



Grade Dispute Process for Courses with Academic Integrity Violations

Overview. This process applies to courses where the student was responsible for an academic integrity violation.¹

- Grade disputes should first be directed to the course instructor.
- If the grade dispute remains unresolved, the student may submit their grade dispute to the Vice Provost for Academic Programs for a formal appeal.
- All grade disputes must be submitted before the end of the term following the term in which the grade was issued. For example, if the grade was issued during the Fall semester, then any grade dispute must be submitted before the end of the Spring semester.

Submitting a Grade Dispute.

1. Email a written statement (no more than 5 single-spaced pages, Word or PDF attachment) to OAIappeals@usc.edu.
2. Include relevant documentation as attachments (optional).
 - Examples: Course documents, assignment information, information about the academic integrity violation, other supporting materials.
3. Grade disputes submitted to the Vice Provost do not include an in-person/virtual presentation.

Note: The Vice Provost (or designee) has access to existing Office of Academic Integrity (OAI) records.

Review Process. The Vice Provost (or designee) may review the student's academic and OAI records, along with other relevant information, to determine if the instructor's grade/penalty aligns with course policies, precedent in related matters, and the student's academic achievement in the course.

Note: The grade dispute process is not an opportunity to challenge the determination of responsibility made through the OAI review process.

The Vice Provost (or designee) may consult with relevant faculty and staff before making a final decision.

Final Decision. Through their review, the Vice Provost (or designee) may:

- Affirm the grade and/or grade penalty or
- Modify the grade and/or grade penalty.

The final decision from the Vice Provost (or designee) will be communicated to you and the instructor via email.

Additional Information.

- For questions about the OAI review process: Email the Office of Academic Integrity academicintegrity@usc.edu.
- For questions about the grade dispute process and/or for updates on the status of a submitted grade dispute: Email OAIappeals@usc.edu.

¹ Please see the [Student Handbook](#) for information about grade disputes for courses in which the student was not determined to be responsible for a violation of academic integrity.