

# GRADING AND CORRECTION OF GRADES HANDBOOK

Note: Content reflects university policy and includes procedures followed by the Grade Department and the Academic Review Office. 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 handbook can be found in PDF and HTML versions at <http://www.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	WEEKS 4 - 12	AFTER WEEK 12 and / or SEMESTER HAS ENDED
<p><b>ACCELERATION / DECELERATION</b>                      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 or MATH 118 / 117. How can a student's registration be adjusted so that the student's name appears on the correct grade roster?</p>	<p>Student changes course through Web registration or in-person registration.</p>	<p>Student obtains a memo of explanation of acceleration or deceleration from the department and goes to the Registration Department to process the change. (REG, 1<sup>st</sup> floor)</p>	<p>Student goes in person to the Academic Review Office and petitions for late or retroactive change. (JHH 113)</p>
<p><b>MARKS OF MG</b>                      Student has grade of MG. How can the missing grade be ascertained and the correct grade recorded?</p>	N/A	N/A	<p>The instructor or COG coordinator (if authorized by the instructor) contacts the Academic Review Department (213) 740-7741, for a Faculty Request for a Correction of Grade form.</p>
<p><b>GRADE APPEAL</b>                      Instructor declines student's dispute of a grade, and student asks for information about appealing the instructor's decision.</p>	N/A	N/A	<p>Since procedures and initial contact differ among academic units, refer to "Disputed Academic Evaluation Procedures" under University Governance in <i>SCampus</i>, <a href="http://www.usc.edu/SCAMPUS">www.usc.edu/SCAMPUS</a>.</p>

## GRADE PROBLEM-SOLVING CHART

PROBLEM	RESOLUTION
<b>PROBLEMS INVOLVING IN (INCOMPLETE) AND IX (EXPIRED INCOMPLETE)</b>	
<p>Student had grade of IN and has completed the work within the normal IN completion period. How does the new and final grade get on the student's transcript?</p>	<p>See page 8 of Handbook for normal IN completion period. The instructor, student or Grades Coordinator (if authorized by the instructor) asks the Grade Department, (213) 740-5586, to send an Assignment of Final Grade for Completion of an Incomplete form. The instructor completes the form and returns it to the Grade Department (JHH 106).</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 Assignment of Final Grade for Completion of an Incomplete 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 grade of IN but did NOT complete the work within normal IN completion period; 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>
<p>Instructor assigned a grade of IN in error; student actually completed all the work before the semester ended, or student stopped attending before the end of the 12th week and should have a grade of UW. What process should be used to correct this error?</p>	<p>After the grades are submitted, the instructor or COG Coordinator (if authorized by the instructor) contacts the Academic Review Department, (213) 740-7741, for a Faculty Request for a Correction of Grade form.</p>
<b>CORRECTION OF GRADES</b>	
<p>1. After final grades are submitted, the instructor discovers an error has been made in assigning a grade.</p> <p>2. Instructor gave a grade of IN in error; student actually completed all the work before the semester ended, or student stopped attending before the end of the 12th week and should have a grade of UW. What process should be used to correct this error?</p>	<p>After grades are on the system, the instructor or COG Coordinator (if authorized by the instructor) contacts the Academic Review Department, (213) 740-7741, for a Faculty Request for a Correction of Grade form.</p>

# EXAMINATIONS

## Required Timing of Midterm Examinations

All midterm examinations (or other measures of student performance) are to be scheduled and graded with results returned to students in time for them to meet the deadline for dropping courses (end of the 12th week of classes). In addition, all instructors of undergraduate level courses must notify students of official midterm grades by the end of the seventh week of classes. Note that posting 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. (See page 13.)

## Requirement for Final Examination

A two-hour final examination period is scheduled for every undergraduate course. University policy requires that every undergraduate course have a final examination or an equivalent exercise due at the time of the final examination, e.g., a final project or term paper designed to measure a student's end-of-term capacity to grasp and integrate the materials of the course. The exact nature of the final examination or equivalent exercise should be made explicit at the beginning of the semester.

## Weight of Final Examination, Paper or Project

The final grade for a course is based on recitation, papers, projects, examinations, and other factors that the instructor specifies. The instructor is to indicate at the outset of the term the weight of the final examination, paper or project in the determination of the final grade for the course.

### Required Conditions and Procedures for Changing a Final Examination Date

The schedule of final examinations for each session is found online in the Schedule of Classes, [www.usc.edu/SOC](http://www.usc.edu/SOC). No deviations from the final examination schedule are permitted for those undergraduate classes having a final examination unless authorized IN ADVANCE (approximately six weeks) by the Committee on Academic Policies and Procedures (CAPP). CAPP will not consider any request for rescheduling a final examination without the unanimous written consent of all students in the class. Contact the University Curriculum Office for the appropriate forms, (213) 740-1162, REG 103.

For graduate courses having a final, the examination will be held during the examination period according to the final examination schedule listed in the Schedule of Classes. Requests for rescheduling of graduate final examinations should be made only for sound academic reasons and must be approved by the dean of the academic unit of the course.

No final examinations may be scheduled on stop days or during the last week of classes. A request to reschedule a final examination must not be for a date prior to the first day for final examinations.

# EXAMINATIONS

## Changes for Individual Students Prohibited

No student in a course with a final examination is permitted to omit the final examination or take it prior to its scheduled date, and no instructor is authorized to permit a student to do so.

## Retaking of Final Examinations Prohibited

No student is allowed to retake a final examination or do extra work in a course after the semester has ended for purposes of improving his/her grade.

## Final Examination Conflicts with Religious Holy Days [source, *University Catalogue*]

When a final examination falls at a time that conflicts with a student's observance of a holy day, instructors must accommodate a request for an alternate examination date at a time that does not violate the student's religious creed. In such circumstances, a student must discuss such conflict with the instructor no later than two weeks prior to the scheduled examination date to arrange an acceptable alternate examination date.

## Students Who Miss a Final Examination

If a student whose work is of a passing grade misses a final examination because of documented illness or emergency that occurred after the 12th week of the semester, he/she may be given the mark of IN (Incomplete). See *Definitions of Grades and Marks*, pages 8-9 for other information about grades of IN and their subsequent completion.

## Examinations for Students with Disabilities

University policy requires reasonable academic accommodation for students with disabilities, and 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 examinations. See *University Catalogue*, "Academic Policies, Policy on Accommodation for Students with Disabilities."

## Subject Credit by Special Examination

Students who feel sufficiently prepared in a subject field to request a waiver from the normal course requirements may request that the chair of the department in which the course is offered allow them to take a special examination challenging the course for subject credit only.

With the permission of the dean of the academic unit in which the student is a degree candidate, the student may file a Request for Credit by Special Examination form in the Grade Department (JHH 106).

## EXAMINATIONS

### Subject Credit by Special Examination (Continued)

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 Expository Writing requirements, the first three semesters of any foreign language, or MATH-040.
6. Native speakers of foreign language may challenge only literature or linguistics courses offered through the respective language department.
7. Results of all special examinations taken for subject credit only will appear on the USC transcript with 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 web sites collect and file examinations. An examination that is re-used regularly or otherwise prepared with some regularity is likely to be memorized.
2. For examinations in very large or otherwise crowded classes, departments should consider asking the advice of the Testing Bureau in setting up additional sites and training proctors as needed. Faculty may require a picture ID if the class is too large for them to recognize all the students. Another option is to require students to sit in lab or discussion groups with the teaching assistants who can recognize the students from their respective groups.
3. 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 caution 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.

## EXAMINATIONS

### Procedures for Administering Final Examinations (Continued)

4. Both questions and answers on short-answer examinations should be scrambled, especially in large classes.
5. 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 as such: most campus copy centers have special procedures for such materials, but won't employ them unless the materials are appropriately identified.
6. 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 against 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.
7. 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.
8. Graduate assistants or student graders should not be given a solutions manual for the entire course.
9. The use of standard examinations contained in instructors' manuals should be avoided since resourceful students are often able to obtain such publications.
10. 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. Machine-scored answer sheets and keys should be carried to the Testing Bureau by the instructor rather than by student assistants.



## EXAMINATIONS

### Post-Examination Procedures (Continued)

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.

## RETENTION OF FACULTY TEACHING RECORDS

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 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.

# GRADING POLICIES

## Definitions of Grades and Marks [source, *University Catalogue*]

Grading policies and practices for the university are described below. Certain professional schools have 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 <i>University Catalogue</i> under individual program requirements.)
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 <i>University Catalogue</i> under individual program requirements.)
F Failure	This grade is awarded 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 twelfth seek of the semester.

In addition, 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 11-13.
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.

## GRADING POLICIES

### Other Marks and Their Definitions (Continued)

- 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 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 11-13. 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 end of the twelfth week of the semester to drop courses. Courses that are dropped by the end of the third week of classes do not appear on the transcript. Courses dropped after the third week result in a mark of W. An instructor may not withdraw a student from a course. No course may be dropped after the twelfth week; although in exceptional cases students may petition to withdraw from a course after the twelfth week. 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. 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** is assigned to students who have stopped attending prior to the drop deadline (end of week twelve) 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 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 10 or Grading Special Cases on pages 9-10.

**MG Missing Grade** is an administrative mark assigned by the instructor. The mark should only be assigned in unique or unusual situations. Refer to Plagiarism and Cheating on page 9, Grading Special Cases on pages 9-10 for those cases in which a student does not complete work for the course before the semester ends and Grading Options and Enrollment Status on pages 11-13. All missing grades must be resolved by the instructor through the Correction of Grade Process.

## GRADING POLICIES

### Other Marks and Their Definitions (Continued)

Time Limit for Resolution of an MG – One calendar year is allowed to resolve a 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.

IN Incomplete is assigned when work is not completed because of documented illness or other “emergency” occurring after the twelfth week of the semester.

*Registrar’s Note: Recommended 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. Also note that as defined above, a student may not request an IN before the end of the twelfth week; the rationale is that the student still has the option to drop the course until the end of the twelfth week. 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 pages 9-10 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 Grading Special Cases under Unofficial Withdrawal After the Drop Deadline for exceptions, page 10.

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 from the date of the assignment of the IN. 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) 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, since the completion of the incomplete **should be the student’s first priority**.

## GRADING POLICIES

### Other Marks and Their Definitions (Continued)

#### 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 twelfth week. 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.

When the work is completed, either the student or the instructor should ask the Grade Department, (213) 740-5586, JHH 106, to send to the instructor an Assignment of a Final Grade for Completion of Incomplete (IN) form which is to be completed by the instructor and returned to the Grade Department.

- 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 end of the third week of a semester). 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

- Plagiarism and Cheating [source, *SCampus*]

If an instructor has reason to believe, based on observation or other evidence, that a student has violated the university academic integrity standards, he/she should make reasonable attempts to meet with the student and discuss the alleged violation and the evidence which supports the charge. When necessary, such discussion may be conducted by telephone or electronic mail. In this discussion, every effort should be made to preserve the basic instructor/student relationship. The student should be given the opportunity to respond to the complaint.

Because the student may contest the allegation, he/she must be allowed to attend all classes and complete all assignments until the complaint is resolved. However, students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation.

## GRADING POLICIES

### Grading Special Cases (Continued)

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 should assign a mark of MG and select the appropriate comment from the drop down box. A final grade will be entered when the academic integrity case is resolved.

Even if the student admits the violation and accepts the punitive grade assigned by the instructor, the matter must be reported to the Student Conduct Office so that any pattern of misconduct by a given student can be monitored. An official form is available for this purpose in the University Governance section, Appendix B, of *SCampus*. or by calling Student Judicial Affairs and Community Standards, (213) 821-7373.

Instructors should review the publication, *Trojan Integrity: A Faculty Desk Reference*, available from Student Judicial Affairs and Community Standards, and should also familiarize themselves with the official definitions of academic integrity, violations thereof, what constitutes plagiarism, and the "Academic Dishonesty Sanctions Guidelines" also found in *SCampus* in the section on University Governance.

- **Work Missed Before the Drop Deadline** [source, *University Catalogue*]

Students who miss class work or examinations prior to the drop deadline should be told by the instructor that they must complete the work before the end of the semester, or they must withdraw by the deadline (end of the twelfth week); the student may not be assigned a grade of IN if the missing work in a semester occurred prior to the drop deadline and is not made up 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 (End of twelfth week)**  
[source, *University Catalogue*]

If a student stops attending before the end of the twelfth week of a semester, the appropriate grade is UW.

- **Unofficial Withdrawal After the Drop Deadline (End of the twelfth week)**  
[source, *University 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.

# GRADING POLICIES

## Grade and Mark Numeric Equivalents [source, *University Catalogue*]

Letter grades have the following numeric equivalents for each unit:

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

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

## 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 which determines one of three ways in which a course can be graded.
  - a. The Letter-Graded grading 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) grading option is applied to a course approved by the University Committee on Curriculum as one that may only be graded on a CR/NC basis.
  - c. The In Progress (IP) grading option is applied to a course approved by the University Committee on Curriculum as one that exceeds one semester.
2. Enrollment Status may be elected by the student in the form of a request to the Registration Department. The availability of an enrollment status is governed by restrictions specifically related to that status.
  - a. An Audit (V) enrollment status would be elected when a student wishes to be allowed to attend the course but does not wish to be graded or receive credit. The following rules apply:
    - Not available in any course numbered 390, 490, 590, 594, 690, 790, 794, 990, or 994.
    - Available only through the end of the third week of classes through Web registration and in-person registration.

## GRADING POLICIES

### Grading Options and Enrollment Status CR/NC, P/NP, W, and V (Audit) [Continued]

- When elected, the course will not be available for final grading in the Grading and Roster System (GRS). Marks of Audit will not appear on a student's transcript.
- b. A Pass/No Pass (P/NP) enrollment status would be elected when a student wishes to take a course for unit credit, but not GPA credit.

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

- Not available in courses numbered 390 or 490, WRIT-140 or WRIT-340 or to satisfy requirements for a minor.
- When elected, a maximum of 24 units may be applied toward a degree; a maximum of four of these 24 units may apply to the 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 the department's exception process.
- Individual departments may have placed further restrictions on whether a course taken on a P/NP basis can be used to fulfill specific requirements.
- Available only through the end of the third week of classes through Web registration or in-person registration.

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

- Graduate students must receive departmental approval to enroll in a graduate course as P/NP status.
- Course work 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 have placed further restrictions on whether a course taken on a P/NP basis can be used to fulfill specific requirements.



## GRADING POLICIES

### P/NP Grading Option for graduate students (Continued)

- Available only through the end of the third week of classes through Web registration or in-person registration.
- c. A Withdrawal (W) enrollment status is available in any course and would be elected when a student wishes to drop a course after the third week. The following rules apply:
  - Available in weeks four through twelve only.
  - When elected, only a grade of “W” may be assigned.

### Repeated Course Work [source, *University Catalogue*]

**Freshmen** — First-time freshmen may repeat at USC a maximum of three courses taken during the first two semesters of enrollment at USC in which grades of D+ or below (including UW and IX) were received, and 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.

#### Posting of Grades with Names and ID Numbers Prohibited

University and federal policies prohibit posting or making publicly available (such as given orally in class) a student’s Social Security number, 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.

## SUBMISSION OF FINAL GRADES

### General Instructions for Submission of Final Grades

1. Complete instructions regarding grades and grade submission can be found at: <http://www.usc.edu/dept/ARR/grades/>.
2. Access the Grading and Roster System (GRS) through the MyUSC portal on the USC homepage or at <https://grs.usc.edu>. To login, enter your USC username and password.
3. Once logged into GRS, select the semester link and then click “Grade Students” for the appropriate section.
4. Select the appropriate grade for each student from the drop down menu.
5. Select a required comment for assigned grades of F, UW, IN, MG.
6. Click “Save and Continue” as you complete each page of grading.
7. If the course requires approval prior to submission, click the “Send to Approver” icon.
8. Once grades are ready for submission, click “Preview for SIS.”
9. Click “Send to SIS.”
10. Click “OK.”
11. Only the instructor of record may submit final grades.

### 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 select this status in person at the Registration Building within the first three weeks of the semester and should advise the instructors that they are auditors.

**Letter vs. CR/NC Courses** – Courses approved by the University Committee on Curriculum for Credit/No Credit can only be assigned 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 twelfth week will appear on the Grading and Roster System with the pre-assigned final mark of W. Instructors cannot withdraw a student from a class.

**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 “Pass/No Pass” under the Final Grading Option field. Instructors cannot assign marks of P/NP to students who have not officially registered to take the course with the P/NP option.

## SUBMISSION OF FINAL GRADES

### Important Points About Submitting Final Grades

- Ensure that a grade or mark is entered for every student.
- Save each page of assigned grades before moving on to another page.
- Ensure that a comment is provided when marks of IN, MG, UW and F are assigned.
- Ensure that an email is sent to the approver notifying him/her that grades are ready for review for courses that require approval before submission.
- Ensure that once all grades are assigned that the grades for that section are submitted.
- Only the instructor of record can submit final grades.

### 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. Instructor(s) of record must be entered into the appropriate section in the Schedule of Classes.

### Date When Final Grades Are Due

Final grades must be submitted using the Grading and Roster System within four working days from the date of the scheduled final examination. Adherence to this time limit is critical. Late submission of the final grades by faculty results in 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.

## CORRECTION OF GRADES

As stated in the Academic Policies section of the *University Catalogue*, “A grade once reported to the Office of Academic Records and Registrar may not be changed except by request of the faculty member to the Committee on Academic Policies and Procedures (CAPP) on a Faculty Request for a Correction of Grade form. Changes should be requested only on the basis of an actual error in assigning the original grade, not on the basis of a request by the student or special consideration for an individual student. Students are not permitted to complete course work after the semester has ended.”

The Correction of Grade (COG) process is handled by the Academic Review Department, (213) 740-7741, JHH 113, MC 0912. Once the Academic Review Department receives a request for the required official COG form (Faculty Request for Correction of Grade form), it is system-printed with the specific pertinent data. The printed form is sent to the instructor, who personally completes and signs the form. The form is then endorsed in the form of a counter signature by the department chair of the course and the dean of the school of the course. The form is returned to Academic Review for processing. For obvious

## CORRECTION OF GRADES

reasons, students (including university work-study students employed by a department) are not allowed to request, pick up, deliver or otherwise handle COG forms.

### How to Make a Request

A form may be requested either by telephone, (213) 740-7741, or by memo written on departmental letterhead and directed to the Academic Review Office, JHH 113, MC 0912. Requests for two or more students must be made in writing. If a mistake has been made for a whole class or a significant portion of a class, a special group procedure memorandum may be used. Contact Academic Review for instructions, (213) 740-7741.

Only the instructor or the departmental COG coordinator (*if authorized by the instructor*) may request a COG form. Teaching assistants may not request a COG form. If it is impossible to reach the instructor and the department has the records, the chair may make the request or may direct the COG coordinator to act for the chair in making the request. Refer to **Signatory Requirements** on pages 17-18 for the correct procedure in these circumstances to process the form after it has been requested.

The following information is needed to initiate a request, listed in the following order:

1. student's identification number
2. student's full name
3. requester's name, campus address and campus phone
4. semester of the course in question
5. class number (section)
6. course number
7. old grade
8. new grade
9. instructor's full name

### Other COG Policies and Procedures

Initial requests for forms cannot be processed or the forms generated by the system if any of the information submitted is inaccurate, if the instructor listed is other than that listed on the system as the instructor of record for the course, or if the current grade is IN or IX and it cannot be confirmed that it was assigned in error. (The COG process cannot be used to assign a grade to correct a completed mark of IN. See paragraph 2 of **Other IN completion Policies and Procedures** on page 9 for correct procedure to assign a grade when a mark of IN is being replaced because the work has been completed.)

The Correction of Grade process will be completed in a few days after a COG form has been returned from an academic department to the Academic Review Office if there are no problems with the completed form. The form will be returned to the department with no action if a signature is missing, if it has an incorrect signer (see **Signatory Requirements** on pages 17-18), if the description of error is missing, or the description is so general or

## CORRECTION OF GRADES

### Other COG Policies and Procedures (Continued)

ambiguous that it is not clear whether the request meets CAPP guidelines. The description “clerical 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.

## GRADE APPEALS-DISPUTED GRADES

### DISPUTED ACADEMIC EVALUATION PROCEDURES [source, *SCampus*]

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 of the course in question. Special procedures apply to graduate students. For the requirements and procedures refer to "Disputed Academic Evaluation Procedures" in the University Governance section of *SCampus*, [www.usc.edu/dept/publications/SCAMPUS](http://www.usc.edu/dept/publications/SCAMPUS).

## SIGNATORY AND COORDINATOR REQUIREMENTS FOR GRADING DOCUMENTS

### FACULTY REQUEST FOR A CORRECTION OF GRADE FORM

#### Signatory Requirements

Original signatures are required. No signature stamps or alternates with initials are permitted.

1. Dean-level: Except in the larger schools, the original signature of the dean is required. In the larger schools, the dean may delegate the dean-level review and signatory authority to an associate or assistant dean.
2. Chair-level: Original signatures of chairs are required.
3. Instructor-level: Original signatures of instructors are required.

#### Emergency Signatory Procedures

1. Dean-level: If the case is 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.

# SIGNATORY AND COORDINATOR REQUIREMENTS FOR GRADING DOCUMENTS

## Emergency Signatory Procedures (Continued)

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 all relevant grading source documents are in the hands of the chair. A memo from the chair outlining the circumstances and indicating the source of the grading information is to accompany the form.

## Coordinator Requirements

The chair of each academic department must designate a staff member to be responsible for coordination of Correction of Grade requests. All requests must be initiated by the instructor of the course in question, but these should be channeled through the Correction of Grade departmental coordinator for tracking purposes and to insure that proper procedures are followed.

## SUBMISSION OF FINAL GRADES

### 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. Instructor(s) of record must be entered into the appropriate section in the Schedule of Classes.

### Coordinator Requirements

The chair of each academic department must designate a staff member to be responsible for the coordination of Submission of Final Grades using the Grading and Roster System.

## ASSIGNMENT OF FINAL GRADE FOR COMPLETION OF AN INCOMPLETE (IN) FORM

### Signatory Requirements

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

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## TELEPHONE NUMBERS

ACADEMIC REVIEW DEPARTMENT (for Faculty Request for Correction of Grade form) . . . . .	213-740-7741
CURRICULUM OFFICE (for request to change final examination date) . . . . .	213-740-1162
GRADES (for Assignment of Final Grade for Completion of an Incomplete (IN) forms. . . . .	213-740-5586
OFFICE OF ACADEMIC RECORDS AND REGISTRAR . . . . .	213-740-4623
STUDENT JUDICIAL AFFAIRS AND COMMUNITY STANDARDS. . . . .	213-821-7373

OFFICE OF ACADEMIC RECORDS AND REGISTRAR  
Kenneth L. Servis, Dean

Prepared and edited by Carolyn C. Heine, Quality Assurance Officer  
Robert M. Morley, Associate Registrar, Academic Record Services  
June Hudson, Executive Secretary to the Dean  
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