

ACADEMIC POLICIES

IMPORTANT REMINDER: COMM and JOUR D-clearances will expire on December 6, 2019. Be sure to register by this date or your D-clearance(s) will expire and your spot will be offered to the next student on the wait list.

ACADEMIC INTEGRITY

The following is the Annenberg School's policy on academic integrity as published in the University catalogue: "The School of Communication maintains a commitment to the highest standards of ethical conduct and academic excellence. Any student found responsible for plagiarism, fabrication, cheating on examinations, or purchasing papers or other assignments will be reported to the Office of Student Judicial Affairs and Community Standards and may be dismissed from the School of Communication. There are no exceptions to the school's policy."

USC Catalogue 2019-2020 (https://catalogue.usc.edu/preview_entity.php?catoid=11&ent_oid=2410)

"Since its founding, the School of Journalism has maintained a commitment to the highest standards of ethical conduct and academic excellence. Any student found plagiarizing, fabricating, cheating on examinations, and/or purchasing papers or other assignments faces sanctions ranging from an "F" on the assignment to dismissal from the School of Journalism."

USC Catalogue 2019-2020 (https://catalogue.usc.edu/preview_entity.php?catoid=11&ent_oid=2411)

CLASS ATTENDANCE

Please be sure to attend the first class meetings of your Annenberg classes or the instructors may drop you from their classes. The Annenberg School adheres to the university policy, which states "an instructor may replace any student who without prior consent does not attend these class sessions: (a) the first two class sessions, or (b) the first class session of the semester for once-a-week classes. It is then the student's responsibility to withdraw officially from the course through the Registrar One Stop Center.

Fall 2019 Schedule of Classes (<https://classes.usc.edu/term-20193/registration/>)

GRADING

Undergraduate degrees:

Students must maintain a minimum 2.0 cumulative and major grade point average to graduate from the university. Students need to earn a D- or above to pass their classes (excludes JOUR course work for majors).

Journalism and Public Relations Majors Only: Students are required to complete journalism and public relations courses with at least a grade of C-. Journalism or public relations courses with a grade of D+ or below must be repeated; courses may only be retaken once.

USC Catalogue 2019-2020 (https://catalogue.usc.edu/preview_entity.php?catoid=11&ent_oid=2411)

CREDIT FOR INTERNSHIPS

If you're looking for internship courses, here are four you can try: **COMM 205** Communication Practicum (1-2 units, max. 4 units); **JOUR 205** Journalism Practicum (1-2 units, max. 2 units); **MDA 250** Internship for Liberal Arts: Work and Career—Theory and Practice (1-2 units, max. 4 units); and **BUAD 495** Practicum in Business Issues (1 unit, max. 12 units; restrictions may apply). For a full list of options, go to <http://annenberg.usc.edu/current-students/resources/academic-forms> and click on "Courses for Internship" under the "Forms and Handouts for All Annenberg Students" heading.

ACADEMIC ACCOMMODATIONS

Any student requesting academic accommodations based on a disability are required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP when adequate documentation is filed. Please be sure the letter is delivered to the professor, as early in the semester as possible. DSP is open Monday through Friday, 8:30 a.m. – 5:00 p.m. The office is located in Grace Ford Salvatori Hall (GFS) Room 120 and their phone number is (213) 740-0776. For more information, go to <https://dsp.usc.edu/>.

AUDITED COURSES

“Students who wish to audit a course at USC must register for the course on Web Registration and select the Audit grade option. A course taken for Audit (V) will be assessed at the current tuition rate. A course taken for Audit (V) will not receive credit and will not appear on the USC transcript or grade report. A course taken for audit is not included in enrollment for purposes of receiving financial aid.

USC allows students to select the Audit grade option for any course up until the 20 percent mark of the session in which the course is offered. For the specific deadline to select the Audit grade option of a course, click the Calendar icon next to the course in the Courses Offered section on the Schedule of Classes.

Under no circumstances will the university allow a petition to request to change the registration status of a course from a letter grade or credit to Audit (V) or vice versa after the grade option deadline. In addition, under no circumstances will the university allow a petition to request a late add or drop after the 80 percent mark of the session in which the course is offered.”

Fall 2019 Schedule of Classes (<https://classes.usc.edu/term-20193/registration/>)

University Transfer Course Work & Grading Policies

Residence Requirement

After completion of 64 units, no more than 8 additional units may be allowed for transfer credit. A minimum of 64 units must be earned in residence at USC (64 maximum transferable units). Once students matriculate at USC, all courses for subject or unit credit in fall or spring semesters must be taken in residence. (Students can only transfer summer course work.) Once students matriculate at USC, no additional transfer work will be accepted toward general education courses or course work applicable to the writing requirement.

USC Catalog 2019-2020 (<https://catalogue.usc.edu/content.php?catoid=11&navoid=3417>)

Unit Requirement

Students are required to take a minimum of 128 baccalaureate units at the undergraduate level (of which not more than four units may be physical education units). A student may earn a maximum of 16 units for individual instruction in music at the 101/201/301 levels and comparable transfer courses. Of the 128 unit minimum at least 32 units must be upper-division course work.

USC Catalog 2019-2020 (<https://catalogue.usc.edu/content.php?catoid=11&navoid=3418>)

Transfer Credit

If students wish to take summer course work elsewhere after admission to USC, they must first obtain appropriate pre-approval. Even if there is an articulation agreement, pre-approval is necessary to assure the student's eligibility. Most students can use the online pre-approval process available on OASIS. In some cases, the paper pre-approval form must be used. It is available at usc.edu/transferecredit.

Once the course work has been completed elsewhere, students must request the other institution to send an official transcript to USC so that the course work can be evaluated and transferred.

Students are required to provide transcripts of all course work attempted at any post-secondary institution, regardless of the type of course(s) or the quality of the work. A student's failure to provide transcripts for all course work attempted while away from USC may result in denial of transferred course work and a charge of a violation of the university's academic integrity policies.

Students should request that a transcript be sent to the USC Registrar One Stop Center, 700 Childs Way, JHH 106, Los Angeles, CA 90089-0912. All transcripts must arrive in a sealed envelope from the issuing institution.

Advanced Placement and International Baccalaureate Scores:

The first option for transfer credit (see above) applies to both AP and IB scores, except you request an official score report from the College Board (www.collegeboard.org) and IB Organization (www.ibo.org), respectively.

Articulation Agreements

To see if a course will transfer, go to the Undergraduate Transfer Credit website (<http://arr.usc.edu/services/articulation/generalinfo.html>), click on Agreements (left-hand column), and then select the region and select the school. Scroll down to see which classes are transferable. Note: You must fill out and submit a Transfer Course Work Pre-approval form online via OASIS before registering for a course at another school.

JOUR Majors Only: The School of Journalism does not accept major course work from another school.

Grades of Incomplete (IN)

Conditions for Completing a Grade of Incomplete (IN):

"If an IN is assigned as the student's grade, the instructor will fill out the Assignment of an Incomplete (IN) and Requirements for Completion form which will specify 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 the work remaining to be done when computing the final grade. A student may complete the IN by completing only the portion of required work not finished as a result of documented illness or emergency occurring after the twelfth week of the semester. Previously graded work may not be repeated for credit."

USC Catalogue 2019-2020 (<https://catalogue.usc.edu/content.php?catoid=11&navoid=3437>)

Time Limit for Completion of an Incomplete:

"One calendar year is allowed to complete an IN. Individual academic units may have more stringent policies regarding these time limits. If the IN is not completed within the designated time, the course is considered "lapsed," the grade is changed to an "IX" and will be calculated into the grade point average as 0 points. Courses offered on a Credit/No Credit basis or taken on a Pass/No Pass basis for which a mark of Incomplete is assigned will be lapsed with a mark of NC or NP and will not be calculated into the grade point average."

USC Catalogue 2019-2020 (<https://catalogue.usc.edu/content.php?catoid=11&navoid=3437>)

Missing Grades (MG)

"Marks of MG must be resolved before a degree or certificate will be awarded. If a student wishes to graduate and chooses not to resolve the mark(s) of MG, the mark(s) will be defaulted to mark(s) of UW and will be calculated into the grade point average as 0 grade points."

USC Catalogue 2019-2020 (<https://catalogue.usc.edu/content.php?catoid=11&navoid=3437>)

Time Limit for Resolution of a Missing Grade

"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 it will be calculated into the grade point average as 0 grade points. Courses offered on a Credit/No

Credit basis or taken on a Pass/No Pass basis for which an MG was not resolved within one year will be changed to a mark of NC or NP and will not be calculated into the grade point average.

Courses offered on a Credit/No Credit basis or taken on a Pass/No Pass basis for which an MG was not resolved within one year will be changed to a mark of NC or NP and will not be calculated into the grade point average.”
USC Catalogue 2019-2020 (<https://catalogue.usc.edu/content.php?catoid=11&navoid=3437>)

Pass/No Pass Graded Work (P/NP)

“A maximum of 24 units of undergraduate course work taken on a pass/no pass basis may be used toward an undergraduate degree and a maximum of 4 of these 24 units may be applied to the general education requirements. **WRIT 130, WRIT 150 and WRIT 340** will not fulfill undergraduate writing requirements if taken on a Pass/No Pass (P/NP) basis.”

(USC Catalogue 2019-2020 <https://catalogue.usc.edu/content.php?catoid=11&navoid=3418>)

The Annenberg School does not allow COMM and JOUR majors/minors to take their major/minor courses on a P/NP basis.

The minimum passing grade for a P/NP class is a C-.

Students who started college prior to fall 2015: One G.E. (Cat. 1-6), foreign language, diversity and general electives can be taken on a P/NP basis. WRIT 150 and WRIT 340 must be taken for a letter grade.

Students who started college fall 2015 or later: “One Core Literacy course may be taken on a pass/no pass basis, and both of the Global Perspective courses may be taken on a pass/no pass basis. Students may choose their GE Seminar as the one Core Literacy course taken on a pass/no pass basis”

(<http://dornsife.usc.edu/2015ge/2015ge-requirements/>). Foreign language and general electives can be taken on a P/NP basis. WRIT 150 and WRIT 340 must be taken for a letter grade.

Students may enroll for courses with the pass/no pass grade option on Web Registration. USC allows students to decide the grade option for any course up until the 20 percent mark of the session in which the course is offered. For the specific deadline to change the grade option of a course, click the calendar icon next to the course on the Schedule of Classes.

As of fall 2015, students who register for a course on a pass/no pass basis may request to change the grade option to letter grade 45 percent into the session in which the course is offered. For the specific deadline to change the grade option of a course, click the calendar icon next to the course on the Schedule of Classes.

Fall 2019 Schedule of Classes (<https://classes.usc.edu/registration/>)