

REPORT: COMMITTEE ON SCHOLASTIC STANDARDS AND PETITIONS

(For consideration by the Faculty Senate at the meeting on December 2, 2015)

Proposed Changes to Academic Regulations in the Undergraduate Bulletin

Recommended by the Associate and Assistant Deans Council and the Office of the University Registrar
November 3, 2015

Rationale for Proposed Changes:

The academic bulletin informs students of the official academic regulations of the University, and a number of changes are required to provide students with accurate information. Changes in language are needed in order to reflect the terminology and content that is available in the Banner student information system. The bulletin also needs to be updated to reflect current procedures for changes in curriculum and withdrawal from the University. Information relevant to students in associate degree programs has also been added. Finally, grades of FN and UN have been added to facilitate reporting on students who fail to officially drop or withdraw from courses.

Current	Proposed
<p>Which Bulletin Should You Use?</p> <p>An undergraduate student may choose to obtain a degree in accordance with the curricular requirements in force for the particular degree at the time the student first enrolls as a baccalaureate degree-seeking student at any University campus, or under subsequent requirements published while the student is enrolled.</p>	<p>Bulletin Rights and Exclusions</p> <p>Bulletin Rights</p> <p>An undergraduate student may choose to obtain a degree in accordance with the curricular requirements in force for the particular degree at the time the student first enrolls as a baccalaureate degree-seeking student at any University campus, or under subsequent requirements published while the student is enrolled.</p>

However, the student's choice is restricted to a specific bulletin and the curricular requirements described therein. Undergraduate students have a period of eight years, inclusive and continuous, in which to claim the rights of a specific bulletin.

Within the eight-year limit, an undergraduate student who is absent from the University for no longer than three years, and who returns to complete the program of study, shall have the right to continue under the bulletin in effect at the time of the student's original enrollment as a ~~baccalaureate~~ degree-seeking student. Alternatively, the student may elect the degree requirements under the bulletin in effect at the time of return. If the period of absence is longer than three years, the student will be subject to the curricular requirements in force at the time of return. Under no circumstances will students be allowed to appeal to short-lived rules and regulations which were adopted and abandoned during the period of their absence.

If drastic revisions of curricula or program requirements have occurred during a student's absence (even if for less than three years), or during the period between the student's original enrollment as a ~~baccalaureate~~ degree-seeking student and the eventual movement to a different degree program or campus within the University, a reasonable effort will be made by the academic dean to permit the student to undertake a transitional program that is equivalent to the educational experience intended under the bulletin in force at the time of the student's original enrollment as a ~~baccalaureate~~ degree-seeking student.

Bulletin Exclusions

The student's choice is restricted to a specific bulletin and the curricular requirements described therein. Undergraduate students have a period of eight years, inclusive and continuous, in which to claim the rights of a specific bulletin.

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Changes in Curriculum

A student who desires to change a program of study involving transfer from one college of the University to another is required to:

1. complete an Application for Change of College/Campus, Major, Minor or Degree (AS-19) from the Office of the University Registrar or current dean's office
2. obtain the signature of the dean of the current school or college approving release
3. present this form for approval to the dean of the school in which the student is seeking enrollment.

After obtaining both approvals, the form must be returned to the Office of the University Registrar. To be valid, a "Change of School" must not only follow the procedures indicated but must also be completed in advance of registration in the college to which the transfer is desired.

Credits earned in one degree program may not be applicable toward other degrees. Verification of applicability should be sought in writing from the dean of the college in which the new degree or major is offered.

Changes in Curriculum

Undergraduate students interested in changing majors should contact the college or school offering the new curriculum the student intends to follow.

Once all necessary permissions are obtained, the college or school that offers the new curriculum will notify the Office of the University Registrar to update the student's record.

Curriculum changes can affect loan deferment, scholarship eligibility, athletic participation eligibility, tuition and fee assessment, and international student VISA regulations.

For this reason, all curriculum changes must be completed before the end of the free drop/add period in Fall and Spring Terms (in Part of Term 30), and prior to June 1 during the Summer Term.

Curriculum change requests that arrive at the Office of the University Registrar after these deadlines will be processed for the following term.

Exceptions to this rule may be made in the event that a change request is being made in the semester that student is graduating from the University.

Transfer Credit

Students transferring to the University from another college or university must, before enrolling in class at the University, have their transcripts evaluated by the University. It is only in the light of such evaluation that students will know definitively the transferability and equivalency of each transfer course. Degree applicability will be determined by the college or school in which the student is enrolled.

Transferability refers to the conditions under which the University accepts credit for inclusion in the student's record. Transfer courses must have been taken at a regionally accredited post-secondary institution, or, if taken at a foreign post-secondary institution, have been recommended by a NACES - member external evaluation service. Coursework classified as remedial by the University will appear on the student's record, but will not be used to determine admission eligibility or a transfer GPA. Exceptions to this rule may be made by the Office of the Registrar when state scholarship eligibility rules require inclusion.

Equivalency entails equating transfer credit, both in hours and content, to University of South Carolina coursework. The Registrar's Office works with USC colleges and schools to coordinate the process of transfer evaluation to equate transfer courses directly to courses in the USC course catalog; to subject codes which represent subjects not offered at USC; or to subject codes that identify courses as remedial/technical/non-accredited coursework. A list of transfer equivalencies for the Columbia catalog of courses can be found at: <http://registrar.sc.edu/html/transfertable.stm>

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Applicability of credit toward a degree refers to the prerogative of academic divisions to count specific credit toward the fulfillment of a

student's degree requirements. The student's college or school of enrollment is responsible for determining applicability.

However, a transfer course is not applicable towards any University of South Carolina academic program or degree if:

1. The transfer course was essentially remedial in nature (example: Developmental English).
2. The transfer course was occupational or technical in nature (examples: welding, paralegal, radiography courses).
3. A grade lower than 2.0 on a 4 point scale, or equivalent, was earned in the transfer course.
4. The transfer course was taken by a degree-seeking University of South Carolina student without prior approval as described in the Earning Credit in Transient Status section of this bulletin.
5. The transfer course was taken while a student was on an academic suspension from the university.
6. The student received any grade other than W in an equivalent course at this university, unless the student was enrolled full time at least one year at the transfer institution.

Exceptions to the rules of applicability may be made only by petition to the dean for undergraduate studies of the College or School in which the student is majoring.

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Exceptions to the rules of applicability may be made only by petition to the dean for undergraduate studies of the College or School in which the student is majoring.

Effective Fall 2016 for all newly admitted and readmitted students, transfer grade points and GPAs will no longer appear on the USC record. Transfer course equivalencies, grades, attempted hours, and earned hours will appear on students' advising transcript in Self Service Carolina, while only transfer earned hours will appear on the official transcript.

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 will include all courses attempted, not just those submitted in fulfillment of graduation requirements. Honors designators are determined at the time of graduation and may not be applied retroactively.~~

~~In addition, 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 throughout the student's entire academic career. To graduate with such honors, a student must have earned at least 60 credit hours applicable toward the degree in residence at the University, 30 credit hours for an associate degree. 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 3.75-3.949~~

~~Cum Laude: a cumulative GPA of 3.50-3.749~~

~~With Honors from South Carolina Honors College: Any student who completes the requirements of the Honors College, regardless of the major or undergraduate degree, is awarded that degree "With Honors from South Carolina Honors College."~~

~~With Distinction: Any student who earns an undergraduate degree and completes the requirements for the appropriate Departmental Undergraduate Research Track is awarded that degree "With~~

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Graduation with honors will be based on a **student's Total Institutional GPA**. Honors designators are determined at the time of graduation and may not be applied retroactively.

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The following designations indicate a consistently high level of academic achievement at USC.

Baccalaureate Degree Designations

Summa Cum Laude: a cumulative GPA of 3.95-4.00

Magna Cum Laude: a cumulative GPA of 3.75-3.949

Cum Laude: a cumulative GPA of 3.50-3.749

Associate Degree Designations

Highest Honors: a cumulative GPA of 3.95-4.00

High Honors: a cumulative GPA of 3.75-3.949

Honors: a cumulative GPA of 3.50-3.749

With Honors from South Carolina Honors College: Any student who completes the requirements of the Honors College, regardless of the major or undergraduate degree, is awarded that degree "With Honors from South Carolina Honors College."

With Distinction: Any student who earns an undergraduate degree and completes the appropriate requirements will be awarded graduation "With Distinction in [that major]." For details, refer to the degree requirements of specific majors.

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<p>Grading System</p> <p>Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance and for participation in whatever class discussion may occur. It is the student’s responsibility to keep informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student from this responsibility.</p> <p>Students’ grades in their courses are determined by class standing and examination grade, combined in such proportion as the professor may decide.</p> <p>Class standing is determined by the quality of a student’s work and the regularity of attendance in lectures and laboratory sessions or other exercises of the course. Grading systems in graduate and professional schools are described in the appropriate bulletins.</p> <p>A, B, C, D represent passing grades in order from highest to lowest. B+, C+, D+ may also be recorded. F represents failing performance.</p> <p>S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The S/U designation is used also for some research courses, workshops, and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their bulletin descriptions. No course carried</p>	<p>Grading System</p> <p>Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance and for participation in whatever class discussion may occur. It is the student’s responsibility to stay informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student from this responsibility.</p> <p>Students’ grades in their courses are determined by class standing and examination grade, combined in such proportion as the professor may decide.</p> <p>Class standing is determined by the quality of a student’s work and the regularity of attendance in lectures and laboratory sessions or other exercises of the course. Grading systems in graduate and professional schools are described in the appropriate bulletins.</p> <p>A, B, C, D represent passing grades in order from highest to lowest. B+, C+, D+ may also be recorded. F represents failing performance.</p> <p>S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The S/U designation is also used for some research courses, workshops, and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their bulletin descriptions. No course carried</p>

under the Pass-Fail option will affect a student's grade point average or the evaluation of suspension conditions.

WF is assigned for student withdrawal from a course after the penalty deadline prescribed in the academic and refund calendars on the registrar's Web site. (See section on "Dropping A Course.") The grade of WF is treated as an F in the evaluation of suspension conditions and grade point average computation.

W is assigned for student withdrawal from a course after the late registration period but before the penalty date. Courses dropped during the late registration period (as published in the academic and refund calendars on the registrar's Web site) will not be recorded on a student's permanent record. In exceptional cases, the grade W will be used after the first seven weeks of a semester, primarily in cases

under the Pass-Fail option will affect a student's grade point average or the evaluation of suspension conditions.

FN (Failure-Non Attendance) and UN (Unsatisfactory-Non Attendance) grades are assigned to students who never attended or have stopped attending class but have not officially dropped or withdrawn. Faculty are required to provide a last date of attendance when assigning this grade. The grade and the last date of attendance are used in determining the recalculation of awarded funds for financial aid recipients. Reporting the last date of attendance is critical to avoid potential financial liability for the institution.

FN and UN grades are displayed and calculated as F and U grades on the official transcript.

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of withdrawal from the University or from a course for medical reasons. (See section on “Dropping a Course.”) A grade of W will not enter into the evaluation of suspension conditions or in grade point average computation but will be recorded on a student’s permanent record.

I, Incomplete, is assigned at the discretion of the instructor when, in the instructor’s judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of I is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to 12 months in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will not make up an Incomplete. An Assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the I and conditions for make-up. A grade of I is not computed in calculating a student’s grade point average. After 12 months an I that has not been made up is changed to a grade of F or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form.

T, a Graduate School symbol, is assigned to indicate enrollment in Thesis Preparation (799) and Dissertation Preparation (899). Courses with this symbol will be counted as hours attempted and hours

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earned only. Grade points will not be awarded. For unsatisfactory work the grade of U should be assigned. The grade of I cannot be assigned in courses numbered 799 and 899.

AUD indicates a course was carried on an audit basis. (See section on “Auditing” for more information.)

NR, No Record, is assigned in the event that the grade is not available at the time final grades are submitted. It is a temporary mark on the transcript and must be replaced by a grade. If replacement does not occur before the last week of the spring or fall semester following the term for which the grade was recorded, a grade of F will be assigned. The NR is ignored in computing the GPA.

~~X on the transcript before a grade denotes an Honor Code Violation.~~

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Academic Honor Code Violation

A transcript notation on the graded course in which the violation occurred denotes “Honor Code Violation.”

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 University course may take up to two undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the University 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.

An eligible student wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her 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 be taken at the University of South Carolina-Columbia campus or a Regional 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, I, S, U, or AUDIT may not replace previous grades. Grades carrying an honor code violation sanction of ~~FX~~ are not eligible for grade forgiveness.

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<p>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.</p> <p>Students who have been granted academic forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness.</p> <p>Please refer to the bulletin entry titled Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.</p> <p>An eligible student wishing to apply the grade forgiveness policy may begin the process by reading the criteria which must be met and completing the necessary documentation in order to apply grade forgiveness. The criteria and documentation can be found at http://registrar.sc.edu/html/grade_forgiv.stm.</p>	<p>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), or academic standing (scholastic deficiency, probation, suspension) will not change retroactively as a result of applying this policy.</p> <p>Students who have been granted academic forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness.</p> <p>An eligible student wishing to apply the grade forgiveness policy may begin the process by reading the criteria which must be met and completing the necessary documentation in order to apply grade forgiveness. The criteria and documentation can be found at: http://registrar.sc.edu/html/students/grade_forgiv.stm</p> <p>Academic Forgiveness</p> <p>Note that Academic Forgiveness is not the same as Grade Forgiveness. Please refer to the bulletin entry titled Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.</p>
<p>Academic Standards</p> <p>The following standards for continuing at the Columbia and regional campuses of the University of South Carolina apply to all undergraduate students who first enroll at the Columbia and regional campuses of the University in the fall 2008 semester or thereafter, are admitted to the Columbia and regional campuses of the</p>	<p>Academic Standards</p> <p>The following standards for continuing at the Columbia and regional campuses of the University of South Carolina apply to all undergraduate students who first enroll at the Columbia and regional campuses of the University in the fall 2008 semester or thereafter, are admitted to the Columbia and regional campuses of the</p>

University in an undergraduate degree program in the fall 2008 or thereafter, or are enrolled in the fall 2010 semester or thereafter, regardless of when first enrolled at the University. Administration of these regulations is the responsibility of the academic deans, who are not empowered to waive any of the provisions.

Academic Review

The record of every undergraduate student will be reviewed at the end of each fall and spring semester. Many of the individual colleges of the University have higher academic requirements for students to continue in their degree programs. However, no student will be suspended academically from the University unless he/she fails to meet the standards specified here.

Academic Probation

When a student's cumulative University of South Carolina GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation.

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Calculating Academic Standing

A student's academic standing is based on his/her "Total Institutional GPA" and "Total Institutional GPA Hours" which can be viewed in Self Service Carolina at the end of a student's "Unofficial Academic Transcript" under the heading, "Transcript Totals (Undergraduate)"

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When a student's Total Institutional GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation.

First-year Freshmen Academic Recovery Program

First-year freshmen who have less than a 2.00 ~~cumulative grade point average~~ at the end of their first semester of collegiate enrollment are considered at risk. During the first six weeks of their second semester, these students must participate in an academic coaching session before being eligible to register for courses for the third semester. These sessions will provide students with assistance in developing academic skills and learning strategies and will identify other resources they need to meet their academic goals. This requirement is in addition to any made by the student's college, school, or academic program.

Removal from Academic Probation

When a student's ~~cumulative GPA~~ at the end of any semester is a 2.00 or above, he or she is not on academic probation.

Continuing on Academic Probation

Any student who is on probation at the beginning of a fall or spring semester must achieve a certain ~~cumulative University of South Carolina grade point average~~ at the end of that semester in order to avoid suspension. A student may also continue on probation and avoid suspension if the semester grade point average is 2.50 or greater. Standards for continuing on probation are based on the cumulative grade hours the student has attempted at USC. The chart below shows the grade point averages required in order to avoid suspension.

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Probation Chart				Probation Chart			
Cumulative Grade Hours Attempted (GH)	Placed on probation	Continue on probation (avoid suspension)	Removed from probation	Total Institutional GPA Hours	Placed on probation	Continue on probation (avoid suspension)	Removed from probation
12-35	below 2.00 cumulative GPA	1.500 or higher cumulative GPA	2.00 or higher cumulative GPA	12-35	below 2.00 Total Institutional GPA	1.500 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
36-71	below 2.00 cumulative GPA	1.800 or higher cumulative GPA	2.00 or higher cumulative GPA	36-71	below 2.00 Total Institutional GPA	1.800 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
72+	below 2.00 cumulative GPA	only with semester reprieve (see below) or by college petition	2.00 or higher cumulative GPA	72+	below 2.00 Total Institutional GPA	only with semester reprieve (see below) or by college petition	2.00 or higher Total Institutional GPA
SEMESTER REPRIEVE: Regardless of the USC GPA, a student may continue on probation and avoid suspension if the semester grade point average is 2.50 or greater.				SEMESTER REPRIEVE: Regardless of the Total Institutional GPA, a student may continue on probation and avoid suspension if the Current Term grade point average is 2.50 or greater.			
First Suspension				First Suspension			
Students unable to meet the standards shown above are suspended from the University of South Carolina for one fall or spring semester and the contiguous summer (approximately eight months). Students				Students unable to meet the standards shown above are suspended from the University of South Carolina for one fall or spring semester and the contiguous summer (approximately eight months). Students			

have the right to appeal their suspension to the petitions committee of the college or school in which they were enrolled when suspended.

Returning After First Suspension

After the suspension has been served, a student will be considered for readmission by the college or school to which the student is seeking admission. A student readmitted following suspension continues on probation and is reviewed for suspension at the end of each fall and spring semester. A ~~semester~~ grade point average of 2.50 or higher must be achieved each semester until the ~~cumulative~~ ~~University of South Carolina~~ GPA reaches the level above which suspension would occur (see chart).

During the first six weeks after returning from a first suspension, students must participate in an academic coaching session before being eligible to register for courses for the following semester. These sessions will provide students with the resources they need to meet their academic goals.

Returning after Subsequent Suspension

The duration of the second suspension is indefinite, and the student can be considered for readmission only after being approved for reinstatement by action of the petitions committee of the college or school to which the student is seeking admission. A favorable decision by the committee is unlikely within two years of the suspension.

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Earning Academic Credit While on Suspension

A student on suspension is given an opportunity to reorder priorities and reassess his or her situation before returning. While serving suspension, a student may not be admitted to, or continue in, any academic program of the University. Credit earned at any other institution while a student is on suspension from the University may not be applied toward a degree from USC, unless approved by the Standards and Petitions Committee of the college to which the student is readmitted. Prior approvals for transient study will be revoked for suspended students.

Retention in Degree Programs

Students are reminded that the above regulations are for all undergraduate students in the University. Many colleges and schools offer degree programs that have more stringent requirements for retention in those programs. Failure to meet the academic requirements of those degree programs may result in the student being asked to leave that program. Students should consult the colleges and schools section of the Academic Bulletin to review the specific degree retention requirements

Petition Procedures

In addition to previously specified provisions by which a student may petition to waive the application of this suspension policy, a student suspended by this policy has the right to petition to the appropriate college scholastic standards and petitions committee to waive the application of the suspension rule at any time. Students placed on first suspension who wish to petition for a waiver of the suspension rule may petition only the committee of the college in which they were enrolled at the time of suspension.

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Registration Policies

Dropping a Course

An undergraduate student may drop a course via [Self Service Carolina](#). Courses from which the student withdraws by the last day to change a course schedule or drop without a grade of W will not be recorded on a student's permanent record. Thereafter, during the first seven weeks of a semester, the grade of W will be recorded on a student's transcript, but the semester hours will not enter into the computation of ~~hours attempted, grade point average, or any other totals~~. In summer sessions and other shortened sessions this period will be 50 percent of the total number of class hours instead of seven weeks. (See the University's academic and refund calendars on the registrar's Web site.) Removal of a W grade is not permitted except in cases of documented administrative error. Students dropping a course or withdrawing from the University after the first seven weeks of a semester will normally receive a grade of WF. A WF is treated as an F in the evaluation of suspension conditions and in computing the student's grade point average. Students who stop attending classes without officially withdrawing will have the grade of "F" recorded for all courses. This grade is included in all calculations and totals. ~~Dropping all classes does not constitute formal withdrawal from the University.~~ Withdrawal from courses after the last day of classes is not permitted.

Exceptions to the assignment of a grade of WF are possible for verifiable, documented reasons. If a student must either drop a course or withdraw from the University for medical reasons; because of a learning disability, as verified by the University's Office of Student Disability Services; or for another acceptable major cause after the penalty date (last day to receive a W), the grade of W may still be assigned. A Request for Assignment of W Grade for Extenuating Circumstances After Penalty Date form (AS-122A) must

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originate with the student's academic dean and must be approved by the course instructor(s) and returned to the Office of the University Registrar by the dean.

Withdrawal from the University

All full- or part-time students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should do so by dropping all courses via [Self Service Carolina](#). ~~Staff members of the Office of the University Registrar are available to assist students in completing the withdrawal process. In addition, staff from the Student Ombudsman Office located in the Osborne Administration Building can provide counseling.~~ Students requesting withdrawal for extenuating circumstances after the penalty date (last date for W grade) should see their college dean.

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All full- or part-time students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should do so by dropping all courses via [Self Service Carolina](#). Staff members in the University Advising Center are available to discuss with students the withdrawal process. Students requesting withdrawal for extenuating circumstances after the penalty date (last date for W grade) should see their college dean.