



DEN Document Center Turnaround Time

Scan & Post Course Materials (ex: lecture or discussion notes, syllabus, homework assignments, course readers <20 pages)

- must be submitted at least 24 hours in advance
- rush requests may be fulfilled if workload permits

Posting of Smartboard Notes

- turnaround time to post: 24 hours

Submitted Homework Processing (fax and email)

- same day date stamping
- submittal to instructor within 24 hours

Graded Homework Return (scan into digital archives and email to students)

- 48-72 hours upon receipt from instructor
- due to any backlog, return to students may exceed 72 hours
- 3 week originals archiving - originals will be destroyed after 3 weeks

Copies (print/duplication service)

- <100 pages of originals and <50 copies: turnaround time 48 hours
- <200 pages of originals and <50 copies: turnaround time 72 hours
- originals exceeding 200 pages and/or 50 copies should be printed by the university custom publishing center
- print service subject to financial charge to associated department at our discretion



Questions? Contact Neil Teixeira, Document Support Manager
(213) 740-0122 teixeira@usc.edu