected, or voided by the Registrar’s Office.

Grade Appeals: Disputed Grades

As stated in the “**Academic Policies**” section of the *USC Catalogue*, once a grade has been reported to the Office of Academic Records and Registrar, it may not be changed unless the academic department requests a CoG and it is approved by the Committee on Academic Policies and Procedures (CAPP). Changes should be requested only on the basis of an actual error in assigning the original grade. Students are not permitted to complete coursework after the semester has ended.

For questions about the grade correction process, please contact the Grades department at gtv@usc.edu or (213) 740-5586.

DISPUTED ACADEMIC EVALUATION PROCEDURES [source, *USC Student Handbook*]

General university policy regarding disputed academic evaluations entitles a student to two levels of formal appeal after review by the instructor. Very specific procedures are required, and these differ depending on the school offering the course in question. Special procedures apply to graduate students. For requirements and procedures refer to “Disputed Academic Evaluation Procedures” in the “**Selected Academic Policies**” section of the *USC Student Handbook*.

Assignment of Final Grade for Completion of a Mark of Incomplete (IN)

Signatory Requirements

The original instructor of record must sign the form. No signature stamps or alternative with initials are permitted. If it is impossible for the instructor to sign, the chair may sign. A memo indicating why it is not possible for the instructor to sign and the grading source from which the chair is acting must be provided.

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IMPORTANT TELEPHONE NUMBERS

GRADES	(213) 740-7445
OFFICE OF ACADEMIC RECORDS AND REGISTRAR (Policies and requests to change final examination date)	(213) 740-4623
OFFICE OF ACADEMIC INTEGRITY	(213) 821-7373

OFFICE OF ACADEMIC RECORDS AND REGISTRAR

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