

Final Examination Policy for all Fall and Spring Viterbi Graduate Courses Scheduled in Standard Sessions

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There are two “standard session” options for fall and spring classes. Courses in standard sessions include a scheduled final examination. Standard session 061 does not include a scheduled final examination.

For all standard session courses, the last scheduled day of class is required instructional time. For courses scheduled in a standard session, a final examination or other final summative experience is required during the published final examination week. For courses scheduled in standard session 061, there is no final examination week.

Final examinations or other final summative experiences may not be scheduled during the Study Days period.

No deviations from the published examination period are permitted for courses scheduled in a standard session during the fall and spring semesters, unless faculty have authorization in advance from the Committee on Academic Policies and Procedures (CAPP). CAPP will not consider any faculty request for rescheduling a final examination without unanimous written consent of all students in the class. Contact the Registrar’s Office (213-740-4623 or registrar@usc.edu) for the request form and procedures.

Student Scheduling Conflicts

No student is permitted to omit or take early a final examination and no instructor is authorized to permit a student to do so.

Students should plan in advance to avoid scheduling conflicts in their final examinations. If a student is scheduled for two final examinations at the same time, the student should request to take one of the examinations on a different day or time. If a student is scheduled for more than two final examinations in one day, the student may request to take one of the exams on a different day or time. In either situation the student must contact the professors involved no later than two weeks prior to the scheduled examination date and request an accommodation. If an accommodation cannot be arranged, the student should contact USC Testing Services at testing@usc.edu or (213) 740-7166 for assistance.

Faculty are reminded that grades are due 96 hours after the university-scheduled final examination day and time. Therefore, it might not be possible to accommodate late student requests for an alternate, makeup final examination after the published examination period.

Religious Observance Conflicts

When a final examination is scheduled at a time that conflicts with a student’s observance of a holy day, faculty members should accommodate a request for an alternate examination date and time. A student must discuss a final examination conflict with the professor no later than two weeks prior to the scheduled examination date to arrange an acceptable alternate examination date and time.

The student and/or professor may reach out to the Office of Religious Life (213-740-6110 or vasoni@usc.edu, Dean of Religious Life) for guidance.

Documented Emergencies

In the case of a documented emergency that occurs after the withdrawal date and/or during the final exam period, students should consult the professor about receiving a grade of Incomplete (IN) for the semester. Faculty and students alike

should refer to the rules regarding the mark of Incomplete at the time of the request.

The Registrar’s recommended definition of emergency:

“An unforeseeable situation or event beyond the student’s control that prevents her from taking the final examination or final summative experience.” Based on this definition, a student may not request an IN before the withdrawal deadline. The rationale is that the student has the option to drop the course until the withdrawal date. The grade of IN exists so there is a remedy for illness or emergency which occurs after the deadline to withdraw.

Final Examinations Schedule (Updated as of July 22, 2020)

Classes Meeting	Examination Day	Hour (PST)
8 or 8:30 MWF	Wednesday, December 2	8-10 a.m.
9 or 9:30 MWF	Monday, December 7	11 a.m.-1 p.m.
10 or 10:30 MWF	Monday, December 7	8-10 a.m.
11 or 11:30 MWF	Wednesday, December 2	11 a.m.-1 p.m.
12 or 12:30 MWF	Friday, December 4	11 a.m.-1 p.m.
1 or 1:30 MWF	Wednesday, December 9	11 a.m.-1 p.m.
2 or 2:30 MWF	Friday, December 4	2-4 p.m.
3 or 3:30 MWF	Monday, December 7	2-4 p.m.
8 or 8:30 TTh	Tuesday, December 8	4:30-6:30 p.m.
9 or 9:30 or 10-10:50 TTh	Thursday, December 3	11 a.m.-1 p.m.
11 or 11:30 or 10-11:50 TTh	Tuesday, December 8	8-10 a.m.
12 or 12:30 or 1 TTh	Tuesday, December 8	11 a.m.-1 p.m.
2 or 2:30 TTh	Thursday, December 3	2-4 p.m.
3 or 3:30 TTh	Tuesday, December 8	2-4 p.m.
4 or starting after 4 but before 6 p.m.	4:30-6:30 p.m. first scheduled class period, December 2-8	
6 or any class after 6 p.m. meeting once weekly	7-9 p.m. first scheduled class period, December 2-8	
6 p.m. MW	Wednesday, December 2	7-9 p.m.
6 p.m. TTh	Thursday, December 3	7-9 p.m.
8 p.m. MW	Monday, December 7	7-9 p.m.
8 p.m. TTh	Tuesday, December 8	7-9 p.m.
Classes with first meeting on M or W or F	Same as MWF	
Classes with first meeting on T or Th	Same as TTh	