Spring 2015 Critical Academic Dates and Procedures  
(updated: January 20, 2015)

**January 12** (Monday), Classes Begin

**January 19** (Monday), University Holiday (MLK Day)

**January 30** (Friday), Last Day to register and add classes or drop without "W"

*Students with unsatisfactory progress must be given written notification prior to this date. Students that are not registered on the Official University class list will not be permitted to continue participation in class. It is the faculty’s responsibility to verify the status of all students prior to January 30.*

**February 16** (Monday), President’s Day - University Holiday

**February 18 through March 9 – Midterms and Midterm Reviews**

*All students should be given a written evaluation or grade at midterm in the semester.*

Studio presentations to be assigned in Verle Annis and Lindhurst Galleries, Watt 1 and Upper & Lower Rosendin

- **First Year Studios:** February 19 (7 sections)
- **Second Year Studios:** February 18 and 20 (8 sections)
- **Third Year Studios:** February 23 and 25 (7 sections)
- **Topic Studios:** February 25 and 27 (6 sections)
- **5th Year Studios:** February 27, March 2 and 4 (8 sections)
- **M.Arch Studios:** March 2, 4 and 6 (2= 505, 3= 605, 3= 705, 2=705/MLA + DDR on March 9)
- **MLA Studios** Feb. 23, March 2 and 4 (1=541b, 1=542b, 2 joint w/705 +DDR on March 6)

**February 25** (Wednesday), Tenure Track Mentorship dinner, 6:30 pm, University Club Scriptorium

**March 16 – 20** (Monday - Friday), Spring Recess

**April 10** (Friday), Last Day to Drop with a Mark of W.

*All students with unsatisfactory progress should be given written notification prior to this date so that they have the opportunity to withdraw.*

**May 1** (Friday), Last Day of Classes

**May 2-5** (Saturday-Tuesday) Study Days

*No academic activities should be scheduled for this period without exception.*

**May 6–13** (Wednesday through Wednesday), Final Exams

*Individual grades are due four business days following your scheduled final exam. A final written evaluation of performance in design studio, with the basis for grading, should be provided for all students and placed in the student’s academic file. Exhibition of 5th Year and Graduate Thesis Work in Lindhurst and Verle Annis Galleries May 15-22*

**April 30-May 1** (Thursday and Friday) EXPO (Final Reviews and Exhibition)

**May 15** (Friday) Commencement

These academic dates are fixed and represent the schedule parameters that all faculty must follow. Implicit in this schedule is full participation of all design studio faculty in:

- the mid-term and final studio reviews in general.
- each design studio faculty will be assigned to one other faculty’s final review
- the end of the semester peer grading session and monitoring procedures schedule by the studio coordinator
- the collection of documentation required for accreditation or school publications

Faculty should not make personal or professional commitments in conflict with these responsibilities, which are an integral part of their teaching contract with the School. Faculty must be present at all scheduled classes and any substitutions need to be signed off by the appropriate Chair and Associate Dean prior to arrangement. Any conflicts, any class cancellation or changes with these dates will need to be signed off the Associate Dean or the Dean. See the University’s Faculty Portal and USC Faculty Handbook for governing definitions of a faculty member’s academic responsibility:

http://www.usc.edu/academe/faculty/index.html

See our own faculty resource page where many essential guides and faculty instructions to make the most of your semester:

http://arch.usc.edu/People/Faculty/FacultyResources
Every faculty member must provide both the School and the enrolled students a current syllabus which identifies the basic academic intentions of the course, describes the course assignments reading and grading/attendance procedures, and provides a bibliography of required readings and materials as well as a detailed week by week course schedule. **Faculty are required to submit a current syllabus for any course responsibilities at the beginning of the term in fulfillment of that semester’s academic appointment to the Main Office.** As a general rule, anything distributed in class should be included in the academic course file along with the required syllabus.

The university sets final exams for each course as part of the University Schedule, available on line at: [www.usc.edu/students/enrollment/classes](http://www.usc.edu/students/enrollment/classes). **Individual faculty may not change these dates.** The substitution of final papers due at the end of classes, in lieu of final examinations, is in conflict with the university final examination process for undergraduate courses, and will not be allowed without prior approval of the Dean’s Office.

Studio Courses must schedule required hand in / check off of work to allow for a minimum of one day of recuperation before the reviews and no undergraduate studio work shall extend into study days. **Each faculty member is responsible to see that both the timing and the full spirit of the deadline are kept.** Access to the studio during stop days and final exams will be restricted to support this policy.

**Written evaluations of students are an integral part of teaching responsibilities in the design studio.** In addition to warning letters and advisement for any student with deficiencies in performance, each studio is responsible for mitigation procedures to help these students. See the current School-wide attendance guideline: A record of the student’s progress should be part of each student’s file and supplement the basic grading information in every academic record. Faculty are encouraged to use the student’s file to become familiar with each student and assist in the advisement process.

**Grading according to stated criteria is a basic responsibility of the faculty in each specific course.** Faculty should consult with School of Architecture Student Services regarding the university constraints on the use of specific grades and understand the appropriate use of grade options such as IN or MG, and the appropriate Chair for appropriate criteria and grade distribution. Student grade appeals must follow the standard School of Architecture procedure, which starts with the responsible course faculty and moves through Chair to the Dean’s Office. **Most grade appeals can be eliminated by adequate communication between student and faculty through out the semester and clear grading criteria in the provided syllabus, as well as timely written documentation by the faculty to the student at midterm and at the end of semester, as well as at any time of an absence, which is copied to the student’s academic file.**

All faculty must have an active USC e-mail address to submit final grades and provide for electronic communications from the Dean’s office and the front office as well as faculty to faculty and faculty to student. A USC email address will be automatically assigned to you when you are put on the payroll at the beginning of the semester. You must activate this email address in order to access the university’s information systems. To access your account follow the instructions at: [www.usc.edu/firstlogin](http://www.usc.edu/firstlogin).

All faculty are encouraged to participate in the life of the school including lectures, committee meetings and special events. Please note the following faculty-related events:

- **Faculty Meetings** are held each month (usually on the first Wednesday) from 12-2 pm
- **Executive Committee Meetings** are normally from 12-2 pm on Wednesdays when there is no faculty meeting.
- **Curriculum Committee Meetings** are normally on the 1st and 3rd Monday from 12:15 to 1:30 pm
- **Studio Coordination Meetings** are scheduled typically on Th/Fri so as not to interfere with standing committee meetings M/W
- **School Lecture Series:** One of the most important activities of the School is the Lecture Program. All faculty are expected to attend regular Wednesday evening lectures typically Wednesdays from 6 - 8 pm.
- **Faculty Retreats, School Wide Super Reviews, Special Events and Graduation** as scheduled

Our capable office staff is available to help you with parking passes, projector and room reservations, as well as many other daily faculty needs and can be reached at 213 740 2723. Office hours are 8:00 am to 6:00 pm, Monday – Friday. Faculty with special facilities access needs should contact the Main Office for assistance.