

Subject: Grade Requirements for Graduate Programs

Policy Number: A5.80

Date: 3/7/91

Revised: 4/15/16 (For students who began their program Fall 2014 or later)

POLICY

A graduate student who receives grades of C+ or below on more than six hours of coursework, or a grade of D, F, WF, or U in any course, may not continue in a School of Library and Information Science (SLIS) graduate program. The student will be suspended from SLIS and he/she will not be allowed to enroll in any further SLIS courses for at least one year. A student's cumulative grade point average on all courses attempted for graduate credit must be at least 3.00 (B) in order for the student to graduate from the SLIS program.

Courses approved for graduate degree credit must have a grade of C or better. A student must complete all courses listed on the approved Program of Study with an average of at least B (3.0). The average on all courses numbered 700 and above must also be B or above. All courses taken for graduate credit at USC within the time period for the degree, whether listed on the Program of Study or not, must average B or above. Graduate credits approved for transfer from other institutions are not included in calculating USC GPA.

PROCEDURE

When a student earns grades of C+ or below on more than six hours of coursework, or a grade of D, F, WF, or U in any course, a reclassification action sheet will be sent to the Graduate School requesting that the student's admission to the SLIS graduate program be cancelled. A letter explaining the reasons for the request will accompany the action sheet.

A student who is dismissed from a SLIS program for academic reasons may request reinstatement to the program after one year. If three or more years have passed since dismissal, the student must re-apply through the Graduate School and go through the SLIS reinstatement process. The student is disqualified from enrolling in any SLIS courses for a minimum of one year from the date of his/her dismissal from the SLIS program regardless of the student's status in another degree program of the University.

Students who receive grades of C+ or below in a course will be sent a letter from the Director advising the student of their academic eligibility. A copy of the letter will be given to the advisor. These letters will be mailed at the end of each semester and each session of summer school.

Students who receive a grade below C in a course cannot apply the course toward graduation. Students who receive a grade of D+ or D in a required course (i.e., SLIS 701, 705, 707; the Technology Competency Requirement course, SLIS 706; joint program requirements; or CAEP requirements) must retake the course if they are reinstated and must earn a grade of at least B. A course may be retaken only once.