

# University Governance

*SCampus* provides guidance on the policies and procedures that govern the relationship of students with the university. Information in *SCampus* may change at the university's discretion. Please contact the Office of the Vice President for Student Affairs for more information.



## University Governance

As a private corporation, USC is governed by a Board of Trustees. The Board is a self-perpetuating body, electing one-fifth of its members each year for a five-year term of office. The trustees delegate certain powers to the administration of the university and serve as the ultimate decision-making body.

The president is the chief administrative officer of USC. He or she carries out policies established by the trustees and, in doing so, has the power to delegate this authority to the officers of the university.

The Academic Senate, Undergraduate Student Government, Graduate and Professional Student Senate and the Staff Assembly

serve as consultative bodies for the president and the administration, preparing studies and reports and making recommendations directly to the president on matters pertinent to the functioning of the university.

Students, faculty, staff and administrators serve on university committees, which also provide advice and counsel to the president and administration on a broad variety of matters related to the operation of the university.

Nominations for membership are made usually during the spring semester. Appointments are made by the president of the university. Information and applications for committee membership are available in the

Undergraduate Student Government Office, Ronald Tutor Campus Center 224, (213) 740-5620, or the Graduate and Professional Student Senate Office, Ronald Tutor Campus Center 224, (213) 740-5649.

Departmental and divisional committees and councils exist in many academic units. Information is available through each particular office. In addition, many of the non-academic offices on campus, such as the Student Health Center, have organized student advisory boards to voice opinions and participate in program development. The appropriate office or department should be contacted for this information.

## Policy Statements

### POWER OF THE BOARD

WHEREAS, the University of Southern California, like other independent and private universities, is financed primarily by charitable contributions and grants as well as by tuition, fees and contracts; and

WHEREAS, as a private institution, the university admits students selectively and students who elect this university recognize that their admission and continuance is in the nature of a privilege and not a right; and

WHEREAS, the powers of this corporation are exercised, its property controlled and its affairs conducted by this Board of Trustees, pursuant to the laws of the State of California, the Articles of Incorporation of the University and the by-laws of the university;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, acting through its officers, has both the right and responsibility to and hereby does affirm its final authority over the on-going institution, and nothing in the Statement of Student Rights and Responsibilities or any other policy pertaining to any subject promulgated by this board shall be construed as in any way abridging the basic powers, rights and responsibilities of this board.

#### Board of Trustees

### STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

#### Preamble

Students, faculty and administrative officials at the University of Southern California, as members of the academic community, fulfill a purpose and a responsibility. The purpose is the humane and critical examination of major issues of social, political, economic, ethical and aesthetic importance which have in the past confronted, and which will in the coming years constantly confront, the society as a whole.

The responsibility is to understand the spectrum of viewpoints on an issue, and, equally, to be actively involved in the solution of the problems these issues delineate.

The university must, therefore, provide an optimal learning environment, and all members of the university community have a responsibility to provide and maintain an atmosphere of free inquiry and expression. The relationship of the individual to this community involves these principles:

1. the fundamental human rights of others;
2. the rights of others based upon the nature of the educational process;
3. the rights of the institution.

Each member of the campus has the right to organize and maintain his/her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into and does not interfere with the rights of others or the educational process.

Each member has the right to identify himself/herself as a member of the campus but has a concurrent obligation not to speak or act on behalf of the institution without authorization. Every member of the academic community shall enjoy the rights of free speech, peaceful assembly and the right of petition.

#### I. Relationship to the Institution

##### A. Non-discrimination

The University of Southern California complies with all laws prohibiting discrimination against students or applicants on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation or status as a disabled veteran. An otherwise qualified individual shall not be excluded from admission, employment or participation in educational programs and activities solely by reason of his/her disability or medical condition. This policy applies to all personnel actions such as recruiting, hiring, promotion, compensation,

benefits, transfers, layoffs, return from layoff, training, education, tuition assistance and other programs.

#### B. Student Participation in the University Government

As members of the academic community, students are free, individually and collectively, to express their views on issues of university policy and on matters of interest to the student body. The student body shall have clearly defined means to participate in the formation and application of university policy affecting academic and student affairs. The actions of the student government within the areas of its jurisdiction shall be reviewed only through orderly, prescribed procedures. Students shall maintain professional standards of discretion concerning information gained about other students and members of the academic community in the course of active participation in university affairs.

#### C. Student Right To Be Informed

All students shall have the right of free access to statements of policy which affect the student body. The university shall have the corresponding responsibility to publish or in other ways make known, those policies which vitally affect students.

#### D. Financial Matters

The student has a right to a full statement of tuition and fees for which he or she is liable and to be informed, as extensively as possible, how such monies are spent. Fees which students, through the student government, impose on themselves, shall be allocated by students within governmental and university policies and regulations.

#### E. Political Activity

Students have the same rights as any individual to engage in political activity either individually or in groups. However, the university will not permit its name or emblems

to be used by any person in connection with a campaign, or its campus, facilities or equipment to be used for campaign activities. Nothing in this policy statement is intended to prohibit candidates or others from making public addresses on campus pursuant to campus policies and procedures or the traditional activities of recognized campus organizations.

**F. Utilization of Campus Facilities**

The university has the responsibility to provide students the use of campus facilities according to campus regulations. The university reserves the right to prohibit individuals and groups who are not members of the campus from using its name, finances, or physical and operating facilities for commercial activities.

See Facilities Policies, page 167.

**G. Authorized Search of University Premises**

In university-controlled housing and offices, the university reserves the right to have its authorized agents or employees enter the premises to make necessary inspection for services, maintenance and repairs. Authorized agents or employees may enter the premises any time for the security of resident(s) or for other emergency reasons.

**II. Student/Faculty Relations**

Because the university is essentially an academic community in which students and faculty are co-participants, both must conduct themselves in a manner conducive to the welfare of such a community and to the free interchange of information and ideas without which that community cannot exist. The nourishment of that sense of community bestows certain rights and responsibilities upon the members of that community.

(The latest editions of the *USC Catalogue*, *Schedule of Classes* and the *Faculty Handbook* contain many current academic policies and procedures.)

**A. Rights**

**1. Protection of Freedom of Expression** Students shall be free to take reasoned exception to the data or view offered in any course of study and to reserve judgment about matters of opinion.

**2. The Importance of Teaching** Teaching plays a primary role in the advancement of learning. Therefore, students have a legitimate concern about the nature and quality of instruction, and their evaluation of teaching shall be a criterion considered in faculty promotion and tenure. Students should know that faculty are required to meet with their classes as part of their academic responsibility (see *Faculty Handbook*). Freedom to teach and to learn implies that faculty members have the right to determine the specific content of their courses, within the established course definitions, and the responsibility not to depart significantly from their areas of

competence or to divert significant time to material extraneous to the subject matter of their courses.

**3. Protection Against Improper Evaluation**

Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. The method of grading by professors shall be made known to students. Students can expect that faculty will be willing to explain and discuss any grade, and students have the right to appeal any grade. (See Disputed Academic Evaluation Procedures in this guidebook and the *Faculty Handbook*.)

**4. Protection Against Improper Disclosure**

Information about students' views, beliefs, political associations, performance and character, which professors and administrators acquire in the course of their work as instructors, advisors and counselors shall be held in confidence.

**5. Assurance of Accessibility** Because the interchange of ideas between student and professor is of the utmost importance, and because such interchanges are often most productive informally, the university shall provide for student access to members of the faculty in appropriate settings outside the classroom.

**B. Responsibilities**

**1. Freedom of Expression** As students are free to take reasoned exception to the data or views offered in any course of study, so students are expected to respect the intellectual views of faculty and the reasoned process of academic debate.

**2. The Importance of Teaching** As faculty are required to meet with their classes, students are expected to attend classes and to observe courtesy toward their instructors and their fellow students.

**3. Standard of Performance** Students share responsibility for maintaining standards of academic performance and classroom conduct conducive to the learning process. It is the responsibility of the student to uphold the academic integrity of the university. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay in more than one course are considered very serious offenses and shall be grounds for disciplinary action. (See *Faculty Handbook* and the University Student Conduct Code, listed on page 132 of this guidebook.)

**4. Student Participation in Faculty Evaluation**

In faculty evaluation, students have the responsibility to perform such evaluation according to academic criteria and not on the basis of opinions or conduct in matters unrelated to academic performance.

**III. Student Affairs**

As members of the academic community, students bring to the campus a variety of

interests. They shall be free to organize and join campus associations to promote their common interests.

**A. Freedom of Inquiry and Expression**

**1.** Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by all orderly means which do not disrupt the regular and essential operations and activities of the university, since such disruption violates the responsible exercise of free inquiry and expression. Students and student organizations shall make it clear to the academic and larger communities that in their public expressions they speak only for themselves.

**2.** Students believing that their right to freedom of inquiry and expression has been abridged may present the issue to the Office of the Vice President for Student Affairs. (See Policy on Free Expression and Dissent.)

**3.** The distribution of literature is an integral part of expression and of support for a cause. Rules governing such distribution shall ensure the maximum degree of freedom which is consistent with the regular and orderly operations of the university and the rights of students. (See Advertising, Promotion and Literature Distribution Policies.)

**B. Student Participation in Student Governments**

The Undergraduate Student Government and the Graduate and Professional Student Senate are the official representative student governments of the University of Southern California with power to make studies, reports and recommendations to the President of the university in any and all matters pertaining to the well-being of the student body. The role of the student government within the areas of its jurisdiction shall be reviewed by the university administration only through orderly procedures and channels.

**C. Student Publications**

The university shall provide editorial freedom for student publications to maintain their integrity as vehicles for free inquiry and free expression in the academic community. The editorial freedom of student editors and managers entails a responsibility to abide by the canons of responsible journalism. Libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo shall be considered violation of those canons. As safeguards for the editorial freedom of student publications, the following provisions are guaranteed:

**1.** The student press shall be free of censorship and advance copy approval, and its editors and managers shall be free to develop their own editorial policies and patterns of news coverage.

2. All university-published and/or -financed student publications shall state explicitly on the editorial page that the opinions expressed are not those of the university or its student body as a whole.

3. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes can editors be subject to removal, and then by orderly and prescribed procedures.

#### D. Freedom of Association

1. The university has the right to recognize student organizations and to withdraw recognition for failure to abide by campus regulations and federal, state and municipal laws and regulations.

2. Student organizations shall be allowed to invite and to hear any person of their choosing in accordance with recognized university speakers procedures required by the university before the guest speaker is invited to appear on campus. Such procedures shall be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event. Control of campus facilities shall not be used as a device of censorship. Sponsoring organizations shall make clear to the academic and larger communities

that sponsorship of guest speakers does not imply approval or endorsement of the views presented, either by the sponsoring group or the university.

3. The membership, policies and action of a student organization shall be determined by a vote of only those persons who are bona fide members of the university community and of that organization.

4. Students shall have a voice in determining policy pertaining to the recognition and discipline procedures which affect student organizations. Approval or disapproval of any application for recognition of a student organization shall rest with a body which has adequate student representation.

5. Affiliation with an extramural organization shall not of itself disqualify a student organization from university recognition.

6. When student organizations are encouraged to have advisors, or when campus advisors are required, each organization shall be free to choose its own advisor. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to obtain an advisor. Campus advisors may advise organizations in carrying out their responsibilities, but they shall not have the authority to control the policies or finances of such organizations.

7. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, color, disability, sexual orientation, religion, sex, national origin, age or status as a disabled veteran or veteran of the Vietnam era, except for those religious qualifications which may be specified by organizations whose aims are primarily sectarian. (Consult the Office of the Vice President, Student Affairs, for the provisions of Title VI and IX.)

8. Student organizations capable of maintaining financial autonomy shall be allowed to do so. Provision by the university for handling budgets and accounts, banking and other financial services shall in no way indicate a prerogative on the part of the university to control funds, except through prescribed procedures designed to redress justified grievances or uphold university regulations.

9. Student organizations, in consultation and coordination with the university, may publicize their events and solicit participation in them from the university and outside community.

(Portions of this section excerpted from Joint Statement on Rights and Freedoms of Students)

## University Student Conduct Code

### 10.00 GENERAL DISCIPLINARY PRINCIPLES

Students are expected to make themselves aware of and abide by the university community's standards of behavior as articulated in the Student Conduct Code and in related policy statements. Students accept the rights and responsibilities of membership in the USC community when they are admitted to the university. In the university, as elsewhere, ignorance is not an acceptable justification for violating community standards. Lack of intent or awareness of university standards normally will not be accepted as excuses for violations and will normally receive the same consequences as deliberate violations.

Because the functions of a university depend on honesty and integrity among its members, the university expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Likewise, while many of the university's standards of conduct parallel the laws of society in general, university standards also may be set higher and more stringently than those found elsewhere in society.

### 10.05 DISCIPLINARY AUTHORITY

The powers of the university are exercised, its property controlled and its affairs conducted by the Board of Trustees. Responsibility for the administration of these affairs is delegated by the board to various officers of the university, as stipulated in the corporate bylaws; the enforcement of all rules and regulations is the specific duty of the university president. The President, in turn, delegates the authority to the Vice President for Student Affairs to establish and hold student conduct review proceedings that will ensure the proper administration of the university's rules and regulations. The Vice President for Student Affairs has delegated this responsibility to the Office of Student Judicial Affairs and Community Standards. In exceptional circumstances, where imminent harm may result to persons or property within the university community, the Vice President for Student Affairs may modify procedures outlined under the Conduct Review System (see section 12).

Student procedural rights and review procedures are articulated in sections 12.30 and 12.40 of the Student Conduct Code.

### 10.10 BASIC PRINCIPLES

#### The Relationship of Discipline to the Purpose of the University

The University of Southern California is primarily an academic community. As such, the university seeks to maintain an optimal learning environment. To achieve this objective, the university exercises certain disciplinary and discretionary powers. It protects its educational environment by establishing and maintaining standards of conduct for its students as individuals and as groups. These standards reflect the very nature of an academic community and the need to preserve an effective educational environment.

Activities of students may result in violation of law, and students who violate the law may incur penalties prescribed by civil authorities. However, the university reserves the right to review such incidents independent of action by civil authorities, recognizing that the university's authority and its disciplinary process serve its educational mission and interest, a function separate from action by civil authorities.

The university's function with reference to student conduct differs from the community's function in method as well as scope. Recognizing its role in developing a sense

of responsibility in students, the university uses admonition, example, counseling and guidance in addition to formal disciplinary proceedings. Every USC student is presumed to have sufficient maturity, intelligence and concern for the rights of others to help maintain the standards of the academic community. When a student's behavior demonstrates otherwise, the university will consider disciplinary action as appropriate.

**Conditions for Review**

**A. Definition of a Student:**

For the purpose of university rules and regulations, a student is defined as one who:

1. is currently enrolled in university classes or in one of the university's degree or non-degree programs,
2. has completed the immediately preceding semester and/or is enrolled for the next scheduled semester,
3. is officially representing the university during a period between regular academic semesters, or
4. is not officially enrolled for a particular semester, but who has a continuing relationship with the university.

An individual may be reviewed under this code if an allegation of academic integrity violation is made after the student has left the university and a degree has been granted.

**B. Definition of a Student Organization:**

A student organization is defined as one which has satisfied the administrative procedures for recognition as prescribed in this guidebook (page 161) or which is functioning within the university community in the capacity of a student organization.

**C. Timeliness:**

A matter will be reviewed only when a report has been filed with the Office of

Student Judicial Affairs and Community Standards within one year of discovery of the alleged violation, except in cases involving a thesis or dissertation. In cases of sexual assault, matters may be reviewed up to two years after discovery.

Any action pending within the Student Conduct process does not relieve the student from any financial obligations to the university.

**D. Jurisdiction:**

University jurisdiction and discipline shall be limited to conduct which occurs on university premises or within the university community, is associated with university sponsored or related activities, or which adversely affects the university community and/or the pursuit of its objectives.

**E. Standard of Proof:**

The burden of proof shall at all times rest upon the complainant. The standards of proof for deciding against the accused student shall be such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth.

**F. Status of Students Pending Final Student Conduct Adjudication:**

The status of a student in most cases will not be altered and disciplinary sanctions are not initiated until completion of an initial review or an appeal, if any. Interim action may be initiated by the President of the university, by the Vice President for Student Affairs, or the designee of either, whenever there is evidence that a student or organization poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or poses a continuing threat of disruption or interference to normal university life or functions.

Administrative holds affecting registration transactions, posting of degree and a student's ability to acquire copies of his/her transcript

may be placed when students fail to fulfill terms of their disciplinary obligations. Such situations may include failure to respond to a written notice indicating a required appointment with a designated university disciplinary official and failure to complete disciplinary sanctions by an established deadline.

This restriction normally will remain in effect until disciplinary obligations are met or adjudication of the matter is complete. Students placed on disciplinary probation or deferred suspension may continue to participate in university activities unless specific sanctions or other campus and organizational rules or regulations restrict such participation.

When the outcome of a disciplinary action is suspension from the university, a restriction will be placed prohibiting the student from performing any registration transactions during the period of suspension. The restriction will not be removed, and the student will not be allowed to perform registration transactions, until the stated period of suspension has expired and all disciplinary obligations are met.

*Revised April, 2010.*

**Expectations for Students' Conduct**

The general principles set forth here and behaviors which are described in Section 11.00 are intended to provide clear guidelines for students as to what is expected of them as members of the university community, and as to the kind of unacceptable behavior that may result in university disciplinary action.

**Principles of Community**

See Principles of Community, page 29, in the Getting Started section.

*Revised April, 2007.*

**Code of Ethics**

See Code of Ethics of the University of Southern California, page 29, in the Getting Started section.

**Summary of Student Conduct Code Review Process**

**SUMMARY OF NONACADEMIC REVIEW PROCESS**

1. A written report regarding an alleged violation of the Student Conduct Code is received by the Office of Student Judicial Affairs and Community Standards from the USC Department of Public Safety, a faculty member or a staff member of the university community.
2. The director will evaluate reports to determine whether there is sufficient information to proceed with the student conduct process.
3. The Office of Student Judicial Affairs and Community Standards sends written notification of the complaint to the student.
4. The student must meet with a designated review officer from the Office of Student Judicial Affairs and Community Standards to

review the complaint and allegation.

- a. The student may accept a Voluntary Administrative Review by not disputing the allegation, waiving the right to a further review and accepting the findings of the hearing officer or body. The Administrative Review is completed through a written form signed by both the student and an Office of Student Judicial Affairs and Community Standards staff member.
- b. The student may deny the allegation. A Summary Administrative Review may be conducted by a designated review officer or the matter may be referred to a review panel, as appropriate. If the student is referred to a review panel, a review officer will arrange the date, time and place for the review, send a letter of notice to the student and convene a panel review

according to the written notice provided to the student.

- c. The case may be dismissed by the review officer.
5. Sanctions which may be assessed include but are not limited to: warning, disciplinary probation, service, educational classes, restitution, removal from university housing, loss of specific privileges, suspension and/or expulsion.
6. The decision from the review may be appealed within 10 business days of receipt of the written decision.
7. For certain cases or when it is determined that a student is responsible for a violation of university standards by any of the above processes, a conduct record of the matter

will be maintained in a confidential student file by the Office of Student Judicial Affairs and Community Standards for up to seven years. Expulsion, suspension, revocation of admission or degree will result in permanent student conduct files.\*

#### SUMMARY OF ACADEMIC INTEGRITY REVIEW PROCESS

1. The instructor believes that an academic integrity violation has occurred.
2. a. The instructor or university official makes a reasonable attempt to meet with the student and discuss the incident.
- b. The instructor or university official forwards a report of the alleged violation to the Office of Student Judicial Affairs and Community Standards.
3. The Office of Student Judicial Affairs and Community Standards sends written notification of the complaint to the student with a copy to the reporting party and the academic unit.
  - a. If further review is not required, the student will be notified of the opportunity to meet with a review officer from the Office of Student Judicial Affairs and Community Standards. Further review of the matter may be requested by the student. If the student does not request further review, then the proposed sanctions will be applied.

- b. If further review is necessary (e.g., because additional sanctions are recommended or because further review is requested), the student must meet with a review officer from the Office of Student Judicial Affairs and Community Standards. The student then may:
  - i. accept a Voluntary Administrative Review by not disputing the allegation, waiving the right for further review and accepting the findings of the hearing officer or body. The Administrative Review is completed through a written form signed by both the student and review officer.
  - ii. deny the allegation and request further review of the matter. A Summary Administrative Review may be conducted by a designated review officer or the matter may be referred to a review panel, as appropriate. If the student is referred to a review panel, a review officer will arrange a date, time and place for the review, send a letter of notice to the student and convene a panel for review according to the written notice provided to the student.

4. Sanctions which may be assessed include but are not limited to: grade sanctions (e.g., "F" in course) and dismissal from the academic department. In addition, sanctions of suspension or expulsion from the university may be assessed through a review process when requested by the instructor, requested

by the academic or administrative unit in which the violation occurred or when indicated by university standards (such as the seriousness of the misconduct or the existence of previous academic violations by the student). See Appendix A.

5. The decision from the review may be appealed within 10 business days of receipt of the written decision.
6. When it is determined that the student is responsible for a violation of university standards by any of the above processes, a disciplinary record of the matter will be maintained in a confidential student file by the Office of Student Judicial Affairs and Community Standards for up to seven years. Expulsion, suspension, revocation of admission or degree will result in permanent student conduct files.

\*This information summarizes extensive materials from the Student Conduct Code. Readers should note that this summary is not authoritative in speaking to issues of review process. Sections 12, 13, 14 and 15 of the code should be consulted.

The Student Conduct Code articulates violations that are most common and readily identifiable. Conduct violating university community standards that is not specifically mentioned may still be subject to disciplinary action.

*Revised March, 2011.*

## 11.00 Behavior Violating University Standards and Appropriate Sanctions

General principles of academic integrity include and incorporate the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. Faculty members may include additional classroom and assignment policies, as articulated on their syllabus.

The following are examples of violations of these and other university standards.

### 11.11

A. The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form.

B. The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style.

C. Improper acknowledgment of sources in essays or papers.

Note: Culpability is not diminished when plagiarism occurs in drafts which are not the final version. Also, if any material is prepared or submitted by another person on the student's behalf, the student is expected to proofread the results and is responsible for all particulars of the final draft.

### 11.12

A. Acquisition of term papers or other assignments from any source and the subsequent presentation of those materials as the student's own work, or providing term papers or assignments that another student submits as his/her own work.

B. Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship

to the class, whether obtained in class, via email, on the Internet or via any other media.

### 11.13

A. Any use or attempted use of external assistance in the completion of an academic assignment and/or during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are examples of unacceptable examination behaviors: communicating with fellow students during an exam, copying or attempting to copy material from another student's exam; allowing another student to copy from an exam; possession or use of unauthorized notes, calculator, or other materials during exams and/or any behavior that defeats the intent of an exam or other classwork; and unauthorized removal of exam materials.

B. Submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

**11.14**

**A.** Obtaining for oneself or providing for another person a solution to homework, a project or other assignments, or a copy of an exam or exam key without the knowledge and expressed consent of the instructor.

**B.** Unauthorized collaboration on a project, homework or other assignment. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question or expressly permitted by the instructor.

**11.15**

**A.** Attempting to benefit from the work of another or attempting to hinder the work of another student.

**B.** Any act which may jeopardize another student's academic standing.

**11.16**

Using an essay, term paper or project more than once without permission of the instructor(s).

**11.17**

Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

**11.18**

Taking a course, any course work or exam for another student or allowing another individual to take a course, course work, a portion of a course or exam in one's stead.

**11.19**

**A.** Using university computer, network and word processing systems to gain access, alter and/or use unauthorized information.

**B.** Misuse of university computer systems or access to those systems as articulated by the university's Computing Policies (including improper downloading of material, see page 153).

**11.20**

**Fabrication:** Submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.

**11.21**

Any act which gains or is intended to gain an unfair academic advantage may be considered an act of academic dishonesty.

**11.31**

Dishonesty, such as furnishing false information to any university official, faculty member or office. This includes, but is not limited to, furnishing false information in academic petitions or requests, financial aid documents, student employment documents, financial

statements or other documents or intentionally evading university officials and/or obligations to the university.

**11.32**

Conducting oneself in a manner that endangers the health or safety of oneself, other members or visitors within the university community or at university sponsored or related events.

**11.33**

Unauthorized entry, presence in or use of university premises, facilities or property.

**11.34**

**A.** Forgery, unauthorized alteration or unauthorized use of any university document, records, keys or instruments of identification, or of documents or records related to functions of the university.

**B.** Unauthorized presentation of oneself as a representative of the university for the purpose of gaining or attempting to gain privilege, convenience, goods or services.

**C.** Possession, manufacture or distribution of false or altered instruments of identification within the university community.

**11.35**

Theft (or attempted theft) of property or of services within the university community; possession of stolen property regardless of origin; or misappropriation of university resources.

**11.36**

**A.** Causing physical harm to any person in the university community or at university-sponsored activities.

**B.** Causing reasonable apprehension of harm to any person in the university community or at university-sponsored activities.

**Note:** Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.

**11.37**

Destroying, damaging or defacing the property of others, whether in the university community or at university-sponsored activities or assignments.

**11.38**

Behavior which disrupts or interferes with normal university or university-sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, university administration, public safety, or fire, police or emergency services or other authorized activity. (Also see Policy on Free Expression and Dissent, page 151.)

**11.39**

Failure to comply with directions of university officials acting in the performance of their duties while in the university community or at university-sponsored activities, or resisting

or obstructing such university officials in the performance of their duties, including failure to carry and/or provide upon request appropriate USC student identification.

**11.40**

Unauthorized use, possession or dissemination of alcohol in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, page 160.)

**11.41**

Use, possession or dissemination of illegal drugs or drug-related paraphernalia in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, page 160.)

**11.42**

Behavior which disrupts or interferes with the freedom of expression of others in the university community or at university-sponsored activities. (Also see Policy on Free Expression and Dissent, page 151.)

**11.43**

Participation in or promotion of a disturbance of the peace or unlawful assembly in the university community or at university-sponsored activities as well as violating published USC guidelines regarding amplification equipment and noise. (Also see Policy on Free Expression and Dissent, page 151.)

**11.44**

**A.** Engaging in disorderly conduct or lewd, indecent or obscene behavior in the university community or at university-sponsored activities.

**B.** Encouraging or permitting others to engage in misconduct prohibited within the university community. Failing to confront and prevent the misconduct, notify an appropriate university official of the misconduct, or remove oneself from the situation.

**11.45**

Initiating or causing to be initiated any false report, warning or threat, such as that of fire, explosion or other emergency in the university community or at university-sponsored activities.

**11.46**

**A.** Misusing or damaging fire safety equipment or other emergency equipment in the university community or at university-sponsored activities.

**B.** Failure to evacuate during a fire alarm, whether the alarm is activated falsely, as a drill, or in a genuine emergency.

**11.47**

**A.** Unauthorized use or possession of firearms or replicas, ammunition, explosives, knives, flammable substances or other weapons in the university community or at university-sponsored events.

B. Unauthorized use or possession of fire-works in the university community or at university-sponsored events.

**11.48**

Violating rules and regulations pertaining to the operation of bicycles, mopeds and/or vehicles, roller skates, rollerblades, scooters and skateboards in the university community property. (Also see Bicycle Policy, page 172; Motorized Scooter and Motorcycle Policy, page 174; Roller Skates, Rollerblades, Scooters, Skateboards and Other Coasting Devices Policy, page 174.)

**11.49**

Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code. This includes further violations during a period of disciplinary probation.

**11.50**

A. Violating regulations or policies governing residence in university owned or administered property (e.g., rules outlined in the USC Housing Contract and Residential Education policies).

B. Violating standards or policies established for social greek letter organizations, including but not limited to the Greek Recognition Standards.

C. Violating any policies, rules or regulations of the university including but not limited to administrative rules of campus offices.

D. Violating the Policy Concerning Group Responsibility for Student Organizations (including social greek letter organizations). This policy can be found in *SCampus* (page 163) or from the Office for Fraternity and Sorority Leadership Development and in the Office of Campus Activities.

**11.51**

A. Comments or actions which are individually directed and which are harassing, intimidating or threatening or interfere with work or learning. (Also see Sexual Harassment Policy, page 156.)

B. Photographing, filming, digitally recording, streaming or attempting to capture or stream audio, video or other recordings of any individual(s) in the university community in bathrooms, showers, residences, locker rooms or other areas where there is an expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all individuals subject to such recordings. This section does not apply to surveillance or recording activities authorized by the university or law enforcement entities.

**11.52**

Any act chargeable as a violation of local, state or federal law may be cited as a violation of the University Student Conduct Code, whether or not charges are brought by civil authorities, when such act(s) occur on uni-

versity premises, or at university sponsored activities or events, or when such conduct adversely affects the university community and/or the pursuit of its objectives.

**11.53**

A. Sexual misconduct. Engaging in non-consensual sexual conduct or lewd, indecent or obscene behavior, which is sexual in nature, within the university community or at university-sponsored activities.

B. Sexual assault. Non-consensual actual or attempted intercourse, sexual touching, fondling and/or groping.

C. Rape. A sexual assault is classified as rape when vaginal, anal or oral penetration takes place without the consent of the person penetrated.

Students should understand that the following circumstances apply to any of the above listed standards or any other kind of sexual assault by an individual student or in concert with others:

- Forced sexual activity and behavior which is not consensual is defined as sexual misconduct or assault whether the assailant is a stranger or an acquaintance of the complainant;
- Intoxication of the accused does not diminish his/her responsibility for a sexual misconduct or assault;
- In situations where the complainant is incapable of giving consent, which includes but is not limited to when the complainant is prevented from resisting due to consumption of alcohol or drugs, the accused is responsible for misconduct if the accused sexually assaults the complainant. (See Sexual Assault Policy, page 153.)

**11.54**

Engaging in behavior prohibited by the Policy Against Hazing (see page 159).

**11.55**

Any act that intimidates or threatens a student, staff or faculty member because of his/her intent to file, filing or proceeding with a police, USC Department of Public Safety or Student Conduct incident report or review.

Note: Culpability is not diminished for acts in violation of this code that are committed under the influence of any illegal drugs or controlled substances such as alcohol.

**11.80 SANCTIONS**

Sanctions for violations of the university Student Conduct Code are assessed appropriately for the cited violation. Sanctions will be considered in light of students' entire conduct records at the university and will be designed to hold students accountable for their actions and the resulting or potential consequences of such actions, to promote

the educational well-being of students and to protect the educational environment of the university and the safety of its community.

All academic integrity violations will result in an academic consequence. Failure to comply with the terms of any imposed sanctions may be considered an additional violation.

When a student's enrollment is cancelled as a result of disciplinary action resulting in marks of "W" on the student's academic transcript, the university's policy is not to refund tuition or fees for the cancelled enrollment.

One or more of the following sanctions may be imposed for violations of university regulations.

**11.81**

Expulsion from the University: Permanent termination of student status. A permanent notation will appear on the student's transcript. The student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; may not receive a USC degree; and is barred from university premises. If the expulsion becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

**11.82**

Suspension from the University: Termination of student status for a specified but limited period of time. During the period of suspension, the student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activities; and is barred from university premises. A restriction will be placed prohibiting the student from performing any registration transactions during the period of suspension. The restriction will not be removed, and the student will not be allowed to perform registration transactions, until the stated period of suspension has expired and all disciplinary obligations have been met. A notation will appear on the student's academic transcript indicating the dates of suspension. Upon earning a degree from the university, the suspension notation may be omitted from the transcript at the sole discretion of the university. In some cases, suspensions may be permanently noted on the transcript. During the period of suspension, the student may not complete academic work elsewhere that may be counted toward the completion of a USC degree.

Violation of the conditions of suspension, university policies or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the university. Normally after the suspension, the student will be on disciplinary probation for a specified period of time. If the suspension becomes effective during a semester for which the student

currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's transcript.

#### 11.83

**Interim Suspension/Action:** The Vice President for Student Affairs or designee may initiate interim suspension or action against a student or organization pending disciplinary proceedings whenever there is evidence that the student or organization poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or when a student or organization poses a continuing threat of disruption or interference to normal university life or functions. A student or organization subject to interim suspension or action will be given prompt written notice of the charges and the opportunity for a review within 15 days of the notice, unless a later date shall be mutually agreed upon by the accused student or organization and the Office of Student Judicial Affairs and Community Standards.

**A. Interim Suspension:** Exclusion from all classes, seminars and programs; prohibition of participation in university-sponsored activities; and exclusion from university premises.

**B. Interim Action:** Includes, but is not limited to, exclusion from university housing or a specified portion thereof, or from other specified activities or areas of the campus as set forth in the written notice of Interim Action.

#### 11.84

**Revocation of Admission:** The student loses admitted status to the university. The student may not continue enrollment or enroll for future semesters and may not receive a USC degree. Normally, revocation of admission precludes the student from the opportunity to apply to or be admitted to any program at the university in the future. A permanent notation will be made on the student's transcript indicating that admission was revoked and the date of the action. If the revocation of admission becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

#### 11.85

**Revocation of Degree:** The student loses the right to claim the degree as earned. Posting of the degree will be removed from the student's transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved and the date of the action.

#### 11.86

**Dismissal from an Academic Unit:** Permanent termination of the student's right to enroll or participate in the classes, seminars and/or programs of a specific academic unit, school or department.

**A. Undergraduate Students:** Dismissal from a specific undergraduate academic unit shall not prevent undergraduate students from enrolling in other university academic units. Normally after dismissal from an academic unit, the student will be on disciplinary probation for a specified period of time.

**B. Graduate Students:** Students who have been dismissed from a specific graduate academic unit may not enroll in other graduate programs unless they have gained formal admission to such programs.

#### 11.87

**Removal from an individual course or section of a course:** Removal precludes the student from participation in and attendance of the course or section, or any of its sessions. In multiple section courses, the student will not necessarily be allowed to transfer to another section.

#### 11.88

**Grade Sanctions:** Any disciplinary grade reduction including, but not limited to, grades of "F" for a course, a reduced grade for a course, grades of "F" or zero credit for assignments, or reduced credit for assignments. In cases where a student has registered for a course on a Pass/No Pass basis and the student is found responsible for an academic violation, a letter grade may be assigned. See Appendix A for university recommendations.

#### 11.89

**Disciplinary Probation:** Indicates that the student has engaged in unacceptable behavior and may be required to report to the Office of Student Judicial Affairs and Community Standards and meet specific conditions related to the violation during the probationary period. Additionally, the student is given written notice that any further violations of university policies may result in more severe sanctions such as removal from university housing, suspension, dismissal from an academic unit or expulsion from the university.

#### 11.90

**Warning:** Written notice to the student that continued or repeated violations may be cause for further disciplinary action, normally in the form of disciplinary probation, suspension or expulsion.

#### 11.91

**Restitution:** Reimbursement for damage to university property or for misappropriation of university property or services may be imposed in combination with other disciplinary action where appropriate. The student

may be required to make reimbursement to the university for property damages incurred as a result of a violation of this code. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be assigned for minor damage to the property of individuals or groups within the university community, but adjudication of student discipline usually will defer determination of significant restitution to other appropriate processes.

#### 11.92

**Restriction or Loss of Computing Privileges:** Consequences for violation of the University Computing Policies or violations involving use of university computing services may include:

**A. Restrictions placed on the use of university computing resources** that may include prohibition of access to particular facilities or resources (e.g., Resnet), or limits placed on the use of university computing resources (e.g., restriction to use for specified academic work only).

**B. Loss of privilege of using university computing resources for any purpose, including academic work.** Loss of privilege may be temporary or permanent.

#### 11.93

**Organizational Sanctions:** All residential and non-residential organizations, clubs and similar organized groups are responsible for compliance with university rules and regulations. Upon a determination that the group has encouraged violations or did not take reasonable steps as a group to prevent violations of university rules and regulations, the group may be subjected to permanent or temporary removal of recognition/registration, social probation, denial of the use of university facilities or other appropriate sanctions (see Policy Concerning Group Responsibility for Student Organizations, page 163).

#### 11.94

**Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified in the above list. Examples include but are not limited to: university housing reassignment or removal, restrictions upon or denial of driving privileges on campus, prohibition of student leadership opportunities, counseling, community service work, research projects, seminars, classes or other educational experiences deemed appropriate. Certain sanctions also may be assigned as "deferred" under appropriate circumstances (e.g., deferred removal from housing, deferred suspension from the university, deferred loss of organizational recognition).

*Revised March, 2011.*

## 12.00 Conduct Review System

Procedural and advisory matters, as well as the integrity of the student conduct system, are the responsibility of the Office of Student Judicial Affairs and Community Standards. Generally, student misconduct cases will be divided into two categories: nonacademic violations and academic integrity violations.

The Student Conduct initial review processes are:

- Administrative Review (Nonacademic Violations and Academic Integrity Violations)
- Peer Review Panel (Nonacademic Violations)
- University Review Panel (Nonacademic Violations and Academic Integrity Violations)

### 12.05 OFFICE OF STUDENT JUDICIAL AFFAIRS AND COMMUNITY STANDARDS

Upon receiving a report that a student has allegedly violated university standards, the director, Office of Student Judicial Affairs and Community Standards, or designee will review the report to determine whether there is sufficient information to proceed with the student conduct process. The director or designee may conduct such fact-finding as they see fit in order to determine whether a particular complaint has merit, and such fact-finding shall not disqualify them from also conducting the Administrative Review with the student.

In complaints which have merit, the director or designee will meet with the accused student to conduct an Administrative Review, either Voluntary or Summary. This Administrative Review meeting with the Judicial Affairs officer is the student's opportunity to present any information regarding the incident. The decision as to whether the matter should be resolved by Administrative Review or be referred to a Review Panel is at the sole discretion of the director or designee. Students who fail to respond to initial notification from the Office of Student Judicial Affairs and Community Standards within 10 business days of that notification or who cannot be contacted after reasonable attempts remain subject to Summary Administrative Review and consequent sanctioning.

At all steps of the initial review, the accused student and complainant may have an advisor of his/her choice present. The advisor may be a licensed or practicing attorney only for cases in which criminal charges are pending or the recommended sanctions include expulsion, suspension, revocation of degree or revocation of admission. Advisors must request and review the guidelines for advisors prior to the review. In all reviews, whether or not an advisor is present, the primary conversation will be with the student.

### 12.10 ADMINISTRATIVE REVIEWS

An Administrative Review consists of a meeting between the director or designee (finder-of-fact) and the accused student.

A. In a Voluntary Administrative Review, the student does not dispute the facts upon which the allegations are based, waives his or her right to further review and accepts the decision by signing an Administrative Review form. Students accepting the Administrative Review form retain the right to appeal to the appropriate appeal body. The appeal is limited to the appropriateness of the sanction (see section 15.02B).

B. In a Summary Administrative Review, the student may deny some or all of the facts upon which the allegations are based, or the student may dispute the appropriateness of the recommended sanction(s). The director, Office of Student Judicial Affairs and Community Standards, or designated review officer, may determine the student is responsible for the alleged violation(s) or dismiss the case based on evidence conclusive on its face. Students found responsible for violations under the Summary Administrative Review process retain the right to appeal to the appropriate appeal body on all grounds (see section 15.02). In cases for which it is determined the evidence is not sufficient, the review officer may refer the case to an appropriate review panel.

### 12.11 PEER REVIEW PANELS

In the event that the director, Office of Student Judicial Affairs and Community Standards, determines that a hearing before a review panel is warranted under the circumstances of a particular allegation, the matter may be referred to a Review Panel. Peer Review Panels hear nonacademic cases arising out of university housing, the university fraternity and sorority system and the non-residential student population. Whether the facts of a particular incident warrant referral to a Peer Review Panel is at the sole discretion of the director. Each of these panels is advised by the director, Office of Student Judicial Affairs and Community Standards, or designee, who shall be a non-voting member of every review panel.

These panels are composed of three to five students. Students are selected for membership after an application and interview process. Members serve at the discretion of the director, Office of Student Judicial Affairs and Community Standards.

Both the accused student and the complainant may have an advisor of his/her choice present at the Peer Review. The advisor cannot be a licensed or practicing attorney. Advisors must request and review the guidelines for advisors prior to the review.

### 12.12 UNIVERSITY REVIEW PANELS

University Review Panels are composed of three members including two faculty or staff members and a student chairperson. Members are drawn from lists supplied annually by the Vice President for Student Affairs (staff) and the academic deans (faculty). Lists may be supplemented as necessary during the year.

In the event that the Office of Student Judicial Affairs and Community Standards determines that a Review Panel is warranted, the University Review Panels may review cases involving the following issues:

- A. Academic integrity violations.
- B. Cases in which expulsion, suspension, revocation of degree or revocation of admission are recommended for nonacademic violations.
- C. Cases occurring when the appropriate Peer Review Panel is unable to convene in a reasonable time.

All University Review Panels are advised by the director, Office of Student Judicial Affairs and Community Standards, or designee, who shall be a non-voting member of every hearing panel.

Both the accused student and complainant may have an advisor of his/her choice present at the review. The advisor may be a licensed or practicing attorney only for cases in which criminal charges are pending and the recommended sanctions include expulsion, suspension, revocation of degree or revocation of admission. Advisors must request and review the guidelines for advisors prior to the review. In all reviews, whether or not an advisor or attorney is present, the primary conversation will be with the student.

### 12.13 RESIDENTIAL EDUCATION REVIEW

In specified cases involving violations of behavioral standards outlined in the Student Conduct Code or the University Housing/Hospitality Service Contract by student residents in university housing, a Residential Education Review may be conducted by a Residential Education staff member. A Residential Education Review is an informal process which utilizes procedures in lieu of the procedures contained in this guidebook (documentation on the Residential review process may be obtained from the Office for Residential Education).

### 12.14 OTHER REVIEW SYSTEMS

The Vice President for Student Affairs has granted to several graduate and professional schools the authority to conduct independent reviews, render decisions and recommend

appropriate sanctions in cases of alleged violations. Granting this authority does not preclude the university from adjudicating matters concerning the behavior of students from these schools. These graduate/professional school panels are subject to basic due process requirements and general procedural fairness. Separate review bodies and/or procedures for reviews exist in the following professional degree programs: Keck School of Medicine, Gould School of Law, Ostrow School of Dentistry, School of Pharmacy and the Leventhal School of Accounting.

### 12.30 STUDENT PROCEDURAL PROTECTIONS

The university is committed to the timely and fair resolution of disciplinary problems in an adjudicatory process. Although the Student Conduct Code affords significant procedural protections in the adjudicatory process, this does not include the right to confront accusers or be represented by counsel. Students accused of violating the Student Conduct Code are granted the following procedural protections:

**A.** Written notice of the incident report that specifies the nature of the alleged violation and the basis for the charge including the date or period of time and location regarding the alleged incident.

**B.** Written notice of the location of copies of the Student Conduct Code and Conduct Review System.

**C.** Written notice of the requirement to meet with a staff member in the Office of Student Judicial Affairs and Community Standards. The university reserves the right to conduct reviews in absentia when an accused student fails to respond after proper notice has been given or after the university has exercised reasonable effort to notify the student of the allegations.

**D.** A fair and impartial review of the incident.

**E.** Prior to a review, a summary of rights, review procedures and avenue of appeal.

**F.** The accused student may inspect documents and/or relevant information on file prior to the review. A request to inspect documentation or evidence should be directed to the staff member in charge of the review at any time during the process. Requests must be presented in writing at least one working day in advance.

**G.** The opportunity to be present at the review; to inspect all evidence presented; and to present witnesses and evidence.

**H.** If the accused student declines to present information on his/her own behalf, this will not be construed as an admission of guilt.

**I.** A written decision outlining the results of the review. In Summary Administrative

Reviews and panel reviews this includes the factual basis for the conclusions drawn.

Student conduct records are maintained as a confidential student disciplinary file. As a primary document in such files, distribution of written decisions is limited to accused students and to USC personnel charged with responsibility for implementation of sanctions. Complainants will be notified by separate letter of the outcome of the review. (For an explanation of university policy concerning student records, see Student Education Records, page 150.)

**J.** The opportunity to appeal the initial review within 10 business days of receipt of the written decision. Both the accused student and the complainant will be notified in writing of the outcome of any appeal. Notice may be either mailed or hand delivered. If a notice is mailed, it is deemed to be received three days after it is mailed to the student's last known address.

**K.** A timely initial review conducted as soon as possible after the Office of Student Judicial Affairs and Community Standards has received all pertinent documents of the case. Due to the nature of the university's academic calendar, the Office of Student Judicial Affairs and Community Standards may not be able to conduct a review at any specified date or time.

**L.** The accused student and complainant may have an advisor of his/her choice present. The advisor may be a practicing attorney only for cases in which criminal charges are pending or the recommended sanctions include expulsion, suspension, revocation of degree or revocation of admission. Advisors must request and review the guidelines of advisors prior to the review. In all reviews, whether or not an advisor is present, the primary conversation shall be with the student.

### 12.40 ADJUDICATORY PROCEDURES

All of the student procedural protections listed in Section 12.30 will be observed. Additionally, complainants will be treated with the same general procedural fairness afforded accused students. The following procedural guidelines apply to all reviews of Student Conduct Code violations adjudicated by the Office of Student Judicial Affairs and Community Standards:

#### **A. Multiple Accused Students**

In reviews of incidents involving more than one accused student, the director, Office of Student Judicial Affairs and Community Standards, will determine whether the reviews concerning each student be conducted separately.

#### **B. Pending Criminal Charges**

For cases in which criminal investigations and/or proceedings are concurrent or pending,

the university normally may proceed independent of such investigations or proceedings. The accused student or the complainant may request that the university delay its proceeding. Such requests should be submitted in writing at least two business days prior to the scheduled review to the director, Office of Student Judicial Affairs and Community Standards, stating the requested action and the supporting rationale for the request. The director may grant the request but is not obligated to do so. The mere fact that criminal investigation or proceedings exist will not ordinarily be considered grounds for delay.

#### **C. Testimony and Evidence**

It is the responsibility of the finder of fact to render determinations concerning relevance of testimony and evidence to be presented as part of the review.

Rules of evidence and discovery used by federal and state administrative proceedings shall not be applicable to reviews described in this code.

Affidavits submitted in lieu of a witness' presence at a review shall not be admitted into evidence unless signed by the author of the affidavit. Authorship and content of the document may be subject to verification at the discretion of the finder of fact.

In cases concerning accusation of sexual assault, past sexual history of any involved party will not be admitted in evidence or testimony unless directly relevant to the matter under consideration.

#### **D. Standard of Proof**

The burden of proof shall at all times rest upon the complainant. The standard of proof for deciding against the accused student shall be such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth.

#### **E. Decision**

For cases in which it is determined that a student is not responsible for violating the Student Conduct Code no sanctions will be assessed. For cases in which it is determined the accused student is responsible for violating the Student Conduct Code, the accused student's conduct record (see Section 12.60) at the university will be considered in determining appropriate sanctions. Except for cases in which the accused student's disciplinary history is a basis for the alleged violation(s) under review (e.g., reference to Section 11.49 or to a continuing pattern of behavior), consideration of that history will occur subsequent to the determination of responsibility.

Cases involving expulsion, suspension, revocation of degree and revocation of admission are subject to review and possible modification by the Vice President for Student Affairs or designee.

Included with the decision document will be a statement outlining the proper course

of appeal for the particular case. A notification of the outcome and of the opportunity to appeal the decision shall be forwarded to involved parties according to 12.30I.

## 12.50 REVIEWS BY PANELS

In addition to the above protections and procedures, the following apply to initial reviews conducted by panels:

**A.** Involved parties will be provided written notice of the date, time and place of any scheduled review. The accused student must be notified at least three business days before the scheduled review. Notice may be either mailed or hand delivered. If a notice is mailed, it is deemed to be received three days after it is mailed to the student's last known address. The university reserves the right to conduct reviews in absentia when proper notice has been given. Failure to appear after proper notice does not necessarily constitute grounds for an appeal hearing. Requests for rescheduling a review hearing must be directed, in writing, to the director, Office of Student Judicial Affairs and Community Standards, with a statement of grounds for the request, at least two business days prior to the scheduled hearing. This request will be considered, but rescheduling is not automatic.

The Office of Student Judicial Affairs and Community Standards, for good cause, may postpone a review and notify the accused student and the complainant of the new date.

**B.** A fully constituted review panel meeting the particular panel staffing requirements. (See Conduct Review System, page 138.) Applicable requirements should be verified with the Office of Student Judicial Affairs and Community Standards.

**C.** An opportunity to object to any member of the review panel as biased. The panel will decide if that member should review the alleged violation. This decision will be based on that member's ability to be fair and objective in the review.

**D.** An advisor at the review who may assist the accused student (e.g., conferring together, document management) but who may not represent the accused student by speaking exclusively on his or her behalf. At University Review Panels, the advisor may be a licensed or practicing attorney only for cases in which criminal charges are pending and the recommended sanctions include expulsion, suspension, revocation of degree or revocation of admission. In all reviews, whether or not an advisor or attorney is present, the primary conversation will be with the student.

**E.** If the accused student declines to give testimony, this will not be construed as an admission of guilt. Declining testimony, the accused student retains the right to question witnesses, present witnesses on his/her own

behalf and submit documentary evidence. If the accused student provides any testimony, he/she is subject to examination on credibility and on all matters relevant to the charges and to other testimony presented.

**F.** Panel reviews shall be private. The number of persons attending any review may be limited by the panel conducting the review.

Due to the nature of the university's academic calendar and to the availability of appointed panel members, the Office of Student Judicial Affairs and Community Standards may not be able to convene a University Review Panel for any specified date or time.

### F. Panel Members' and Chairperson's Roles

The chairperson of the review panel shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment and/or intimidation of witnesses. Any person, including an advisor, who disrupts a hearing or who fails to adhere to the rulings of the chairperson of the review panel may be excluded from the proceedings.

Panel members (including the Panel Advisor) have the authority to ask questions of all parties.

All involved parties must be reminded of the student procedural protections cited in 12.30 at the outset of the review.

### G. Advisor's Role

The advisor's role shall be to consult with the student and not to speak on the student's behalf; however, the advisor may be permitted to make brief statements as stipulated in the guidelines for advisors. Advisors must request and review a copy of guidelines for his/her role in the respective review process from the Office of Student Judicial Affairs and Community Standards prior to the hearing in question.

At University Review Panel hearings, the advisor may be a licensed or practicing attorney only for cases in which criminal charges are pending and the recommended sanctions include expulsion, suspension, revocation of degree or revocation of admission. At all other hearings, the advisor may be anyone but an attorney. If an advisor will be present, the review panel must be informed of this fact at least three business days prior to the hearing date. When an attorney is present as the student's advisor, the university may also have an attorney present. If the student designates an attorney as his/her advisor, the attorney shall keep the following in mind: the review is not a court of law but an educational process. It does not follow the formal rules of evidence and procedure attorneys may encounter in other judicial forums. The hearing's educational context and purpose require that the attorney play a different and a more limited role than in the courtroom.

### H. Hearing Format

Normally, the complainant presents evidence first, the accused student then presents evidence and responds to the evidence presented by the complainant and then the complainant may rebut. This procedure will be followed unless the panel agrees to a different format.

### I. Testimony and Evidence

At least three business days before the review, the involved parties must furnish the Office of Student Judicial Affairs and Community Standards with a list of witnesses they may present and with copies of any documents and other evidence they intend to present. This list may be supplemented with additional witnesses and evidence for good cause as determined by the review panel.

Only evidence and testimony presented during the hearing or officially admitted into the record following the hearing with notice to all parties may be used as the basis for the review panel's decision.

Because review panels may limit the number of witnesses presented (see 12.40C), students should choose carefully those witnesses who can provide direct information concerning the allegation under review. Written statements from additional witnesses attesting to the same information is admissible (see Witness Testimony).

### J. Witnesses Testimony

All witnesses may be questioned by the members of the review panel, by the complainant and by the accused student.

Witnesses may be asked to affirm that their testimony is truthful and may be subject to charges of dishonesty, pursuant to provisions of this code.

Prospective witnesses, other than the complainant and the accused student will be excluded from the review during all testimony but their own. The panel may also exclude "expert" witnesses (such as handwriting experts, private investigators and others). Any witness may be excluded unless the university has been notified in advance that the student intends to call them on his/her behalf. In addition, the panel may exclude any witness it deems inappropriate for an educational hearing. The panel may limit the number of witnesses presented at a review for good cause (e.g., repetitive testimony, character witness).

### K. Hearing Record

An audiotape recording will be made by the university, with the knowledge of all parties, as the single verbatim record of the hearing. This record shall be the sole property of the university. The complainant or accused student may request permission to review this record for appeal only. This tape will be erased after the appeal deadline has expired or after an appellate decision has been released.

**L. Panel Decision**

Following the conclusion of testimony in a review, the panel will meet in a closed session to deliberate and make a decision concerning the alleged violation(s). For cases in which the panel determines a student is not responsible for violating the Student Conduct Code no sanctions will be assessed. For cases in which it is determined the accused student is responsible for violating the Student Conduct Code, the panel will include consideration of the accused student's disciplinary record (see Section 12.50) at the university in determining appropriate sanctions. Except for cases in which the accused student's disciplinary history is a basis for the alleged violation(s) under review (e.g., reference to Section 11.49 or to a continuing pattern of behavior), consideration of that history will occur subsequent to the panel's determination of responsibility.

The review panel will provide a written opinion outlining the results of the review to the Office of Student Judicial Affairs and Community Standards. This written opinion should be released to the student within 15 business days of the review. This time may be extended if necessary. The accused student and complainant should be informed if the decision will be delayed.

**12.60 DISCIPLINARY RECORDS**

For certain cases or when a student is determined to be responsible for a violation of university standards by any student conduct process, a disciplinary record of the matter will be maintained in a confidential student file by the Office of Student Judicial Affairs

and Community Standards for up to seven years. Expulsion, suspension, revocation of degree and revocation of admission will result in permanent student conduct files.

*Revised March, 2011.*

**13.00 Nonacademic Violations Review Process****13.11**

Any member of the university community (faculty, staff and/or student) may initiate a complaint against a student or student organization for an alleged nonacademic violation of the Student Conduct Code by submitting a report to the Office of Student Judicial Affairs and Community Standards.

**13.12**

When an alleged violation is indicated in a USC Department of Public Safety or police report, the Vice President for Student Affairs or designee may initiate a review of the alleged violation on behalf of the university. Such an action may be taken when the circumstances of the alleged violation affect the well-being of the campus or the personal safety or well-being of any member of the university community.

**13.13**

A report of an alleged violation should consist of a clear, concise written statement that contains the following information:

- A. A list of any and all parties against whom the complaint is being filed.
- B. A description of the alleged misconduct, the date or period of time during which it occurred, and the location where the incident(s) allegedly occurred.

C. The name, address and phone number of the person making the report.

D. All complaints are considered to have been made in good faith. Any information to the contrary may be grounds for university action against the initiating party.

**13.14**

Any report and request for a review must be made as soon as possible (preferably within 15 days but not later than one year from the date of discovery of the incident) (see section 10.10C).

**13.15**

The Office of Student Judicial Affairs and Community Standards will review the complaint to determine whether there is sufficient information to proceed with the Student Conduct process. When proceeding with the process, the accused student will be provided written notification of the allegation. If the student fails to respond to the written notice and schedule an appointment with the designated member of the Office of Student Judicial Affairs and Community Standards, an administrative hold will be placed on the student's record prohibiting the student from performing registration transactions until an appointment is scheduled and completed (see Section 10.10E).

In addition, a Summary Administrative Review may be conducted in absentia when a student fails to respond to initial notification (see Section 12.05).

**13.16**

The director, Office of Student Judicial Affairs and Community Standards, or designee will meet with the accused student to discuss the incident as part of the Administrative Review process. At or following that meeting the director or designee will determine whether the matter may be appropriately resolved by Administrative Review, either Voluntary or Summary, or whether referral to a Panel, either University or Peer, is warranted. The Administrative Review meeting with the Student Judicial Affairs officer is the student's opportunity to present any information regarding the incident. The decision whether to resolve the matter by an Administrative Review or to refer the matter to a Review Panel is at the sole discretion of the director or designee.

*Revised May, 2007.*

## 14.00 Academic Integrity Review Process

In cases involving alleged academic integrity violations, the appropriate action is initiated by the course instructor, academic unit or appropriate university official.

### 14.10 INITIATING A COMPLAINT

If the instructor, academic unit or appropriate university official has reason to believe, based on observation or other evidence, that a student has violated the university academic integrity standards, he or she is encouraged to make reasonable attempts to meet with the student and discuss the alleged violation and the evidence which supports the charge. When necessary, such discussions may be conducted by telephone or electronic mail. In this meeting every effort should be made to preserve the basic teacher/student relationship. The student should be given the opportunity to respond to the complaint.

Instructor should assign a mark of "MG" until notification is received from the Office of Student Judicial Affairs and Community Standards that a final decision has been made.

Also, because the student may contest the allegation, he or she must be allowed to attend all classes and complete all assignments until the complaint is resolved.

### 14.11 SANCTION AND CONSEQUENCES

Unless the reporting party withdraws the allegation, the instructor, academic unit or appropriate university official may recommend an appropriate sanction for the violation.

A. Sanctions include but are not limited to: grade sanctions (e.g., "F" in course) and dismissal from the academic department. In addition, sanctions of suspension or expulsion from the university may be assessed through a review process when requested by the instructor, by the academic or administrative unit in which the violation occurred, or when indicated by university standards (such as the seriousness of the misconduct or the existence of previous academic violations by the student).

Refer to Appendix A: Academic Dishonesty Sanction Guidelines (page 144), when determining which sanction is most appropriate for the violation.

B. Students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation. Students found to have withdrawn from a course in which an academic integrity violation is alleged or determined will be reenrolled in the course upon receipt of a violation report by the Office of Student Judicial Affairs and Community Standards.

C. Students found responsible for an act of academic dishonesty in a course in which they have participated but have not enrolled (auditing), will be retroactively enrolled and assigned an appropriate sanction.

D. Graduate students who are found responsible for academic integrity violations may be sanctioned more severely than Appendix A suggests.

E. Sanctions for second offenses by graduate or undergraduate students will be more severe and generally will include suspension or expulsion.

### 14.12 REPORTING VIOLATIONS

As soon as possible (preferably within 15 days but not later than one year from the date of discovery of the incident), the instructor, academic unit or appropriate university official will provide the Office of Student Judicial Affairs and Community Standards with a completed Academic Integrity Violation Form. The reporting party likewise will make a reasonable attempt to provide a copy of the report to the accused student.

Students having specific information regarding academic violation(s) of a classmate and wishing to report this academic misconduct are encouraged to contact the faculty member of the course.

### 14.13 RESPONSE TO REPORT

Once a report of an Academic Integrity Violation has been submitted, the Office of Student Judicial Affairs and Community Standards will evaluate the report, confirm whether or not the accused student has a previous disciplinary record at the university, and notify the student of the allegation in writing. A copy of the notification will be sent to the individual submitting the report and to his/her academic dean, if appropriate.

A. If further review is not required, the student will be notified of report received, alleged violations and recommended sanctions. The student will also be given the opportunity to meet with a review officer from the Office of Student Judicial Affairs and Community Standards. During that meeting, the student has the opportunity to request further review of the matter, thus initiating the Administrative Review process.

If no meeting or further review is requested, the matter will be considered complete and sanctions initiated.

B. If the incident requires further review (such as when an instructor or academic unit has requested additional sanctions, when a student has previously been found responsible for an academic dishonesty violation or when university standards indicate expulsion, suspension, revocation of degree or revocation of admission), the student is notified in writing and must meet with a review officer from the Office of Student Judicial Affairs and Community Standards as part of the Administrative Review process. At or following that meeting the director or designee will determine whether the matter may be appropriately resolved by Administrative Review, either Voluntary or Summary, or whether referral to a University Review Panel is warranted. The Administrative Review meeting with the Student Judicial Affairs review officer is the student's opportunity to present any information regarding the incident. If the student fails to respond to the written notice and to schedule an appointment with the designated review officer of the Office of Student Judicial Affairs and Community Standards, an administrative hold will be placed on the student's record prohibiting the student from performing registration transactions until an appointment is scheduled and completed (see Section 10.10E). In addition, a Summary Administrative Review may be conducted in absentia when a student fails to respond to initial notification (see Section 12.05).

C. As indicated, reviews may be requested by the accused student, by the instructor reporting the alleged violation, by the academic or administrative unit in which the alleged violation occurred or by the university in cases where the alleged behavior indicates expulsion, suspension, revocation of degree or revocation of admission. Appropriate review processes are Administrative Review or University Review (see Section 12.00).

*Revised March, 2011.*

## 15.00 Appeals Process: Academic and Nonacademic

Following an initial review, both the accused student and the complainant may file a written appeal within 10 business days from receipt of the written decision. Receipt is deemed accomplished by personal delivery or three days after the date of mailing.

The status of a student in most cases will not be altered and disciplinary sanctions are not initiated until completion of the appeal. Written appeals should be submitted to the Office of Student Judicial Affairs and Community Standards.

Should a party intending to appeal believe they have been given inadequate time to prepare their written documents, a written request for extension of time may be submitted to the Office of Student Judicial Affairs and Community Standards. The request must be submitted in writing within the 10-business-day appeal period, and should include the rationale for requesting the extension along with a proposed date by which all appeal documents will be submitted.

Requests for extension of time will be considered on their merits and will not be granted automatically. When an extension is granted, opposing parties to the initial review may be notified.

### 15.01

The written appeal must include the Appeal Request Cover Sheet indicating the specific grounds for the appeal (see Section 15.02), supporting arguments and documentation, and any other relevant information the accused student or the complainant wishes to include. Appellants should refer to *Guidelines for Writing Appeals*, a document available from the Office of Student Judicial Affairs and Community Standards.

The appellant should be aware that all appeals are documentary reviews in which no oral testimony is taken. Generally appeals are determined solely on the merits of the documents submitted and do not proceed to oral hearing. Appellate documents therefore should be as complete as possible.

### 15.02

Appeals must state one or more of the following criteria as the reason for the appeal:

A. That new evidence has become available

which is sufficient to alter the decision and which the appellant was not aware of or could not have been reasonably obtained at the time of the original review.

B. That the sanction imposed is excessive or inappropriate.

C. That the review panel or review officer failed to follow university rules or regulations while reviewing the cited behavior.

### 15.03

Upon receipt of the written appeal, the other principal parties to the original complaint (complainant or accused student) are notified and provided reasonable opportunity to respond in writing to the appeal.

After receiving all appellate documents, the appropriate appeals panel will convene and review the submitted appellate documents, the written decision from the initial review and supporting documents relevant to the initial review decision. In addition, the appeals panel may request additional statements from the review officer of an administrative review or the chairperson or advisor from a panel review, and may refer to the audio recording of an initial panel review, if such was conducted. The appeals panel will issue a written decision through the Office of Student Judicial Affairs and Community Standards to all principal parties to the initial review.

### 15.04

Upon review of the appellate documents, the appeals panel may uphold the initial decision in its entirety, increase sanctions of the initial decision, decrease sanctions of the initial decision, remand the case back to the Office of Student Judicial Affairs and Community Standards for further review or dismiss the case.

All decisions of appellate bodies are final and binding upon all parties. There is not further appeal in any of these cases.

### 15.05

Upon written request to the Office of Student Judicial Affairs, the university will provide an alleged victim of a crime of violence or a nonforcible sex offense the final results of the disciplinary proceeding. Final results are available only after the appeal process has

been exhausted and the university has made a final determination in the matter. Final results are limited to information related to the sanctions imposed by the university that affect the victim.

## 15.10 APPROPRIATE APPEALS PANEL

### A. Peer Review Appeals Panel

The Peer Review Appeals Panel reviews all nonacademic appeals except those resulting in sanctions of expulsion, suspension, revocation of degree or revocation of admission. The panel is appointed by the director, Office of Student Judicial Affairs and Community Standards, and consists of three to five members including at least one student member. The director, Office of Student Judicial Affairs and Community Standards, or designee shall serve as a non-voting advisory member of every appeals panel. The recommendations of the Peer Review Appeals Panel may be reviewed and modified by the Vice President for Student Affairs at his sole discretion and, once approved, are final and binding upon all parties.

### B. Student Behavior Appeals Panel

The Student Behavior Appeals Panel serves the President through the Vice President for Student Affairs. The recommendations of the Student Behavior Appeals Panel are reviewed and modified by the Vice President for Student Affairs at his sole discretion and, once approved, are final and binding upon all parties. No student has the right to make a direct appeal to the Vice President for Student Affairs.

The members of this panel are appointed by the President. Each appeal is reviewed by three members including at least one student and one faculty member. The panel will be advised by an appointee of the Vice President for Student Affairs. The advisor will be a non-voting member whenever the panel convenes.

The Student Behavior Appeals Panel will meet on a regular basis to review all appeals where academic sanctions and/or sanctions of expulsion, suspension, revocation of degree and revocation of admission are imposed.

*Revised April, 2010.*

## 16.00 Student Conduct Records

1. Student conduct records are maintained separate and apart from all other student records. Student conduct actions become part of a student's academic records only in those cases in which a notation on the student's academic record is made for expulsion, suspension and/or revocation of admission or degree.

2. Records of student conduct actions are maintained in the Office of Student Judicial Affairs and Community Standards for a period of up to seven years after the most recent student conduct incident, except for students assigned University-wide Sanctions, as described in item number 1.

3. All records are maintained confidentially as provided in the university's policy concerning student education records (see Student Education Records, page 150).

*Revised April, 2010.*

## Appendix A: Academic Dishonesty Sanction Guidelines

Faculty may consult with members of the Office of Student Judicial Affairs and Community Standards at any point in the process, (213) 821-7373.

**Note:** The Student Conduct Code provides that graduate students who are found responsible for academic integrity violations may be sanctioned more severely than Appendix A suggests.

Violation	Recommended Sanction for Undergraduates*
Copying answers from other students on any course work. **	F for course.
One person allowing another to cheat from his/her exam or assignment.	F for course for both persons.
Possessing or using material during exam (crib sheets, notes, books, etc.) which is not expressly permitted by the instructor.	F for course.
Continuing to write after exam has ended.	F for course
Taking exam from room and later claiming that the instructor lost it.	F for course and recommendation for further disciplinary action (possible suspension).
Changing answers after exam has been returned.	F for course and recommendation for further disciplinary action (possible suspension).
Fraudulent possession of exam prior to administration.	F for course and recommendation for suspension.
Obtaining a copy of an exam or answer key prior to administration.	Suspension or expulsion from the university; F for course.
Having someone else complete course work for oneself.	Suspension or expulsion from the university for both students; F for course.
Plagiarism — Submitting other's work as one's own or giving an improper citation.	F for course.
Submission of purchased term papers or papers done by others.	F for course and recommendation for further disciplinary action (possible suspension).
Submission of the same assignment to more than one instructor, where no previous approval has been given.	F for both courses.
Unauthorized collaboration on an assignment.	F for the course for both students.
Falsification of information in admission applications (including supporting documentation).	Revocation of university admission without opportunity to reapply.
Documentary falsification (e.g., petitions and supporting materials; medical documentation.)	Suspension or expulsion from the university; F for course when related to a specific course.
Plagiarism in a graduate thesis or dissertation.	Expulsion from the university when discovered prior to graduation; revocation of degree when discovered subsequent to graduation.

\* assuming first offense

\*\* Exam, quiz, tests, assignments or other course work.

## Appendix B: Report of Academic Integrity Violation, page 1

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**See student conduct code section 14.00 for details**

When an instructor has reason to believe that a student has violated the university's academic integrity standards, he or she is encouraged to make reasonable attempts to meet with the student and discuss the alleged violation prior to filing a formal report. When such attempts are unsuccessful within a reasonable amount of time (preferably within 15 days of identifying the violation), a completed report should be forwarded to the Office of Student Judicial Affairs and Community Standards with the understanding that the student may subsequently wish to meet with the instructor.

Members of the Office of Student Judicial Affairs and Community Standards are available for consultation at (213) 821-7373.

<b>Student's Name</b>		<b>Student Identification Number</b>
<b>Class Title</b>		
<b>Course Number</b>	<b>Class Number</b>	<b>Semester</b>
<b>Instructor's Name</b>		<b>Department/School</b>
<b>Reporting Party (if different than instructor)</b>		<b>Date of Incident</b>

The Office of Student Judicial Affairs and Community Standards will send correspondence to the instructor (reporting party) throughout the judicial process. Please indicate preferred method of delivery:

**Email:** \_\_\_\_\_

**Campus Mail — Building/Room:** \_\_\_\_\_ **Mail Code:** \_\_\_\_\_

**Other (i.e., U.S. post):** \_\_\_\_\_

\_\_\_\_\_

<b>Telephone</b>	<b>Building, Room/Mail Code</b>
<b>Email</b>	<b>Date of Incident</b>

**DESCRIPTION OF INCIDENT**

Attach additional pages or a supplementary report as necessary. Please include original or facsimile copies of supporting documents. To complete the process of submitting the report of academic integrity violation, the instructor must complete the form provided on the following page.

## Appendix B: Report of Academic Integrity Violation, page 2

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The instructor should forward this report and supporting documentation to the Office of Student Judicial Affairs and Community Standards, Student Union 206, MC 4894, (213) 821-7373 or via facsimile to (213) 740-7162.

### GRADE SANCTION

A recommended academic penalty should be assessed by the faculty member when an act of academic dishonesty has occurred. Further disciplinary sanctions may be recommended by the instructor. (For sanction guidelines, see Appendix A to the Student Conduct Code. The university's recommended grade penalty for academic dishonesty is "F" for the course.)

Grade of "F" for the course

Instructors must assign a mark of "MG" on the course grade sheet until notification is received by the Office of Student Judicial Affairs and Community Standards that a final decision has been rendered.

Other (please specify): \_\_\_\_\_

I have provided the student with a copy of this form.

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**Instructor's Signature**

**Date**

### FOR THE STUDENT

I have spoken with my instructor about this matter. I understand that I may not withdraw from this course with a mark of "W" and that this report will be forwarded to the Office of Student Judicial Affairs and Community Standards.

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**Student's Signature**

**Date**

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**Local Address**

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**City**

**State**

**Zip Code**

Comments (optional):

## Academic Policies

### ADMISSIONS VIOLATIONS REVIEW PROCESS

In cases where false and/or inaccurate information is believed to have been submitted by, or on behalf of, a prospective student prior to enrollment, if academic or behavioral violations occur, or if there is a failure to provide all requested information/documents, the director of admission will conduct a special admissions review.

This ad hoc review of the case may result in action(s) including a delay of enrollment or revocation of admission from the university. All pertinent documents will be reviewed and the prospective student may be asked to provide additional information regarding his or her application to the university.

A decision will be reached by the director and communicated in writing to the prospective student. Formal hearing procedures and protections cited in the Student Conduct Code, Section 12.30 and 12.40, do not apply to this review process. There is no appeal of a special admissions review.

If the student is enrolled at the university when concerns about admissions violations arise, the case will be referred to the Office of Student Judicial Affairs and Community Standards for review.

### CLASS NOTES POLICY

Notes or recordings made by students based on a university class or lecture may only be made for purposes of individual or group study, or for other non-commercial purposes that reasonably arise from the student's membership in the class or attendance at the university. This restriction also applies to any information distributed, disseminated or in any way displayed for use in relationship to the class, whether obtained in class, via email or otherwise on the Internet, or via any other medium. Actions in violation of this policy constitute a violation of the Student Conduct Code, and may subject an individual or entity to university discipline and/or legal proceedings.

*Policy approved by Lloyd Armstrong, Jr., Provost and Senior Vice President for Academic Affairs, on January 26, 2000.*

### DISPUTED ACADEMIC EVALUATION PROCEDURES

General university policy regarding disputed academic evaluations entitles a student to two levels of formal appeal after review by the instructor. In the interest of preserving the very important student-instructor relationship, the student and instructor should try to resolve the grade dispute by direct communication. If the issue cannot be resolved by this dialogue, the grade dispute should move beyond the instructor to the next level of review. All grade appeals

must be brought no later than the end of the semester following the semester for which the student received the disputed grade. In general, the two levels of appeal beyond the instructor are either: the department chair and the school dean, or the school dean and the provost's office. Whether an appeal is heard by the department chair and dean or dean and provost's office depends upon the structure of the school in which the academic evaluation occurred. The two levels of appeal are as follows:

#### I. Schools Organized by Departments

For schools organized by departments, the first level of review, after speaking with the instructor, is by the department chair and, if needed, a second level of review by the dean. The process described in the paragraphs I.A. and I.B. below applies to:

USC Annenberg School for Communication & Journalism  
Ostrow School of Dentistry of USC (except the D.D.S., B.S./DH)  
USC Marshall School of Business  
USC School of Cinematic Arts  
USC Roski School of Fine Arts  
USC Viterbi School of Engineering  
USC Thornton School of Music  
USC Dornsife College graduate students (USC Dornsife College undergraduates have a variation on the process which is described in paragraph I.C. below).

**1.A.** The department chair at his or her discretion may review the matter personally or conduct a formal hearing through an ad hoc or standing committee. The hearing committee is appointed by the department chair and consists of a faculty member from outside the involved department or academic unit, a student, a faculty member of the appealing student's choice, and two faculty members from the department or academic unit. A written decision will be given to the student after the department chair's decision or the hearing committee decision. Normally a decision should be sent to the student within approximately 15 days after the hearing. This time may be extended if necessary. The student should be informed in writing if the decision will be delayed.

**1.B.** If either the student or faculty member who assigned the grade wishes to appeal the decision of the chair or the hearing committee, in the next level of appeal beyond the instructor and the department chair, he/she must appeal in writing to the dean of the academic unit within two weeks after receiving the written decision. The dean of the academic unit may review the matter personally or, if a hearing has not been conducted by the department, the dean must conduct a hearing. The hearing committee consists of the same categories of members within the academic unit as described above.

The committee will make a recommendation to the dean who will make a decision which is final and binding. Normally a written decision should be sent to the student within approximately 15 days after a hearing. This time may be extended if necessary. The student should be informed in writing if the decision will be delayed.

**1.C.** In the case of undergraduate students in the Dornsife College, there is an initial consultation by the college ombudsperson before the first level of review beyond the instructor. All grade or evaluation appeals must be filed in writing with the college ombudsperson by the end of the following semester (excluding the summer session) after the student received the disputed grade or evaluation. The college ombudsperson will explain the review and appeals process to the student, and will direct the student's written appeal to the vice dean for academic programs. Following the initial consultation by the college ombudsperson, the first level of review beyond the instructor is conducted by the vice dean for academic programs (with or without a hearing committee). The hearing committee is appointed by the vice dean for academic programs and should conform to the guidelines outlined in I.A. If a second level review is needed, it is conducted by the dean of the Dornsife College. He or she may review the matter personally or, if a hearing has not been conducted by the department, the dean must conduct a hearing.

#### II. Schools Not Organized by Departments

For schools not organized by departments, the first level of review beyond the instructor is by the dean and, if needed, the second level is conducted by the office of the provost. This applies to the following schools:

USC Davis School of Gerontology  
USC School of Policy, Planning, and Development  
USC School of Social Work  
USC School of Theatre

#### III. Exceptions

There are two important exceptions to the above:

**III.A.** Schools with certain professional degrees: The following degrees are governed by separate disputed academic evaluation procedures. Copies of these procedures can be obtained directly from the school.

USC School of Architecture (separate procedures for all degrees except Ph.D.)  
Ostrow School of Dentistry of USC (D.D.S., B.S./DH)  
USC Rossier School of Education (separate procedures for all degrees except Ph.D.)  
USC Gould School of Law (J.D., M.C.L, LL.M)  
Keck School of Medicine of USC (M.D. and certain master's degrees.)  
USC School of Pharmacy (Pharm.D., D.R.Sci.)

**III.B.** Graduate students with an academic evaluation for which the potential sanction is termination from a degree program: If a graduate student in a program whose degree is conferred by the Graduate School (listed below) is dissatisfied with the outcome of the first and second levels of review (beyond the instructor) and the potential sanction is termination from a degree program, the student may appeal in writing to the vice provost for academic affairs and graduate programs or his or her designee. Such an appeal must be received within six months after the student has received notice of the outcome of the second level of review. Appeal panel guidelines can be found at: [www.usc.edu/schools/GraduateSchool/current\\_student\\_resourc\\_03.html](http://www.usc.edu/schools/GraduateSchool/current_student_resourc_03.html). This applies to all students pursuing Ph.D. degrees and those graduate degrees which are conferred by the Graduate School. A list of those degrees can be found in the *USC Catalogue*.

#### GENERAL ACADEMIC PETITIONS

The Academic Review Department (Trojan Hall 101) is responsible for processing student requests to deviate from general university policies and faculty requests to change a grade that was originally submitted incorrectly. The actual decisions on these requests are made by a subgroup of the Committee on Academic Policies and Procedures (CAPP) which meets several times a month.

Not all requests for deviation from normal requirements are handled through the same process. Registration-related exceptions are initiated in Academic Review. These include such requests as adding or dropping courses after enrollment deadlines and changing the grading option after the third week. Degree requirement-related exceptions are initiated in the student's academic unit. These include requests to count a course taken out of sequence, to count excess units in a course with a unit maximum and to extend time to complete an incomplete. Decisions on these types of exception requests are reported to the Academic Review Department by the CAPP petitions panel.

The following exceptions are those that a student may request under certain circumstances. There is no assurance that the request will be approved. The panel will review the student's academic record and consider the circumstances that led to the student's situation. The circumstances must justify exempting an individual student from a rule or deadline that other students are being required to follow.

Students should take care that the material they submit is accurate, comprehensive and well documented. It is important to initiate the petition process as soon as possible. A student who wishes to file a petition should speak with an academic advisor to determine whether the request is appropriate and whether it will actually resolve the problem.

#### Registration-Related Exceptions (see time limits for filing below)

A student wishing to request a registration-related exception should come to Trojan Hall 101. By talking with an academic review counselor, the student can determine whether there are grounds for an exception request and learn what documentation will be required. When all required documentation and endorsements are gathered, the student should submit the completed petition to the Academic Review Department. These requests are heard by the Dean of Academic Records and Registrar. Requests not approved by the dean are referred to the CAPP panel for review. Below are the registration-related exceptions with the guidelines.

#### Late or Retroactive Adding of One or More Courses

The final deadline for original registration is the end of the third week of classes for fall or spring semesters. For summer sessions or special sessions, the student must look up the equivalent of the third week deadline. This is also true for the twelfth week drop deadline. Please assume that, in any reference to registration deadlines, the third or twelfth week refer to the fall and spring semesters and that an equivalent deadline will be applied for shorter sessions.

The end of the third week of classes is also the deadline to add courses that are not listed on the original program. CAPP will entertain petitions for exception to the add deadline only if the student has documented extenuating circumstances.

Extenuating circumstances are defined by CAPP as situations over which the student has no control (e.g., a family death). Reasons such as "I didn't know the policy" or "I was out of town that week" or "I forgot" or "That isn't how they did it at the last school I attended" are not considered to be extenuating circumstances.

In all cases, a petition to add a course must include a statement from the instructor indicating the quality of work and dates of attendance.

#### Late or Retroactive Withdrawal from One or More Courses

The final deadline for dropping one or more courses is the end of the 12th week of classes or its equivalent for a given semester. To officially drop a course the student must process a drop form through the Registration Department or drop through Web registration and secure a Registration Confirmation as proof of having dropped. This 12-week time period is considered generous. CAPP will entertain petitions for exceptions to the drop deadline when the student has documented extenuating circumstances or the student was unable to evaluate his or her level of performance prior to the drop deadline.

Withdrawal petitions based on medical reasons require accompanying documentation

from the student's physician. It is assumed that such requests will usually involve a complete withdrawal from all classes. If the request involves less than cancellation of the whole academic program, a complete explanation must be provided of courses to be dropped or retained, plans for completion of the remaining courses and an explanation of why the student's medical condition allowed completion of some courses but not all. In general, if a student is healthy enough to participate in campus activities outside of class, he or she is considered responsible for *all* courses undertaken. In all cases, a petition to drop a course must include a statement from the instructor indicating the quality of work and dates of attendance.

A final word of caution: CAPP almost never approves requests for late withdrawals if the student has taken the final exam in a course. However, a student should not take this word of caution as an indication that she or he should purposefully miss a final exam because of a pending petition to drop. A student who misses a final exam because of a pending petition and then discovers that the petition was denied, will surely be in a worse position because the final exam grade will be calculated as an "F."

#### Change in Registration Grading Option from Pass/No Pass to Letter Grade or Vice Versa

The final deadline for changing the grading option of a course from pass/no pass to a letter grade or vice versa is the end of the third week of classes or its equivalent for a given semester. Approval of requests to change enrollment status after the deadline are rare.

#### Time Limits for Registration-Related Requests

Exception requests for retroactive change of an official registration for a semester or special session must be submitted no later than 24 months from the last day of final examinations for the semester or special session in question. If appropriate, the time limit can be waived by the dean of the academic unit in which the student is seeking a degree, but may not be waived if the courses in question occurred longer than five years previously.

#### Degree Requirement-Related Exceptions

These requests are generated in the student's major department or school. When the petition is completed, the school's petition contact person will submit the petition to the Academic Review Department to be heard by the CAPP petitions panel. Below are the most common degree requirement-related petitions with the guidelines.

#### Extension of Time for Removal of an Incomplete (IN)

One calendar year is allowed to remove the mark of IN. A mark of IN cannot be removed by repeating the course, even if it is successfully completed within the calendar

year requirement. If the IN is not removed within the calendar year, the course is considered “lapsed” and the grade is changed to an IX. Lapsed incompletes (IX) are penalty grades and are calculated as grades of “F.”

Extensions beyond this deadline are not likely to be approved if the student has enrolled in subsequent semesters, since it is assumed that the student’s first priority should be the removal of the incomplete.

In all cases, a petition for an extension of time for removal of an IN must include a statement from the instructor explaining what is needed to complete the course and why the instructor feels the student should be given even further time for completion.

Other degree-related exceptions are to count a course taken out of sequence and to count excess units for a course with a unit maximum.

#### Exceptions Made Elsewhere

The Office of Admission and Financial Aid, Financial Services and the Graduate School have similar processes for actions taken by their respective committees or deans. Still other requests are handled through the exception process which comes directly from the academic unit to the Degree Progress Department.

#### Registration in Graduate-Level Courses by Undergraduate Students

Exceptional undergraduate students may enroll in a graduate course. In order to do so, students must receive approval from the instructor. Students must also have prior approval from the chair of the major department to count the course for undergraduate credit or audit the course. The student’s major department will notify the Degree Progress Department in writing regarding the manner in which the graduate course will be used. In no case will a student be allowed to enroll in and receive credit for a graduate course if the student’s cumulative USC GPA is below 2.0.

#### Graduate Credit for 400 and 500 Level Work Taken as an Undergraduate

An undergraduate student who is within 12 semester units of the bachelor’s degree and has a cumulative grade point average of at least 3.0 may request to enroll in and reserve for graduate credit a limited amount of work at the 400 and 500 levels during the last semester as a senior, provided that the semester program does not exceed 16 semester units. A written request should be submitted to the Degree Progress Department and should bear the endorsements of the chair of the student’s major department and of the department in which the reserved work is to be taken. The Degree Progress Department verifies that the units being reserved are not needed to fulfill requirements for the bachelor’s degree. The student must present

a copy of the final action to the Registration Department at the time of enrollment.

#### Exceptions to the Dornsife College of Letters, Arts and Sciences Limits on Units in the Major or Limits on the College Basic Requirement

Departments within the Dornsife College of Letters, Arts and Sciences awarding the B.A. degree cannot require fewer than 24 or more than 36 upper division units in the major. However, students may elect to take up to 40 upper division units within their major without a petition. A student wishing to exceed the limit must obtain the approval of the department with the final endorsement of the dean of undergraduate programs.

Students who major in the Dornsife College of Letters, Arts and Sciences must earn 104 units in the college departments. For students graduating with a minor or second bachelor’s degree, this minimum is reduced to 96 units. Exceptions will be considered by the dean of undergraduate programs.

Students who are completing major degree programs in a professional school, but whose degree is conferred by the college, are exempt from this policy.

Substitutions of general education requirements and skill level requirements are generated in the student’s academic unit and submitted to the dean of undergraduate programs. Substitutions of foreign language requirements are also generated in the student’s academic unit and submitted to the American Language Institute.

#### Grading Issues

##### Correction of Grade

A student who believes an error was made in the assignment of a grade should consult directly with the instructor of the class. The instructor may request from the Academic Review Department and submit to CAPP a Correction of Grade form with appropriate endorsements. This type of request cannot be submitted on any other form and the form may not be handled by a student at any point in the process.

A full description of the actual error will be required of the instructor. General descriptions such as “clerical error” will not be accepted. CAPP considers grade changes on the basis of the explanation given, but may void a request involving any of the following circumstances:

- A request to change a grade of IN unless all work was completed prior to the end of the semester involved.
- A request to change a grade to any other mark than IN when work was completed subsequent to the end of the semester involved.
- A request that is missing the required endorsements (instructor, department chair and dean).

#### Missing Grades (MG) Defaulting to Unofficial Withdrawals (UW)

Students have one year, from the end of the semester in which they were assigned a mark of MG, to resolve or clarify the mark of MG. (Note: Marks of MG assigned PRIOR to fall 2005 are not bound by this policy.) Missing grades can be resolved by the instructor of the course through the Correction of Grade process. The Correction of Grade process (COG), is handled by the Academic Review Department, (213) 740-7741, Trojan Hall 101, MC 0912.

Failure to resolve the mark of MG within the one year limit results in the assignment of the mark of UW (Unofficial Withdrawal). A mark of UW is a failing grade and will calculate in the student’s GPA the same way that a grade of “F” is calculated in the GPA. Courses graded Credit/No Credit (CR/NC) in which a mark of MG is not resolved will result in a mark of NC. Students who have elected to take a course on a Pass/No Pass (P/NP) option and do not resolve the mark of MG will be assigned a mark of NP.

#### TIMELINE FOR DEGREE PROGRESS

All undergraduate students must make reasonable progress, each year, toward their degree objectives.

1. All students are required to record their primary major in the Office of Academic Records and Registrar, Registration Building Lobby, by the start of the junior year (on completion of 64 semester units). Supplemental or secondary majors may be added after junior standing has been attained. Minors may be added at any time.
2. While there are no specific limits for completing bachelor’s degrees (except in the case of discontinued programs), many departments change their major requirements over the years based on changing technology, etc. Occasionally, general education requirements are changed as well. Therefore, students who do not complete their academic degrees within six consecutive years from the beginning of the semester of their first completed USC course work will not be allowed automatically to continue following the pre-major, major, and minor requirements. (This time limit includes semesters during which students were not enrolled.) The pertinent department chair will decide what pre-major, major and minor requirements each student must follow and communicate the decision to the student in writing.

Students who do not complete their degrees within 10 consecutive years from the beginning of the semester of their first completed USC course work will not be allowed automatically to continue their general education requirements. (This time limit includes semesters during which students are not enrolled.) The General Education Office will

decide what general education requirements each student must follow and communicate the decision to the student in writing.

Changes in certain university-wide regulations, policies and procedures are immediate, regardless of the degree requirements in

effect at entrance or transfer.

Students pursuing degree programs which the university discontinues may be required to immediately change majors and pursue other degrees. Some departments may allow students already in the program to complete

the degree within a specified time limit, not to exceed five years. Beyond that time, such degrees will not be awarded.

*Revised March, 2011.*

## Financial Aid Policy Regarding Falsification of Financial Aid Information

The types of information covered by this policy include all documents and information submitted to apply for and/or receive need-based financial aid, scholarships and private financing funds. These documents and information include, but are not limited to, the following:

- The Free Application for Federal Student Aid (FAFSA)
- The Student Aid Report (SAR)
- The CSS Financial Aid/PROFILE® Application
- The Supplemental Form for Financial Aid
- Student and parent federal income tax forms, tax return information and other income documentation
- Documentation of U.S. citizenship or eligible non-citizen status
- Documentation of housing/living arrangements
- Academic documents relating to high school diploma or college course work
- Loan applications, promissory notes and related documentation
- Specific program applications
- Federal Work-Study time sheets
- Any university financial aid forms and related documentation
- Any written, electronic or verbal statements sent to or made to a university employee regarding the student's financial aid application or other related documents

The integrity of the documents and the honesty of the information presented through them are critical to the financial aid process. Students should be aware that they will be

held responsible for the integrity of any financial aid information submitted either by them or on their behalf.

If the university determines that a student or a parent has provided falsified information, or has submitted forged documents or signatures, the following steps may be taken without prior notification to the student or parent:

1. An incident report will be filed with USC's Office of Student Judicial Affairs and Community Standards following procedures outlined in the University Student Conduct Code, which is published on page 132 of this guidebook. Pending resolution of the complaint, the Financial Aid Office may restrict the distribution of any further aid to the accused student.

2. If the Financial Aid Office or the student conduct review process finds that a violation has occurred, the consequences may include, but are not limited to, the following:

- The student will be required to make full restitution of any and all federal, state, private and/or university scholarship, grant, loan, or work funds to which he or she was not entitled.
- Until full restitution is made, all federal, state and university funds will be withheld from the student, including all funds disbursed in past or in current semesters.
- No arrangements will be made with the Cashier's Office or Collections Office on the student's behalf to settle an account. The student will be responsible for all charges incurred on the student's account because of the loss of federal, state or

institutional financial aid funds.

- If the student is determined to be ineligible for financial aid, based on a basic eligibility criterion, no further federal, state or university funds will be awarded to the student in any future terms of enrollment at the university.
- The student may become ineligible for future participation in some or all financial aid programs for a minimum of one year or longer. In some cases, the student will not be eligible to receive funds from that program in any future terms of enrollment at the university.
- The student will not be awarded funds to replace those lost because of dishonesty.

3. In addition to any consequences directly related to the student's financial aid, the student may be assigned disciplinary sanctions as described in the Student Conduct Code (11.80).

4. As required by federal and state law, the USC Financial Aid Office will report any infraction to the appropriate office or agency. These include, but are not limited to, the U.S. Department of Education Office of the Inspector General, state agencies or other entities that may take whatever action is required by federal and state law. In this report, the Financial Aid Office will describe in detail the incident, the response of the Financial Aid Office and any additional actions taken by or pending with the university.

*Revised March, 2011.*

## Student Education Records

The University of Southern California maintains the privacy of student education records and allows students the right to inspect their education records consistent with the requirements of the Family Educational Rights and Privacy Act (1974). The following is a summary of rights afforded students regarding their own education records. The entire text of the university's policy concerning student education records is located in the Office of the General Counsel and in the Office of the Vice President for Student Affairs.

1. A student has the right to inspect and review education records pertaining to him/her. Should a student wish to inspect a particular education record, a request to do so should be made in writing to the university office maintaining that record. Certain records (or information contained in records), such as parental financial records and information to which the student has waived access (e.g., confidential letters of recommendation), are excluded from the student's right

to inspection. Excluded categories of records and information are specified in the university's policy concerning the privacy of student education records.

2. A student has the right to request amendment of his/her education records. Should a student believe an education record is inaccurate or misleading, a request for amendment or correction should be addressed, in writing, to the university office maintaining the record in question. The custodian of records for that office may correct or amend

the record in question or may determine that the record is accurate as it stands. In instances when a dispute cannot be resolved between the student and the office maintaining the record in question, the student may request a formal hearing by the university to resolve the issue. Questions about and requests for formal hearing should be directed to the Office of the General Counsel. This provision for amendment does not apply to disputed grade information on academic transcripts. (See Disputed Academic Evaluation Procedures).

3. The university will not release personally identifiable information from a student's education records without the student's prior written consent or an authenticated electronic signature release. Exceptions are noted in the university's policy concerning the privacy of student education records and include:

- a. disclosure of information to a university official having a legitimate educational interest in the specific education record. A university official is any person employed by the university in an administrative, supervisory, academic, research or support staff position, a person elected to the Board of Trustees, a student serving on an official committee, or a person employed by or under contract to the university to perform a specific task. Such a person has a legitimate educational interest whenever he or she is performing a task that is specified in his or her position description or by a contract

agreement, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family (such as health care, counseling, job placement or financial aid);

- b. disclosure of information in connection with financial aid for which the student has applied or which the student has received, when disclosure is necessary for such purposes as determining eligibility for, amount or conditions of the aid;
- c. disclosure of information in response to a judicial order or legally issued subpoena;
- d. disclosure to officials of another school in which a student seeks or intends to enroll; or
- e. disclosure concerning "directory information." The university has designated "directory information" to include a student's address (local and permanent), telephone number (local and permanent), university email address, student identification number, student photo, USC attendance dates, USC degrees earned (with dates), academic honors, major/minor and degree objective, expected date of graduation, previous school attended, enrollment status, whether or not the student currently is enrolled, and participation in officially recognized activities and sports.

The university is under no obligation to release directory information upon request.

Students wishing to restrict release of "directory information" may do so by completing the appropriate form provided by the Associate Registrar's Office (Hubbard Hall 104). Such requests remain in effect for the academic year.

The above exceptions represent a partial listing of those found in the university's policy concerning the privacy of student education records.

4. A student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of the Family Educational Rights and Privacy Act.

5. A student has a right to obtain the university's policy concerning the privacy of student education records. Requests should be directed to the Office of the General Counsel, the Office of Student Judicial Affairs and Community Standards or the Office of the Vice President for Student Affairs.

More general questions may be directed to the Office of the General Counsel, the Office of the Vice President for Student Affairs, the Office of Student Judicial Affairs and Community Standards or the Office of the Registrar, as appropriate. Additional information can also be found by visiting the Registrar's FERPA Website at [www.usc.edu/dept/ARR/ferpa](http://www.usc.edu/dept/ARR/ferpa).

*Revised September 17, 2009.*

## Policy on Free Expression and Dissent

The University of Southern California is committed to fostering a learning environment where free inquiry and expression are encouraged and celebrated and for which all its members share responsibility. Dissent (defined as disagreement, a difference of opinion, or thinking differently from others) is an integral aspect of expression in higher education, whether it manifests itself in a new and differing theory in quantum mechanics, a personal disagreement with a current foreign policy, opposition to a position taken by the university itself, or by some other means.

The university is a diverse community based on free exchange of ideas and devoted to the use of reason and thought in the resolution of differences. Whether in free debate or in the exchange of information, this community must rely on self-restraint and self-discipline if it is to retain its freedom to search and question. However, when self-restraint and self-discipline fail, the university will initiate such action as necessary to prevent disruption of or substantial interference with its community and to preserve the rights of its individual members.

The university's position is set forth in the following statement on Student Rights and Responsibilities:

"Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinion publicly and privately. They shall be free to support causes by all orderly means which do not disrupt or substantially interfere with the regular and essential operations and activities of the university, since such disruption or substantial interference violates the responsible exercise of free inquiry and expression. Students and organizations shall make it clear to the academic and larger communities that in their public expression they speak only for themselves."

If any student member of the university community believes that the university has acted in an arbitrary, capricious or discriminatory manner in exercising the Policy on Free Expression and Dissent (or its related policies), he or she may submit a formal grievance as outlined in the Student Grievance Procedures.

### REASONABLE TIME, PLACE AND MANNER

In exercising its responsibility to provide and maintain an atmosphere of free inquiry and expression, the university may establish reasonable time, place and manner restrictions for the purpose of avoiding disruption to or substantial interference with its regular and essential operations and activities. The university will not base decisions regarding time, place and manner upon the content of the message, except as permitted in those narrow areas of expression devoid of federal or state constitutional protection.

The university recognizes the crucial importance of preserving First Amendment rights and maintaining open communication and dialogue in the process of identifying and resolving problems which arise in the dynamics of life in a university community. The legitimate expression of differing opinions and concerns, including unpopular, controversial or dissident viewpoints, is an essential element of the academic process; the imposition of these opinions and concerns upon those who in turn dissent from them is not to be

condoned and is inconsistent with a university's process and function.

Lawful and peaceful demonstration as an expression of favor or dissent will be permitted and protected. On the other hand, the university will not tolerate coercive disruption, defined generally herein as activity that imposes the will of other persons or groups within the university community, outside of the established university procedures and policies for the expression of opinion and the resolution of differences. Coercive disruption is construed to include any activity which, contrary to law:

- a. Denies the rights of other students, the faculty or the staff of the university.
- b. Disrupts or obstructs educational and other activities of the university.
- c. Reacts to the expression of the peaceful dissent of others by attempting to deny their rights.
- d. Obstructs or restricts free movement of persons on any part of the university campus, including the free entry to or exit from university facilities.
- e. Denies or interferes with the use of offices or other facilities to the students, faculty, officers, staff or guests of the university.
- f. Threatens or endangers the safety of any person on the university campus. This includes but is not limited to signs on any forms of stakes.
- g. Results in damage to or destruction of property.
- h. Contains "fighting words" where (i) the speech, considered objectively, is abusive and insulting rather than a communication of ideas and (ii) it is actually used in an abusive manner in a situation that presents an actual danger.
- i. Constitutes "hate violence," meaning any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group, or the property of any person or group because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. (Acts shall not be considered "hate violence" based on speech alone, except upon a showing that the speech itself threatens violence against a specific person or group, that the person or group against whom the threat is directed reasonably fears that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat.)
- j. Makes sustained or repeated noise in a manner which substantially interferes with a speaker's ability to communicate his or her message or the rights of others to listen.

Since a clear differentiation between lawful or peaceful dissent and coercive disruption may often be difficult, the foregoing list is illustrative and not exhaustive; this list is expected to evolve, based on experience and changes in the law. It should be understood that the application of this policy also takes situational factors into consideration. For example, conduct appropriate at a political rally might constitute a violation of this policy if it occurred within a classroom.

Any coercive disruption initiated by a visitor or a student member of the university community or occurring during any university-sanctioned activity or function may be met by the action of the university that is necessary to restore the order and communication required for the rational solution of problems and free debate. In addition, any coercive disruption by students may be subject to disciplinary action through the Office of Student Judicial Affairs and Community Standards up to and including suspension or expulsion and/or legal action through local, state or federal courts.

If any member of the university community believes that disruption of or substantial interference with the regular and essential operations and activities of the university is occurring or that this policy is otherwise being violated, the established procedure is to inform university Public Safety officers and/or university administrators. It is the responsibility of designated university officials to protect the university community to the fullest extent possible.

#### **GUIDELINES FOR CAMPUS DEMONSTRATIONS**

All student members of the university community have the right to hold a demonstration (including, but not limited to, a rally, gathering, protest, parade or procession) on campus. Any property damages related to the demonstration may result in the assessment of fees associated with cleaning or repair costs to either the organization or the individuals.

Reservations and prior arrangements are not required for campus demonstrations.

However, if students do not make advance reservations, their event may be moved or rescheduled in order to accommodate previously scheduled reservations, in accordance with the university's right to establish reasonable time, place, and manner for campus events.

All demonstrations are encouraged to follow these guidelines, which serve as a mechanism to ensure a successful and safe demonstration:

1. Reservations for outdoor spaces or other venues to conduct campus demonstrations are encouraged and should be made through the Student Life and Involvement (SLI) Scheduling Office online at [www.usc.edu/campuscenter](http://www.usc.edu/campuscenter). These spaces are made available to the campus community on a first-come, first-served basis. Students may also reserve

space to protest approved speakers, presenters or programs as long as those protests are consistent with the guidelines stated in the Reasonable Time, Place and Manner section of this policy.

2. Representatives of the sponsoring organization wishing to stage a demonstration are encouraged to complete an Outdoor Event Questionnaire and a USC Event Permit Application at least two weeks prior to the demonstration. The SLI staff will check on the availability of the venue requested and can facilitate communication with Safety and Risk Management, Operations and Maintenance, Public Safety and Student Affairs, as needed.

3. Representatives of the organization sponsoring a demonstration are encouraged to attend a meeting with the Director of Campus Activities or other Student Affairs staff so that expectations, rights and responsibilities are mutually understood. The sponsoring organization is responsible for the behavior of the organization's members and of guests from off campus. Informing these members and guests of the university's expectations is the responsibility of the sponsoring organization's representatives. The sponsoring organization's representatives should also explain to the organization's members and guests the individual and organizational implications for failure to adhere to these expectations.

4. When a campus demonstration is scheduled, organizers can expect the university personnel present (typically staff from the Division of Student Affairs) to help ensure that organizers' rights are protected and the university's regular and essential operations and activities continue. Such regular and essential operations and activities include, but are not limited to, classes, meetings, and the standard operation of university offices and facilities. As the university is concerned about the entire university community and visitors, particular attention will be spent on managing crowds, maintaining access to buildings, sidewalks, streets, etc. and personal safety for all.

*Revised December, 2007.*

## Computing Policies

Because the use of computers and computing facilities is central to the learning experience at USC, it is important for all students to understand the policies governing the use of computing resources and appropriate behaviors in an electronic community. To that end, the university has developed a set of computing policies for members of the university community, regarding electronic communications, the use of computing resources at USC, compliance with the Digital Millennium Copyright Act (DCMA) and other related topics.

All of these policies are available online at [www.usc.edu/lits/policies](http://www.usc.edu/lits/policies). Students are expected to read and abide by all policies located at this site and check this page for updates, as these policies are subject to change. All electronic information under this Website supersedes all printed computing policies.

*Revised April, 2007.*

### UNIVERSITY EMAIL NOTIFICATIONS TO STUDENTS

#### Email Notification Policy

Email has been adopted as the primary mechanism for sending official communica-

tions to students at the University of Southern California. Students, therefore, must check email regularly in order to stay abreast of important messages and notifications. Failure to read official university communications sent to students' official email addresses does not absolve students from knowing and complying with the content of official communications.

Faculty may use students' official email addresses as the official out-of-class means of communicating with students registered in their classes. Students must comply with course requirements communicated to them by email.

#### Implementation

All students are assigned an official university email address that will be maintained in the university's email directory for at least one year after the student's last enrollment at the university.

All official university communications for students will be sent to the student's official university email address.

Students may forward their email from their official university email address to another email address of their choice. The

university, however, is not responsible for email forwarded to another email address.

*Revised April, 2007.*

### UNIVERSITY STUDENT WEBSITE DISCLAIMER

#### Student Website Disclaimer Policy

The University of Southern California protects its students' rights of free speech and academic freedom on student Websites. Because student Websites are hosted on official university servers, however, the university automatically places a disclaimer on each student site. The disclaimer reads as follows:

USC does not control the content herein and takes no responsibility for any inaccurate, offensive, indecent or objectionable content, which is the sole responsibility of the individual student author.

Students may not remove or otherwise take steps to defeat this disclaimer. Any attempt to do so will be cause for disciplinary action.

*Revised April, 2004.*

## Policy on Sexual Assault

### INTRODUCTION

The University of Southern California expects that all members of the university community – students, faculty, staff, and friends – should be able to pursue their work and education in a safe environment, free from sexual coercion, violence, and intimidation of any kind. While sexual assault can occur at any time of the day or night to any individual of any age, national studies indicate that students aged 24 or under are particularly vulnerable to being assaulted or raped. The university views this fact with great concern, and is committed to meeting its ethical and moral obligation to try to prevent sexual assault; to provide support for assault survivors; and to educate the campus community about sexual assault and rape.

The University of Southern California is committed to providing sexual violence prevention education to its campus community each year. To this end, Orientation Programs, in partnership with the Center for Women and Men, provides mandatory sexual violence prevention education for all undergraduate students who attend new student orientation. Additionally, the Center for Women and Men provides programming on request for the prevention of not only sexual assault, but also domestic violence, stalking and sexual harassment. The Department of Public Safety

offers self-defense training by request for the purposes of risk reduction.

Research indicates that approximately nine out of 10 sexual assaults on college campuses perpetrated against college women involve two or more individuals who already know one another. College men are also sexually assaulted, therefore, both women and men should know that the university is committed to providing a consistent, timely and caring response to anyone who is sexually assaulted within the campus community.

The nature of sexual assault, particularly when perpetrated by an acquaintance, date, or partner, makes it difficult for many survivors to report their experience. For this reason, the Center for Women and Men has been designated as a place where individuals may seek assistance confidentially. Staff at the Student Health Center also assure confidentiality to students seeking their services.

Other university offices have differing obligations, however, with regard to reporting requirements. While the university recognizes that a survivor may wish to preserve her or his privacy after a traumatic experience, it should also be understood that the university has a responsibility to maintain the integrity and safety of the campus as a whole and that certain information may therefore be made public. Where circumstances exist that are

deemed a danger to the university community at large, pertinent details about a sexual assault will immediately be publicly released. Further, the Student Right-to-Know and Campus Security Act (the Clery Act) of 1990 mandates the annual disclosure of statistics of sexual assaults known to have occurred within the university's jurisdiction. Incidents reported only to the Center for Women and Men or to the Student Health Center are included in these statistics, along with statistics from the Department of Public Safety and Campus Security Authorities. The survivor's identity is not disclosed, however, in any such statistical reporting.

Other inappropriate conduct may also be reported confidentially to the Center for Women and Men or reported formally without confidentiality to the Department of Public Safety and/or the Los Angeles Police Department. Other such inappropriate conduct may include: repeated telephone or email contacts of a lewd or obscene nature, personal threats, stalking, domestic violence and sexual harassment.

### DEFINITIONS

For the purposes of this policy, sexual assault is defined as any sexual act perpetrated upon a person without her or his consent, where the assailant uses physical force, threat, coercion,

or intimidation to overpower or control the survivor; where the survivor fears that she or he or another person will be injured or otherwise harmed if she or he does not submit; where the survivor is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping.

Sexual assault is classified as rape when vaginal, anal or oral intercourse takes place without the consent of the person penetrated. This includes penetration by a foreign object.

Consent is defined as positive cooperation. When people consent to sexual activity, they will have indicated, verbally or otherwise, that they are participating willingly, freely, and voluntarily. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent, nor should silence equal consent.

Sexual harassment is defined in the university's separate policy on sexual harassment.

## RESPONSE TO REPORTS OF SEXUAL ASSAULT

The university is committed to creating a campus environment that both promotes and expedites prompt reporting and timely and fair adjudication of sexual assault cases.

Students who are sexually assaulted are provided support services and are entitled to certain rights that shall be accorded by all university officers, administrators, and employees. For the purposes of this policy, the alleged assailants will be referred to as the "named student(s)" and the student filing the report of sexual assault will be referred to as the "reporting student(s)."

These rights include, but are not limited to, the following:

- The right to be treated with respect and dignity.
- The right to be informed of their options with regard to notifying law enforcement authorities, and to be assisted in notifying such authorities if they so choose.
- The right to be free from pressure not to report crimes to civil or criminal authorities, or to report them as lesser offenses than the reporting student perceive them to be. This includes the right to be free from any suggestion that a reporting student somehow contributed to her or his assault by contributory negligence, or by assuming the risk of being assaulted, or by otherwise sharing the responsibility for what is alleged to have occurred.
- The right to have sexual assaults committed against them investigated by the proper civil and criminal authorities, and to have the full and prompt assistance and

cooperation of campus personnel in this regard (in addition to any campus disciplinary proceedings that may take place).

- The right to the same level of support at any proceeding of the Office of Student Judicial Affairs and Community Standards as is permitted to the named student(s); and the right to be notified in a timely manner of the outcome of such proceeding.
- The right to full and prompt cooperation from campus personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings.
- The right to request that named student(s) be tested for communicable diseases as accorded by state law.
- The right to have access to existing campus counseling and medical professionals and victim support services, and to be given referrals to off-campus counseling and support services if desired.
- The right to live, attend classes and work in an environment free from unwanted contact or proximity with named student(s) insofar as the university is able.
- The university will change a reporting student's academic and living situation after an alleged sex offense if those changes are requested by the reporting student and the requested changes are reasonably available. Options for changes include, but are not limited to: termination of an existing housing contract, assistance in locating alternative housing and/or withdrawal from classes.

## WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Go to a safe location.
- If you want to report the crime, notify the Department of Public Safety (DPS) at (213) 740-4321 (24 hours) and/or call 911 or (626) 793-3385 (24 hours).
- If the alleged assailant is a USC student, you can file a formal report with the Student Judicial Affairs and Community Standards Office at (213) 821-7373. This can be done in addition to filing a report with DPS and filing a Los Angeles Police Department report.
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.

- Call a trusted friend, family member or someone else who can provide support.
- Get medical care as soon as possible. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Los Angeles include the Rape Treatment Center, (310) 319-4000 (24 hours), and the Violence Intervention Program, (323) 226-3961 (24 hours). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. If more than one week has passed since the assault, or if you are certain that you do not want the collection of forensic evidence, University Park Health Center, (213) 740-9355, provides medical care, including emergency contraception, and testing for sexually transmitted infections.
- If you think you may have been given a rape drug, request that the hospital or clinic take a urine and blood sample. These samples need to be collected quickly as these drugs leave the system quickly.
- Talk to a counselor for emotional support and advocacy. You can speak with a counselor on campus confidentially at the Center for Women and Men, (213) 740-4900 (24 hours). If you prefer to seek confidential counseling off campus, call the Rape Treatment Center, (310) 319-4000 (24 hours), or Peace Over Violence, (213) 626-3393 (24 hours).

## CONFIDENTIALITY

Students who have been sexually assaulted or are survivors of other gender-based abuse or harm should be reminded that they may receive confidential assistance from the Center for Women and Men and from the Student Health Center. All other university personnel who have been deemed Campus Security Authorities are required to notify the Department of Public Safety upon receiving a report of sexual assault.

Resident advisors (RAs) are not considered to be Campus Security Authorities, and are therefore not required to notify the Department of Public Safety upon receiving a report of sexual assault. They are, however, under their name, required to file an anonymous report on behalf of the student and to refer the student to the Center for Women and Men immediately upon receiving such a report. A student who tells her or his RA about a sexual assault will be informed of this requirement, but will be assured of the confidentiality of any ensuing contact which may be made by the Center for Women and Men.

**NAMED STUDENTS**

Where a report is made alleging that sexual assault has been perpetrated by a student against another student, the university is committed to providing a fair and appropriate adjuration, in addition to assisting the law enforcement authorities with any criminal investigation that might occur. Students should understand that the use of alcohol or other drugs in no way diminishes their personal responsibility for acts of sexual assault perpetrated while under the influence of such substances. Offenders are subject to disciplinary sanction as outlined in 11.80 of the Student Conduct Code printed in *SCampus*. One or more of the following sanctions may be imposed for violations of this university policy:

**11.81**

**Expulsion from the University:** Permanent termination of student status. Permanent notation will appear on the student's transcript. The student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; may not receive a USC degree; and is barred from university premises. If the expulsion becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

**11.82**

**Suspension from the University:** Termination of student status for a specified but limited period of time. A permanent notation will be made on the student's transcript indicating the period of suspension and the date of removal of suspension. During the period of suspension, the student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; and is barred from university premises. A restriction will be placed prohibiting the student from performing any registration transactions during the period of suspension. The restriction will not be removed, and the student will not be allowed to perform registration transactions, until the stated period of suspension has expired. During the period of suspension, the student may not complete academic work elsewhere that may be counted toward the completion of a USC degree. Violation of the conditions of suspension, university policies or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the university. Normally after the suspension, the student will be on disciplinary probation for a specified period of time. If the suspension becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled

by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

**11.83**

**Interim Suspension/Action:** The Vice President for Student Affairs or designee may initiate interim suspension or action against a student or organization pending disciplinary proceedings whenever there is evidence that the student or organization poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or when a student or organization poses a continuing threat of disruption or interference to normal university life or functions. A student or organization subject to interim suspension or action will be given prompt written notice of the charges and the opportunity for a review within 15 days of the notice, unless a later date shall be mutually agreed upon by the accused student or organization and the Office of Student Judicial Affairs and Community Standards.

**A. Interim Suspension:** Exclusion from all classes, seminars and programs; prohibition of participation in university-sponsored activities; and exclusion from university premises.

**B. Interim Action:** Includes, but is not limited to, exclusion from university housing or a specified portion thereof, or from other specified activities or areas of the campus as set forth in the written notice of Interim Action.

**11.84**

**Revocation of Admission:** The student loses admitted status to the university. The student may not continue enrollment or enroll for future semesters and may not receive a USC degree. Normally, revocation of admission precludes the student from the opportunity to apply to or be admitted to any program at the university in the future. A permanent notation will be made on the student's transcript indicating that admission was revoked and the date of the action. If the revocation of admission becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

**11.85**

**Revocation of Degree:** The student loses the right to claim the degree as earned. Posting of the degree will be removed from the student's transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved and the date of the action.

**11.86**

**Dismissal from an Academic Unit:** Permanent termination of the student's right to enroll or participate in the classes, seminars and/or programs of a specific academic unit, school or department.

**A. Undergraduate Students:** Dismissal from a specific undergraduate academic unit shall not prevent undergraduate students from enrolling in other university academic units. Normally after dismissal from an academic unit, the student will be on disciplinary probation for a specified period of time.

**B. Graduate Students:** Students who have been dismissed from a specific graduate academic unit may not enroll in other graduate programs unless they have gained formal admission to such programs.

**11.87**

**Removal from an individual course or section of a course.** Removal precludes the student from participation in and attendance of the course or section, or any of its sessions. In multiple section courses, the student will not necessarily be allowed to transfer to another section.

**11.88**

**Grade Sanctions:** Any disciplinary grade reduction including, but not limited to, grades of "F" or no credit for a course, a reduced grade for a course, grades of "F" or zero credit for assignments, or reduced credit for assignments.

**11.89**

**Disciplinary Probation:** Indicates that the student has engaged in unacceptable behavior and may be required to report to the Office of Student Judicial Affairs and Community Standards and meet specific conditions related to the violation during the probationary period. Additionally, the student is given written notice that any further violations of university policies may result in more severe sanctions such as eviction from university housing, suspension, dismissal from an academic unit or expulsion from the university.

**11.90**

**Disciplinary Warning:** Written reprimand for violations of specified university policies or regulations, including notice to the student that continued or repeated violations may be cause for further disciplinary action, normally in the form of disciplinary probation, suspension or expulsion.

**11.91**

**Restitution:** Reimbursement for damage to university property or for misappropriation of university property or services may be imposed in combination with other disciplinary action where appropriate. The student may be required to make reimbursement to the university for property damages incurred as a result of a violation of this code. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be assigned for minor damage to the property of individuals or groups within the university community, but adjudication of student discipline usually will defer determination of significant restitution to other appropriate processes.

**11.92**

Restriction or Loss of Computing Privileges: Consequences for violation of the University Computing Policies or violations involving use of university computing services may include:

**A.** Restrictions placed on the use of university computing resources that may include prohibition of access to particular facilities or resources (e.g., Resnet), or limits placed on the use of university computing resources (e.g., restriction to use for specified academic work only).

**B.** Loss of privilege of using university computing resources for any purpose, including academic work. Loss of privilege may be temporary or permanent.

**11.93**

Organizational Sanctions: All residential and non-residential organizations, clubs and similar organized groups are responsible for compliance with university rules and regulations. Upon a determination that the group has encouraged violations or did not take

reasonable steps as a group to prevent violations of university rules and regulations, the group may be subjected to permanent or temporary removal of recognition/registration, social probation, denial of the use of university facilities or other appropriate sanctions (see Policy Concerning Group Responsibility for Student Organizations, page 163).

**11.94**

Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified in the above list. Examples include but are not limited to: university housing reassignment or removal, restrictions upon or denial of driving privileges on campus, prohibition of student leadership opportunities, counseling, community service work, research projects, seminars, classes or other educational experiences deemed appropriate. Certain sanctions also may be assigned as “deferred” under appropriate circumstances (e.g., deferred removal from housing, deferred suspension from the university, deferred loss of organizational recognition).

A student who is named in a report of sexual assault against another student is assigned an advocate through the Associate Dean of Student Affairs in the Office of the Vice President for Student Affairs. The advocate offers information and support to the named student, and ensures that the named student understands the roles of any individuals, offices or departments that may be involved in responding to the reported incident. The advocate may accompany the named student to all proceedings of the Office of Student Judicial Affairs and Community Standards.

The advocate also provides referrals to counseling or other support services on and off campus if desired.

**DIVISION OF STUDENT AFFAIRS PROTOCOL**

Copies of the detailed protocol followed by offices of the Division of Student Affairs in cases of sexual assault may be obtained from the Center for Women and Men.

*Revised April, 2008.*

**Policy on Sexual Harassment**

The University of Southern California is committed to maintaining an environment which is conducive to learning and scholarship and free from sexual harassment. To this end, a formal written policy has been developed that specifies certain behaviors by employees of the university, acting under the aegis of the university, which fall within the definition of sexual harassment and which are therefore subject to sanction. In addition, even though students are not covered by the public laws on this subject, behavior by students which falls within the definition of sexual harassment is also subject to sanction by the university. In addition, the university president has issued statements on sexual harassment and on tolerance, and USC has policies: (1) prohibiting sexual harassment by students, (2) committing the university to equal opportunity and nondiscrimination, (3) providing for resolution of grievances, and (4) manifesting the university's commitment to academic freedom, academic tenure and full academic due process.

**I. POLICY****A. Definition of Sexual Harassment**

Conduct is sexual harassment if it is an unwelcome sexual advance; request for sexual favors; or any other verbal, physical or visual behavior of a sexual nature; when:

1. *Quid pro quo.* Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's academic evaluation or employment; or submission to or rejection of such conduct by an individual

is used as a basis for any academic evaluation or employment decision affecting that individual; or

2. Discriminatorily abusive or hostile environment. Such conduct (intentionally or unintentionally) is severe or pervasive enough to create an objectively abusive or hostile work or academic environment: that is, an environment that some victim perceives as abusive or hostile and that a reasonable man or a reasonable woman would find abusive or hostile. Such conduct need not be directed at a particular individual.

If a complaint is made that an environment is discriminatorily abusive or hostile, the following factors will be considered: the totality of the circumstances; the frequency of the conduct; the severity of the conduct; whether the conduct unreasonably interferes with the complainant's work or educational performance; whether the conduct was physically threatening or humiliating, or a merely offensive utterance; and its effect on the victim's psychological well-being.

**B. Participation**

Participation by the harassed person in the conduct is not determinative in deciding whether or not the conduct was unwelcome; the individual may have acquiesced or consented out of fear or coercion.

**C. Intent not a Defense**

It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

**D. Types of Sexual Harassment**

In the context of the definition given in the preceding Section A:

- Verbal sexual harassment may include, but is not limited to, written or spoken epithets; derogatory or sexually suggestive comments or slurs about an individual's body or dress; questions or statements about sexual activity, other than in an appropriate context such as academic study of such activity; sexual jokes and innuendo; whistling or suggestive sounds; or persistent, rejected, requests for dates or to have sex.
- Physical sexual harassment may include, but is not limited to, assault, stalking, impeding or blocking movement, physical interference with normal work or movement, touching, fondling, intentional brushing against an individual's body.
- Visual sexual harassment may include, but is not limited to, sexually suggestive objects, pictures or letters; obscene gestures; office parties with nude dancers or pornographic movies.

Some illustrative examples:

- Clinical staff or students seek sexual relationships with patients or clients;
- A lecturer makes a habit of touching or making sexually suggestive comments to a student;
- A workspace has nude pin-up calendars and photographs or sexually suggestive objects;

- An office party in the workplace includes the showing of pornographic movies;
- A lecturer includes irrelevant sexually explicit slides in an audio-visual presentation;
- Coworkers talk about sexual experiences or exchange sexual jokes in front of someone who is offended by them;
- A coworker makes persistent, rejected requests to date a colleague.

#### E. Applicability Outside the University

The academic or work relationship between the parties extends at times beyond the physical university site and beyond university work hours. Therefore, evidence of sexual harassment can include, but is not limited to, offsite or after-hours functions and events under the aegis of the university.

#### F. Retaliation

It is a violation of the policy on sexual harassment to retaliate against any person for exercising the right to make a formal or informal sexual harassment complaint, to use any of the informal processes provided by the university or to testify or offer evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual harassment is proven. Anyone who perceives retaliation should immediately notify the appropriate senior vice president who will take appropriate preventive or corrective action, and will notify the general counsel who may initiate a formal investigation under Section III B.

Todd R. Dickey  
Senior Vice President, Administration  
University of Southern California

## II. COMPLAINT PROCEDURES

Copies of the detailed procedures followed by the university in the event of a complaint being made against a student may be obtained from the Center for Women and Men, Student Union 202C, (213) 740-4900. For complaints against a faculty or staff member, please contact the Office of Equity and Diversity, Figueroa Building 202, (213) 740-5086.

*Revised April, 2006.*

## Policy on Stalking

### STATEMENT OF PURPOSE

The University of Southern California takes allegations of stalking seriously and will respond appropriately to reports, acts and allegations of staking. The university also is committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students of the University of Southern California. The purpose of this policy is to provide a learning atmosphere and an environment that is free of harassment or stalking.

Stalking is experienced by women and men of all races, ethnicities, religions, ages, abilities and sexual orientations. It can affect every aspect of a victim's life. It often begins with phone calls, emails, text messages or letters and may escalate to include physical violence.

### DISCIPLINE

Students engaging in stalking behaviors or harassment will be subject to disciplinary action through the USC Student Conduct Code. Stalking is a crime in California and is subject to criminal prosecution, if reported to law enforcement.

### DEFINITIONS

For the purposes of this policy, stalking is defined as a course of conduct directed at a specific person that causes a reasonable person to feel fear or apprehension. "Course of conduct" means behavior composed of more than one act across a period time, however short, evidencing a continuity of purpose. "Harassment" means willful conduct directed at a specific person that seriously alarms, annoys, torments or terrorizes the person and that serves no legitimate purpose.

### EXAMPLES OF BEHAVIORS

The following list provides examples of behaviors often seen in stalking cases. Engag-

ing directly or indirectly in one of these behaviors by itself may not constitute stalking but still may be considered harassment. Stalking includes behaviors or activities occurring on more than one occasion that collectively would cause a reasonable person to feel fear or apprehension and/or a threat to her or his safety, mental health or physical health, including, but not limited to:

- Non-consensual communication, including face-to-face, telephone calls, voice messages, emails, text messages, postings on social networking sites, written letters, gifts or any other communications that are undesired.
- Use of online, electronic or digital technologies, including
  - Posting picture(s) or information on social networking sites or other Websites.
  - Sending unwanted or unsolicited email or chat requests.
  - Posting private or public messages on school bulletin boards or Internet sites.
  - Installing spyware on another person's computer.
  - Using Global Positioning Systems (GPS) to monitor another person.
- Pursuing, following, waiting or showing up uninvited at or near a course, classroom, residence, workplace or other places frequented by the victim.
- Surveillance or other types of observation, including staring or "peeping."
- Trespassing.
- Vandalizing property.
- Non-consensual touching.
- Verbally or physically threatening.
- Gathering information about an individual from friends, family or co-workers.
- Threatening to harm self or others.
- Defaming by lying to others about the victim (e.g., rumors of infidelity, etc.).
- Third-party stalking or stalking by proxy.

### WHAT TO DO IF YOU HAVE BEEN OR ARE BEING STALKED

- If you feel you are in danger, immediately call the USC Department of Public Safety (DPS) at (213) 740-4321.
- Contact support services such as the USC Center for Women and Men at (213) 740-4900. Staff there can help develop a safety plan, seek a temporary restraining order or other no-contact orders, and provide counseling.
- Try to retain documentation of the stalking incidents such as messages and/or other items.
- Keep a log of the dates and ways that the other person contacted you or attempted to contact you.

### REPORTING STALKING AND HARASSMENT

The University of Southern California encourages reporting of all incidents of stalking to a campus security officers and/or law enforcement authorities. Advocates from the USC Center for Women and Men are available to inform students who have been or are being stalked of the reporting procedures and offer appropriate referrals, including confidential counseling. The following methods of reporting are available to students:

1. Filing a report with the USC Department of Public Safety.
2. Filing a criminal report with the appropriate law enforcement agency.
3. Filing an anonymous report through USC Department of Public Safety's online Silent Witness form, [capsnet.usc.edu/dps/SilentWitness.cfm](https://capsnet.usc.edu/dps/SilentWitness.cfm).

Legal or disciplinary action requires a formal complaint be filed with the appropriate office.

**RIGHTS**

Members of the campus community who have been stalked are provided support services and are entitled to certain rights that shall be accorded by USC DPS officers, administrators and employees. For the purposes of this policy, the alleged perpetrator(s) will be referred to as the “named party(s)” and the person(s) filing the report of stalking will be referred to as the “reporting party(s).”

These rights include, but are not limited to, the following:

- The right to be treated with respect and dignity.
- The right to be informed of options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities, if the reporting party so chooses.
- The right to have access to existing campus counseling and medical professionals and victim support services and to be given referrals to off-campus counseling and support services.
- The right to live, attend classes and work in an environment free from unwanted contact from the named party insofar as the university is able to achieve.
- The right to seek to restrict named party’s access to the University of Southern California in certain circumstances.

The right for the reporting party’s academic and university living situation to be changed where appropriate and reasonably available.

Options for changes include, but are not limited to, reassignment of existing housing and/ or withdrawal from classes.

**CONFIDENTIALITY**

Students who have been stalked or are the survivors of gender-based abuse or harm may receive confidential assistance from the USC Center for Women and Men and from the Student Health Center. The Student Health Center staff is required to file an anonymous report on behalf of the student and to refer the student to the USC Center for Women and Men immediately upon receiving such a report. A student who informs the Student Health Center staff about experiencing stalking will be informed of this requirement and will be assured of the confidentiality of any ensuing contact that may be made by the USC Center for Women and Men. All other university personnel who have been deemed Campus Security Authorities are required to notify the USC Department of Public Safety upon receiving a report of stalking.

**NAMED STUDENTS**

Where a report is made of stalking that allegedly has been perpetrated by a student, the university is committed to providing a fair and appropriate adjudication, in addition to assisting the law enforcement authorities with any criminal investigation that may occur as allowable by law. Student offenders are subject to disciplinary sanction as outlined in section 11.80 of the Student Conduct Code.

**CAMPUS RESOURCES****USC Center for Women and Men**

(213) 740-4900

[www.usc.edu/cwm](http://www.usc.edu/cwm)

**USC Department of Public Safety**

- University Park Campus emergency:

(213) 740-4321

- Health Sciences Campus emergency:

(213) 442-1000

[capsnet.usc.edu/DPS](http://capsnet.usc.edu/DPS)

**OFF-CAMPUS RESOURCES****Peace Over Violence**

(877) 633.0044 (stalking hotline)

[peaceoverviolence.org/contact](http://peaceoverviolence.org/contact)

**Stalking Resource Center**

[www.ncvc.org/src/Main.aspx](http://www.ncvc.org/src/Main.aspx)

**National Domestic Violence Hotline**

(800) 799-SAFE

(866) 331-8453 (TTY)

**National Coalition Against Domestic Violence (Washington, DC)**

[www.ncadv.org](http://www.ncadv.org)

**Privacy Rights Clearinghouse (San Diego, CA)**

[www.privacyrights.org](http://www.privacyrights.org)

*Adopted May, 2010.*

**Non-Discrimination Policy**

The University of Southern California is an equal opportunity employer and educator. Proudly pluralistic and firmly committed to providing equal opportunity for outstanding men and women of every race, creed and background, the University of Southern California strives to build a community in which each person respects the rights of other people to be proud of who and what they are, to live, work and learn in peace and dignity, and to have an equal opportunity to realize their full potential as individuals and members of society. To this end, the university places great emphasis on those values and virtues that bind us together as human beings and members of the Trojan Family. The university enthusiastically supports this policy in its entirety, and expects that every person associated with the university will give continuing support to its implementation.

The University of Southern California is firmly committed to complying with all applicable laws and governmental regulations at the federal, state and local levels which prohibit discrimination against, or which man-

date that special consideration be given to, students and applicants for admission, or faculty, staff and applicants for employment on the basis of race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, disabled veteran or veteran of the Vietnam era, or any other characteristic which may from time to time be specified in such laws and regulations. This policy also shall apply to the administration of any of the university’s educational programs and activities. Gender includes both the actual sex of an employee or applicant for employment and that person’s gender identity, appearance or behavior, whether or not that identity, appearance or behavior is traditionally associated with that person’s sex at birth. An otherwise qualified individual must not be discriminated against or excluded from admission, employment or participation in educational programs and activities solely by reason of his or her disability. This policy applies to all personnel actions such as recruiting, hiring, promotion, compensation,

benefits, transfers, layoffs, return from layoff, training, education, tuition assistance and other programs. This good faith effort to comply is made even when such laws and regulations conflict with each other. The University of Southern California seeks compliance with all statutes prohibiting discrimination in education, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 which respectively prohibit discrimination.

Questions regarding the application of the various rules and regulations concerning equal employment opportunity and the affirmative action plan should be addressed to the Office of Equity and Diversity at (213) 740-5086. The university’s Title IX Coordinator is the Executive Director of the Office of Equity and Diversity, University Park Campus, Los Angeles, CA, 90089.

*Revised April, 2006.*

## Student Grievance Procedures

The University of Southern California is committed to treating all students equitably and fairly. Consequently, in its interactions with students, the university does not differentiate between students on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, disability, medical condition or veteran status. Likewise, in creating and maintaining a learning environment that promotes academic excellence, one element of maintaining such an environment is ensuring that students are free from the effects of misconduct by other members of the university community, including faculty members.

### DEFINITIONS

A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary, capricious or discriminatory manner by a university department or a representative of the university.

### GRIEVANCES COVERED BY THIS POLICY

A grievance against a university official arises when a student believes he or she has been subjected to inappropriate behavior by a department or university representative (faculty or staff) acting within their role and duty.

A grievance of personal misconduct by a faculty member or other university employee arises when a student believes he or she is the subject of inappropriate behavior outside of the employee's role and duties within the university.

### GRIEVANCES NOT COVERED BY THIS POLICY INCLUDE:

- Grade disputes, academic evaluation disputes and other matters related to a faculty member's assigned duties. The grievance process for these disputes is found in the Academic Policies section of *SCampus* (see page 147).

- Issues of sexual harassment or discrimination. These issues should be referred to the Office of Equity and Diversity (Figuroa Building 202, (213) 740-5086). *SCampus* outlines the Policy on Sexual Harassment (see page 156).

### INFORMAL GRIEVANCE RESOLUTION

Prior to bringing a grievance forward against a university office or representative acting within their role or duty, students are encouraged to attempt a good-faith resolution of the grievance. This attempt may be made with the party directly involved with the disputed matter, or with the head of the department or unit in which the grievance arises. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process.

Attempts at information resolution should be initiated within 30 days of the incident in dispute.

### FORMAL GRIEVANCE RESOLUTION

Should a situation arise in which a student is unable to resolve his or her grievance informally, the university's formal grievance process may be employed. This process, outlined below, should also be initiated within 30 days of the failed informal resolution if applicable.

#### Step I

A formal grievance is presented in writing to the Office of the Vice President for Student Affairs (Student Union 201). This written grievance must include the following:

- Name, address and phone number of the person making the grievance;
- Identification of the office or individual against whom the grievance is brought;
- A description of the specific university action or individual behavior resulting in this grievance;

- The date or period of time in which the behavior occurred and the location of the incident; and
- A listing of all individuals who witnessed any part of the incident in dispute.

#### Step II

Upon receipt of the formal grievance, a designee is appointed by the Office of the Vice President for Student Affairs to investigate the dispute.

If the grievance involves a university office or representative acting within their role or duty, the investigator determines the involvement of pertinent supervisors, department chairs and deans in the investigation. Depending upon the grievance, pertinent data (interviews, etc.) will be gathered by the investigator or the university office involved in the grievance. This data is then presented to the department for resolution. If the complainant and the respondent do not agree through informal resolution, a formal hearing becomes necessary. In a formal hearing, the Office of the Vice President for Student Affairs appoints a panel or administrator to make a recommendation to the cognizant administrator. Copies of the detailed protocol may be obtained from the Office of the Vice President for Student Affairs (Student Union 201).

If the grievance is based on personal misconduct by a faculty member or other university employee, the investigator gathers pertinent information and presents it to either the Vice Provost for Faculty Affairs (faculty complaint) or the Office of the Senior Vice President for Administration (staff complaint). The Office of the Vice President for Student Affairs assists the appropriate office with resolution and the resolution process.

*Revised April, 2002.*

## Policy Against Hazing

The University of Southern California expects that all members of the university community will observe and fully comply with the State of California Education Code requirements on hazing. In addition, all students are expected to adhere to related regulations set forth by their respective inter/national, regional or local organizations and university policies concerning practices commonly referred to as hazing. It is the responsibility of the officers of organizations to be informed of all the above

mentioned regulations and to see that they are brought to the attention of the rest of the membership.

### A. EXCERPT FROM THE STATE OF CALIFORNIA EDUCATION CODE

32051. No student, or any other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or

commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100) nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

**B. POLICY CONCERNING HAZING**

The University of Southern California's policy with respect to hazing prohibits any students from engaging collectively or individually in any of the following practices as a part of any programs or general activities. This list is intended to provide examples of hazing. As it is impossible to anticipate every situation that could involve hazing, this list should not be considered to be all-inclusive. For clarification of this hazing policy and what activities are included, contact the Office of Student Judicial Affairs and Community Standards, the Office for Fraternity and Sorority Leadership Development, or the Office of Campus Activities.

1. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work.
2. The application of foreign substances to the body.
3. Such activities as scavenger hunts, which result in illegal activity, pledge ditches, kidnaps and the like.
4. Depriving students of sufficient sleep (eight consecutive hours per day minimum).
5. Not providing decent and edible meals (no unusual combinations or preparation, colored foods, etc.).
6. Depriving students access to means of maintaining a normal schedule of bodily cleanliness (including a minimum of one shower per day).
7. Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onions, etc.

8. Nudity or forcing or allowing students to dress in a degrading manner.

9. Forcing, coercing or permitting students to drink excessive amounts of any substance, including alcohol, water, liquids, foods or other substances.

10. Branding any part of the body.

11. Psychological hazing, which is defined as any act or peer pressure which is likely to:

- (a) compromise the dignity of any student affiliated with the organization,
- (b) cause embarrassment or shame to any student affiliated with the organization,
- (c) cause any student affiliated with the organization to be the object of malicious amusement or ridicule,
- (d) cause psychological harm or substantial emotional strain.

**C. PROCEDURES FOR DEALING WITH A HAZING INCIDENT**

Anyone with information about a hazing incident which violates university policy has a responsibility to report it to the Office of Student Judicial Affairs and Community Standards, the Fraternity and Sorority Leadership Development staff, Campus Activities or the Office of the Vice President for Student Affairs.

**D. LOSS OF RECOGNITION AND PROBATION FOR STUDENT ORGANIZATIONS**

Following a proved allegation of hazing, individual members and officers of the organization may be subject to disciplinary action by the university, up to and including suspension and permanent dismissal from the university. Additionally, the student organization

may lose its recognition/registration. Loss of recognition/registration may begin immediately after a decision finding hazing is finalized. In order to regain recognition/registration a student organization may be required to suspend activities such as:

- recruitment of new members
- changes in membership status
- social functions
- officer elections
- participation in voting groups of associated organizations (e.g., Student Assemblies, Interfraternity Council, Panhellenic Council, etc.) or participation in their sponsored events
- participation in intramurals and accumulation of award points
- use of university facilities, including office space, meeting space or residence
- all operations of the student organization
- Internet access (email and Website)

The restoration of recognition will be followed by a period of probation for the organization. Probationary status for the organization may include some of the limitations imposed during suspension and may also involve projects, programs and/or other criteria to be met by the organization. These stipulations will be designed to promote positive development of the organization.

Please refer to section 11.00 Behavior Violating University Standards and Appropriate Sanctions for additional information.

*Revised April, 2007.*

**University Policy on Alcohol and Other Drugs**

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects USC's commitment to provide an environment of excellence in teaching, research and learning. As members of the USC community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

USC's comprehensive approach to addressing substance abuse emphasizes:

- Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.

- Providing continual prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.
- Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

(Taken from *USC Drug-Free – Prevention, Education and Counseling Services* along with *University Policies and Procedures for Preserving a Drug-Free Workplace and Study Environment* – hereafter referred to as *USC Drug-Free*.)

**ALCOHOL POLICY**

With this approach in mind, the university has expectations concerning alcohol use on campus which directly correspond to California and Los Angeles laws and ordinances and include, but are not limited to, the following provisions:

1. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
2. Alcoholic beverages will not be provided to individuals under 21 years of age.
3. The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) except under the authority of a California

Alcoholic Beverage Control Board license is prohibited. This includes selling cups, mixes, ice, tickets for admission, required donations, etc.

4. The serving of alcohol to an intoxicated person or to the point of intoxication is prohibited.

5. The manufacture, use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.

6. The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.

7. The consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on the premises) is prohibited. This includes a prohibition of alcoholic beverages in public areas of academic facilities, recreation fields, university housing corridors and lounges.

8. Operating a motor vehicle, bicycle, skates, or scooters while under the influence of alcohol is prohibited.

9. The possession of an alcoholic beverage in any open container in a motor vehicle, or while operating a bicycle, skates, skateboard, or scooter is prohibited regardless of who is driving and whether one is intoxicated (taken from *USC Drug-Free*).

10. Behavior that is disruptive or abusive to others as a result of using intoxicants.

#### ALCOHOL AND EVENT PLANNING

Since the consumption of alcoholic beverages is prohibited (unless licensed for consumption of alcohol on the premises), any event being sponsored or hosted by a campus individual, university-recognized group, department, or office, must get approval to serve alcohol. All student organizations must have permission to serve alcohol at their events. The Office of Fraternity and Sorority Leadership Development must approve requests to serve alcohol for all organizations within the Asian Greek Council, the Interfraternity Council, the

Multi-Cultural Greek Council, the National Panhellenic Council, the Pan-Hellenic Council, the Professional Fraternity Council and the Independent Greek Council. All other student organizations should contact the Office of Campus Activities for additional information. Approval must be obtained for all events on campus, on Fraternity/Sorority Row or at the Radisson. For approval and copies of the detailed protocol on serving alcohol on campus, call:

- Campus Activities, Ronald Tutor Campus Center 330, (213) 740-5693
- Office of Fraternity and Sorority Leadership Development, Student Union 200, (213) 740-2080
- USC Hospitality, Davidson Conference Center, (213) 740-6285

#### DRUG POLICY

The university's policy is to conform to all applicable laws and follows the current stance of the medical and mental health professions regarding the use of other psychoactive substances including stimulants, depressants, narcotics, inhalants and hallucinogens including marijuana.

The university expects all students and student groups to comply with all local, state and federal laws. It is the responsibility of each individual to be aware of, and abide by, all federal, state and local ordinances and university regulations. Current laws provide for severe penalties for violations which may result in criminal records (taken from *USC Drug-Free*).

#### TOBACCO POLICY

The use of tobacco is prohibited in all enclosed buildings, facilities and university vehicles. See Smoke-Free Policy on page 169.

#### VIOLATION OF ALCOHOL AND DRUG POLICY

Student involvement in underage consumption of alcohol or the manufacture, use, possession, distribution or sale of illicit drugs

is a matter of concern to the university and will subject a student so involved to disciplinary action by the university. Dependent on the nature of the violation, university sanctions may include educational intervention, mandated community reparations, suspension, or expulsion aside from or in addition to prosecution under applicable state and federal laws. University action may be taken whether or not independent action is taken by civil authorities.

#### IF YOU NEED HELP...

There are many well-documented risks associated with the use of alcohol and other drugs, affecting not only the individual user, but also his or her family, friends and roommates. Alcohol abuse is frequently a factor in cases of assault on campus. Other problems associated with alcohol and other drug abuse include poor academic or job performance; relationship difficulties, including sexual dysfunction; a tendency toward verbal and physical violence; financial stress; injuries or accidents; and violations of the law such as driving under the influence and willfully destroying property.

Members of the university community are encouraged to seek assistance and/or support for themselves or others through any of the following resources:

- Student Counseling Services, (213) 740-7711
- Health Promotion and Prevention, Services, (213) 740-4777
- Student Health Center, (213) 740-9355
- Alcoholics Anonymous, University Religious Center 205, Mondays at noon and Wednesdays at 6 p.m.

Copies of *USC's Drug-Free – Prevention, Education and Counseling Services* along with *University Policies and Procedures for Preserving a Drug-Free Workplace and Study Environment* can be obtained through the Office of Contracts and Grants, Stonier Hall, 837 W. Downey Way or via the Web.

*Revised April, 2007.*

## Recognition of Student Organizations

### RECOGNITION OF THE ORGANIZATION

Student organizations provide opportunities for students and other members of the university community to explore their academic, professional, political, social, recreational, artistic, cultural, spiritual or community service interests. In addition, student organizations provide a laboratory for the development of interpersonal, organizational and leadership skills in the members and officers.

Such organizations exist to promote the educational mission of the university.

The existence of student organizations at the university is sanctioned by the Board of Trustees. The responsibility for recognition of student organizations falls within the Division of Student Affairs. Recognized student organizations are offered privileges, provided the organizations accept certain responsibilities. All student organizations must complete the recognition paperwork on the Student

Organization Website on an annual basis in order to maintain the most up-to-date records. In addition, national, regional and local social greek-letter organizations are recognized through the Office for Fraternity and Sorority Leadership Development (Student Union 200, (213) 740-2080) which may require further paperwork. All other student organizations are recognized through the Office of Campus Activities (Ronald Tutor Campus Center 330, (213) 740-5341).

The Board of Trustees has ultimate authority over student organizations and can, from time to time, direct the Division of Student Affairs on matters regarding student organizations.

## PRIVILEGES

All recognized student organizations may:

1. Post notices on campus, within the posting policy.
2. Receive and post messages on the student organization electronic mailing list.
3. Post on the Trojan Information Kiosk.
4. Use a campus mailing address and/or mailbox.
5. Reserve campus facilities for events, programs and meetings.
6. Apply for office space; however, recognition does not assure access to office space.
7. Apply for university funding (including student program fee monies).
8. Conduct fund-raising efforts within the stated Sales and Fund-Raising Policies of the university (see page 171). Student organizations (or individual members while acting in any capacity for the organization) may not: (a) conduct for-profit or commercial activities (or facilitate the for-profit or commercial activities of others), (b) conduct a business (or facilitate conducting the business of others), or (c) act as (or create the appearance of acting as) a liaison, representative, agent, facilitator, face or front for another business, person or entity. All recognized student organizations are permitted to fund-raise on their own behalf. However, student organizations may only fund-raise or pursue activities to benefit their organization, another student organization or an outside philanthropic agency or relief effort. No individual student(s) may receive any type of payment either in the form of money, discounts and/or goods and services.
9. Receive a discount on selected facility and equipment rentals.
10. Access organizational email and Web accounts (the university will place the following disclaimer at the bottom of each organization's Website: USC does not control the content herein and takes no responsibility for any inaccurate, indecent or objectionable content, which is the sole responsibility of the student author). Students may not remove or otherwise take steps to defeat this disclaimer. Any attempt to do so will be cause for disciplinary action.
11. Access banking services at the USC Credit Union and/or Campus Activities.

12. Use the name, logo or other trademarks of the university, while making clear to a reasonable person not from the campus that the organization is a student organization at the university and not the university itself. Use of the name, logo or other trademarks must be consistent with the USC Graphic Identity Program, including those specified in the Sales and Fund-Raising Policies (see page 171).

## RESPONSIBILITIES

In return, the university expects all student organizations to:

1. Abide by all university policies, regulations and procedures as defined in *SCampus* and elsewhere, all state laws, and any applicable governing regulations associated with a national affiliation;
2. Limit its participation to students, faculty, staff, alumni and alumnae of the university;
3. Limit its voting members and officers to currently enrolled USC students;
4. Refrain from discriminating in membership decisions, elections and all other matters on the basis of race, creed or religion, sex\*, age, ethnicity, disability, sexual orientation, gender identity, medical condition and national origin. A statement to this effect should appear in the constitution of all recognized organizations.

\*Except those exempted from Title IX compliance.

## RECOGNITION PROCESS

Recognition status runs for one academic year (August 1-July 31) regardless of when an application is approved. All organizations seeking renewal of recognition must complete the Student Organization Application form and advisor form available online at [www.usc.edu/stuorgs](http://www.usc.edu/stuorgs) by a specified deadline each semester (see Website for complete details).

Organizations that do not complete the recognition renewal process by the specified time will lose all privileges. New organizations may become recognized at any time during the fall or spring semesters by completing the Student Organization Application form, completing an advisor form, submitting the organization's constitution and membership roster, and attending a mandatory meeting with the Office of Campus Activities.

The name, telephone number and email of the first person listed on the application will be made available to members of the USC community. This student will also receive official communications from the Office of Campus Activities and is expected to share any pertinent information with their organiza-

tion. Only the organization's email and Website will be listed on the student organization Website.

Recognized groups are required to provide a statement of purpose, a constitution officially ratified by the membership, names and contact information of four officers or other contact persons and the signature of an advisor from the university faculty or staff (Peer Leadership Consultants will assist in recruiting an advisor if needed). In addition, all student organizations must submit a roster and attend a mandatory meeting once each academic year prior to receiving their recognition.

Religious organizations seeking recognition must meet with the Dean for Religious Life prior to receiving university recognition.

Where university policies or regulations conflict with student organization constitutions or bylaws, the university policies or regulations will take precedence. Student organizations may be affiliated with other off-campus organizations. If this is the case, the student organization must submit a copy of the constitution, articles of incorporation or other governance document of the external organization for university approval. Again, where conflicts arise, university policies and regulations supersede those of the external organization.

Through this recognition process, the university accepts no financial, tort or other liability for the action of the student organization or its members. Recognition of a student organization may be withdrawn by the organization itself, by the Office of Campus Activities or following a recommendation of the Office of Student Judicial Affairs and Community Standards, for any violation of university regulations and policies governing students, student organizations or their actions.

## UNRECOGNIZED ORGANIZATIONS

Any student who knowingly chooses to affiliate with a club, organization or group that has been suspended, disbanded or dissolved by the university is subject to disciplinary action up to and including suspension and expulsion from the university.

*Revised March, 2011.*

## Policy Concerning Group Responsibility for Student Organizations

The Student Conduct Code's overall general principles (Section 10.00) incorporate the expectation that students will meet higher standards of conduct than the minimum to avoid disciplinary action, and also assert that university standards may be set higher than those found elsewhere in society. Consistent with these principles, USC has established the following policy to ensure that leaders and members of student organizations understand and accept responsibility for the actions of their organization and all of its members. The following policy applies to all recognized student organizations.

Student organizations may be held responsible for the acts of individual members. Acts include but are not limited to the following types of circumstances:

- when a member of an organization is violating state law or university standards and other members present fail to indicate their disapproval, or by their continued presence without objection implicitly condone the behavior;
- when the acts grow out of or are directly related to the student organization's activities or an environment created by the organization;
- when the acts are those of guests of an organization, or by persons authorized or permitted to represent themselves as connected with the organization;
- when an organization places prospective members in a subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

Liability on the part of the student organization may be mitigated if members

of the organization take reasonable steps to prevent infractions of university regulations by their fellow members. Such steps will usually include clear establishment of standards (preferably in writing), documented education of members as to the standards established and documented enforcement of standards when violations occur. The specific steps necessary to avoid this liability (or to mitigate consequences) will vary according to the circumstances of the situation, the seriousness of the behavior, and the possible harms which could have arisen from the behavior. Where more serious behavior and harm is in question, the student organization has the duty to take clear and firm action that is reasonably calculated to prevent and/or cease the behavior in question.

It is the duty and responsibility of every member of every student organization to respond to the conduct of the other members when they are engaged in behavior which violates the law or university regulations. It is not the number of members involved in an activity that is crucial to a determination that the organization is responsible. The test is whether the activity is related to a student organization through one of the four sets of circumstances previously articulated, rather than a private activity by persons who happen to be members of the same student organization. The factors to be considered include whether the activity is one normally considered part of student organization life and whether the atmosphere in the particular organization encourages or condones the particular group activity of the members.

It is the duty of every organization to create the proper atmosphere to ensure that misconduct related to the student organiza-

tion is inconsistent with membership in the organization.

The duty just defined is applicable not only to members who are engaged directly in the activity, but also to members not engaged in the activity who are present or who have knowledge of the activity. For instance, knowledge of involvement by other members in illicit activities is sufficient to invoke culpability. All members must be on notice that their misdeeds may result in the sanctioning of their student organization through the Office of Student Judicial Affairs and Community Standards.

In addition to the group being held culpable, members and officers may be cited and held responsible as individuals for their role. In sum, the policy is that every student organization member has the duty to take all reasonable steps necessary to prevent infractions of university rules growing out of or related to the student organization's life. Policies which may be relevant in such cases include, but are not limited to, those involving:

- Hazing
- Discrimination
- Vandalism
- Theft
- Alcohol or substance abuse
- Dishonesty
- Misappropriation of organization or university funds.

For more information contact the Offices for Residential Education and Fraternity and Sorority Leadership Development, Student Union 200, (213) 740-2080, or Campus Activities, (213) 740-5693.

*Revised April, 2007.*

## Guidelines for Student-led International Travel

As a global university, USC encourages students to gain international experience through a variety of programs, including study abroad, internships overseas and international service trips. While most of these programs are initiated by academic and administrative departments at the university, student organizations also occasionally express interest in sponsoring trips abroad. The following set of policies and guidelines has been developed, with the approval of the provost, to clarify university expectations for student clubs considering planning international trips. This information also provides a framework for organizations to take advantage of the many campus resources that can assist with promoting a safe and healthy experience abroad.

Michael L. Jackson  
Vice President, Student Affairs  
University of Southern California  
*January, 2010*

All USC sponsored or affiliated programs must follow the guidelines below, which include general trip requirements/recommendations and descriptions of the roles and responsibilities of advisors and student coordinators. USC sponsored or affiliated programs are defined as:

### SPONSORED PROGRAMS

Sponsored programs consist of student organizations or groups of students working under the specific direction of a university school or department. These students have regular and ongoing direction and involvement from a USC staff or faculty member and the program is listed among the school or department's schedule of programs.

### AFFILIATED PROGRAMS

Affiliated programs consist of (a) recognized student organizations or (b) groups that choose to affiliate with the university and are willing to comply with the requirements set forth below. Any recognized student organization that receives university funds, uses the USC name, and/or receives support or guidance from a university school or department, or individual faculty or staff member, can be classified by the university as an affiliated program.

## I. GENERAL REQUIREMENTS FOR SPONSORED AND AFFILIATED GROUPS

### A. USC Health Insurance and International SOS Travel Insurance

All students on USC-sponsored or affiliated overseas programs (credit and non-credit programs) must be covered by either regular USC student health insurance, or the USC overseas health insurance plan, both of which include special health and emergency coverage by International SOS. To make sure students are enrolled in appropriate coverage, and to request copies of the health insurance information and International SOS emergency cards for all of your students, please contact Carthy DeFrancesco, [defrance@usc.edu](mailto:defrance@usc.edu), (213) 740-7726, or Nytoshia Coleman, [njcolema@usc.edu](mailto:njcolema@usc.edu), (213) 740-0551, at least one month before your program's start date.

Representatives from the Student Health Insurance office may also be available to attend your orientation programs to explain the health insurance benefits to students.

### B. Required Student Information/Forms

The required documents, forms and a copy of the student roster database spreadsheet template are available online at [www.usc.edu/student-affairs/programs/ssa/overseas\\_resources.html](http://www.usc.edu/student-affairs/programs/ssa/overseas_resources.html).

#### 1. Standard Release Form

A standard release form must be used by all USC-sponsored and affiliated overseas programs. Coordinators must collect signed releases from all students participating in their program. These signed forms should be kept on file by the organization or department that sponsors the overseas program. This release was prepared by USC's Office of the General Counsel.

#### 2. Medical Treatment Authorization Form

This form allows USC representatives (such as faculty/staff advisors) to authorize medical treatment for a student who is incapacitated and unable to make such decisions on his/her own. Student coordinators must collect signed medical treatment forms from all students participating in their program. These signed forms should be kept on file by the organization or department that sponsors the overseas program.

#### 3. Central Overseas Database

All organizations or departments sending students overseas are required to submit student data to Student Affairs (Student Support and Advocacy) no later than seven days prior to departure. This information may be submitted by the student coordinator or faculty/staff advisor.

#### 4. USC Overseas Emergency Response Plan

Student coordinators and faculty/staff advisors are required to read and keep in their possession the USC Overseas Emergency Response Plan. This document outlines a general plan for response to various types of overseas

emergencies. The first point of contact in an emergency is International SOS, USC's contracted health and safety emergency service provider for overseas programs. There is also a 24-hour USC phone number (Travel Emergency Call Center) for urgent situations in which it is necessary to reach a staff member in Student Affairs.

#### 5. USC Overseas Sexual Assault Protocol – For Coordinators

This document describes the measures to be taken by student coordinators and faculty/staff advisors to prepare students with information about sexual assault, including advice for reducing risk of sexual assault while abroad. It also contains instructions on the critical steps to take if a sexual assault is reported by a participant in one of your programs.

#### 6. Health And Safety Information For USC Study Abroad Programs

This document, to be distributed to all student participants, covers essential information about health and safety abroad.

#### C. Pre-trip Orientations and Preparation

All groups must host at least one pre-trip orientation session that covers the following:

- Travel details, living arrangements, and trip itinerary
- Emergency procedures, health insurance, International SOS
- Health and safety precautions
- Expectations for appropriate behavior and participation
- Country-specific information

## II. GENERAL RECOMMENDATIONS FOR SPONSORED AND AFFILIATED GROUPS

### A. Student Coordinator

#### Student Coordinator (Role Definition)

##### Pre-trip Roles

- Thoroughly explain mission and purpose of the trip to all prospective/selected participants.
- Make final determination on eligibility for participation (this often entails a selection process with the possible involvement of a faculty/staff advisor).
- Inform participants that they will be required to have USC travel insurance.
- Coordinate the collection/submission of student information to University Health Insurance Coordinator within stated time frame.
- Collect and submit required participant data to Student Affairs (Student Support and Advocacy) no later than seven days prior to departure.
- Collect and submit to departmental representative and advisor vital participant information: (1) university release; (2) medical authorization; and (3) emergency contact form.
- Make travel clinic information available to all participants. (1) Schedule group

appointment and (2) contact travel nurse to review immunization requirements.

#### Roles During the Trip

- Provide general leadership while on the trip. Act as primary decision-maker and group representative in all matters affecting the day-to-day experience of the trip.
- Maintain contact with community partners and facilitate regular conversations between all parties to troubleshoot problems and determine solutions.
- Assist with emergency response as needed.
- In cooperation with faculty/staff advisor (if present), respond to student concerns and problems as they arise.

#### B. Advisor

Each USC sponsored overseas student trip is strongly encouraged to include a faculty/staff advisor for the duration of the trip. An advisor may be any of the following:

- An employee whose job requires them to go on the trip
- An exempt employee with at least a 50% staff or faculty appointment
- A non-exempt staff employee performing duties and taking personal vacation time

All employees traveling with students as advisers or volunteers on domestic or international trips are covered under workers' compensation should they become injured or ill while on the trip, providing the injury is in the course and scope of the activities associated with the trip. In other words, if an employee takes a personal outing before or after the student trip he/she would not be covered by workers' compensation. The type of trips for which the coverage is extended includes, but is not limited to: alternative spring breaks; trips involving sport clubs; trips involving religious groups; academic trips, either for credit or not-for-credit; and both domestic and international trips.

These employees will also be covered under the university's general liability policy should they become involved in some legal action arising out of their involvement with the trips, unless the action is egregious or criminal or in some way is not otherwise covered under a general liability policy, or that the university cannot in good conscience defend.

#### Advisor (Role Definition)

##### Pre-trip Roles

- Meet several times with the student coordinator(s) before leaving USC to delineate the advisor role and allow for an open exchange of ideas and expectations between the advisors and student coordinators.
- Assure the collection of vital participant information: (1) university release; (2) medical authorization; and (3) emergency contact form.

**Roles During the Trip**

- Respond to coordinator/participant concerns and problems as needed.
- Possess a full set of student information forms and emergency procedures.
- Serve as the official university representative in the case of an emergency.
- Coordinate emergency response and all communications between university and others as needed.

**C. Transportation While on Trip**

Every effort must be made to secure transportation in the host country that is provided by licensed and insured vendors. USC's affiliated travel agencies are available to provide assistance with these arrangements ([fbs.usc.edu/depts/travel/object.aspx?object\\_id=1222](https://www.usc.edu/depts/travel/object.aspx?object_id=1222)).

**D. Accommodations While on Trip**

- Every effort must be made to identify and assure access to adequate services.
- Identify emergency medical facilities.
- Inform all participants of their expected living conditions prior to their departure.

**E. Communications While on Trip**

- Determine the extent of adequate communications – either email, cellular or land line communications available.

- Formulate a plan for communications and articulate the plan to all trip leaders prior to departure.

**III. RESTRICTIONS ON DESTINATIONS FOR INTERNATIONAL TRIPS**

At the discretion of the provost and/or the Vice President for Student Affairs, specific intended destinations for USC-affiliated or USC-sponsored international trips may be restricted due to State Department travel warnings, Centers for Disease Control (CDC) warnings or other indicators that might suggest conditions that are unhealthful or particularly dangerous for travel. Student groups planning international trips are advised to consult State Department and CDC resources early in the planning process to avoid the risk of choosing a destination that is subsequently denied by the university. It should also be recognized that the health and safety factors of a particular location can change drastically without warning, and organizations are strongly urged to take necessary precautions (such as trip cancellation insurance through a travel agent) in case it becomes necessary to change plans or cancel a trip on short notice.

**IV. POLICIES CONCERNING STANDARDS FOR STUDENT BEHAVIOR**

As is the case with USC study abroad programs, all *SCampus* policies are in effect for sponsored and affiliated student-led trips abroad. Student coordinators, all trip participants, and faculty/staff advisors should familiarize themselves with the university Student Conduct Code and other university policies as outlined in *SCampus*. It is the responsibility of student coordinators and faculty/staff advisors to inform prospective/selected participants that all *SCampus* policies apply to trips abroad.

**V. CONTRACTUAL AGREEMENTS**

No student or student organization may enter into direct contractual agreement in USC's name with outside vendors (travel agencies, tour operators, etc.). Check with the appropriate administrative unit (Vice President for Student Affairs or specific dean's offices) for clarification of required procedures.

For more information and resources for student organizations, visit the campus activities Website at [www.usc.edu/ca](http://www.usc.edu/ca).

*Revised April, 2010.*

**Advertising, Promotion and Literature Distribution Policies**

The Division of Student Affairs through Student Life and Involvement (SLI) oversees all advertising, promotions, literature, and publications distribution on the USC campus in order (1) to protect the rights enumerated in the policy on Free Expression and Dissent, (2) to help foster and maintain a campus atmosphere of personal responsibility and mutual respect; (3) to allow for maximum promotion of student events; and (4) to ensure a safe environment of order and cleanliness on campus. This will aid in creating a campus that promotes the well-being of its students, faculty, staff, and visitors and will provide events with effective publicity and exposure.

**GENERAL REGULATIONS**

1. Content of all printed materials posted or distributed on campus must:
  - a. Contain no material which may incite readers to imminent lawless action.
  - b. Contain no advertisements for "Term Paper Mills" or other products or services which undermine the academic integrity of the university.
  - c. Contain no derogatory language or material that is aimed at harming a specific person or an organization's reputation.
  - d. Contain no advertisements or promotions for alcoholic beverages, illegal drugs or drug paraphernalia.

- e. Contain no "fighting words" meaning language which (i) the speech, considered objectively, is abusive and insulting rather than a communication of ideas and (ii) is actually used in an abusive manner in a situation that presents an actual danger that it will cause a breach of peace.

2. Any material that is not written in English requires a translation to be kept on file with the Scheduling Office in Ronald Tutor Campus Center 330.

3. Any groups or organizations not recognized by the university will be considered either "commercial" or "personal," including non-profit organizations.

**TABLE RESERVATIONS**

The university offers 10 table spaces in the center of campus to be used primarily to disseminate information to the university community. Tables can also be reserved for fund-raising or donation collections, with approval from the Office of Campus Activities. To avoid obstructing walkways and protect the community from fraudulent practices/services all table spaces must be reserved through the Scheduling Office. No one is permitted to bring his or her own table. Tables are reserved on a first-come, first-served basis.

1. Recognized student organizations, students and campus departments may reserve table space on Trousdale to promote events or distribute materials through the Scheduling Office, (213) 740-6728, via the online reservation request form at [www.usc.edu/scheduling](http://www.usc.edu/scheduling).

2. Tables can only be placed on the east side of Trousdale (near Alumni Park) and the grassy median on Trousdale. Tables are not permitted at Tommy Trojan (unless the organization is sponsoring an event at Tommy Trojan) or anywhere on the Bovard side of Trousdale Parkway.

3. Tables are available for pick up on the east side of Trousdale Parkway near Alumni Park. Tables not picked up within the first hour of the reserved time will be released. Fees will be assessed for tables not returned on time. Tables are reserved on a first-come, first-served basis. The replacement costs of tables and chairs not returned will be charged to the organization/department.

4. Student organizations, students, campus departments and off-campus organizations cannot supply their own tables and chairs. Tents and large props are not permitted at tables unless prior approval is granted from the Scheduling Office.

5. Off-campus individuals and organizations may request table space via the online form at [www.usc.edu/scheduling](http://www.usc.edu/scheduling). There are rental fees for tables used by off-campus clients. Tables may not be used for the solicitation of business or the selling of merchandise. Contact the Scheduling Office at (213) 740-6728 for rate information. All materials being distributed at the table must be submitted to the Scheduling Office at least two weeks prior to the reservation date.

6. Off-campus individuals or organizations may not rent table space during the first week of any semester or during any official university functions, including but not limited to homecoming and commencement.

7. Off-campus organizations or individuals must have the written permission from the Scheduling Office to distribute literature anywhere on campus. All approved organizations and individuals must keep their written permission and appropriate identification visibly displayed with them at all times on campus. Please see the Literature and Publications Distribution Policy for additional information.

8. No amplified sound is permitted during tabling reservations.

9. Table reservations must be cancelled at least two business days prior to the event to avoid penalty.

## POSTING

Student Life and Involvement (SLI) maintains several posting kiosks across campus where university students may staple posters or flyers without prior approval. Posting on bulletin boards not controlled by SLI must be approved by the staff of the principal department in that building. It is the university's intent to limit the use of departmental bulletin boards to information relating to that department, unless otherwise posted.

In order to advance the university's objectives, to control the number of posters or flyers posted, and to ensure appropriate use of university facilities and property, limits may be placed on the number of posting locations that commercial or personal groups may use.

The individual or organization responsible for the posting must be identified.

Posting or flyer distribution is prohibited in the following areas or in the following ways:

1. all trees and hedges
2. the ground, taped or loose
3. buildings (including glass windows, doors, walls, and columns)
4. Tommy Trojan and all other statues
5. trash cans
6. all lamp posts
7. telephone booths/telephone poles

8. parking lots and structures

9. on top of other previously posted materials

10. fountains

11. chalking

12. electronic flyers or materials distributed via USC listservs

13. on cars, bicycles or other individual property

14. freestanding advertisements such as signs on stands, sandwich boards, other displays, etc.

The individual or organization responsible for posting will be held accountable for any violations and associated fees.

## LITERATURE AND PUBLICATIONS DISTRIBUTION

1. Student Life and Involvement (SLI) oversees the in-person distribution of literature (including posters, handbills, and pamphlets) and publications on the campus and the compliance of individuals and organizations with this policy.

2. All university faculty, staff, students and recognized organizations may distribute literature anywhere on campus provided such distribution does not affect the scheduled activities in that area and does not interfere with the essential operations of the university. Any organization or individual must comply with a request from any and all members of the university community for a copy of the material being distributed.

3. If more than five individuals will be distributing literature, individuals must complete an Event Request form and wait for event confirmation. Reservations are granted on a first-come, first-served basis.

4. A representative from the organization or an individual (as the case may be) must be present with a copy of their SLI Scheduling Office confirmed Event Request form whenever literature is distributed by more than five individuals in any campus area. This process ensures prior notification to requested area occupants regarding the activity, works to alleviate misunderstandings, lessens the chance for actions against individuals or organizations distributing literature, and works to alleviate impediments to the flow of traffic across campus or into entrances or out of exits of campus buildings. These requirements do not apply to normal academic activities within the program of any school of the university.

5. If any literature contains language other than English, then a copy of the translated information must be on file with the Scheduling Office.

6. Off-campus organizations, individuals or vendors must have the written permission of

the Scheduling Office to distribute literature or conduct transactions anywhere on campus. All approved organizations, individuals or vendors must keep their written permission and appropriate identification visibly displayed with them at all times on campus.

7. Non-university publications including but not limited to newspapers and magazines cannot be distributed on campus. Designated bin are for official university publications only.

No preprinted manually inserted sheets of information (flyers, advertisements or any other information message sheets) are allowed inside the pages of any official university publication.

## BANNERS

1. The Scheduling Office maintains 12 locations on Trousdale Parkway and four locations along the Campus Center construction fencing for banners. These areas may be reserved by recognized student organizations or campus departments. Banner spaces are not available for off-campus organizations or individuals. Reservations are available online at [www.usc.edu/scheduling](http://www.usc.edu/scheduling).

2. Students must create their own banners and, after reserving the space through the office, may place them on an assigned banner use space. Banners must conform with the content restrictions described under the General Regulations heading in this policy and can be no larger than 10' x 3' for Trousdale locations.

3. Banners may only be mounted on campus buildings if: (a) permission is obtained by the occupants of the building; (b) such banners are professionally produced; (c) they meet design criteria established by the university architect's office; (d) they are consistent with the university's graphic identity guidelines; and (e) such banners are for identification of the academic program, department or school housed within the building on which the banner is mounted. Banners may not be mounted on guide wires suspended between campus buildings.

4. The recognized student organization, student or campus department reserving the space is responsible for their banner. The Scheduling Office is not responsible for lost, damaged or stolen banners.

## TROUSDALE LIGHT POST BANNERS

1. The Scheduling Office maintains 11 light post locations on Trousdale Parkway for pole panels. The light poles may be reserved by recognized student organizations or campus departments at least four weeks prior to the desired first date of banner display.

2. Panels may only be mounted if such banners are: (a) professionally produced; (b) meet design criteria established by the university

architect's office; (c) are consistent with the university's graphic identity guidelines; and (d) are for identification of the academic program, department or event.

In addition, pole panels must: (a) be produced at the suggested university vendor, contact the Scheduling Office; (b) fit the dimensions of the existing mounting hardware (2' by 4'); and (c) use a minimum of five of the 11 available poles. If the proposed banner design includes text, such text must prominently feature the name of the campus organization and the name of the campus event. A copy of the proposed panel design should be submitted to the Scheduling Office at least four weeks prior to the desired first date of banner display.

3. The reserving organization will arrange for the light pole panel installation and removal. Charges will be the responsibility of the student organization or campus department.

4. A representative from the student organization or campus department is responsible for meeting the light pole panel installer at installation and removal of panels to deliver and accept their panels.

5. The student organization or campus department is responsible for the storage of their pole panels.

## VIOLATIONS

1. Non-compliance with any of the provisions of these guidelines will constitute a violation.

2. All printed materials in violation of these policies will be removed. Costs incurred for the removal of such materials can be charged to the person, persons or organization responsible for the violation.

3. Any violation or continued violations of these guidelines will be handled in accordance with the severity of the infraction, and will include one or more of the following responses:

- a. Written warnings;
- b. Assessments for damage to facilities and/or assessed a \$1 per flyer violation fee or the cost for removal;
- c. Denial of future posting and other privileges, including the ability to schedule on-campus facilities for events and/or assessed a \$1 per flyer violation fee;
- d. Appropriate on-campus judicial proceedings through the Office of Student Judicial Affairs and Community Standards;
- e. Appropriate legal action in local, state or federal courts of competent jurisdiction.

## RESPONSIBILITY FOR CONTENT

An individual or organization shall be personally responsible for the content of any sign, notice, poster or other material referenced herein, which the individual or organization sponsors or posts on campus.

Advertisements or promotions on campus or in university publications and activity programs do not imply official endorsement by the university.

## HELPFUL HINTS

1. Make an effort to print quality flyers and/or literature.
2. Plan for six weeks or more of lead-time to take full advantage of the process of scheduling and advertising an event.
3. Plan carefully before printing materials in order to avoid printing more than can legitimately be utilized.
4. Use other types of promotion in addition to flyers. Flyers should only be one small part of your promotional campaign.
5. For additional ideas regarding effective promotion of your student organization's events, consult with Campus Activities staff members in the Ronald Tutor Campus Center.

*Revised March, 2011.*

## Facilities Policies

### GENERAL POLICIES

Recognized student organizations are offered priority use of all Student Affairs venues. However, other reservations that are made prior to student reservations will not be cancelled to accommodate these higher priority programs. Recognized student organizations may also request to use classroom space, but academic scheduling has priority in these venues. Anyone using USC venues must be in compliance with university regulations regarding time, place and manner. Activities, programs or events must not interfere with other university functions. If any unscheduled activity interferes with an official university function or any other scheduled activity, it may be discontinued at the direction of the Division of Student Affairs.

Scheduling reservations shall be made on a first-come, first-served basis according to organization type, and the university cannot and does not guarantee that facilities suitable for all group needs will be provided. Requests should be made early enough to allow adequate time for processing the request, planning the event, payment of fees and advertising. No advertisement can take place before written confirmation is received.

No requests may be finalized or confirmed until arrangements have been made and approved by all USC departments having vested interest in the event, including but not limited to the Division of Student Affairs, USC Bookstores, USC Hospitality, USC Transportation, the Department of Public Safety and Fire Safety.

The University of Southern California reserves the right to cancel any event if fees are not paid by the required due date, if the group does not comply with USC policies and procedures, or if USC officials cannot ensure the safety of students, faculty, staff and/or visitors.

### Procedures For Reserving Venues

Reservation request forms for Bovard Auditorium, Ground Zero Performance Café, Ronald Tutor Campus Center, outdoor venues and advertising spaces are available online at [www.usc.edu/scheduling](http://www.usc.edu/scheduling).

All reservation requests for table, banner and light pole spaces must be made by submitting reservation request forms at least two weeks prior to the event. Event requests for Bovard Auditorium, Ground Zero Performance Café, Ronald Tutor Campus Center, and the outdoor parks and plazas must be

submitted to the Scheduling Office no later than four weeks prior to the event. Telephone requests are not accepted. The venue requested becomes officially confirmed only when written approval is issued.

For complete policy details, please contact the Scheduling Office at [SCevents@usc.edu](mailto:SCevents@usc.edu). An online schedule is available on the Scheduling Office's Website ([www.usc.edu/scevents](http://www.usc.edu/scevents)).

### PROGRAMMING VENUES

The Division of Student Affairs operates Bovard Auditorium, Ground Zero Performance Café and all outdoor areas in the center of campus. These venues may be scheduled through the Scheduling Office, [SCevents@usc.edu](mailto:SCevents@usc.edu).

#### Bovard Auditorium

Bovard Auditorium is a multiuse lecture/performing arts venue that seats 1,230 people with stage dimensions of approximately 37 feet by 42 feet. Information about Bovard Auditorium can be found online at [www.usc.edu/bovard](http://www.usc.edu/bovard).

#### Ground Zero Performance Café

Ground Zero Performance Café is a student-run coffeehouse available for concerts,

lectures and performances. Located on the southeast corner of campus between Marks Hall and Trojan Residence Hall, Ground Zero is a great place to hold an event or just hang out. Venue information can be found by visiting [www.usc.edu/lgscoffee](http://www.usc.edu/lgscoffee).

**Outdoor Programming Venues**

The Scheduling Office, [SCevents@usc.edu](mailto:SCevents@usc.edu), provides outdoor programming areas for use by recognized student organizations, campus departments and invited guests on a reservation basis. The programming areas include:

- Alumni Park
- Associates Park
- E.F. Hutton Park
- Founders Park
- Crocker Plaza, Herbert Plaza, Pardee Plaza, Queens Courtyard, Bogardus Courtyard
- Hahn Plaza/Tommy Trojan
- Sections of Trousdale Parkway and Childs Way adjacent to the above locations
- McCarthy Quad and Fred Fagg Jr. Gardens (the barbeque grill area)

**Ronald Tutor Campus Center**

The Ronald Tutor Campus Center is a multiuse facility that features many reservable meeting and event spaces in addition to several non-reservable lounges and study spaces. For details on available venues and reservation policies, visit [www.usc.edu/scheduling](http://www.usc.edu/scheduling). Programming spaces include:

- The Grand Ballroom
- Tommy’s Place (available for rentals on a case-by-case basis)
- The Rosen Family Screening Theater
- The Forum
- More than 15 other meeting rooms

Alternate campus venues that are not managed by the Scheduling Office include:

- Archimedes Plaza/Engineering Quad (USC Viterbi School of Engineering, (213) 740-4530)
- Annenberg G21 Auditorium (USC Annenberg School for Communication & Journalism, (213) 740-5297)
- Breezeway and Bridge South Lawn (USC Marshall School of Business, (213) 740-6886)
- Bing Theatre, (213) 740-1293
- Child’s Way sidewalk in front of the Bookstore (Bookstore, (213) 740-BOOK)
- Cromwell Field, Cromwell Track, Dedeaux Field, Fagg Park, Howard Jones Field, Intramural Field, Lyon Center, McAlister Athletic Field, P.E. gym and pool, and tennis courts (Recreational Sports Department, (213) 740-5127)
- Lewis Hall (USC School of Policy, Planning, and Development, (213) 740-0397)
- Libraries ([friendsofthelibraries.usc.edu/libraries/about/facilities\\_usage](http://friendsofthelibraries.usc.edu/libraries/about/facilities_usage))

- Theatres (contact the appropriate theatre for scheduling procedures), and
- Village Gate Theatre (USC School of Theatre)

**SOUND AMPLIFICATION POLICY**

**General Policies**

To maintain the academic environment at the university, the use of amplified sound equipment in open areas must be approved by the Scheduling Office. Amplified sound is defined as any form of equipment (i.e., microphone, speakers, amplifiers, bullhorns, musical instruments) used to increase sound levels or any object that does not require equipment to project its sound. In some cases, large group singing is also considered amplified sound. Events involving high sound levels may not be scheduled during regular classroom instruction if the possibility of interference exists. Any recognized student organization or university department may reserve one of the designated open spaces for sound amplification.

The use of outdoor areas for amplified events is limited by the nature of the given area and the probability of interference with official university functions. In general, moderate amplification (not more than 90 decibels, “A” weighted, measured 45 feet from the front center of the stage) is allowed at Hahn Plaza (adjacent to Tommy Trojan) from noon to 1 p.m. Monday-Friday. A sound check will be permitted from 11:50 a.m. to noon. All other requests for amplified sounds will be reviewed on a case-by-case basis by the Scheduling Office. All outdoor venues and events after 5 p.m. will be considered for approval by the Scheduling Office.

**RESERVATION PROCEDURES**

All reservation requests are processed through the Scheduling Office, [SCevents@usc.edu](mailto:SCevents@usc.edu), (213) 740-6728.

Reservation request forms are available online at [www.usc.edu/scheduling](http://www.usc.edu/scheduling). Reservations will be honored on a first-come, first-served basis according to your organization type.

Scheduling procedures for tables, banners, display cases and the Trousdale light posts are addressed under Advertising, Promotion and Literature Distribution Policies (see page 165). All other areas are addressed in this policy.

Individuals or groups are responsible for any damage they cause. Repair or replacement costs will be charged to the group reserving the facility at the time damage is incurred.

The Scheduling Office reserves the right to relocate any event for reasons including, but not limited to, states of emergency, official university functions, an event exceeding room capacity and/or facility repair.

**CLASSROOMS**

The Scheduling Office facilitates requests for recognized student organizations wishing to use academic classrooms. Requests not submitted through the Scheduling Office will not be processed. Classroom requests take a minimum of five days to process.

- Academic classes are given priority in classroom assignments.
- Food and drinks are not permitted in classrooms.

**FILMING**

School of Cinematic Arts students wishing to film in any of the listed venues must submit the completed SCA location release form to the Scheduling Office at least 24 hours in advance of their film shoot.

Students or recognized organizations wishing to film must obtain and complete a non-SCA film shoot form from the Scheduling Office at least 24 hours in advance of their film shoot. Student filmmakers are subject to venue fees.

Commercial filming is booked through the USC Campus Filming Office at (213) 740-6951. Fees are determined by the Filming Office.

**CANCELLATION OF SCHEDULED EVENTS**

1. Groups reserving tables, banner space or display cases must cancel at least two working days prior to the meeting or event. Groups reserving Bovard Auditorium, Ground Zero Performance Café, Ronald Tutor Campus Center, or any outdoor parks or plazas must cancel by the cancellation date listed for each venue in the Performance Venues Terms and Conditions ([sait.usc.edu/scheduling/pages/terms.asp](http://sait.usc.edu/scheduling/pages/terms.asp)). Failure to cancel an event will result in a violation and may incur charges for setup and/or staff. Charges may be applied for late cancellations.

2. If any unscheduled activity interferes with an official university function or any other scheduled activity, it may be relocated or discontinued at the direction of the Division of Student Affairs.

3. The Scheduling Office and/or Student Life and Involvement staff reserves the right to cancel any scheduled event, in whole or in part, due to lack of payment of fees; failure to show within 15 minutes of the specified event start time; complaints received for disturbing academic classes or other events.

4. Groups reserving space are responsible for the behavior of its members and guests. Inappropriate or disrespectful behavior may result in the cancellation and/or suspension of future reservations.

5. Failure to comply with university policies and procedures may result in the cancellation and/or suspension of future reservations and/or scheduling privileges.

**VIOLATIONS**

Non-compliance with any of the Scheduling Office guidelines will constitute a violation.

The first violation constitutes a written warning. The second violation will result in a fine determined by the nature of the violation.

The third violation can result in the loss of all Scheduling Office privileges.

**SMOKE-FREE POLICY**

In order to provide a safe and healthy environment for all of our faculty, staff and students, it is the policy of the University of Southern California that smoking is prohibited in all enclosed buildings, facilities and university vehicles.

The thoughtfulness and cooperation of the entire campus community are paramount to successful implementation of this policy.

Given the established harmful effects of smoking to both smokers and non-smokers, it is the intent of the University of Southern California to reduce the existence of this health hazard in our campus environment.

Smoking is prohibited in all enclosed buildings, facilities and vehicles, which are owned or leased by the university, on both the University Park campus and the Health Sciences campus. This applies to all academic and administrative units including all individual faculty and administrative offices.

Smoking is prohibited in all university owned and leased housing. All University Park on-campus housing facilities are smoke free environments, regardless of roommate consent. All shared community space within university housing shall be designated as non-smoking areas.

All dining facilities on both the University Park campus and the Health Sciences campus shall be designated as non-smoking areas.

Smoking is prohibited during indoor athletic events and other university-sponsored or designated indoor events.

The university recognizes the need to accommodate those members of the university community who wish to smoke. Therefore, administrative and academic units may designate existing outdoor space as smoking areas, but these areas should be located far enough away from doorways, windows and ventilation systems to prevent smoke from entering enclosed buildings and facilities.

Smoking cessation information is available to students, (213) 740-4777 (HPPS).

*Revised March, 2011.*

**Social Events Policy**

In order to enhance the academic experience of all students at the University of Southern California, major social events and sponsored parties are to take place on Friday and Saturday and not preceding days when classes are scheduled.

**REGULATIONS**

1. Formally organized parties and dances may be scheduled only between 3 p.m. on Friday through 5 p.m. on Sunday.
2. Typically, activities governed by this policy have one or more of the following characteristics:

- a. alcohol is present;
- b. there is amplified music (either live or recorded);
- c. the event lasts beyond 10 p.m.

Of these items, the presence of alcohol is the single most important aspect of events which are considered unacceptable on evenings preceding days on which classes are scheduled.

3. No social events may take place during stop days or final exams.
4. This policy is not designed to discourage events which:

- a. directly support the academic mission of the university;
- b. expand the cultural awareness of USC students; or
- c. primarily are intellectual or educational in nature.

5. All aspects of such events, including advertising, should reflect the intent of this policy.
6. All events should be scheduled following the normal procedures of the university and all clearances normally required must still be obtained.

**Distance Learning Health Insurance Policy****UNIVERSITY PARK CAMPUS DISTANCE LEARNING PROGRAMS**

1. Distance learning students who do not attend any classes on campus are NOT required to pay the student health fee, nor are they required to buy a supplemental insurance plan. However, the USC distance learners health insurance plan is available to them while they are students at USC. This plan will be available for the first time on July 1, 2011. For details, email [uscins@usc.edu](mailto:uscins@usc.edu).

2. Distance learning students who are: a) Domestic students who are enrolled and attend six or more units on campus are required to pay the student health fee and meet the supplemental insurance requirements. Those who are enrolled in less than six units and attend any classes on campus can optionally purchase the supplemental insur-

ance plan. If the supplemental insurance plan is purchased, then students must also pay the student health fee. b) International students who are enrolled in any on-campus units are required to pay the health fee and meet the supplemental insurance requirements.

3. All distance learning students who are NOT enrolled in any on-campus units will not need to show proof of insurance or pay the health fee. They will be exempt from the requirements if they attend occasional lectures, meet with professors or visit campus during their online enrollment.

4. Compliance requirements: Distance learning students who are not enrolled in any on-campus units will not be required to meet immunization compliance requirements.

**HEALTH SCIENCE CAMPUS DISTANCE LEARNING PROGRAMS**

1. Distance learning students who do not attend any classes on campus are NOT required to pay the student health fee nor are they required to buy a supplemental insurance plan. However, the USC distance learners health insurance plan is available to them while they are students at USC. This plan will be available for the first time on July 1, 2011. For details, email [uscins@usc.edu](mailto:uscins@usc.edu).

2. All distance learning students (domestic and international) who are enrolled in HSC programs and have any on-campus units are required to pay the student health fee, meet the mandatory supplemental insurance requirements and meet the compliance requirements of their school.

*Adopted April, 2010.*

## Student Release Policy

A person's registration as a student and either (i) attendance at or near the campuses of the university, or (ii) participation in classes and other activities of the university, constitutes an agreement by the student to the university's use and distribution (both now and in the

future) of the student's image or voice in photographs and video and/or audio recordings in any form (including electronic reproductions) of such attendance or participation. If any student in a class where such photography or recording is to take place does not wish to

have his or her image or voice used, the student should raise the matter in advance with the instructor.

*Adopted May, 2007.*

## Trojan Spirit Code Policy

Please encourage friends and family to honor our championship team by upholding the Trojan tradition of good sportsmanship. Alcohol is not permitted inside the stadium. Possession of alcohol, drunk or disorderly behavior, or threatening or obscene language will result in eviction from the Coliseum and permanent loss of the privilege of buying tickets in the future. Keep the Coliseum a family-friendly environment!

**T**reat all fans, students, staff, players, coaches, and officials in a respectful and courteous manner — win or lose/home or away.

**R**emember that you are responsible for your actions and how they may affect other fans and athletes, as well as the university.

**O**bey all rules and regulations as set forth by the university.

**J**oin in the Trojan Spirit by supporting all student athletes and their commitment to academic and athletic excellence.

**A**void making negative remarks or gestures that disrespect opponents, their fans and their institutions.

**N**ever forget the ideals of a Trojan — ambitious, courageous, skillful, scholarly, and faithful. Always do your best to live up to the high standards of the Trojan Family.

**S**end a positive message to our opponents about USC, our teams, students and fans wherever USC is playing.

*Adopted April, 2007.*

## Student Organization Logo Policy

1. All student organizations are permitted to create and use their own logo providing the logo does not violate the USC Graphic Identity Program and the General Regulations section of the Advertising, Promotion and Literature Distribution Policies.

The policies state that content of printed materials posted or distributed on campus must:

- a. Contain no material which may incite readers to imminent lawless action.
- b. Contain no obscene material as defined by community standards.
- c. Contain no advertisements for "Term Paper Mills" or other services which undermine the academic integrity of the university.

d. Contain no articles or advertisements which are libelous or slanderous.

e. Contain no advertisements for alcoholic beverages, illegal drugs or drug paraphernalia.

2. Student organizations are strongly encouraged to identify their affiliation with the university through the proper use of USC official logos and trademarks on all products, publications, flyers and documents. For more information, visit [trademarks.usc.edu/campus-community](http://trademarks.usc.edu/campus-community).

3. Student organizations may use their own logos in the context of a Website that meets the established USC Web publishing guidelines found at [www.usc.edu/usweb/authoring](http://www.usc.edu/usweb/authoring).

4. Student organizations are not allowed to use the following university marks developed specifically for the Department of Athletics: Interlocking SC, Baseball Interlocking SC, Football Helmet Trojan Head and the Trojan Marching Band's Trojan Marching Band Head. These marks may not be used by students or student organizations without special permission from the Department of Athletics or the Trojan Marching Band.

The full graphic identity guidelines and electronic art are available online ([www.usc.edu/identity](http://www.usc.edu/identity)).

*Adopted February, 2000.*

## Sales and Fund-Raising Policies

All recognized student organizations are permitted to fund-raise. Student organizations (or individual members while acting in any capacity for the organization) may not: (a) conduct for-profit or commercial activities (or facilitate the for-profit or commercial activities of others), (b) conduct a business (or facilitate conducting the business of others), or (c) act as (or create the appearance of acting as) a liaison, representative, agent, facilitator, face or front for another business, person or entity. This should not be confused with fund-raising. All recognized student organizations are permitted to fund-raise on their own behalf. However, student organizations may only pursue fund-raising activities to benefit their student organization, another university student organization, or an outside philanthropic agency or relief effort. No individual student(s) may receive any type of benefit or payment in connection with any of these activities, either in the form of money, trade, discounts and/or any other goods or services.

All recognized student organizations wishing to fund-raise must have a complete fund-raising form on file with the Scheduling Office prior to collecting any money or goods. Fund-raising forms are available in the Scheduling Office, online at [www.usc.edu/scheduling](http://www.usc.edu/scheduling) or by emailing [SCevents@usc.edu](mailto:SCevents@usc.edu).

Organizations collecting to benefit an outside agency or relief effort must submit a letter of approval from said agency or effort to the Scheduling Office prior to collecting any money or goods.

### VENDORS

Student Life and Involvement (SLI) and the Scheduling Office are responsible for vendor sales on campus. No other department or organization, with the exception of the USC Bookstores and the Athletic Department, is permitted to bring outside vendors to campus. Outside vendors are prohibited from selling on campus without prior permission from SLI and the Scheduling Office and must meet the criteria outlined below. Reservation requests for vending locations are available online at [www.usc.edu/scheduling](http://www.usc.edu/scheduling).

1. Approval for on campus sales will only be considered for those vendors whose products or services:
  - a. Provide significant positive value to the quality of campus student life.
  - b. Are not in competition with vendors holding current university-wide contracts.
  - c. Are not duplicative of goods and/or services currently available through established on-campus sources.
  - d. Are not alcoholic beverages, illegal drugs, or drug paraphernalia.

- e. Are not considered obscene as defined by community standards.
- f. Are not for products or services which undermine the academic integrity of the university.
- g. Are not counterfeits of brand-name goods.

2. Appropriate approvals must be obtained from the USC Bookstores, Trademarks and Licensing (only if the product bears a USC emblem) and/or USC Hospitality. The USC Bookstores requires a sample of the merchandise to be sold as well as a copy of the Vendor Agreement before approval will be granted; final approval must be given by the Scheduling Office. USC Bookstores reserves the right to refuse approval of the sale if the merchandise or service competes with bookstore business.

3. Sales are only permitted in one of two official vendor spaces along Trousdale Parkway.

4. Vendors must use the 10 feet of frontage space within the designated vendor canopy. Vendor displays extending outside of the 10 foot by 10 foot canopy will be fined an additional \$25 for every square foot they extend beyond the space.

5. Vendors may not be on campus during any official university event, such as orientation or final exam period.

6. In extenuating circumstances, vendors associated with special events must have the approval of the Scheduling Office at least three weeks prior to the event. A list of vendors participating in the special event must be provided to the Scheduling Office at least two weeks prior to the event. Written permission and appropriate identification will be provided for those vendors associated with the special event.

7. All approved vendors must obtain written permission from the Scheduling Office and must keep their written permission, a valid seller's permit (issued by the State Board of Equalization) and appropriate identification visibly displayed with them at all times on campus.

Funds raised through this process will be distributed back to the USC student community in three ways:

1. Twenty-five percent will go to programs, services and equipment for the new Campus Center and student programs that will benefit all patrons.
2. Twenty-five percent will go to Campus Activities for events and services to students.
3. Fifty percent will go to a Student Organization Fund for Minor Events.

All recognized student organizations can apply for these funds through an application process administered and supervised by the Peer Leadership Consultants. For more information visit the Campus Activities Website at [sait.usc.edu/ca](http://sait.usc.edu/ca).

### USC EMBLEM PRODUCTS

USC emblem products intended for sale during fund-raisers must be manufactured by a vendor that is licensed by USC. A licensed vendor has a contract with USC that specifies quality standards and services and recognizes that USC insignia are protected trademarks.

A list of licensed product manufacturers may be obtained from the Trademarks and Licensing Services Website at [www.usc.edu/trademarks](http://www.usc.edu/trademarks), (213) 740-5222.

### CONFLICT OF INTEREST

The university does not enter into purchasing contracts with students, faculty or staff or members of their immediate families. No employee, officer or agent shall participate in the selection, award or administration of a contract if he/she, his/her immediate family or partners, or organization to which he/she, his/her immediate family or partners belong or has any arrangement concerning employment with any vendor under consideration. Any violation of this policy by a USC employee or agent will be subject to disciplinary action.

### BOOKSTORE APPROVAL

USC recognized student organizations, departments and athletic teams must obtain final permission to sell products on campus from the USC Bookstores, Administrative Offices, located on the fourth floor, (213) 740-9254, or send a facsimile to (213) 740-5203 (FAX), MC 2540. Permission is granted on the bookstore signature portion of the event registration form.

### HOSPITALITY APPROVAL

Food product sales must be accompanied by permission from USC Hospitality, located in the Davidson Conference Center. The event registration form section for USC Hospitality must be signed.

Sales are limited to a maximum of two, one-week periods per semester. Sales weeks must be held at least four weeks apart.

### RAFFLES OR LOTTERIES

In the state of California, raffles and lotteries are illegal if a person is required to purchase a ticket or make a donation in order to be eligible to win the contest.

**FREE DRAWINGS**

Free drawings are legal when rules conforming to the California State Law are followed exactly. These rules are:

1. The drawing must be in connection with an event or a recognized student organization.
2. The ticket must have the following information printed on it:
  - a. date, time and location of drawing
  - b. name of sponsors and beneficiary of fund-raising
  - c. donation or purchase of ticket is not required to be eligible to win
  - d. winner need not be present at drawing (not required but advised)
3. Free tickets (a minimum of one per person) must be available.
4. Each solicitor must know that free tickets can be obtained and how to obtain them.
5. The word drawing or free drawing is required; do not use the word "raffle" on the ticket or in advertisements.

**NON-PROFIT COLLECTIONS**

Recognized student organizations collecting money/donations for specific non-profit organizations must meet with the Director of Campus Activities at least two weeks prior to the event and supply the Scheduling Office with a written letter from the non-profit organization stating their agreement to accept donations prior to the scheduled collection of any goods or funds.

**STUDENT ORGANIZATION CO-SPONSORSHIP POLICIES**

As many student organizations co-sponsor events with outside agencies, it is important to be aware of what constitutes a co-sponsorship.

A student organization hosting an event with an outside organization must be aware that:

1. The student organization must be the primary contact for the Scheduling Office.
2. The money must be paid by the student organization and not the outside agency for any fees owed to the university.
3. The student organization must be the primary name listed on all advertisements and promotional materials.
4. The main contact from the student organization must be present at all meetings and walkthroughs as the primary producer of the event.
5. Student organizations may not bring a business to campus as a vendor. Businesses can only come to campus if a pre-existing event is occurring. For more information, refer to the Sales and Fund-Raising Policies, page 171.
6. All money made from the event (if any) must follow the guidelines listed in *SCampus*. The policy is as follows: Conduct fund-raising efforts within the stated Sales and Fund-Raising Policies of the university (see page 171).
7. Student organizations cosponsoring events with university departments will only be considered the primary producing entity if all of

the above conditions apply. Student organization policies only apply to events for which the above conditions are met.

**CAMPUS TOUR POLICIES**

A campus tour is any event that brings a non-university affiliated company or business onto campus solely to market its products or services. Often, campus tours will approach student organizations about booking their event on campus in exchange for money. The university does not permit student organizations to earn money in this capacity. The Scheduling Office is permitted to accept four requests for Campus Tours per semester. USC Program Board is the only student organization at USC that is permitted to book campus tours. Program Board is limited to booking two campus tours per semester. All other student organizations are not permitted to bring campus tours to USC. The other two tour dates per semester may be used by university departments. Priority is given to tours that are not for profit and are for educational purposes (as opposed to marketing and sales.) All campus tours must be approved by the Office of Campus Activities. Campus tours may not bring any merchandise or materials to campus that are in direct conflict with an existing USC on-campus vendor.

If the university suspects that a student organization or department is in violation of these guidelines, its event may be charged off-campus rates for the venue, and/or be canceled and the student organization will forfeit any deposits.

*Revised March, 2011.*

**Bicycle Policy**

The bicycle is a convenient and popular form of transportation at USC. Thousands of riders may be seen on campus on any given day; most are students, but faculty and staff also use bicycles for traversing campus. In view of the number of bicyclists, it is paramount that each rider act in a responsible manner to avoid injury. To maintain a safe environment for pedestrians and bicyclists, the following bicycle policy and related operational guidelines have been developed for all riders.

The success of this program (i.e., the safety of campus users) requires that those individuals who ride bicycles exercise sound judgment and courtesy at all times while operating and parking their bicycles.

All applicable sections of the California Motor Vehicle Code pertaining to bicycle use are to be observed on the properties of the University of Southern California. Any person operating a bicycle on USC property implicitly accepts responsibility for adherence to all state and local laws governing bicycle operation, as well as this bicycle policy.

California bicycle laws and bicycle safety tips can be found on the California Department of Motor Vehicle's Website, [www.dmv.ca.gov/about/bicycle.htm](http://www.dmv.ca.gov/about/bicycle.htm).

Riding your bicycle on the sidewalk while on campus is permitted, except where noted by signs on campus.

**I. LICENSING/REGISTRATION**

1. Bicycle registration is mandatory for all faculty, staff and students who ride or park a bicycle on the USC campus. By registering your bicycle, you will help DPS identify your bike if lost, stolen, recovered or impounded. Registration can be completed online at [capsnet.usc.edu/DPS/Bikeregistration.cfm](http://capsnet.usc.edu/DPS/Bikeregistration.cfm) and is free. After completing the registration process, you will receive an automated receipt by email which should be kept for your personal record. Print and take a copy of this receipt to the DPS office to pick up your registration decal. DPS is located at PSA on campus. For more information, please call DPS at (213) 740-5519.

2. Upon change of ownership or destruction of the licensed bicycle, it is the responsibility of the owner to notify DPS in writing at 3667 S. McClintock Ave, Los Angeles, CA 90089 or by email at [bikereg@caps.usc.edu](mailto:bikereg@caps.usc.edu).

3. Valid California Bicycle Licenses obtained from other agencies will be accepted by DPS. However, it is recommended that owners register their bicycles with DPS to assure that current information is available in the event of a theft or if your bicycle is impounded. There is no charge for this informational registration.

4. It is unlawful for any person to tamper with, destroy, mutilate or alter any license, indicia, registration tag or serial number on a bicycle (CA Vehicle Code 39002(b)).

5. Any person who knowingly buys, sells, receives, disposes of, conceals, or has in his or her possession any personal property from which the manufacturer's serial number,

identification number or any other distinguishing number has been removed, defaced, destroyed or altered is guilty of a crime (CA Penal Code 537e(a)).

## II. PARKING REGULATIONS

1. Bicycles may be parked only in those areas which have been specifically designated for this purpose. A bicycle parking area is indicated by the presence of bicycle racks. All bicycles must be parked in bicycle racks, and it is recommended that they are secured to these bicycle racks to deter theft.

2. Bicycles may not be parked in a way that would block or impede the access to a building entrance or exit. Bicycles may not be left within six feet of an entrance or exit unless the area is designated for bicycle parking by racks. Additionally, bicycle parking is prohibited at any entrance, exit or access ramp to any building on campus.

3. Bicycles parked in a manner that impedes the normal access to ramps designated for wheelchair or handicapped access to facilities are subject to impound and fines.

4. Bicycles may not be parked or left on any lawn or landscaped area except those that have been designated for bicycle parking with the presence of bicycle racks.

5. Bicycles may not be chained or attached to shrubbery, trees, plants, guide rails, posts, doors, lamps, telephone poles or other objects not designated for the purpose of securing bicycles.

6. Bicycles may not be parked or left standing in any lobby or hallway of any building.

## III. PARKING REGULATION ENFORCEMENT

1. A public safety officer or other individual specifically authorized by DPS may issue a citation, relocate or impound a bicycle which:

- a. is in violation of any regulation stated in Section I and II; or
- b. appears to have been abandoned, inoperable; or
- c. has been reported stolen by its owner.

2. DPS may remove the securing mechanism of the bicycle by whatever means are necessary for impounding a bicycle or locking the bicycle in place. DPS officers are authorized to remove the device and impound the bicycle in this manner, and the university shall not be liable to the owner of the securing device or the bicycle for the cost of repair or replacement of such securing device.

3. Any bicycle that has been impounded will be secured at its location or in the impound area of DPS. Persons retrieving an impounded bicycle will be required to show proof of ownership (with complete description: manufacturer, model, color, size and serial numbers) and his/her picture identification (student ID or appropriate state driver's license).

4. Bicycles are not to be left on campus for storage during winter and summer breaks. Bicycles considered abandoned will be tagged and issued a three-day warning. If no action is taken within three days, these bicycles will be considered abandoned and impounded with a fee assigned.

## IV. BICYCLE OPERATION

1. All bicycles must be walked in and around the following areas, Monday through Friday, between 10 a.m. and 2 p.m.:

- a. Trousdale Parkway, between Hellman Way and Downey Way
- b. Childs Way, between Watt Way and the eastern boundary of Trousdale Parkway
- c. All construction areas at all times for the continued safety of pedestrians and bicyclists.
- d. Gate 5, at times, on McClintock, between Jefferson Boulevard and 34th Street

2. Bicycles may not be operated at a speed that exceeds the university speed limit for vehicles (15 miles per hour on streets and 5 miles per hour on campus grounds).

3. Bicycles may be operated on the streets and pedestrian malls on campus; however, bicycles are to be walked on sidewalks in designated areas delineated by signage.

4. Bicycles must always yield to pedestrians anywhere on the pedestrian malls. Bicycles must be walked in crosswalks since they are many times filled with pedestrians.

5. When operating a bicycle, bicyclists must remain to the far right of the street or paved area.

## FINE STRUCTURE

Violators receiving a citation may be referred to Student Judicial Affairs and Community Standards, receive a monetary fine or both.

- The impound fee is \$20 for each occurrence. A bicycle will not be released until after the payment is made and ownership

is established. If an owner is unable to pay the fine, he or she must sign a promissory note in order to retrieve his/her bicycle.

If the owner does not return with the fine within three days, the charge will be added to the student's fee bill and a registration hold will be placed if the amount is not paid.

- The impound fee for bicycles blocking building access, wheelchair ramps or handicapped access is \$35.
- The impound fee for bicycles locked to a wheelchair ramp or handicapped access is \$75.
- Bicycles not claimed in 90 days will be presumed to be abandoned and will be sold or donated to charity.

## CAUTIONARY NOTE

Bicyclists are urged to be very cautious when riding on campus. Accidental collisions may seriously injure pedestrians or other bicyclists. In the state of California ([www.dmv.ca.gov/about/bicycle.htm](http://www.dmv.ca.gov/about/bicycle.htm)), Bicycle riders (cyclists) on public streets have the same rights and responsibilities as automobile drivers and are subject to the same rules and regulations as any other vehicle on the road. A bicyclist who strikes anyone is liable for all medical expenses of that victim and any damage done to the victim's property.

A bicycle operator who strikes a pedestrian or other bicyclist and does not stop to inquire whether any harm or damage has been done, has committed the crime of "hit and run" (Calif. Motor Vehicle Code, Section 20001). This could result in the arrest and prosecution of the bicycle operator. Such an offense carries a ONE-YEAR sentence in jail or state prison or a fine of \$10,000 or BOTH.

Riding a bicycle on campus grounds is good exercise and provides transportation to the rider. However, it also carries with it the necessity of operating a bicycle responsibly. Please ride your bicycle carefully and with all due consideration for the rights of other bicyclists and pedestrians.

If you operate a bicycle, you are also urged to review your homeowner and automobile insurance policies, or other personal liability coverage to be sure you, and your family if you are a dependent, are protected.

*Revised March, 2011.*

## Motorized Scooter and Motorcycle Policy

This policy relates to all motorized scooters, mopeds, motor bikes, motorcycles or other two- or three-wheeled, motor driven vehicles, herein referred to as motorized scooters/motorcycles.

Motorized scooters/motorcycles must be ridden in a safe manner with the riders observing the university speed limit of 15 mph and obeying all vehicular traffic regulations while on campus. Riding motorized scooters/motorcycles is not allowed at any time on the malls, sidewalks or the center of campus (Trousdale Parkway between 34th Street and Exposition Boulevard, and Childs Way from McClintock to Trousdale

Parkway). Riders may not take “short cuts” through unauthorized areas nor ride the vehicle in any way that may endanger pedestrians.

All motorized scooters/motorcycles must be parked in the designated motorized scooter/motorcycle parking areas only. The vehicles may not be parked in such a manner as to prevent automobiles from parking, i.e., parallel to the curb or between two parked cars. Motorized scooters/motorcycles may not be parked on the malls, within the center of campus or on a sidewalk adjacent to any building unless a designated motorized scooter/motorcycle parking area exists there. Designated scooter/motorcycle parking area maps are available

at the USC Transportation Office. All motorized scooters/motorcycles parked or driven on university property must have a valid parking permit. Parking permits may be purchased at the USC Transportation Office. The permit must be affixed in a highly visible area, e.g., the front fender, fork, or windshield. The USC Transportation Office is located at 620 West 35th Street PSX on the University Park campus, and is open 8:30 a.m. to 5 p.m., Monday through Friday. The telephone number is (213) 740-3575.

*Revised April, 2009.*

## Usage Policy for Roller Skates, Rollerblades, Scooters, Skateboards & Other Coasting Devices

Roller skates, rollerblades, scooters, skateboards and other coasting devices are not vehicles, and are prohibited on roadways dedicated solely to vehicular traffic and in parking structures. Coasting devices are approved for use as transportation on university property, but cannot be used in any manner that places pedestrians at risk; their use for acrobatic, racing or other stunts is strictly prohibited. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, provided they yield the right-of-way to pedestrians on foot.

The use of coasting devices is prohibited within any building on the USC campuses or on any surface features (e.g., handicapped ramps, benches, or other architectural features) that might reasonably be expected to incur damage because of such use. Persons using roller skates or rollerblades must remove them before entering all university buildings.

These regulations are effective immediately and will be enforced by the Department of Public Safety. Students or employees violating these regulations are subject to disciplinary action by the appropriate university office or official. Any other person violating these prohibitions may be cited for criminal trespass.

Definitions for the terminology used above include:

1. Roller skate: a shoe, or attachment for a shoe, with a set of wheels connected for skating.
2. Rollerblade: a type of roller skate with in-line wheels.
3. Scooter: a narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels.
4. Skateboard: a board mounted on skate-type wheels.

5. Acrobatics, recreational use: any action on roller-equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine,” including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, and so on.

### ROLLER SKATES, ROLLERBLADES, SCOOTERS, SKATEBOARDS AND OTHER COASTING DEVICES

#### Operation

1. All roller skates, rollerblades, scooters, skateboards and other coasting devices must be walked in and around the following areas, Monday through Friday, between 10 a.m. and 2 p.m.:

- a. Trousdale Parkway, between Hellman Way and Downey Way;
- b. Childs Way, between Watt Way and the eastern boundary of Trousdale Parkway;
- c. All construction areas at all times for the continued safety of pedestrians and bicyclists; and
- d. Gate 5, at times, on McClintock, between Jefferson Boulevard and 34th Street.

2. All roller skates, rollerblades, scooters, skateboards and other coasting devices may not be operated at a speed that exceeds the university speed limit for vehicles (15 miles per hour on streets and 5 miles per hour on campus grounds).

3. Roller skates, rollerblades, scooters, skateboards and other coasting devices are not vehicles, are prohibited on roadways dedicated solely to vehicular traffic and in parking structures, and are to be walked on sidewalks in designated areas delineated by signage.

4. You must always yield to pedestrians anywhere on the pedestrian malls. Roller skates, rollerblades, scooters, skateboards and other coasting devices must be walked in crosswalks, which are often filled with pedestrians.

#### Cautionary Note

You are urged to be very cautious when riding on campus. Accidental collisions may seriously injure pedestrians or other skaters. In the City of Los Angeles Municipal Code, “No person shall ride, operate or use a bicycle, unicycle, skateboard, cart, wagon, wheelchair, roller-skates, or any other device moved exclusively by human power, on a sidewalk, bikeway or boardwalk in a willful or wanton disregard for the safety of persons or property” (LAMC 56.15.1). A person riding roller skates or skateboards who strikes anyone is liable for all medical expenses of that victim and any damage done to the victim’s property.

Riding roller skates/blades or skateboards on campus grounds is good exercise and provides transportation to the rider. However, it also carries with it responsibility and liability. Please ride carefully and with all due consideration for the rights of others.

If you use roller skates/blades or a skateboard, you are also urged to review your homeowner and automobile insurance policies, or other personal liability coverage to be sure that you, and your family if you are a dependent, are protected.

*Revised April, 2011.*