SCampus, 2015-16

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A. General Policy Statements

1. 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 executive officer of USC. The President 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 Student Government 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 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 Student Government 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 Engemann 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.

2. 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.

Adopted by the Board of Trustees

3. 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
   See Section A.4. Equal Opportunity

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 Section G.4 Facilities.)

   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.


   a. Rights

      i. 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.

      ii. 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, http://policy.usc.edu/faculty/). 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.

iii. **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 Section C.2. Disputed Academic Evaluation Procedures, and the Faculty Handbook online at [http://policy.usc.edu/faculty/](http://policy.usc.edu/faculty/) )

iv. **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, advisers and counselors shall be held in confidence.

v. **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**

i. **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.

ii. **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.

iii. **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 Part B. University Student Conduct Code)

iv. 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

i. 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.

ii. Students believing that their right to freedom of inquiry and expression has been abridged may present the issue to the Office of the Vice Provost for Student Affairs. (See Part D. Free Expression and Dissent.)

iii. 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 Section D.5 Literature and Publications Distribution.)

b. Student Participation in Student Governments
The Undergraduate Student Government and the Graduate Student Government 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:

i. 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.

ii. 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.

iii. 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

i. 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.
ii. 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.

iii. 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.

iv. 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.

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

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

vii. 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 Provost, Student Affairs, for the provisions of Title VI and IX.)
viii. 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.

ix. Student organizations, in consultation and coordination with the university, may publicize their events and solicit participation in them from the university and outside community. (See Part G. Student Organizations.)

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

Adopted by the Board of Trustees, subject to the resolution on Power of the Board. It has been updated to reflect current policies.

4. Equal Opportunity

I. Policy

The University of Southern California is an equal opportunity educator and employer, proudly pluralistic and firmly committed to providing equal opportunity for outstanding women and men of every race, creed and background. The university strives to maintain a community in which each person respects the rights of other people to live, work and learn in peace and dignity, be proud of who and what they are, and to have 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 principle in its entirety, and expects that every person associated with the university will give continuing support to its implementation.

II. Non-Discrimination and Affirmative Action

The university is committed to complying with all applicable laws and governmental regulations at every level of government which prohibit discrimination against, or which mandate that special consideration be given to, students and applicants for admission, and faculty, staff and applicants for employment, on the basis of any protected characteristic, as defined below.
This commitment applies to all of the university's educational programs and activities including admissions, and all personnel actions including but not limited to recruiting, hiring, promotion, demotion, compensation, benefits, transfers, layoffs, return from layoff, provision of leaves, training, education, tuition assistance and other programs. In addition, an otherwise qualified individual must not be discriminated against in, or excluded from, admissions, participation in educational programs and activities, or employment solely due to his or her disability. The university 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, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008, which respectively prohibit discrimination. This good faith effort to comply is made even when such laws and regulations conflict with each other. University policies and procedures will ensure that students and student applicants with a disability will not, on the basis of a disability, be denied full and equal access to and enjoyment of academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs or activities offered by the university. For more information on accommodations for any student, or student applicant, with a disability, contact the Office of Disability Services and Programs at (213) 740-0776.

III. Sources of Information

Questions regarding the application of the various rules and regulations concerning equal employment opportunity, affirmative action and non-discrimination, and Title IX should be addressed to the Office of Equity and Diversity.

The Disabled/Veterans Affirmative Action Plan may be reviewed by students upon request; for further information or to make an appointment during regular business hours, contact the Office of Equity and Diversity.

University Park Campus:
3720 S. Flower Street 2nd floor
Credit Union Building, 200
Los Angeles, California 90089-0704
(213) 740-5086
oed@usc.edu

Health Science Campus:
2001 N. Soto Street, Suite 203
Los Angeles, CA 90002-9236
(323) 442-2020
IV.  Protected Characteristics

The protected characteristics under this policy include sex, race, color, national origin, citizenship, ancestry, religion, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic that may be specified in applicable laws and governmental regulations.

5.  Principles of Community

The University of Southern California’s Division of Student Affairs bears a central responsibility for providing students services and resources that will assist in all aspects of their development. We further seek to foster a scholarly community in which an individual’s participation in academic dialogue will be considered on its merits — and not denigrated or disregarded based on personal characteristics or group identity. Consistent with this charge, the division has adopted the following statement of guiding principles.

USC is a multicultural community of people from diverse racial, ethnic, and class backgrounds, national origins, faith backgrounds, political beliefs, abilities, and sexual orientations. Our activities, programs, classes, workshops, lectures, and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

All who work, live, study and teach in the USC community are here by choice. As part of that choice, we share a commitment to these principles as an integral part of USC’s mission.

6.  Code of Ethics at the University of Southern California

See Code of Ethics of USC at https://about.usc.edu/policies/

7.  Department of Education Compliance

The Department of Education requires each state to have an external agency responsible for handling complaints related to the university’s compliance with applicable laws. In California, this external agency is the Bureau for Private Post-Secondary Education. Complaints that suggest the university may not be in compliance with applicable laws may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6959
http://www.bppe.ca.gov/enforcement/complaint.shtml

Additionally, the university is accredited by the WASC Senior College and University Commission. Complaints demonstrating a possible violation of the Commission’s Standards of Accreditation and Commission policies and procedures should be directed to:

WASC Senior College and University Commission
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
Phone: (510) 748-9001
http://www.wascsenior.org/comments
B. University Student Conduct Code

10. 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 may exceed those found elsewhere in society.

Where there is a delay between the conduct and the reporting of the potential violation, the applicable provisions regarding behavior violating university standards and appropriate sanctions (as described in Section B.11) shall be those that were in effect at the time the behavior occurred. Student conduct investigations will be conducted according to the most recent or current procedures described in the most current version of this part as of the date of the notification letter to the respondent.

Any reference to “days” in this part refers to calendar days, unless otherwise noted.

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 Provost 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 Provost for Student Affairs has delegated this responsibility to the Office of Student Judicial Affairs and Community Standards. As explained in Part E, the delegation of responsibilities is different for matters involving discrimination, harassment (including sexual and gender-based harassment), sexual misconduct, dating violence, domestic violence, intimate partner violence, stalking, child abuse and retaliation.
connected with such matters, which are delegated to the university’s Title IX Coordinator and are governed by Part E (“Part E Misconduct Investigations”).

In exceptional circumstances, where imminent harm may result to persons or property within the university community, the Vice Provost for Student Affairs or designee may modify procedures outlined under the Non-academic Conduct Review System (see Section B.12).

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

10.10 Basic Principles

I. 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 or criminal authorities, recognizing that the university’s authority and its disciplinary process serve its educational mission and interest, a function separate from action by civil or criminal 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.

II. Conditions for Review

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

i. is currently enrolled in university classes or in one of the university’s degree or non-degree programs,

ii. has completed the immediately preceding semester and/or is enrolled for the next scheduled semester,

iii. is officially representing the university during a period between regular academic semesters, or

iv. 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 (see Section G.1. Recognition of Student Organizations) or which is functioning within the university community in the capacity of a student organization.

c. Timeliness:

Generally, 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. There is no time limit for cases involving academic or sexual misconduct or discrimination, and those matters will be reviewed whenever they are reported. Cases involving discrimination, harassment (including sexual and gender-based harassment), sexual misconduct, dating violence, domestic violence, intimate partner violence, stalking, child abuse and retaliation connected with such matters (“Part E Misconduct”) should be filed with the Office of the Title IX Coordinator, as explained in Part E.

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, including student-to-student sexual misconduct. For jurisdiction in Part E Misconduct Investigations, see Part E.

e. Standard of Proof:

The standard of proof for deciding against the accused student or student organization shall be such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth, also referred to as the preponderance of the evidence. Responsibility for presenting evidence to establish a violation of the Student Conduct Code shall rest upon the complainant. However, in Part E Misconduct Investigations, the university, not the complainant, is responsible for gathering and presenting evidence to establish whether the respondent has violated Part E.

f. Status of Students or Student Organizations Pending Student Conduct Review.

The status of a student in most cases will not be altered and disciplinary sanctions will not be implemented until completion of an initial review (for Part E Misconduct Investigations, See Section E.8.IV. Status of the Respondent).

Interim Protective Measures may be authorized by the President of the university, by the Vice Provost 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. See Section B.11.83.

Administrative holds affecting registration transactions, posting of degree and a student’s ability to acquire copies of their 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.

III. Expectations for Students’ Conduct

The general principles set forth here and behavioral standards, which are described in Section B.11. and Part E, are intended to provide clear guidelines for students as to what is expected of them as members of the university community, and to inform students of types of conduct that may result in university disciplinary action.

10.20 Summary of Student Conduct Code Review Process

I. Generally, student misconduct cases will be divided into four categories:

- non-academic violations (process summarized in subsection II below),
- academic integrity violations (process summarized in subsection III below),
- admissions violations (process summarized in Section B.14)
- Part E Misconduct cases (process set out in Part E). With the exception of Section B.12.14, Sections B.12 through B.15 do not apply to Part E Misconduct Cases.

The Office of Student Judicial Affairs and Community Standards is responsible for the integrity of the student conduct system. It gives advice and is responsible for procedural questions and conduct reviews, except for reviews of Part E Misconduct. There are also separate review processes in certain schools (see Section B.12.14).
II. Summary of Nonacademic Review Process

This is only a summary; for details see the sections starting with B.12. The procedures below in this Part B do not apply to Part E Misconduct Investigations (pertaining to sexual and gender-based harassment and violence, dating violence, domestic violence, intimate partner violence, stalking, and retaliation); the procedures for Part E Misconduct Investigations are set forth in Part E.

a. 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 student or a faculty member or a staff member of the university community. (See Sections B.12.01-12.04).

b. The director will evaluate reports to determine whether to proceed with the student conduct process or dismiss the case. (See Section B.12.06).

c. The Office of Student Judicial Affairs and Community Standards sends written notification of the complaint to the accused student via USC email (see Section F.2. University Email Notifications to Students).

d. The accused student must meet with a designated review officer from the Office of Student Judicial Affairs and Community Standards to review the complaint and allegation. Certain cases are subject to other reviews such as Residential Education Review (see Section B.12.13).

i. The accused 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.

ii. The accused student may deny the allegation. If so, a Summary Administrative Review may be conducted by a designated review officer. (See Section B.12.10). Alternatively the review officer may refer the matter to a Peer Review panel (see Section B.12.11) or a University
Review panel (see Section B.12.12), as the review officer deems appropriate. If the accused 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.

iii. The case may be dismissed by the review officer.

e. Sanctions which may be assigned 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. (See Section B.11.80).

f. The decision may be appealed within 10 business days of receipt of the written decision. (See Section B.15)

g. For certain cases or when it is determined that an accused 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.*

* 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 B.12, 13, 14 and 15 of the Code should be consulted.

III. Summary of Academic Integrity Review Process

This is only a summary. See Section B.13 for full details of Academic Integrity Review Process.

a. The instructor believes that an academic integrity violation has occurred.

i. The instructor or university official makes a reasonable attempt to meet with or notify the student and discuss the incident.

ii. The instructor or university official forwards a report of the alleged violation to the Office of Student Judicial Affairs and Community Standards.
b. 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.

i. If further review is not required, the student will be notified via email 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 by the deadline, then the proposed sanctions will be implemented.

ii. 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:

- 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.

- 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.

c. Sanctions that may be assessed include but are not limited to: grade sanctions (e.g., “F” in course), education, 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).
d. The decision from the review may be appealed within 10 business days of receipt of the written decision.

e. 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 7 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 B.12, 13, 14 and 15 of the Code should be consulted.

10.30 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.

With the exception of cases addressed under Sections B.12.13, 12.14, or Part E, students accused of violating the Student Conduct Code and reporting students are granted the following procedural protections:

I. Written notice via email 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.

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

III. Written notice of the requirement that the accused student must meet with a judicial officer 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.

IV. A fair and impartial review of the incident.

V. Prior to a review, a summary of rights, review procedures and avenue of appeal.
VI. The right to 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 2 working days in advance.

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

VIII. If the accused student declines to present information on their own behalf, this will not be construed as an admission of guilt.

IX. 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 Section C.5 Student Education Records.)

X. 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 will be emailed to the student’s email address of record in the Student Directory, unless the student makes arrangements in advance with the investigator to have the decision mailed to the student’s last known address or hand-delivered. If a notice is mailed, it is deemed to be received three days after it is mailed.

XI. 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.

XII. At all steps of the initial review and in preparing an appeal, the accused student and complainant may have an adviser of their choice present. The adviser may be a practicing attorney only for cases in which criminal
11. 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 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.

Where conduct under any provision of this Code involves discrimination, harassment, sexual or gender-based harassment or violence, dating violence, domestic violence, intimate partner violence, stalking, child abuse or retaliation, the conduct is “Part E Misconduct” and is subject to review under Part E.

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 also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media. (See Section C.1 Class Notes Policy).

C. Recording a university class without the express permission of the instructor and announcement to the class. Recording can inhibit future free discussion and thus infringe on the academic freedom of other students as well as the instructor.

11.13

A. Any use or attempted use of external assistance in the completion of an academic assignment and/or during an examination, or any behavior that defeats the intent of an examination or other classwork or assignment, shall be considered academically dishonest unless expressly permitted by the instructor. The following are examples of unacceptable 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 or assignment; possession or use of unauthorized notes, calculator, or other materials during exams and/or unauthorized removal of exam materials.

B. Submission of work altered 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.
A. Obtaining for oneself or providing for another person a solution to homework, a project or other assignment, 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 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.

B. Any attempt to hinder the work of another student or any act which may jeopardize another student’s academic standing.

11.16

Using any portion of an essay, term paper, project or other assignment 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 Section F.1. Computing)
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 that gains or is intended to gain an unfair academic advantage may be considered an act of academic dishonesty.

11.31

A. 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.

B. Failing to participate fully and truthfully in university investigations.

11.32

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

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

11.33

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

B. Unauthorized entry into, or presence in, the dwelling or property of another.

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.

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 Part D. Free Expression and Dissent.)

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 Section F.5. Alcohol and Other Drugs.)

11.41

Use, possession or dissemination of illegal drugs or drug-related paraphernalia in the university community or at university-sponsored activities. (Also see Section F.5. Alcohol and Other Drugs.)

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 Part D. Free Expression and Dissent.)

11.43

Participation in or promotion of a disturbance of the peace or unlawful assembly in the university community or at university-sponsored activities, which may include violating published USC guidelines regarding amplification equipment and noise. (Also see Part D. Free Expression and Dissent.)

11.44

A. Engaging in disruptive or disorderly conduct in the university community or at university-sponsored activities.

B. Engaging in or encouraging lewd, indecent or obscene behavior in the university community or at university-sponsored activities.

C. 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.

C. Inappropriate use of flammable substances or equipment, or use of such items without proper authorization.

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 fireworks 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 Sections F.10. Bicycles; F.11. Motorscooters/Motorcycles; F.12. Roller Skates, Rollerblades, Scooters, Skateboards and Other Coasting Devices.)

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 Section G.2. Group Responsibility for Student Organizations (including social greek letter organizations). This policy can also be found in the Office for Fraternity and Sorority Leadership Development and in the Office of Campus Activities.

11.51

Engaging in discriminatory or harassing behavior as defined in Sections E.2 and E.3. This conduct is “Part E Misconduct”, subject to review under Part E.

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 university 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 Sexual Misconduct, Dating Violence, Domestic Violence, Intimate Partner Violence, Stalking and Child Abuse

The conduct prohibited by this section 11.53 is “Part E Misconduct” subject to review under Part E. The University Student Conduct Code prohibits a broad continuum of behaviors, including all forms of sexual or gender-based harassment and violence, dating violence, domestic violence, intimate partner violence, stalking and child abuse. For all relevant definitions relating to the following code sections, See Part E.
A. Engaging in sexual or gender-based harassment as defined in Section E.5.III.

B. Engaging in non-consensual fondling, groping or sexual contact including intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, or mouth. (See Section E.5.IV.)

C. Engaging in any actual or attempted non-consensual physical sexual act including, but not limited to vaginal, oral or anal penetration using a body part or object. (See Section E.5.IV.)

D. Engaging in sexual exploitation as defined in Section E.5.V.

E. Engaging in domestic violence, dating violence or intimate partner violence as defined in Section E.5.VI.

F. Engaging in stalking as defined in Section E.5.VII.

G. Engaging in child abuse as defined in Section E.6.

H. Engaging in retaliation as defined in Section E.4.

11.54

Engaging in behavior prohibited by the policy against Hazing. (See Section G.8. Hazing.)

Where conduct under section 11.54 involves discrimination, harassment, sexual or gender-based harassment and violence, the conduct is considered Part E Misconduct and is subject to review under Part E.

11.55

Threatening, attempting, or committing retaliation against anyone who, in good faith, brings a complaint under SCampus policy, university policy, or applicable law; or participates in investigation of such a complaint; or protests in good faith alleged discrimination, harassment or retaliation against another. Such retaliation may include, but is not limited to:
• Coercion, intimidation, interference, harassment or vexatious behavior;

• Excluding or blocking someone from a team, activity, organization, or course participation due to that person’s having filed a complaint or been a witness as part of an investigation;

• Spreading negative information about the individual.

11.80

Sanctions for violations of the University Student Conduct Code are assessed appropriately for the cited violation. Sanctions for Part E Misconduct Investigations are governed by Section E.8.V. Policy Violations and Sanctions, and not by Sections 11.80 through 11.94.

Sanctions will be considered in light of a student’s comprehensive conduct record at the university. Sanctions will be designed to hold students accountable for their actions; to promote their physical, intellectual, social and emotional well-being; to protect the integrity of the educational environment of the university; and to ensure the safety of every member 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 Protective Measures: The Vice Provost for Student Affairs or designee may authorize Interim Protective Measures, including suspension or other 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 Protective Measures 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 or the Title IX Coordinator.

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

II. Interim Action: Includes, but is not limited to, exclusion from university housing or a specified portion thereof, limitations on hours of attendance at certain events or in certain university facilities, or exclusion 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.
I. 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.

II. 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 or designee (or, in the case of Part E Misconduct cases, to the Office of the Title IX Coordinator or designee) 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:

I. 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).

II. 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 engaged in violations, 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 Section G.2. Group Responsibility for Student Organizations).
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).

12. Student Conduct Review

Note: This Section 12 does not apply to Part E Misconduct as defined in Section 11. Part E Misconduct is reviewed pursuant to the procedures set forth in Section E.8.

12.01 Complaints

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

12.02 Complaint through Other Channels

When an alleged violation is indicated in a USC Department of Public Safety or police report, or a referral by the Center for Women and Men, Student Judicial Affairs and Community Standards, or the Office of Equity and Diversity, the Vice Provost 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.

12.03 Contents of a Complaint

A report of an alleged violation should consist of a clear, concise written statement that contains the following information:
I. A list of any and all parties against whom the complaint is being filed.

II. 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.

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

IV. 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.

12.04 Timing of Complaints

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 10.10.II.c ). Cases involving academic or sexual misconduct or discrimination may be reported at any time.

12.05 Intake and Initial Fact-finding

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 good cause 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.

Students who fail to respond to initial notification from the Office of Student Judicial Affairs and Community Standards within five business days of the email notification or who cannot be contacted after reasonable attempts remain subject to Summary Administrative Review and consequent sanctioning. If the student fails to respond to the email notice to 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. In addition, a Summary Administrative Review may be conducted in absentia when a student fails to respond to initial notification.
12.06 Overview of Student Conduct Reviews

In complaints where there is good cause, the director or designee will meet with the accused student to conduct an Administrative Review, either Voluntary or Summary (unless the director or designee has determined there should be a Peer Review, a University Review, or a Residential Education Review). At this Administrative Review meeting with the Judicial Affairs officer the accused student has the opportunity to present any information regarding the incident. The decision as to whether the matter should be resolved by Administrative Review is at the sole discretion of the director or designee.

For participation of advisers or attorneys, see Section B.12.50.VII. A different provision on advisers applies to Part E Misconduct cases (See Part E).

12.10 Administrative Reviews

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

I. In a Voluntary Administrative Review, the student does not dispute the facts upon which the allegations are based, waives their 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 only as to the appropriateness of the sanction (see Section B.15.02.II).

II. 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 the preponderance of the evidence. 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). As an alternative to making a determination on the case, the review officer may refer the case to an appropriate review panel (Peer Review Section 12.11, University Review Section 12.12, or Residential Education Review Section 12.13.)

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 non-academic cases arising out of university housing, the university fraternity and sorority system and the non-residential student population, but do not hear Part E Misconduct cases. Whether the facts of a particular incident warrant referral to a Peer Review Panel is at the sole discretion of the director or designee. 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 adviser of his/her choice present at the Peer Review. The adviser cannot be a licensed or practicing attorney. Advisers must request and review the guidelines for advisers prior to the review. (See Section 12.50 G). A different provision on advisers applies to Part E Misconduct cases (See Part E).

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 Provost 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:

I. Academic integrity violations.

II. Cases in which expulsion, suspension, revocation of degree or revocation of admission are recommended for non-academic violations.

III. 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 adviser of their choice present at the review. The adviser 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. Advisers must request and review the guidelines for advisers prior to the review. In all reviews, whether or not an adviser or attorney is present, the primary conversation will be with the student. (See Section 12.50 G). A different provision on advisers applies to Part E Misconduct cases (See Part E).

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 SCampus (documentation on the Residential Education review process may be obtained from the Office for Residential Education). Part E Misconduct cases are not handled through Residential Education Review.

12.14 Other Review Systems

The Vice Provost 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. Part E Misconduct cases are handled under SCampus Part E rather than through school processes, but the determinations of a completed Part E Misconduct case may lead to additional sanctions imposed by those schools as appropriate to the professional discipline.
12.40 Adjudicatory Procedures

All of the student procedural protections listed in Section 10.30 will be observed. Complainants will be treated with the same procedural fairness afforded accused students. With the exception of cases managed under 12.13, 12.14, or Part E, the following procedural guidelines apply to all reviews of Student Conduct Code violations adjudicated by the Office of Student Judicial Affairs and Community Standards:

I. 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.

II. 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 or designee 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.

III. 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 judicial proceedings shall not be applicable to reviews described in this code.

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

V. 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 suspension, expulsion, revocation of degree and revocation of admission are subject to review and possible modification by the Vice Provost 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.

12.50 Reviews by Panels

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

I. Involved parties will be provided written notice of the date, time and place of any scheduled review. Both the reporting student and the accused student must be notified at least three business days before the scheduled review. Notice may be either emailed, 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 attend the review 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.

II. A fully constituted review panel meeting the particular panel staffing requirements. (See Section B.12. Non-academic Conduct Review System.) Applicable requirements should be verified with the Office of Student Judicial Affairs and Community Standards.

III. 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.

IV. An adviser 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 adviser 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. In all reviews, whether or not an adviser or attorney is present, the primary conversation will be with the student. (See Section 12.50 G). A different provision on advisers applies to Part E Misconduct cases (see Part E).

V. 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.

VI. 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.

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 adviser, 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 Adviser) 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.

VII. Adviser’s Role

The adviser’s role shall be to consult with the student and not to speak on the student’s behalf; however, the adviser may be permitted to make brief statements as stipulated in the guidelines for advisers. Advisers 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 adviser 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. At all other hearings, the adviser may be anyone but an attorney. If an adviser 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 adviser, the university may also have an attorney present. If the student designates an attorney as his/her adviser, 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.

A different provision on advisers applies to Part E Misconduct cases (see Part E).
VIII. 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.

IX. Testimony and Evidence

At least 3 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 Section 12.40 C), 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.

X. Witness 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).

XI. 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.

XII. Panel Decision

Following the conclusion of testimony in a review, the panel will meet in a closed session (including the panel adviser) 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 both the accused student and the complaining 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.
13. Academic Integrity Review

Note: This Section 13 does not apply to Part E Misconduct as defined in Section 11. Part E Misconduct is reviewed pursuant to the procedures set forth in Section E.8.

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

13.10 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.

The 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.

13.11 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.

I. 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, when determining which sanction is most appropriate for the violation.

II. 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.

III. 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.

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

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

13.12 Reporting Violations of Academic Integrity

As soon as possible, 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.

13.13 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.

I. 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.

II. 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 integrity violation or when university standards indicate suspension, expulsion, 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. 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 instruction 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 B.10.10). In addition, a Summary Administrative Review may be conducted in absentia when a student fails to respond to initial notification (see Section 12.05).

III. 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).

14. Admissions Violations Review

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.

15. Appeals Process: Academic Conduct

Note: This Section 15 does not apply to Part E Misconduct as defined in Section 11. Part E Misconduct is reviewed pursuant to the procedures set forth in Section E.8.

Following an initial review, the accused student and/or 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.

In most cases, the status of a student will not be altered and disciplinary sanctions will not be implemented 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, 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:

I. 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.

II. That the sanction imposed is excessive, insufficient or inappropriate.

III. 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 adviser 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. The appellate panel applies a preponderance of the evidence standard.

All decisions of appellate bodies, as left in effect or modified by the Vice Provost for Student Affairs, are final and binding upon all parties. There is no further appeal in any of these cases. (See Sections 12.40 E and 15.10).

15.05

Upon written request to the Office of Student Judicial Affairs, the university will provide an alleged victim of a crime of violence 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

I. 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, and except for matters of sexual misconduct and discrimination. 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 Provost for Student Affairs at his sole discretion and, once approved, are final and binding upon all parties.

II. Student Behavior Appeals Panel

The Student Behavior Appeals Panel serves the President through the Vice Provost for Student Affairs. The recommendations of the Student Behavior Appeals Panel are reviewed and modified by the Vice Provost 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 Provost for Student Affairs.
The members of this panel are appointed by the President or his delegate. Each appeal is reviewed by three members including at least one faculty member and one student (except in Part E Misconduct cases). The panel will be advised by an appointee of the Vice Provost for Student Affairs. The adviser 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.

16. Student Conduct Records

I. 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 suspension, expulsion and/or revocation of admission or degree.

II. 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.

III. All records are maintained confidentially as provided in the university’s policy concerning student education records (see Section C.5 Student Education Records).

IV. The Title IX Coordinator keeps records of Part E Misconduct Investigations and Part E Misconduct appeals.

Appendix A: Academic Dishonesty Sanction Guidelines (PDF)
Appendix B: Report of Academic Integrity Violation (PDF)
C. Academic Policies

1. 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 usual 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.

2. 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. The two levels of appeal beyond the instructor are the department chair and the school dean.

The sequence of the appeal process 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 1.A. and 1.B. below applies to:

USC Roski School of Art and Design

USC Marshall School of Business

USC School of Cinematic Arts

USC Annenberg School for Communication and Journalism

Ostrow School of Dentistry of USC (except the DDS, B.S./DH)
USC Viterbi School of Engineering

USC Thornton School of Music

USC Dornsife College of Letters, Arts and Sciences graduate students (USC Dornsife College undergraduates have a variation on the process, which is described in paragraph 1.C. below).

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.

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 2 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.

c. In the case of undergraduate students in the Dornsife College, there is an initial consultation by the college ombudsman after the student has talked to the instructor. All grade or evaluation appeals must be filed in writing with the college ombudsman by the end of the following semester (excluding the summer session) after the student received the disputed grade or evaluation. The college ombudsman will explain the review and appeals process to the student, and will direct the student’s
written appeal to the relevant department chair. The second 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 and should conform to the guidelines outlined in paragraph 1.A.

II. Schools not Organized by Departments

For schools not organized by departments, the second level of review beyond the instructor is by the dean. This applies to the following schools:

- USC School of Dramatic Arts
- USC Davis School of Gerontology
- USC Price School of Public Policy
- USC School of Social Work

III. 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 (DDS, B.S./DH)
- USC Rossier School of Education (separate procedures for all degrees except Ph.D.)
- USC Gould School of Law (J.D., MCL, LL.M)
- Keck School of Medicine of USC (M.D. and the Physician Assistant Practice program). Other degree programs in the Keck School of Medicine, including undergraduate, master’s and Ph.D. programs, fall into the review category I above.
- USC School of Pharmacy (Pharm.D., D.R.Sci.)

IV. Graduate Students who have been Dismissed from an Academic Program
The student may appeal in writing to the department chair or program director within 30 days of the date of dismissal. If the student is dissatisfied with the outcome of the appeal, then, within 30 days of the date of the department’s or program’s decision, they may appeal in writing to the dean of the school. If the second appeal is unsuccessful, then the student may appeal in writing to the Vice Provost for Graduate Programs. Such an appeal must be received within 6 months after the student has received notice of the outcome of the school's decision. Appeal panel guidelines can be found at https://www.usc.edu/schools/GraduateSchool/current_student_resourc_03.html. The school dean has the final level of review for students wishing to appeal dismissal from the M.D., J.D., and LL.M. programs.

3. General Academic Petitions

The Office of Academic Review and Retention (Figueroa Building 107) is responsible for processing student requests to deviate from general university policies. Faculty requests to change a grade that was originally submitted incorrectly is processed by the Grades Department (Hubbard Hall 106). 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 the Office of Academic Review and Retention. 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 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 Office of Academic Review and Retention 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 adviser to determine whether the request is appropriate and whether it will actually resolve the problem.

1. Registration-related Exceptions (See time limits for filing below)
A student wishing to request a registration-related exception should come to Figueroa Building 107. 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 Office of Academic Review and Retention. 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 consider 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 term. 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 term. Approval of requests to change enrollment status after the deadline is 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.

**II. 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 Academic Review and Retention 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.” Courses offered on a Credit/No Credit basis or taken on a Pass/No Pass basis for which a mark of Incomplete is assigned will be lapsed with a mark of NC or NP and will not be calculated into the grade point average.

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 include requests 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.

III. 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.

IV. 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 Grades 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 1 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 Grades Department, (213) 740-5586, Hubbard Hall 106, MC 9012.

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.

4. **Timeline for Degree Progress**

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

I. All students are required to record their primary major in the Office of Academic Records and Registrar, Trojan Hall 101, 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.

II. 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.

5. 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 Provost for Student Affairs.

I. 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.

II. 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).

III. 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 Registrar’s Office (Trojan Hall 101). 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.

IV. 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.

V. 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.

VI. More general questions may be directed to the Office of the General Counsel, the Office of the Vice Provost 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 http://www.usc.edu/dept/ARR/records/ferpa/.

6. 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 and CSS Noncustodial Parent PROFILE Application
- Enrollment and Housing Form
- 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:

I. 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. Pending resolution of the complaint, the Financial Aid Office may restrict the distribution of any further aid to the accused student.

II. 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 1 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.

III. 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 (see Section B.11.80).

IV. 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.
D. Free Expression and Dissent

1. Policy

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.

2. 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, denies the rights of other students, the faculty or the staff of the university and:

I. Disrupts or obstructs educational and other activities of the university.

II. Reacts to the expression of the peaceful dissent of others by attempting to deny their rights.

III. Obstructs or restricts free movement of persons on any part of the university campus, including the free entry to or exit from university facilities.

IV. Denies or interferes with the use of offices or other facilities to the students, faculty, officers, staff or guests of the university.

V. 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.

VI. Results in damage to or destruction of property.

VII. Contains “fighting words” where (a) the speech, considered objectively, is abusive and insulting rather than a communication of ideas and (b) it is actually used in an abusive manner in a situation that presents an actual danger.

VIII. 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.)

IX. 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.

In all cases, the rights of students under the First Amendment to the Constitution, as applied by California law, will always be protected.

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.

3. 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:

I. Reservations for outdoor spaces or other venues to conduct campus demonstrations are encouraged and should be made through Trojan Event Services online at http://sait.usc.edu/scheduling/. 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.

II. 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.

III. 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.

IV. 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.
4. Advertising, Promotion and Literature Distribution

I. Advertising

The Division of Student Affairs oversees all advertising, promotions, literature and publications distribution on the USC campus in order to:

a. Protect the rights enumerated in the policy on Free Expression and Dissent.

b. Help foster and maintain a campus atmosphere of personal responsibility and mutual respect.

c. Allow for maximum promotion of student events.

d. 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.

II. General Regulations

a. Content of all printed materials posted or distributed on campus must:

   i. Contain no material containing advocacy directed to inciting or producing imminent lawless action

   ii. Contain no advertisements for “term paper mills” or other products or services which undermine the academic integrity of the university.

   iii. Contain no true threats or intimidation, meaning language where:

       • The speaker means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, or

       • The speaker directs a threat to a person or group of persons with the intent of placing the victim in fear of bodily harm or death.
iv. Contain no advertisements or promotions for alcoholic beverages, illegal drugs or drug paraphernalia.

v. Contain no “fighting words” meaning language where:
   - The speech, considered objectively, is abusive and insulting rather than a communication of ideas.
   - The speech is used in an abusive manner in a situation that presents an actual danger that it will cause a breach of peace.

b. USC does not exercise prior restraint on printed materials to be posted or distributed on campus that may be libelous or slanderous. However, if such materials are posted or distributed, they may be referred to the Office of Student Judicial Affairs and Community Standards for action.

c. Any material that is not written in English requires a translation to be kept on file with Trojan Event Services in Ronald Tutor Campus Center 425.

d. Any student groups or organizations not recognized by the university will be considered either “commercial” or “personal,” including non-profit organizations.

III. Publicity

All advertising and communication plans/timelines must be submitted in advance to the approving departments. No advertising is permitted until all approvals, paperwork and final payments have been received.

The use of third party promoters is strictly prohibited.

All printed publicity such as flyers, posters and postcards, must include the following entry guideline in accordance with the level of event identified during the dance agreement-planning meeting.

The following must be indicated on all materials to be posted:

a. The full name of the sponsoring organization

b. The time, date and place of the event
c. Any entrance fees or costs to participate

d. Entry guidelines

**Entry Guidelines**

Level 1 Open to USC student members of the student organization only, with valid USC ID

Level 2 Open to any USC student with valid USC ID

Level 3 Open to USC students, with valid USC ID, and guest

Level 4 Open to USC students, guest(s) and other college student(s). Valid USC ID or other valid college photo ID and proof of 18 years or older required.

**Posting**

Posting on bulletin boards not controlled by the division 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:

a. all trees and hedges

b. the ground, taped or loose

c. buildings (including glass windows, doors, walls and columns)

d. Tommy Trojan and all other statues

e. trash cans
f. all lamp posts

g. telephone booths/telephone poles

h. parking lots and structures

i. on top of other previously posted materials

j. fountains

k. chalking

l. electronic flyers or materials distributed via USC listservs

m. on cars, bicycles or other individual property

n. 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.

5. Literature and Publications Distribution

I. General Regulations

a. This policy applies to students and recognized student organizations and establishes time, place and manner regulations. It will be interpreted and applied so as to respect all federal and state constitutional and statutory rights. (Off-campus organizations, individuals or vendors should consult the policy on Solicitations by Off-Campus Persons, and section IX Vendors in the policy on Sales and Fund-raising.)

b. The Division of Student Affairs 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.

c. All university 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.

d. Designated bins are for official university publications only
e. 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.

II. Banners

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

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.

III. Trousdale Light Post Banners

a. Trojan Event Services maintains 11 light post locations on Trousdale Parkway for pole panels. The light poles may be reserved by campus departments at least four weeks prior to the desired first date of banner display.

b. Panels may only be mounted if such banners:

- are professionally produced;
- meet design criteria established by the university architect’s office;
- are consistent with the university’s graphic identity guidelines;
- are for identification of the academic program, department or university event.

c. In addition, pole panels must:
be produced by an approved university vendor (contact Trojan Event Services);

fit the dimensions of the existing mounting hardware (2’ by 4’);

use a minimum of five of the eleven available poles.

If the proposed banner design includes text, such text must prominently feature the name of the campus department and the name of the campus event.

d. A copy of the proposed panel design must be submitted to Trojan Event Services at least four weeks prior to the desired first date of banner display, in order to receive approval.

e. The reserving campus department will arrange for the light pole panel installation and removal. Charges will be the responsibility of the campus department.

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

g. The campus department is responsible for the storage of their pole panels.

IV. Ronald Tutor Campus Center International Plaza Light Post Banners

a. Trojan Event Services maintains 26 light post locations in and around the Ronald Tutor International Plaza for pole panels. The light poles may be reserved by campus departments at least four weeks prior to the desired first date of banner display.

b. Panels may only be mounted if such banners:

• are professionally produced;

• meet design criteria established by the university architect’s office;

• are consistent with the university’s graphic identity guidelines;

• are for identification of the academic program, department or university event.
c. In addition, pole panels must:

- be produced by an approved university vendor (contact Trojan Event Services);
- fit the dimensions of the existing mounting hardware (1’ by 3’);
- use a minimum of seven of the thirteen available poles.

If the proposed banner design includes text, such text must prominently feature the name of the campus department and the name of the campus event.

d. A copy of the proposed panel design must be submitted to Trojan Event Services at least four weeks prior to the desired first date of banner display, in order to receive approval.

e. The reserving campus department will arrange for the light pole panel installation and removal. Charges will be the responsibility of the campus department.

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

g. The campus department is responsible for the storage of their pole panels.

V. Violations

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

b. 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 department responsible for the violation.

c. 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:

- Written warnings
• Assessments for damage to facilities and/or assessed a $1 per flyer violation fee or the cost for removal

• 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

• Appropriate on-campus judicial proceedings through the Office of Student Judicial Affairs and Community Standards

• Appropriate legal action in local, state or federal courts of competent jurisdiction

VI. 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.

VII. Helpful Hints

a. In the interest of a free exchange of ideas, we recommend that an individual or organization comply with a request from any and all members of the university community for a copy of the material being distributed.

b. Whenever literature is distributed by more than five individuals in any campus area at the same time, we recommend an Event Request process that ensures prior notification to area occupants regarding the activity, works to alleviate misunderstandings, lessens the chance for actions against individuals or organizations distributing literature, allows separation from other groups wanting to distribute literature, and works to alleviate impediments to the flow of traffic across campus or into entrances or out of exits of campus buildings. If more than five individuals will be distributing literature in the same campus area at the same time, we recommend that a representative complete an Event Request form and obtain event confirmation., and that a representative be present with a copy of Trojan Event Services confirmed Event Request Form, Confirmations are granted on a first-come, first-served basis. (This paragraph does not apply to normal academic activities within the program of any school of the university.)
c. If any literature contains language other than English, in the interest of a free exchange of ideas we request that a copy of the translated information be on file with Trojan Event Services.

d. Make an effort to print quality flyers and/or literature.

e. Plan for six weeks or more of lead-time to take full advantage of the process of scheduling and advertising an event.

f. Plan carefully before printing materials in order to avoid printing more than can legitimately be utilized.

g. Use other types of promotion in addition to flyers. Flyers should only be one small part of your promotional campaign.

h. For additional ideas regarding effective promotion of your student organization’s events, consult with Campus Activities staff members in the Ronald Tutor Campus Center.

6. Solicitations by Off-Campus Persons

I. General Regulation

This policy is issued to establish time, place and manner regulations for solicitors who substantially interfere with the regular and essential educational and other activities of the university.

Off-campus persons must have written permission from Trojan Event Services to conduct solicitation anywhere on campus.

a. “Off-campus persons” are defined to include all those who are not USC students, recognized student organizations, staff or faculty.

b. “Solicitation“ is defined to include advertising, taking orders, sales not governed by another policy, distributing literature, distributing material including samples, asking for donations, campaigning (political or otherwise), collecting signatures, collecting email addresses or personal information. The university will apply this policy with full respect for all relevant constitutional and statutory rights.

c. Vendor sales of products on campus are governed by a more restrictive policy. See Section G.7.IX. Vendors in the Sales and Fund-raising policy.
d. 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. For all expression with federal or state constitutional protection, the university will not base decisions regarding time, place and manner upon the content of the message. Also see the policy on Reasonable Time, Place and Manner.

II. Considerations in Issuing Permits

a. Trojan Event Services will consider other demands on space and will not issue a permit if the space is otherwise programmed.

b. The activity will be limited to certain designated areas.

c. The only area currently available for soliciting by off-campus persons is the plaza at the north end of Trousdale Parkway.

d. The applicant must provide identification.

e. The application must state the number of participants. Excessive numbers of participants will not be approved to ensure no interference with the free passage of pedestrians.

f. Each participant will be issued an individual permit.

g. Permits are for one day at a time.

h. Decisions on permits will not be based upon the content of the message.

III. Displaying Permits

All off-campus persons who are participating in solicitation approved by Trojan Event Services must keep their written permission prominently displayed with them at all times on campus.

IV. Code of Conduct

It is important to foster and maintain a campus atmosphere of mutual respect. Aggressive solicitation is prohibited, including:
a. Obstructing or restricting free movement of persons on any part of the campus including free passage and the free entry to or exit from classrooms, offices or facilities.

b. Persisting in closely following or approaching a person, after the person solicited has informed the solicitor by words or conduct that such person does not want to be solicited.

c. Intentionally touching or causing physical contact with another person without that person’s consent in the course of soliciting.

d. Disrupting, obstructing or substantially interfering with the educational or other operations and activities of the university, including by making sustained or repeated noise.

e. Using violent or threatening gestures toward a person solicited either before, during or after soliciting; using profane or abusive language which is inherently likely to provoke an immediate violent reaction, either before, during or after solicitation; uttering “fighting words” where the speech, considered objectively, is abusive and insulting rather than a communication of ideas and it is used in an abusive manner in a situation that presents an actual danger.

f. Physically intimidating or physically harassing, or using physical force or physical violence, or threatening physical force or physical violence.

g. Endangering the safety of any person on the university campus.

h. Damaging or destroying property.

i. Soliciting for immediate receipt of funds.

j. Remaining on campus at times when only USC persons and invited visitors may enter.

V. Sanctions

Students and others may register complaints about the activities of off-campus solicitors with the Division of Student Affairs.

Failure to obtain and display a permit, violation of the code of conduct, or violation of the conditions of a permit may result in cancellation of a permit, requirement to leave and not return, and denial of permits in the future. Violations of criminal law may result in arrest.
7. Student Organization Logos Policy

a. All recognized student organizations are permitted to create and use their own logos providing the logos do not violate the USC Graphic Identity Program or alter existing university logos. Student organizations are not allowed to use academic unit of department logotypes without permission from the academic unit or department. Student organizations are also not allowed to use the following university marks without special permission from the Department of Athletics or the Trojan Marching Band: Interlocking SC, Baseball Interlocking SC, Football Helmet Trojan Head and the Trojan Marching Band’s logo. For more information, visit identity.usc.edu.

b. Student organizations are permitted to identify their affiliation with the university through the proper use of USC official logos and trademarks on all products, publications, flyers and documents. Student organizations are required to use authorized licensed vendors when sourcing products that feature any of USC’s trademarks or wordmarks. For more information, visit trademarks.usc.edu/campus-community.

c. Student organizations may use their own logos in the context of a Website that meets the established USC Web publishing guidelines found at usc.edu/uscweb/authoring.

d. Requests for permission to use any university logo or mark must be initiated by a student from the requesting organization. Requests from a national organization or other non-USC entity affiliated with the student organization will not be granted.

e. Student organizations must adhere to the General Regulations section of the Advertising, Promotion and Literature Distribution Policies, which state that content of printed materials posted or distributed on campus must:

   a. Contain no material containing advocacy directed to inciting or producing imminent lawless action.

   b. Contain no advertisements for “Term Paper Mills” or other services which undermine the academic integrity of the university.

   c. Contain no true threats or intimidation, meaning language where (i) the speaker means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, or (ii) the speaker directs a threat to a person or group of
persons with the intent of placing the victim in fear of bodily harm or death.

d. Contain no advertisements for alcoholic beverages, illegal drugs or drug paraphernalia.

e. Contain no “fighting words”, meaning language where (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.
E. Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating Violence, Domestic Violence, Intimate Partner Violence, Stalking and Child Abuse

Applicability

This policy applies to discrimination and harassment committed by a student or student organization based on any protected characteristic, and to retaliation for bringing a complaint under this policy. The protected characteristics under this policy include race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. This policy also applies to all forms of sexual and gender-based harassment and violence, dating violence, domestic violence, intimate partner violence, stalking and child abuse.

Student conduct covered by this Part E is referred to as “Part E Misconduct” and student conduct investigations covered by this Part E are referred to as “Part E Misconduct Investigations.”

This Part E applies to complaints against students or student organizations, whether raised by students, faculty, staff, or others.

This policy applies to all forms of Part E Misconduct committed by a student or student organization when the conduct occurs:

- on campus;
- in the context of University employment, education, or research program or activity, including but not limited to University-sponsored study abroad, research, internship, mentorship, summer session, or other affiliated programs or premises; and/or
- outside the context of a University employment, education, or research program or activity, but has continuing adverse effects on campus or in any University-employment, education, or research program or activity.

For complaints against faculty involving Part E Misconduct, see chapter 6 of the University of Southern California Faculty Handbook, available online at http://policy.usc.edu/faculty.

For complaints against non-faculty employees of the university or third parties involving Part E Misconduct, see the university’s Policy on Discrimination, Harassment, Sexual Harassment and Sexual Assault, available online at http://policy.usc.edu/discrimination/. Additional information is available on the website of the Office of Equity and Diversity, at http://equity.usc.edu/.
Where there is a delay between the conduct and the reporting of the potential violation, the applicable provisions regarding behavior violating university standards (definitions of prohibited conduct) and appropriate sanctions (as described in Section E.8.V. Policy Violations and Sanctions) shall be those that were in effect at the time the behavior occurred. However, Part E Misconduct Investigations will be conducted according to the most recent or current Part E procedures as of the date of the notification letter to the respondent.

Definitions

A student is defined as one who:

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

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

“Days” refers to calendar days, unless otherwise noted.

“Complainant” refers to the individual who is alleged to have been the subject of prohibited behavior, and includes victims and survivors.

“Respondent” refers to the individual(s) who has been accused of prohibited behavior.

“Third party” refers to any other participant in the process, including an individual who makes a report, participates in an investigation or disciplinary process as a witness, or is affected by any prohibited conduct.

E.1. Commitment to Compliance

E.1.I. The University of Southern California is firmly committed to complying with all applicable laws and governmental regulations at every level of government that prohibit discrimination against, or which mandate that special consideration be given to, students and applicants for admission, and faculty, staff and applicants for employment, on the basis of any protected characteristic as defined in this Part E.

- This commitment applies to all of the university’s educational programs and activities, including admissions, financial aid, education and
university programs. To carry out this university commitment, the university will not tolerate statements or actions that create a discriminatory or harassing work or academic environment. The university 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, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act of 2008 which respectively prohibit discrimination. This good-faith effort to comply is made even when such laws and regulations conflict with each other. In compliance with Section 504, the university provides reasonable accommodations for applicants with disabilities, as well as for students.

• Applicants for admission and registered students with questions about disabilities may contact the Office of Disability Services and Programs, at (213) 740-0776 or ability@usc.edu.

E.1.II. Attempts or threats to commit acts prohibited by this policy, or to omit acts required by this policy, are prohibited equally with the acts themselves. Complaints and witness statements that are not in good faith are also prohibited.

E.1.III. Intentionally submitting or providing false or misleading information in bad faith is prohibited. This prohibition does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

E.2. Discrimination

No student may discriminate against anyone in the university community based on any protected characteristic.

For the purposes of this policy, “discrimination” refers to the unfair treatment of a person or group because of that person’s or group’s protected category status, when the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or creating an intimidating, hostile or offensive academic, work or student living environment. This conduct will also be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances.

E.3. Harassment Based on a Protected Characteristic
E.3.I. The University of Southern California is committed to maintaining an environment that is free from all forms of discrimination and harassment based on a protected characteristic. The protected characteristics under this policy include race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

No student may take actions that are harassing, abusive or intimidating against anyone based on any protected characteristic, or commit actions which adversely affect another because of a protected characteristic, when the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or creating an intimidating, hostile or offensive academic, work or student living environment. This conduct will also be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances.

The actions do not have to be directed at a specific person or persons to constitute harassment.

E.3.II. Attempts or threats to commit acts prohibited by this policy, or to omit acts required by this policy, are prohibited. Any student who violates this policy will be subject to appropriate disciplinary action for misconduct.

E.3.III. Such conduct may include, but is not limited to, the following examples, if the conduct meets the standards above:

• Ridicule, abuse, insults or derogatory comments that are directly or indirectly based on a protected characteristic;

• Offensive remarks about an individual’s looks, clothing, or body parts, that relate to a protected characteristic;

• Offensive comments about an individual’s racial, ethnic or religious characteristics;

• Disparaging or offensive remarks about an individual’s gender whether or not sexual in nature;

• Disparaging or offensive comments about an individual’s religious beliefs or lack of religious beliefs;

• Expressing negative stereotypes regarding an individual’s country of birth, ancestry, citizenship, or race;
• Disparaging, intimidating or offensive references to an individual’s mental or physical impairment or disability;
• Disparaging racial or ethnic remarks, and racial or ethnic slurs, jokes or epithets;
• Disparaging comments based on other protected characteristics;
• Offensive and unwelcome language directed at someone because of their gender, or based on gender stereotypes;

E.3.IV. Behavior by non-student members of the university community, including faculty, staff and third parties, is investigated by the university’s Office of Equity and Diversity and addressed by the university’s Discrimination, Harassment, Sexual Harassment and Sexual Assault Policy and the Faculty Handbook.

E.4. Retaliation

No student may threaten, attempt, or commit retaliation against anyone who, in good faith, brings a complaint under SCampus policy, university policy, or applicable law; or participates in investigation of such a complaint; or protests in good faith alleged discrimination, harassment or retaliation against another. Such retaliation may include, but is not limited to, the following examples:

• Coercion, intimidation, interference, harassment or vexatious behavior;
• Excluding or blocking someone from a team, activity, organization, or course participation due to that person’s having filed a complaint or been a witness as part of an investigation;
• Spreading negative information about the individual.

E.5. Sexual Misconduct, Dating Violence, Domestic Violence, Intimate Partner Violence, and Stalking

E.5.I. Overview

This Section applies to all forms of sexual and gender-based harassment, sexual misconduct, sexual assault, dating violence, domestic violence, intimate partner violence and stalking.

E.5.II. Providing a Safe Educational and Residential Environment
a. Expectations for the University Community

i. 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 and gender-based harassment and violence, and other forms of sexual misconduct and interpersonal violence. The university community is committed to fostering a safe environment where these forms of behavior are unacceptable, and where those who are harmed by another in violation of this policy, are provided support and avenues of redress as appropriate. Upon receipt of a report of Part E Misconduct, the university will take appropriate action to stop prohibited conduct, eliminate any hostile environment, prevent its recurrence and address its effects.

ii. All incoming students are required to participate in mandatory educational programs about preventing Part E Misconduct and promoting a culture of caring for and respecting one another. See Section E.9.I. Education. In addition, returning students are, from time to time, required to participate in mandatory educational programs about alcohol and its effects, sexual assault, domestic and dating violence, stalking, and bystander intervention, safety, and other topics as deemed necessary by the Provost.

iii. All members of the university community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This Part E has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated.

b. Students should understand that:

i. Sexual activity and behavior which is non-consensual is sexual misconduct, whether the respondent is a stranger or an acquaintance of the complainant;

ii. Intoxication of the respondent does not diminish his or her responsibility for an act of sexual misconduct;

iii. A person who is incapacitated is not capable of giving valid, affirmative consent; and
iv. These standards apply whether the respondent was acting individually or in concert with others.

E.5.III. Sexual or Gender-Based Harassment

a. No student may commit sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

i. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s educational environment, employment, living environment, appointment, admission, or academic evaluation; or

ii. Submission to such conduct is used as a basis for evaluation in academic evaluations, educational opportunities, admissions evaluations, financial aid, or personnel decisions affecting an individual; or

iii. such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creating an intimidating, hostile, or offensive working or learning environment or student living environment. This conduct will also be evaluated from the perspective of a reasonable person in the complainant’s position, considering all the circumstances.

b. Sexual harassment also includes harassment based on gender, sexual orientation, gender identity or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, gender, or sex/gender stereotyping, even if the harassing acts do not involve conduct of a sexual nature.

c. Sexual and gender-based harassment may include, but is not limited to, the following examples, when that behavior meets the criteria for sexual or gender-based harassment identified above:

• Written instances: Suggestive or obscene communication via letters, notes, text messages, emails, and any material distributed via social media, or any type of digital communication.
• Verbal instances: Derogatory comments, slurs, jokes, or epithets of a sexual nature or sexist remarks, discussions about sex or sexual activities not related to a specific course topic, requests for sexual favors, repeated and unwelcome propositions for dates, or offensive sexual remarks about an individual's looks, clothing, or body parts when related to sex or gender.

• Physical instances: Leering, stalking, assaults, impeding or blocking movement, touching, or body contact.

• Visual instances: Inappropriate display of sexually explicit objects, pictures, cartoons, posters, computer screen savers, websites, movies, drawings, or sexual gestures.

E.5.IV. Sexual Assault

a. No student may commit sexual assault. Sexual assault includes, but is not limited to, sexual intercourse or sexual contact without consent. Sexual assault is defined as any actual or attempted non-consensual physical sexual act including, but not limited to: i) vaginal, anal, or oral intercourse, ii) vaginal, oral or anal penetration using a body part or object, iii) fondling, iv) groping or v) sexual contact as defined in paragraph c below. Sexual assault occurs where:

• There is no affirmative, conscious and voluntary consent, or consent is not freely given;

• Physical force, threats, coercion or intimidation are used to overpower or control another, or the person assaulted fears that he or she, or another person, will be injured or otherwise harmed if he or she does not submit; or

• There is no ability to give or withhold consent due to incapacitation, whether due to the influence of alcohol or other drugs, age or mental incapacity, being asleep, or unconsciousness. (See subsection 4 below on consent.)

b. Stranger and non-stranger sexual assault are covered equally in this policy.

c. Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's own or another's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, or mouth.
d. Consent

An affirmative consent standard applies in the determination of whether consent was given by both parties to sexual activity. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. 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.

It shall not be a valid excuse that the respondent believed that the complainant affirmatively consented to the sexual activity under either of the following circumstances:

i. The respondent’s belief in affirmative consent arose from the intoxication or recklessness of the respondent.

ii. The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented.

It shall not be a valid excuse that the respondent believed that the complainant affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

i. The complainant was asleep, unconscious, or unaware that the sexual activity was occurring.

ii. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.

iii. The complainant was unable to communicate due to a mental or physical condition, including incapacitation caused by the influence of drugs, alcohol, or medication.
e. Rape and sexual battery are crimes as defined under California law and may be subject to criminal prosecution.

E.5.V. Other Sexual Misconduct

No student may commit sexual exploitation. Sexual exploitation includes, but is not limited to:

a. non-consensually observing or recording (by photography, video, or audio recording) another’s nudity or sexual activity;

b. allowing another to observe or record a person’s nudity or sexual activity without that person’s consent;

c. non-consensual sharing of images or recordings of the nudity or sexual activity of another;

d. non-consensually exposing one’s genitals to another; and

e. inducing incapacitation for the purpose of making another person vulnerable to sexual assault.

E.5.VI. Domestic Violence, Dating Violence, and Intimate Partner Violence

a. No student may commit domestic violence, dating violence, or intimate partner violence.

   i. Domestic violence or dating violence means violence committed against a person who is a spouse or former spouse, a cohabitant or former cohabitant, a person with whom he or she has a child, or with whom he or she has, or had, a dating, romantic, intimate or engagement relationship.

   ii. Intimate partner violence means violence by a person who is or has been in a romantic or intimate relationship with the victim.

   iii. When used in this section, violence means causing physical harm either to the person or to their possessions, or conduct that would cause a reasonable person to be fearful for their safety. It may also include other forms of Part E Misconduct, including, but not limited to, sexual assault, sexual misconduct or stalking. Examples include, but are not limited to: slapping, pulling hair, name calling, damaging property, stalking, sexual assault, and threats of abuse or physical harm.
b. Dating violence and domestic violence are crimes as defined under California law and may be subject to criminal prosecution.

E.5.VII. Stalking

a. No student may engage in stalking or tormenting behavior.

b. Stalking is a non-consensual course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

   i. “Course of conduct” means behavior composed of two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, engages in any of the following: monitoring, following, observing, threatening, surveilling, or communicating to or about a person, or interfering with a person’s property.

   ii. “Substantial emotional distress” means significant mental suffering or anguish.

   iii. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

   iv. For purposes of this policy, “tormenting behavior” is defined as non-consensual willful conduct directed at a specific person that seriously alarms, annoys or terrorizes the person, that would have that effect on a reasonable person, and that serves no legitimate purpose.

c. 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.

d. Stalking is a crime as defined under California law and may be subject to criminal prosecution. Under California law, any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to
place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

e. Some illustrative examples of behavior that may come under this definition:

- 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, referred to as cyber-stalking, 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.”

- 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.

E.6. Child Abuse

No student may commit an act of child abuse, including sexual abuse of an individual under 18 years of age. All students have a personal responsibility to report any instances of known or suspected abuse, molestation or neglect of a child. Please see the university’s Policy on Protecting Minors, at policy.usc.edu.

E.7. Reporting

The university is committed to creating a campus environment that encourages prompt reporting and expedites a fair, thorough and neutral investigation and adjudication of cases. The university will respond to complaints or reports or information about incidents of Part E Misconduct to stop prohibited conduct, eliminate any hostile environment, take steps to prevent the recurrence of the misconduct and address any effects on campus from such conduct.

Reports of conduct by a student prohibited by this Part E, as well as cases involving retaliation that is connected with such matters, are investigated by a specially-trained investigator designated by the university’s Title IX Coordinator.

E.7.I. Timeliness

Cases involving Part E Misconduct may be reported at any time. Complainants are encouraged to make a prompt report to maximize the ability to respond promptly and effectively. If the respondent is no longer a student at the time of the report, or if the conduct is not within the scope of the policy, the university may not be able to take disciplinary action against the respondent, but will still provide reasonably available support and resources to a complainant designed to end the conduct, prevent its recurrence, and address its effects. The Title IX Coordinator will also help a complainant identify external reporting options.

E.7.II. Report to the University

Part E Misconduct committed by a student should be reported to the Title IX Coordinator or directly to a Title IX Investigator at (213) 740-5086. See also equity.usc.edu/title-ix/.
Sexual misconduct committed by staff or faculty, or other members of the university community (for example, a vendor or campus visitor), should be reported to the Office of Equity and Diversity, also at (213) 740-5086.

Both the Office of the Title IX Coordinator and the Office of Equity and Diversity are located at CUB Building 2nd Floor, 3720 South Flower St., University Park Campus, Los Angeles, CA 90089.

E.7.III. Report to Law Enforcement

Many forms of Part E Misconduct may also constitute felony or misdemeanor violations of criminal law. Under most instances it is the complainant’s right to choose whether to file a criminal report. The university encourages complainants to report potential crimes to law enforcement, and will provide assistance in making the report. To report a crime, individuals may contact the local police department, or may contact the university Department of Public Safety (DPS) at (213) 740-4321, 24 hours a day. When a crime of a sexual nature is reported to DPS, DPS immediately notifies:

- The Los Angeles Police Department (LAPD). If the complainant asks that their name not be provided to the LAPD, DPS will honor that request. The LAPD (or the appropriate law enforcement agency if outside of Los Angeles) has the responsibility for the investigation of these crimes; DPS is not permitted to do so.

- The university’s Title IX Coordinator

- The Center for Women and Men, so that the Center for Women and Men may conduct any appropriate outreach.

E.7.IV. Report to Counseling

The Center for Women and Men, and the Sexual Assault Resource Center, offer resources and confidential counseling to those who have experienced gender-based harm. Counselors are available for emotional support and assistance in locating other appropriate resources, 24 hours a day, at (213) 740-4900. Trained counseling staff from the Center for Women and Men are also available to accompany a student to a rape treatment center, to DPS or law enforcement in order to make a report, or to meetings with the Title IX Coordinator or investigator.

A student who receives assistance from the CWM may request that the CWM forward the student’s report to the Office of the Title IX Coordinator or Office of Equity and Diversity, although the student is not required to do so.
For additional information, see Section E.9.II. Assistance for Students

E.7.V. Report to Faculty and Staff

Faculty, teaching assistants, and staff holding supervisory positions are required to contact the Title IX Coordinator to immediately report all information shared with them regarding sexual harassment or sexual assault or any other conduct prohibited by this policy.

E.7.VI. Report Anonymously

Students have the option to make anonymous reports of Part E Misconduct, and may also anonymously access information about resources, through the Center for Women and Men, and the Sexual Assault Resource Center (213-740-4900), or Student Counseling Services (213-740 7711).

The university’s ability to respond to an anonymous report may be limited by the amount of information available, but the university will seek to identify available steps to investigate or otherwise determine what happened, consistent with its obligation to eliminate prohibited conduct, prevent its recurrence and address its effects.

E.7.VII. Report to Governmental Authorities

In addition to notifying the university about unlawful discrimination, harassment or retaliation, students may direct their complaints to the Office for Civil Rights (OCR) within the U.S. Department of Education at (415) 486-5555 or ocr.sanfrancisco@ed.gov. While OCR complaints should generally be filed within 180 days of the last date of alleged discrimination, OCR may extend this deadline in a variety of circumstances.

If a student is also an employee, inquiries or complaints may also be referred to the California Department of Fair Employment and Housing (DFEH) at contact.center@dfeh.ca.gov or www.dfeh.ca.gov, or the United States Equal Employment Opportunity Commission (EEOC) at 1-800-669-4000 (TTY 1 (800) 669-6820) or www.eeoc.gov. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases.
Any person who believes that the university as a federal contractor has violated nondiscrimination or affirmative action obligations may contact the Office of Federal Contract Compliance Programs (OFCCP) at 1(800)397-6251 (TTY: 1(202)693-1337).

E.7.VIII. Privacy and Confidentiality

The university will respect and safeguard the privacy interests of individuals involved in reports under this policy to the extent possible. Privacy in this context means that information related to a report made under this policy will generally be shared only with those university employees who need to know the information in order to assist in the review, investigation, or resolution of the report. These individuals will keep as private as possible information related to the report. If an investigation is pursued against a respondent, however, information will need to be shared with the respondent and, as appropriate, with relevant witnesses. The university will, if so requested, keep as private as possible the identity of complainants to the fullest extent of the law, but will inform complainants that keeping their name private may limit the university's ability to investigate or discipline the responsible individual.

While the university recognizes that a complainant may wish to preserve her or his privacy, it should also be understood that the university has a responsibility to maintain the integrity and safety of the campus as a whole. Where circumstances exist that are deemed a danger to the university community at large, pertinent details about an incident may need to be acted upon or publicly released. At no time will the university release the name of the complainant, or any identifying information, to the general public without the express consent of the complainant. The release of the Respondent’s name to the general public is guided by the Family Educational Rights and Privacy Act (FERPA) and the Clery Act. For more information regarding reporting under the Clery Act, see Section H.2. Mandatory Federal Reporting and Campus Crime Statistics.

The university will also respect and safeguard legal confidentiality, which is different from privacy. For information about confidential resources, see Section E.9.II. Assistance for Students.

E.8. Disciplinary Procedures

The below disciplinary procedures apply to these investigations, also referred to as “Part E Misconduct Investigations.” The Title IX Coordinator maintains oversight of all Part E Misconduct complaints and ensures that they are resolved in a timely manner and in compliance with Title IX and this Part E. The Title IX Coordinator receives written notice of all determinations made in Part E Misconduct Investigations by a Title IX investigator, the Student Equity Review Panel (defined in Section E.8.V. Policy Violations and
Sanctions), the Student Behavior Appeals Panel, and the Vice Provost for Student Affairs.

The Title IX Coordinator may in his or her discretion refer a matter to be handled by SJACS under the procedures set forth in Part B if he or she determines that proceeding under this Part E is not warranted based on the facts alleged.

E.8.I. Intake and Investigation

a. Complaints of Part E Misconduct that are made to the Office of Student Judicial Affairs and Community Standards or DPS will be referred to the Office of the Title IX Coordinator.

Upon learning of a report of Part E Misconduct, the Title IX Coordinator or designee will contact the complainant to explain the complainant’s rights, the complainant’s right to make (or decline to make) a report to LAPD or the Title IX Coordinator or both, and resources and available referrals, including medical and other assistance.

- If the Center for Women and Men has not previously been consulted by the student about the incident, the Title IX Coordinator or designee will also inform the Center for Women and Men of the complaint, so that the Center for Women and Men may conduct any appropriate outreach.

b. Upon receipt of a report of Part E Misconduct, the university will review whether Interim Remedial Measures may be appropriate to eliminate a hostile environment and protect the parties involved. Interim Remedial Measures are designed to address a complainant’s safety and well-being and continued access to educational opportunities. Complainants are eligible for Interim Remedial Measures and support whether or not they choose to participate in a disciplinary investigation.

i. Either party may request an avoidance of contact letter or other similar protection, whether or not a student seeks formal disciplinary action against the person responsible. Other potential Interim Remedial Measures may include access to counseling services, medical care, rescheduling of exams (in conjunction with appropriate faculty), changes in class schedule when feasible, the ability to take an incomplete or drop a course without penalty, changes in on-campus housing when feasible, changes in university work schedules or assignments, housing relocation assistance, voluntary leave of absence, escorts, academic support services, tutoring, course
rescheduling or course load reduction assistance, or other such measures as may be both feasible and appropriate.

ii. A student seeking information about Interim Remedial Measures should speak with a Title IX investigator, the Title IX Coordinator, Student Support and Advocacy within Student Affairs, or the Center for Women and Men.

c. It is generally up to the discretion of the complainant whether or not to proceed with a university investigation. However, where there is evidence that a respondent (whether an individual student or organization) may pose a substantial threat to the safety or well-being of one or more members of the university community or to property within the university community, or poses a continuing threat of disruption or interference to normal university life or functions, the Title IX Coordinator may determine that the safety and security of the broader campus community requires that the university proceed with an investigation. Factors that may lead the university to proceed with such an investigation include the use of a weapon, evidence of violence, predation, a pattern of behavior (one or more other acts of sexual misconduct), and threats of repeated or additional acts of violence. If the Title IX Coordinator determines that there is a need to move forward with an investigation, the complainant will be notified prior to the start of any such investigation.

d. Informal Resolution Process. The university recognizes that in some limited circumstances (and never in sexual assault cases) voluntary informal resolution options may, if implemented consistently with institutional values and legal obligations, be an appropriate means of addressing some behaviors reported under this policy. Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent.

i. Examples of potential remedies are similar to those provided in Section E.8.I.b., Interim Remedial Measures. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the respondent and/or direct or indirect action by the Title IX Coordinator or the College. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

ii. With approval from the Title IX Coordinator, informal resolution options may be used during or prior to the investigation phase, as a means of addressing the reported or admitted behavior, preventing its recurrence, and remedying its effects absent a formal finding.
iii. To initiate an informal resolution process, the Title IX Coordinator must have reviewed the matter to the extent necessary to confirm that it is of the type that would be appropriate for an informal resolution process and must have concluded, in consultation with appropriate University employees, that use of an informal resolution process would be consistent with the institutional values and legal obligations. The participating parties must have voluntarily elected to pursue an informal resolution process without pressure or compulsion from others and must have been advised that they may withdraw from the process at any time. The Complainant can request to end the information resolution process and instead pursue a formal investigation at any time. The process will never be used to require the Complainant to directly confront the Respondent.

iv. Individuals may be accompanied by an advisor at any meetings related to the informal resolution process. Any agreements reached in an informal process must be approved by the Title IX Coordinator. When an agreement is approved, the Respondent will be required to comply with the agreement. If no agreement is reached, the matter may be referred to the Title IX Coordinator for further action.

e. If the complainant wishes to proceed with a university investigation (or the university decides to do so), the matter will be immediately assigned to an investigator trained in or otherwise knowledgeable about investigating Title IX complaints, who may be the Title IX Coordinator, or a Title IX Investigator, with oversight from the Title IX Coordinator.

f. These procedures do not apply to investigations of non-students. Investigations of non-students are conducted by the Office of Equity and Diversity. Information is available at Office of Equity and Diversity and in the Faculty Handbook.

g. The responsibility is on the university, not the parties to the complaint, to gather the relevant evidence, to the extent reasonably possible, relating to a complaint, report or other incident of Part E Misconduct of which the university has notice. As part of the investigation, the investigator will meet separately with both the complainant and respondent and explain to each a summary of rights, the investigative process, avenues of appeal after the investigation and information about available resources.
• Interim Protective Measures. During the course of a Part E Misconduct Investigation, the university has the right to impose Interim Protective Measures whenever there is evidence that the respondent individual or organization poses a substantial threat to the safety or well-being of members of the university community, or poses a continuing threat of disruption or interference to normal university life or functions. Interim Protective Measures include actions taken against a respondent pending an investigation that include, but are not limited to: interim suspension; removal from a class, student organization, team or housing; putting an organization on notice; or notifying a national office of an organization. See Section E.8.IV.b. Interim Protective Measures.

h. The complainant and respondent will each meet separately with the investigator. The complainant and respondent will receive timely notice of any meeting at which their presence is requested or required.

i. At the meetings of the complainant or the respondent with the investigator, the student being interviewed may have one adviser present. The adviser may be any person of the student’s choosing, such as the student’s parent or guardian, a mental health professional, a certified victim’s advocate, an attorney, or an adviser provided by the university at the student’s request. A witness may not serve as an adviser, or vice versa. The role of the adviser is to provide support to the student being interviewed as well as assistance in understanding and navigating the investigation process, and the conversation will be between investigator and the student being interviewed. The adviser may not interfere with or disrupt the interview. To protect the privacy of students and witnesses, the adviser is required to sign a confidentiality statement prior to attending an interview or otherwise participating in the university’s investigatory process.

j. As part of the investigation, the investigator will ask for all information relevant to the allegations. For both parties, this is their opportunity to present any information regarding the incident, including names of witnesses, the existence of documents, electronic communications, or recordings, or any other information the parties think may be relevant. Both parties may also present supplemental information during the course of the investigation, until the investigator makes findings.

k. The investigator will conduct additional investigation and witness interviews as appropriate and review all available pertinent evidence.

l. Both parties will be given the opportunity to review all information that will be used at any informal or formal disciplinary proceeding or meeting.
m. The investigator will then make findings of fact by a preponderance of the evidence.

   i. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant to the findings of fact.
   ii. The investigator may redact information that is irrelevant, more prejudicial than probative, or immaterial.
   iii. The investigator may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts.
   iv. Evidence pertaining to an individual’s character is not pertinent and will not be considered.
   v. The investigator cannot and does not make a finding as to whether a crime has been committed, as that can only be done through the legal process.

n. All students and employees have the responsibility to participate fully and truthfully in university investigations. If the respondent declines to present information on his/her own behalf, this will not be construed as an admission of responsibility. If employees (including student employees) are interviewed during their USC working hours, the time will count as time worked.

o. Respondents who fail to respond to initial notification from the Title IX Investigator within one week of that notification or who cannot be contacted after reasonable attempts remain subject to an investigation and consequent sanctioning if a violation of the Student Conduct Code is found.

p. Part E Misconduct Investigations and review by the Student Equity Review Panel (as described in Section E.8.V. below), excluding the time for any appeal, shall be completed within 60 working days, unless the university’s Title IX Coordinator determines that there is good cause to extend the period to conduct a fair and complete investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for university breaks or vacations, due to the complexity of the investigation, or for other legitimate reasons. Any extension of the timeframe for good cause, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the investigation in a timely manner by balancing principles of thoroughness, fairness and promptness.

E.8.II. Procedural Rights
While significant procedural protections are provided to both the complainant and respondent, the opportunity to confront accusers is not required as part of a fair and impartial process. Both the complainant and respondent are granted the following procedural protections:

a. At the start of the investigation, a summary of rights, investigation procedures and avenue of appeal.

b. Equal treatment throughout the investigation and appeal process.

c. A fair, thorough, reliable, neutral and impartial investigation by a trained and experienced investigator.

d. Written notice specifying 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.

e. Written notice of the published location of the Student Conduct Code and Conduct Review System, published online in this guidebook in Parts B and E.

f. Written notice of the requirement to meet with the investigator. The university reserves the right to conduct investigations in absentia when a respondent fails to respond after proper notice has been given or after the university has exercised reasonable effort to notify the student of the allegations. Also, there may be times when the university in its discretion decides to proceed with the investigation even when the complainant does not wish to proceed. See Section E.8.I. Intake and Investigation.

g. The opportunity to provide relevant information and names of relevant witnesses. Declining to present information will not be construed as an admission of responsibility.

h. The opportunity to inspect documents and/or relevant information gathered as part of the investigation. Medical and counseling records are confidential records that the parties are not required to disclose. If such records are disclosed to the investigator by one party, however, the other party will be given access to the relevant portions of the records upon request. Declining to present information will not be construed as an admission of responsibility.

i. A written and timely decision sent simultaneously to both parties outlining the findings of fact of the investigator and the conclusions of the Student Equity Review Panel regarding whether a policy violation occurred and whether any sanctions are to be imposed (see Section E.8.V. below). The written decision
shall explain the basis for the findings and conclusions and outline the proper
course of appeal.

Notice will be emailed to the student’s email address of record in the Student
Directory, unless the student makes arrangements in advance with the
investigator to have the decision mailed to the student’s last known address or
hand-delivered. If a notice is mailed, it is deemed to be received three days
after it is mailed.

j. The opportunity to appeal the decision of the Student Equity Review Panel
within 2 weeks of receipt of the written decision. Following the appeal process,
both parties shall receive a written and timely decision regarding the outcome
of the appeal and explaining the basis for the decision.

E.8.III. Other Procedural Matters

a. Multiple Respondents

In reviews of incidents involving more than one respondent, the
investigator, in consultation with the Title IX Coordinator will determine
whether the reviews concerning each student should be conducted
separately or in a consolidated investigation.

b. Pending Criminal Investigations and/or Proceedings

For cases in which criminal investigations and/or proceedings are
concurrent or pending, the university may proceed independent of such
investigations or proceedings. The mere fact that a criminal
investigation or proceedings exist will not be considered grounds for
delay. However, the Title IX Coordinator will attempt to coordinate with
law enforcement so that any university processes do not interfere with
the integrity or timing of the law enforcement investigation. At the
request of law enforcement, the university may agree to defer the fact-
finding portion of its investigation until after the initial stages of a
criminal investigation. The Title IX Coordinator will nevertheless
communicate with the parties regarding resources and
accommodations, procedural options, anticipated timing, and the
implementation of any necessary interim interventions for the safety
and well-being of the complainant and university community members.
The investigator will promptly resume fact-gathering as soon as law
enforcement has released the case for review following the initial
criminal investigation.

c. Standard of Proof
The standard of proof shall be the preponderance of the evidence, meaning such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth.

d. Character Witness Statements

Character witnesses and letters are not admissible as evidence and will not be considered.

e. Prior Sexual History

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

ii. A party’s character or reputation with respect to other sexual activity is never relevant and will not be considered as evidence.

iii. In general, a complainant’s prior sexual history is not relevant and will not be admitted as evidence. Where there is prior sexual history between the complainant and the respondent, and the respondent alleges that the complainant gave consent, the prior sexual history between the parties may be relevant to assess the manner of communication between the parties as to consent. However, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. In addition, evidence of other sexual history may be relevant to prove a material fact (for example, to explain an injury or physical finding).

iv. Where there is evidence of conduct substantially similar in nature by the respondent, regardless of whether there has been a finding of responsibility, this information may be deemed relevant to the determination of responsibility and/or sanction. In addition, other conduct may be relevant to establish intent, motive, absence of mistake, or another ground deemed probative of a material fact by the investigator.

f. The investigator determines what information is relevant to the determination of findings of fact.

E.8.IV. Status of the Respondent
a. In most cases, the status of the respondent will not be altered and disciplinary sanctions are not initiated until completion of the investigation and an appeal, if any.

b. That an action is pending within the Student Conduct process does not relieve the student from any financial obligations to the university.

c. Interim Protective Measures, including interim suspension or other interim action, may be authorized by the Vice Provost for Student Affairs or designee at any time pending disciplinary proceedings against a student or organization or pending an appeal, whenever there is evidence that the student or organization may pose a substantial threat to the safety or well-being of one or more members of the university community or to property within the university community or poses a continuing threat of disruption or interference to normal university life or functions. Factors that will be considered in determining whether to authorize Interim Protective Measures include the use of a weapon, evidence of violence, predation, a pattern of behavior (one or more other acts of sexual misconduct), and threats of repeated or additional acts of violence.

i. A student or organization subject to Interim Protective Measures will be given prompt written notice of the charges and the opportunity for a review by the Vice Provost for Student Affairs, or designee, of the Interim Protective Measures within 15 days of the notice, unless a later date shall be mutually agreed upon by the respondent and the Vice Provost for Student Affairs or designee.

ii. Interim Suspension means exclusion from all classes, seminars and programs; prohibition of participation in university-sponsored activities; and exclusion from university premises.

iii. Interim Action may include, but is not limited to, exclusion from university housing or a specified portion thereof, or from other specified activities or areas of the campus, or a prohibition on the respondent from representing the university in any capacity, as set forth in the written notice of Interim Action. Interim Action may also include a directive or agreement that the complainant and respondent have no contact, as specified in a letter from the Vice Provost or designee (often referred to as an “Avoidance of Contact Letter”).

d. The university will place a hold on registration or transcript release during an appeal of a Part E Misconduct case where the respondent has been found
responsible for a violation of the Student Conduct Code and is awaiting a final decision in the appeal.

e. Upon written notice of the determination of the Student Equity Review Panel (see Section E.8.V, below), if the sanction is determined to be an expulsion or suspension, the respondent will be immediately placed on interim suspension (as defined in Section E.8.IV.c.ii, above) and a transcript and registration hold will be placed on the respondent’s account. The interim suspension and transcript or registration hold shall only be lifted if the sanction of expulsion or suspension is overturned on appeal and the revised sanction imposed (if any) does not include suspension or expulsion.

- If the final decision following appeal upholds the initial sanction of expulsion, or where there is no appeal, the sanction will be documented on the respondent’s academic record as taking effect on the date of written notice of the Student Equity Review Panel decision (or such other date as may be determined by the Title IX Coordinator). In the case of a sanction of suspension, the interim suspension period shall count towards the total suspension period.

For further details about the impact of sanctions on student status, see Section E.8.V.d. Sanctions.

E.8.V. Policy Violations and Sanctions

a. Following completion of an investigation and issuance of findings of fact by a Title IX investigator or the Title IX Coordinator, the report of the Title IX investigator or Title IX Coordinator (the “Investigation Report”) will be forwarded to the Student Equity Review Panel to determine whether a policy violation has occurred by a preponderance of the evidence and to determine appropriate sanctions. The Student Equity Review Panel shall consist of two individuals selected from a pool of specially-trained individuals designated by the Provost and Senior Vice President for Academic Affairs. The Student Equity Review Panel will be advised by the Title IX Coordinator, who is present during the Student Equity Review Panel’s deliberations but is not a member of the panel and does not have a vote. Within 10 working days following receipt of the Investigation Report, the Student Equity Review Panel will conclude by a preponderance of the evidence whether there have been one or more violations of this Part E and, if so, decide on the appropriate sanctions.

b. As explained in Section E.8.II. above, the university will simultaneously provide both the complainant and respondent the results of the investigation and the determinations of the Student Equity Review Panel, in writing. The results will include the determination whether or not there was a violation, and the reasons, and both the complainant and the respondent will be given a summary of any sanction imposed on the respondent.
c. Sanctions are assessed appropriately for the cited violation. Sanctions will be considered in light of the gravity of the respondent’s actions and the respondent’s entire conduct record at the university and will be designed to hold students accountable for their actions and the resulting or potential consequences of such actions, and to protect the safety of the university community.

Where there is no appeal, the determination as to the effective date of the sanction will be made by the Title IX Coordinator.

d. One or more of the following sanctions may be imposed for policy violations. Note that a sanction does not relieve a student from any financial obligations to the university.

i. 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.

ii. 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; is prohibited from representing the university in any capacity; 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 (provided that, where good cause is shown, the Vice Provost for Student Affairs or designee may, in his or her sole discretion, remove the restriction to permit a student to register for courses to be taken in the semester following the end of the suspension period).
• 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.

iii. 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.

iv. 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.

v. 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.

- For 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.

- For graduate students: Students, including those who are enrolled in a post-baccalaureate professional program, 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. (The word “graduate” includes post-baccalaureate professional students and units.)

vi. 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.

vii. Disciplinary Probation: Indicates that the student has engaged in unacceptable behavior and may be required to report to the Title IX Coordinator or her designee 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.

viii. 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.

ix. 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 reimburse the
university for property damages incurred as a result of a violation of the Student Conduct 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. Restitution is not appropriate for personal harm.

x. 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 Section G.2. Group Responsibility for Student Organizations).

xi. Restriction from Employment at the university: Prohibition of, or limitations on, university employment.

xii. Removal from Specific Activities: Suspension from activities (e.g., leadership positions, athletic participation) at the university for a specific period of time.

xiii. No Contact: Restriction from entering specific university areas and/or from all forms of contact with certain specified persons.

xiv. 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.)
E.8.VI. Appeals Process

a. Following the Student Equity Review Panel’s decision, either the complainant or the respondent may file a written appeal. A review of the matter will be efficient and narrowly-tailored to the provisions of this policy and relevant reasons for appeal. The appeal will be conducted in an impartial manner by impartial decision-makers, and both parties will be treated fairly throughout the process.

b. Appeals must be submitted within 2 weeks from receipt of the Student Equity Review Panel’s decision. The Vice Provost of Student Affairs may deem a late submission of an appeal reasonable under extraordinary and extenuating circumstances.

c. Written appeals should be submitted electronically to the Title IX Appeal Coordinator at titleixappeals@usc.edu.

d. Appeals are documentary reviews in which no oral testimony is taken and no oral argument takes place. Generally appeals are determined solely on the merits of the documents submitted. Appellate documents therefore should be as complete as possible.

e. The appeal must include the Appeal Request Cover Sheet indicating the specific grounds for the appeal, supporting arguments and documentation, and any other relevant information the complainant or respondent wishes to include. Appellants should refer to Guidelines for Writing Appeals, a document available from the Title IX Appeal Coordinator.

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

   i. That new evidence has become available which is sufficient to alter the decision and which the appellant was not aware of or which could not have been reasonably obtained at the time of the original review.

   ii. That the sanction imposed is grossly disproportionate to the violation found.
iii. That there were procedural errors that had a material impact on the fairness of the investigation.

iv. That the conclusions of the Student Equity Review Panel and the sanctions imposed are not supported by the findings, or the findings are not supported by the evidence in light of the whole record.

g. The Title IX Appeal Coordinator, who is designated by the Vice Provost for Student Affairs, will receive all appeals, and within 1 business day will provide notice to the opposing party of the appeal, in writing. The opposing party will have 2 weeks to respond in turn.

h. The parties are neither required to file an appeal nor required to respond to an appeal filed by the opposing party. Not responding to an appeal does not suggest one party agrees with the appeal.

i. The Title IX Appeal Coordinator will provide the appellate documents to the Student Behavior Appeals Panel. This Panel consists of three members, at least one of whom is a faculty member, who have been appointed by the Vice Provost for Student Affairs. The Panel is trained in university procedures and Title IX requirements, and is advised by the Title IX Appeal Coordinator. The Panel will meet as needed to review and consider appeals concerning Part E Misconduct.

j. After receiving all appellate documents, the Appeals Panel will 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 investigator. The adviser is present during the Panel’s deliberations but is not a member of the Panel and does not have a vote.

k. Upon review of the appeal, the Appeals Panel may recommend upholding the initial decision in its entirety, increasing or decreasing the assigned sanctions, remanding the case back to the investigator for further investigation, or reversing specific findings of fact not supported by the evidence in light of the whole record or conclusions of policy violations not supported by the findings. If new evidence is submitted and the Appeals Panel determines that the new evidence should be considered, the Appeals Panel may return the complaint to the investigator to reconsider in light of the new evidence. If the Appeals Panel determines that procedural errors had a material impact on the fairness of the investigation, it may return the complaint to the investigator with instructions that the investigator remedy the errors.
l. The Appeals Panel will not substitute its opinion on credibility in place of the judgment of the investigator who saw and heard the witnesses, and will not make new findings of fact. If there is substantial evidence in light of the whole record to support a finding of fact, the Panel will not reweigh the evidence but will defer to those findings. Where the findings are upheld, the conclusions of the investigator as to policy violations will be changed only if not supported by the findings, and the sanction imposed will be changed only if not supported by the findings or if grossly disproportionate to the violation found. Appeals Panel members should not substitute their judgment for that of the original investigator or the Student Equity Review Panel merely because they disagree with the findings, conclusion, or sanctions.

m. The adviser to the Panel will inform the Vice Provost for Student Affairs of the Panel’s recommendation within one week of the conclusion of its review, unless the Vice Provost for Student Affairs extends that time.

n. The recommendations of the Student Behavior Appeals Panel may be accepted or modified by the Vice Provost for Student Affairs based on his or her review of the record of the case. Whether the Vice Provost modifies the draft decision or remands to the investigator, is a matter of his or her discretion based upon the record of the case. The Vice Provost makes the final decision on appeal. Once made, this decision is final and binding upon all parties. There is no further appeal.

o. The Vice Provost for Student Affairs will provide both the complainant and the respondent the final results of the disciplinary proceeding at the same time. Final results are available only after the appeal process has been exhausted, or waived, and the university has made a final determination in the matter. The final result will include the determination whether or not there was a violation and the reasons, and the complainant and respondent will be given a summary of the sanctions.

p. Appeals and final decision shall be completed within 45 days of the filing of an appeal, unless the Vice Provost for Student Affairs determines that there is good cause to extend that period.

q. Harmless Error Clause: Deviations from proscribed procedures shall not necessarily invalidate a decision, unless significant prejudice may result to the student or to the university.

E.9. Prevention and Support

Both women and men can be the victim of sexual misconduct, dating violence, domestic violence, intimate partner violence and stalking. Such acts are taken seriously by the
university, and are not tolerated. They can happen to anyone, regardless of age, gender, race, sexual orientation, gender identity or socioeconomic status. The university is committed to providing a consistent, timely and caring response to anyone within the campus community.

E.9.I. Education

All incoming students are required to participate in mandatory educational programs about preventing sexual harassment, sexual assault, and gender-based harm, and promoting a culture of caring for and respecting one another. This includes, but is not limited to, the online modules AlchoholEdu and Think About It. In addition, USC provides education on the prevention of sexual misconduct, dating violence, domestic violence, intimate partner violence and stalking to its campus community each year. Additional optional educational programs are also offered throughout the year, including training offered by the Center for Women and Men on healthy relationships and gender-based harm, as well as other training offered through the Title IX Office.

E.9.II. Assistance for Students

a. Campus Resources

i. Sexual Assault Resource Center / Center for Women and Men

   • (213) 740 - 4900
   • https://sarc.usc.edu/
   • http://engemannshc.usc.edu/cwm/
   • Counselors are available for emotional support and assistance in locating other appropriate resources. Students can speak confidentially with a counselor on campus 24 hours a day. Trained counseling staff are also available to accompany a student to a rape treatment center, to DPS or law enforcement in order to make a report, or to meetings with the Title IX Coordinator or investigator.

   • Information shared with campus or community professionals who have legal confidentiality (such as licensed counselors or therapists) will only be disclosed with the individual’s express written permission or as provided by law (where there is a continuing threat of serious harm to the individual or others; where there is suspected abuse or neglect of a minor; or where disclosure to a third party is otherwise legally required).

ii. Engemann Student Health Center
• (213) 740-9355
• https://engemannshc.usc.edu/
• Medical care and counseling services are available from Engeman Student Health Center and the Student Counseling Center. Counseling staff assure confidentiality to students seeking their services.
• In California, medical physicians (but not psychological counselors) are mandated by state law to notify law enforcement if a patient presents with a physical wound or injury due to a sexual assault, domestic violence or the sexual assault of a minor. However, the patient has the right to request that a victim advocate be present when they speak with law enforcement and to request that law enforcement not pursue a criminal charge at that time. Beyond this notification, the disclosure of private information contained in medical records is protected by HIPAA. Further, neither the Student Health Center nor community medical providers will notify the Title IX Coordinator or university.
• Medical and counseling records are privileged and confidential and the university will not require a student to disclose them. However, where a student chooses to share medical and counseling records as part of the investigation, the records will be shared with the other party.

iii. USC Department of Public Safety (DPS)
• University Park Campus office:
  (213) 740-4321
  Parking Structure ‘A’, at the southwest corner of McClintock Avenue and Downey Way
• Health Sciences Campus office:
  (213) 442-1000
  2001 Soto Street, Los Angeles, CA
• Any report filed with DPS will be also shared with the Title IX Coordinator and the Center for Women and Men, so that the Center for Women and Men may conduct any appropriate outreach.

iv. Office of the Title IX Coordinator
• (213) 740-5086
• **https://equity.usc.edu/title-ix/**

  The Title IX Coordinator is responsible for coordinating the university’s overall response to allegations of gender-based harm. As part of that obligation, the Title IX Coordinator manages the complaint and investigation process, and can also assist in obtaining an Informal Resolution or Interim Remedial Measure. See Section E.8.1. Intake and Investigation.

v. **Sex Assault Center within the Violence Intervention Program**

Urgent Care Center at the LAC+USC Medical Center

  - (323) 226-3961
  - 2010 Zonal Avenue, Los Angeles (Health Sciences Campus)
  - Includes 24-hour emergency care, forensic exams, and victim advocacy.

b. **Off-Campus Resources**

i. **Santa Monica Rape Treatment Center**

  - (310) 319-4000
  - [http://www.911rape.org/](http://www.911rape.org/)
  - Provides 24-hour emergency care, forensic exams, victim advocacy.

ii. **Peace Over Violence**

  - 213-626-3393 (24-hour rape and battering hotline)
  - [http://www.peaceoverviolence.org/](http://www.peaceoverviolence.org/)

iii. **Stalking Resource Center**

  - (202) 467-8700

iv. **National Domestic Violence Hotline**

  - (800) 799-7233
  - (800) 787-3224 TDD

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

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

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

E.10. What To Do If You Have Been Sexually Assaulted

If you or someone you know has been sexually assaulted recently, there can be time-sensitive decisions to make about preventing sexually transmitted infections, preventing pregnancy and collecting physical evidence. Students who have been sexually assaulted are advised to proceed with the following:

E.10.I. Immediate Action to Take

- Go to a safe location.

- Contact the confidential Sexual Assault Resource Center or the Center for Women and Men (CWM) at (213) 740-4900 (24 hours) for medical resources, emotional support and advocacy. If you prefer to seek confidential counseling off campus, call the Santa Monica Rape Treatment Center, (310) 319-4000 (24 hours), or Peace Over Violence, (213) 626-3393 (24 hours).

- 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 Santa Monica Rape Treatment Center, (310) 319-4000 (24 hours), and the Violence Intervention Program, which is supervised by USC physicians, (323) 226-3961 (24 hours). Both locations provide medical care, specially-trained staff, and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. 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. If you wish, the Department of Public Safety or the Center for Women or Men can transport you, or arrange transportation for you, to either the Santa Monica Rape Treatment Center or the Violence Intervention Program.

- If you want to report the crime immediately, notify the Department of Public Safety (DPS) at (213) 740-4321 (24 hours) and/or call 911. Please note that any report alleging rape or sexual assault (as defined by California law) filed with DPS will be forwarded to LAPD.

- 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.

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, Engemann Student Health Center, (213) 740-9355, provides medical care, including emergency contraception and testing for sexually transmitted infections. Staff at the Engemann Student Health Center, including the Student Counseling Center, also assure confidentiality to students seeking their services. (Please note that, in the cases in which there is a physical wound or injury due to a sexual assault, or in the case of a sexual assault of a minor, physicians may be required to report these situations to the proper legal authorities.) See also Section E.9.II. Assistance for Students.

E.10.II. Follow-up Action to Take:

- File a complaint with the Office of the Title IX Coordinator, (213) 740-5086, and the complaint will then be investigated. This can be done instead of or in addition to filing a report with DPS and filing a Los Angeles Police Department report. Students should note that any report alleging rape or sexual assault filed with DPS will be forwarded to LAPD.

- The university recognizes that deciding whether or not to make a report, either to the university or law enforcement, and choosing how to proceed, can be difficult decisions. All individuals are encouraged to seek the support of campus and community resources. These trained professionals can advise in making decisions, provide information about resources and procedural options, and assist in the event that a report under this policy is pursued. For this reason, the Center for Women and Men (CWM) is designated as a place where individuals may seek confidential assistance. You can speak confidentially with a CWM counselor on campus, (213) 740-4900 (24 hours). If you prefer to seek confidential counseling off campus, call the Santa Monica Rape Treatment Center, (310) 319-4000 (24 hours), or Peace Over Violence, (213) 626-3393 (24 hours).

- The CWM and/or the university’s Title IX Coordinator can meet with you to explain the process and explain the option to start an investigation by filing a complaint.
• Other evidence to gather: Whether or not you have made the decision to pursue disciplinary action against the individual responsible, there is certain information that should be gathered before too much time elapses, so that you may best preserve your options. For example you might consider saving text messages, Facebook postings, emails, voice mail messages, or other social media postings that might prove relevant. If you have already deleted text messages, they might also be retrieved from your mobile phone company if you make the request during the current billing cycle. It can also be helpful to write down the names (or descriptions, if you do not have names) of possible witnesses, in case you later forget this information.

E.10.III. Rights Concerning Reporting

In connection with reporting sexual misconduct, including sexual assault, you have these rights:

• If the person alleged to have committed the conduct is a USC student or employee, the right to request an investigation through the Office of the Title IX Coordinator at (213) 740-5086.

• The right to be informed of reporting options with regard to notifying law enforcement authorities or declining to notify law enforcement authorities, and to be assisted in notifying such authorities if you so choose. These reports can be made to DPS and the Los Angeles Police Department (LAPD), or other appropriate local law enforcement. You should note that any report alleging rape or sexual assault filed with DPS will be forwarded to LAPD. If you asks that your name not be provided to the LAPD, DPS will honor that request.

• The right to request that sexual misconduct incidents, including sexual assaults, be investigated by the proper 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 as outlined above).

• 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 not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities.
• The right to be free from pressure to report assaults as lesser offenses than you perceive them to be.

• The right to be free from any suggestion that you were responsible for being assaulted.

• The option of participation within the university’s disciplinary proceeding. Should you choose not to participate, the university still may proceed with disciplinary action.

• The right to the same level of support at any Title IX investigations is permitted to the accused student, and the right to be notified in a timely manner of the outcome of the investigation.

• The right to have access to existing campus counseling and medical professionals, victim support services, and to be given referrals to off-campus counseling and support services if desired.

• The right to have the university change your or the other party’s academic and/or living situation after a report of alleged policy violation, if the requested changes are feasible and reasonable. Options for possible changes include, but are not limited to: termination of an existing housing contract, assistance in locating alternative housing and/or withdrawal from classes. See Section E.8.I.b. Interim Remedial Measures.

• The right to be free from retaliation. The university will not permit retaliation against any person for exercising the right to make a Part E Misconduct complaint in good faith, to use any of the 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 Part E Misconduct is proven. See also Section E.4. Retaliation.

• The right to be treated with respect and dignity by university officials.

E.11. 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. If you are off campus, contact local law enforcement.
• 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, texts, and/or other items.

• Keep a log of the dates and ways that the other person contacted you or attempted to contact you.

Other inappropriate conduct, such as repeated telephone or email contacts of a lewd or obscene nature, personal threats, stalking, domestic violence and sexual harassment, may also be disclosed confidentially to the Center for Women and Men.

You may also report such conduct formally, without confidentiality, to the Department of Public Safety, the Los Angeles Police Department, or directly to the Title IX Coordinator for the university at (213) 740-5086, and the complaint will then be investigated.

Please see Section E.9.II. Assistance for Students for the complete list of on-campus and off-campus resources available for you.

E.12. What To Do If You Have Been Accused of Part E Misconduct

E.12.I. If you’ve been accused of harassment or other misconduct:

• You may receive free individual counseling to help deal with feelings related to being accused, decision-making, and concerns about relationships. Confidential support is available from the Engemann Student Counseling Center at (213) 740-7711.

• Contact the Assistant Vice-Provost for Student Affairs, Student Support and Advocacy, at (213) 821-4710, for help in locating a trained adviser. The adviser can provide you with information about the investigation process, provide support, and accompany you to meetings with the investigator. Note this office is not confidential, although they will keep the information you share as private as possible.

• Talk to someone you can trust: A friend, clergy member, parent, or counselor.

• Do not contact the alleged victim by any means; this might appear retaliatory, even if that is not your intent. In addition, the alleged victim
might believe this to be an additional act of harassment, putting you at risk of having additional charges of misconduct filed against you.

• There is certain information that should be gathered before too much time elapses. For example, you might gather text messages, emails, Facebook postings, voicemail, or other social media postings. If you have already deleted text messages, they might also be retrieved from your mobile phone company if you make the request during the current billing cycle. It can also be helpful to write down the names (or descriptions, if you do not have names) of possible witnesses, in case you later forget this information.

E.12.II. Be aware that you have the following rights:

• At the start of the investigation, the right to a summary of your rights, investigation procedures and avenue of appeal.

• The right to the same level of support at any Title IX investigation as is permitted to the student who filed the complaint; and the right to be notified in a timely manner of the outcome of the investigation.

• The right to a fair, thorough, neutral and impartial investigation of the incident by a trained and experienced investigator.

• The right to an adviser of your choice, with the exception that a witness in your case cannot be your adviser.

• The right to written notice, before meeting with the investigator, 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.

• The right to written notice of the online published location of the Student Conduct Code and Conduct Review System.

• The right to written notice of the requirement to meet with the investigator. The university reserves the right to conduct investigations without you if you fail to respond after proper notice has been given, or after the university has exercised reasonable effort to notify you of the allegations; there may also be times when the university in its discretion decides to proceed with the investigation even when the complainant does not wish to proceed. See Section E.8.I.
• The right to provide relevant information and evidence, and names of relevant witnesses. Declining to present information will not be construed as an admission of responsibility.

• The right to inspect documents and/or relevant information gathered as part of the investigation, though medical information may be kept confidential (a request to inspect documentation or evidence should be presented in writing at least one working day in advance to the investigator, at any time during the process).

• The right to a written and timely decision sent to both parties outlining the results of the investigation, explaining the basis for the conclusion and outlining the proper course of appeal.

• The right to appeal the investigation results.

• The right to be treated with respect and dignity by university officials.
F. Other University Policies

1. Computing

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 (DMCA) and other related topics.

All of these policies are available online at policy.usc.edu or cio.usc.edu/copyright/policy. 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.

2. University Email Notifications to Students

Email has been adopted as the primary mechanism for sending official communications 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.
3. Student Website Disclaimer

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.

4. Student Grievance Procedures

I. 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 or capricious manner by a university department or a representative of the university.

II. 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.

III. 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 Section C.2. Disputed Academic Evaluation Procedures.

- Issues of sexual harassment or discrimination. These issues should be referred to the Title IX coordinator, Office of Equity and Diversity.
IV. 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.

V. 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 Provost 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 Provost for Student Affairs to investigate the dispute.

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 Provost 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 Provost 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 Provost for Student Affairs assists the appropriate office with resolution and the resolution process.

5. 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.
I. 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:

a. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.

b. Alcoholic beverages will not be provided to individuals under 21 years of age.

c. 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.

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

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

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

g. 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.

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

i. 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).
j. Behavior that is disruptive or abusive to others as a result of using
   intoxicants.

II. 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 Pan-hellenic Council, the Panhellenic
Council and the Professional Fraternity Council. All other student organizations
should contact the Office of Campus Activities for additional information.
Approval must be obtained for all events on campus within any university-
owned property. For approval and copies of the detailed protocol on serving
alcohol on campus, call:

- Campus Activities, Steven and Kathryn Sample Hall 410, (213) 740-5693
- Office of Fraternity and Sorority Leadership Development, Ronald
  Tutor Campus Center 330, (213) 740-1195
- USC Hospitality, Bookstore 404, (213) 740-6285

III. 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).

IV. Tobacco Policy

The use of tobacco is prohibited in all enclosed buildings, facilities and university
vehicles. See Section F.6. Smoke-free Campus.
V. 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.

VI. Assistance

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
- Office for Wellness and Health Promotion, (213) 740-4777
- Engemann Student Health Center, (213) 740-9355
- Alcoholics Anonymous, University Religious Center 205, trojanrecovery@gmail.com

6. Smoke-free Campus

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.

Some outdoor areas are confined spaces or particularly busy thoroughfares; in such cases, administrative and academic units may request Risk Management to designate those outdoor areas as smoke free.

For information on smoking cessation, contact the Engemann Student Health Center, at (213) 740-9355, or Office of Wellness and Health Promotion (OWHP) at (213) 740-4777.

7. USC Online Degree Student Health Insurance Requirement

USC online degree program students are now subject to the USC mandatory insurance requirement which is required of all USC students. This gives online degree program students access to enroll in the USC Student Health Insurance Plan. The university offers the USC Student Health Insurance Plan through Aetna Student Health, underwritten by Aetna Life Insurance Company (ALIC) and administered by Chickering Claims Administrators, Inc. (CCA).

All USC online degree program students will be automatically enrolled in the USC Student Health Insurance Plan if they are taking 6 units or more per semester. All international students are also automatically enrolled, even if they are taking less than 6 units. Students must actively attend classes online for at least the first 31 days after the date for which coverage is purchased, or the insurance will be cancelled.
Students will have the option to waive this health care coverage as of July 1, 2014. To be considered for a waiver, students must already be covered under a comprehensive health insurance policy. An email will be sent to all online degree students with details on how to request a waiver.

For more information regarding the USC Student Health Insurance Plan and rates, visit www.usc.edu/engemann and go to the Insurance menu to see information and rates specific to online degree students.

For questions and to talk to a representative at USC’s Engemann Student Health Center, please call (213) 740-9355 and identify yourself as an online degree program student. Or, you may email the USC student health center representative at eshcins@usc.edu.

8. Student Releases

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.

9. Trojan Spirit Code Guidelines

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!

Treat all fans, students, staff, players, coaches, and officials in a respectful and courteous manner — win or lose/home or away.

Remember that you are responsible for your actions and how they may affect other fans and athletes, as well as the university.

Obey all rules and regulations as set forth by the university.

Join in the Trojan Spirit by supporting all student athletes and their commitment to academic and athletic excellence.
Avoid making negative remarks or gestures that disrespect opponents, their fans and their institutions.

Never 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.

Send a positive message to our opponents about USC, our teams, students and fans wherever USC is playing.

10. Bicycles

Maintaining a safe environment for pedestrians and bicyclists 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.

Riding your bicycle on the sidewalk while on campus is permitted, except where noted by signs on campus.

I. Licensing/Registration

a. 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 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.

b. 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.
c. 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.

d. 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)).

e. 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

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. Bicycles may not be parked or left standing in any lobby or hallway of any building.
III. Parking Regulation Enforcement

a. A public safety officer or other individual specifically authorized by DPS may issue a citation, relocate or impound a bicycle which:

i. is in violation of any regulation stated above in Sections I or II; or

ii. appears to have been abandoned, inoperable; or

iii. has been reported stolen by its owner.

b. 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.

c. 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).

d. Bicycles are not to be left on campus for storage during winter and summer breaks. Bicycles considered abandoned will be tagged and issued a 3-day warning. If no action is taken within 3 days, these bicycles will be considered abandoned and impounded with a fee assigned.

IV. Bicycle Operation

a. 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

b. 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).

c. 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.

d. 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.

e. When operating a bicycle, bicyclists must remain in the marked bike lane, if there is one. Otherwise they must remain to the far right of the street or paved area.

V. Fine Structure

Violators receiving a citation are referred to Student Judicial Affairs and Community Standards, and may receive a monetary fine.

• 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.

VI. 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, bicyclists 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 1-year sentence in jail or state prison, or a fine of $10,000, or both.

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.

11. Motorscooters/Motorcycles

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.

12. Roller Skates, Rollerblades, Scooters, Skateboards & Other Coasting Devices

Roller skates, rollerblades, scooters, skateboards and other coating 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; 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 coating 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 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 as well as criminal citation.

I. Definitions

Definitions for the terminology used above include:

a. Roller skate: a shoe, or attachment for a shoe, with a set of wheels connected for skating.

b. Rollerblade: a type of roller skate with in-line wheels.

c. Scooter: a narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels.

d. Skateboard: a board mounted on skate-type wheels.

e. 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.

II. Operation

a. 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.:

i. Trousdale Parkway, between Hellman Way and Downey Way

ii. Childs Way, between Watt Way and the eastern boundary of Trousdale Parkway

iii. All construction areas at all times for the continued safety of pedestrians and bicyclists.

iv. Gate 5, at times, on McClintock, between Jefferson Boulevard and 34th Street

b. 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).

c. 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.

d. 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 since they are many times filled with pedestrians.

III. Cautionary Note

You are urged to be 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, rollerskates, 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.
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.

13. Missing Student Notification

See [http://policy.usc.edu/missing-students/](http://policy.usc.edu/missing-students/)

14. Medical Amnesty/Good Samaritan Policy

Because USC places a high priority on student health and safety, the purpose of this policy is to encourage students to take immediate action in the case of an emergency. Some students may be hesitant to seek help or report sexual misconduct or seek medical assistance because they fear possible disciplinary consequences for consumption of drugs or alcohol. The university aims to remove this fear by clarifying the policy so as to encourage students and organizations to report sexual misconduct and to seek assistance for themselves and others who are experiencing distress while under the influence.

Those who report sexual misconduct or participate as witnesses in sexual misconduct investigations, or who seek medical assistance for themselves or another, by contacting a Residential Assistant, calling a Department of Public Safety officer, or calling 911, will not be subject to disciplinary sanctions for their consumption of alcohol and/or other substances. Instead, these students will be directed to the appropriate services, and amnesty for alcohol or substance consumption in violation of university policies will be granted to both the reporting students and the intoxicated student in need of assistance.

This has long been our practice. The policy does not apply if a Department of Public Safety officer or a Residential Assistant confronts the student first. The policy also does not preclude disciplinary sanctions due to any other violations of the Student Code of Conduct beyond alcohol or substance consumption.
G. Student Organizations

1. Recognition of Student Organizations

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 (Tutor Campus Center 330, (213) 740-1195) which may require further paperwork. All other student organizations are recognized through the Office of Campus Activities (Steven and Kathryn Sample Hall 410, (213) 740-5693).

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.

I. Privileges

All recognized student organizations may:

a. Post notices on campus, within the posting policy.

b. Receive and post messages on the student organization electronic mailing list.

c. Post on the Trojan Information Kiosk.

d. Use a campus mailing address and/or mailbox.

e. Reserve campus facilities for events, programs and meetings.

f. Apply for university funding (including student program fee monies).
g. Conduct fundraising efforts within the stated Sales and Fundraising Policies of the university (see Section G.7. Sales and Fundraising). Student organizations (or individual members while acting in any capacity for the organization) may not: (i) conduct for-profit or commercial activities (or facilitate the for-profit or commercial activities of others), (ii) conduct a business (or facilitate conducting the business of others), or (iii) 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 fundraise on their own behalf. However, student organizations may only fundraise 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.

h. Receive a discount on selected facility and equipment rentals.

i. 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.

j. Access banking services at the USC Credit Union and/or Campus Activities.

k. 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 Section G.7. Sales and Fundraising).

II. Responsibilities

In return, the university expects all student organizations to:

a. 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;
b. Limit its participation to students, faculty, staff, alumni and alumnae of the university;

c. Limit its voting members and officers to currently enrolled USC students;

d. 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.

III. 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 adviser form available online at 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 adviser 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 organization. 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 adviser from the university faculty or staff (Peer Leadership Consultants will assist in recruiting an adviser 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 complete the guidelines outlined on the Office of Religious Life website 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.

IV. 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, or any external authority, is subject to disciplinary action up to and including suspension and expulsion from the university.

2. Group Responsibility for Student Organizations

The Student Conduct Code’s overall general principles (Part B) 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 organization 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 Office for Residential Education, Student Union 200, (213) 740-2080; Fraternity and Sorority Leadership Development, Ronald Tutor Campus Center 330, (213) 740-1195; or Campus Activities, Steven and Kathryn Sample Hall 410, (213) 740-5693.

3. 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.

For questions about this policy, contact the Office of the Vice Provost for Student Affairs.

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 advisers 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 Valerie Hill, vhill@usc.edu, (213) 740-1550, at least 1 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 studentaffairs.usc.edu/ssa/ssa-overseas.

   i. 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.

ii. Medical Treatment Authorization Form
This form allows USC representatives (such as faculty/staff advisers) 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.

iii. Central Overseas Database
All organizations or departments sending students overseas are required to submit a student travel roster to Student Affairs, Student Support and Advocacy, no later than 7 days prior to departure. This information may be submitted by the student coordinator or faculty/staff adviser. A blank template of the roster is available online at https://studentaffairs.usc.edu/ssa/ssa-overseas/.

iv. USC Overseas Emergency Response Plan
Student coordinators and faculty/staff advisers 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.

v. USC Overseas Sexual Assault Protocol – For Coordinators
This document describes the measures to be taken by student coordinators and faculty/staff advisers 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.
vi. 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 adviser).
- 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 student travel participant data to Student Affairs (Student Support and Advocacy) no later than seven days prior to departure.
• Collect and submit to departmental representative and adviser 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 adviser (if present), respond to student concerns and problems as they arise.

b. Adviser

Each USC sponsored overseas student trip is strongly encouraged to include a faculty/staff adviser for the duration of the trip. An adviser 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.

Adviser (Role Definition)
Pre-trip Roles

• Meet several times with the student coordinator(s) before leaving USC to delineate the adviser role and allow for an open exchange of ideas and expectations between the advisers 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 (procurement.usc.edu/travel/agencies).
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 Provost 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 polices are in effect for sponsored and affiliated student-led trips abroad. Student coordinators, all trip participants, and faculty/staff advisers 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 advisers 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 Provost 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 usc.edu/ca.

4. Facilities

I. 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.

II. 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 http://sait.usc.edu/scheduling/.

All reservation requests for table, banner and light pole spaces must be made by submitting reservation request forms at least four 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 Trojan Event Services no later than 4 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 see http://sait.usc.edu/scheduling/. An online schedule is also available at this site.

III. Programming Venues

The Division of Student Affairs operates the Ronald Tutor Campus Center, Bovard Auditorium, Ground Zero Performance Café and all outdoor areas in the center of campus. These venues may be scheduled through Trojan Event Services at http://sait.usc.edu/scheduling/.

**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 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 usc.edu/gzcoffee.

**Outdoor Programming Venues**
Trojan Event Services 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
- Argue Plaza
• 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

• Meyer Plaza

• Von KleinSmidt Center

• McCarthy Quad and Fred Fagg Jr. Gardens (the barbecue 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 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 Trojan Event Services include:

• Archimedes Plaza/Engineering Quad (USC Viterbi School of Engineering, (213) 740-4530)

• Annenberg G21 Auditorium (USC Annenberg School for Communication and Journalism, (213) 740-5297)
• Breezeway and Bridge South Lawn (USC Marshall School of Business, (213) 740-6886)

• Bing Theatre, (213) 740-1293

• Childs 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 Price School of Public Policy, (213) 740-0397)

• Libraries (usc.edu/libraries/about/facilities_usage)

• Theatres (contact the appropriate theatre for scheduling procedures)

IV. 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 Trojan Event Services. 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 Trojan Event Services. All outdoor venues and events after 5 p.m. will be considered for approval by Trojan Event Services.
V. Reservation Procedures

All reservation requests are processed through Trojan Event Services, (213) 740-6728.

Reservation request forms are available online at 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 and tutor Campus Center Plaza light posts are addressed under Advertising, Promotion and Literature Distribution Policies (see here). 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.

Trojan Event Services 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.

VI. Classrooms

Classrooms may be reserved by contacting the USC Classroom Scheduling Office, at (213) 740-4612, or classroom.scheduling@usc.edu.

VII. Filming

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

VIII. Cancellation of Scheduled Events

a. Groups reserving tables, banner space or display cases must cancel at least 2 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. Failure to cancel an event will result in a violation and may incur charges for set-up and/or staff. Charges may be applied for late cancellations.

b. 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.

c. Trojan Event Services 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.

d. 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.

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

IX. Violations

Non-compliance with any of Trojan Event Services 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 Trojan Event Services privileges.

5. Camping

University grounds and facilities may not be used for the purposes of camping, which includes but is not limited to the use of tents or temporary, makeshift or portable structures intended for living or sleeping.

On an exceptional basis, the Vice Provost for Student Affairs or appropriate designee may grant permission for USC students to erect tents with the following stipulations:

• Tents may only be erected for an approved number of days, normally three to five days when school is regularly in session;
• Tents must be broken down (disassembled) from 7 a.m. to 6 p.m.;

• A maximum of three tents (designed for no more than two persons) may be erected on campus when an exception is granted;

• The presence of tents may not interfere with normal university operations and may not damage university property (e.g., stakes in the ground);

• The location of tents may not impede pedestrian or vehicular traffic.

6. Social Events

Guided by the University of Southern California’s Principles of Community, the university supports opportunities for students to promote an array of diverse views and to positively enhance the campus community through events and social programs. USC has adopted guidelines for major social and sponsored events in an effort to enrich the academic experience while maintaining the importance of safety and security within the campus community.

Scope

I. Activities governed by this policy have the following characteristics:

   a. alcohol is present or

   b. there is amplified sound (either live or recorded)

II. 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. are primarily intellectual or educational in nature.

Regulations

I. All university recognized social events must be scheduled following procedures of the university, and all required clearances must be obtained.

II. Social events where alcohol is NOT provided by the host student organization are permitted Sunday through Thursday until midnight and Friday through Saturday until 2 a.m.
III. Social events where alcohol is served by the host student organization are ONLY permitted Thursday until midnight and Friday and Saturday until 2 a.m. Alcohol service must end by 1 a.m. on Friday and Saturday nights.

   a. Distribution of alcohol to persons under the age of 21 is prohibited.

   b. Alcohol must not be the main “focus” of the event.

   c. When alcohol is served, it is required that sufficient quantities of non-alcoholic beverages and food must be available.

IV. All members of the USC community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution. Under California law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

V. Amplified sound cannot exceed 90 dBA, 50 feet from the source.

VI. No social events may take place during university study days or final exams.

VII. All aspects of social events must be advertised in accordance with Section D.6. Advertising, Promotion and Literature Distribution.

7. Sales and Fund-raising

   All recognized student organizations are permitted to fundraise.

I. Prohibited Activities

   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 fundraising. All recognized student organizations are permitted to fundraise on their own behalf. However, student organizations may only pursue fundraising 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.

II. Process

a. If your organization is recognized and wants to fundraise, a student representative must complete the Fundraising Approval Request Form found on the Trojan Event Services Website at http://sait.usc.edu/scheduling/index.asp.

b. Identify the type of fundraising event your organization is planning.

i. Food sale – Approval signature required from the director of USC Hospitality, (213) 740-6285. Note: All food must be supplied by a food-licensed kitchen/grocer/distributor. No “homemade” items will be approved. Food product sales must be accompanied by permission from USC Hospitality. 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.

ii. Item sale – Approval signature required from the University Bookstore. 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.

iii. Donation collection for organization

iv. Charity collection/non-profit collection – a letter is required from the agency/organization receiving the funds raised stating that they are aware of this fundraiser and will be accepting the money. This letter must be on the agency’s official letterhead and submitted with this request. Please see the policy on Non-Profit Collections below.

v. Other types – We will review and approve events to determine the signatures required.
c. Appropriate signatures from the University Bookstore and/or USC Hospitality are required prior to requesting the final signature from the Office of Campus Activities.

III. Non-Profit Collections

Recognized student organizations collecting money/donations for specific non-profit organizations must meet with the Office of Campus Activities at least two weeks prior to the event and supply Trojan Event Services 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.

IV. 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.

V. Free Drawings

Free drawings are legal when rules conforming to the California State Law are followed exactly. These rules are:

a. The drawing must be in connection with an event or a recognized student organization.

b. The ticket must have the following information printed on it:

   i. Date, time and location of drawing
   
   ii. Name of sponsors and beneficiary of fund-raising
   
   iii. Donation or purchase of ticket is not required to be eligible to win
   
   iv. Winner need not be present at drawing (not required but advised)

   c. Free tickets (a minimum of one per person) must be available.

   d. Each solicitor must know that free tickets can be obtained and how to obtain them.

   e. The word “drawing” or “free drawing” is required; do not use the word “raffle” on the ticket or in advertisements.
VI. Silent Auction

The same rules apply for coordinating a silent auction as would apply for a free drawing.

a. The drawing must be in connection with an event or a recognized student organization.

b. The bid sheet must have the following information printed on it:
   i. Date, time and location of drawing
   ii. Name of sponsors and beneficiary of fund-raising
   iii. Donation or purchase of ticket is not required to be eligible to win
   iv. Winner need not be present at drawing (not required but advised)

c. Do not use the word “raffle” on the ticket or in advertisements.

VII. Student Organization Co-Sponsorship

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:

a. The student organization must be the primary contact for Trojan Event Services.

b. The main contact from the student organization must be a current, full-time student and member of the student organization.

c. The money must be paid by the student organization and not the outside agency for any fees owed to the university.

d. The student organization must be the primary name listed on all advertisements and promotional materials.
e. The main contact from the student organization must be present at all meetings and walkthroughs as the primary producer of the event.

f. 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.

g. All money made from the event (if any) must follow the guidelines listed in SCampus.

h. The primary target audience for the event must be USC students.

i. Student organizations co-sponsoring 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.

VIII. Misrepresentation (Fronting)

Individual students and/or employees of the university may not reserve space for personal or commercial purposes. Additionally, student organizations may not act as agents for university departments, off-campus persons or organizations in order to receive student rates for the space.

University departments may not act as agents for off-campus vendors or organizations to receive department rates for the space. Sponsoring organizations that reserve space for the purpose of allowing off-campus vendors or organizations to advertise or sell items will be held responsible for misrepresenting themselves and their organizations.

IX. Vendors

The Division of Student Affairs and Trojan Event Services 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 Trojan Event Services and must meet the criteria outlined below. Reservation requests for vending locations are available online at usc.edu/scheduling.

a. Approval for on campus sales will only be considered for those vendors whose products or services:

i. Provide significant positive value to the quality of campus student life.
ii. Are not in competition with vendors holding current university-wide contracts.

iii. Are not duplicative of goods and/or services currently available through established on-campus sources.

iv. Are not alcoholic beverages, illegal drugs or drug paraphernalia.

v. Are not considered obscene as defined by community standards.

vi. Are not for products or services which undermine the academic integrity of the university.

vii. Are not counterfeits of brand-name goods.

b. 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 Trojan Event Services. USC Bookstores reserves the right to refuse approval of the sale if the merchandise or service competes with bookstore business.

c. Sales are only permitted in one of two official vendor spaces along Trousdale Parkway.

d. 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.

e. Vendors may not be on campus during any official university event, such as orientation or final exam period.

f. In extenuating circumstances, vendors associated with special events must have the approval of Trojan Event Services at least three weeks prior to the event. A list of vendors participating in the special event must be provided to Trojan Event Services at least two weeks prior to the event. Written permission and appropriate identification will be provided for those vendors associated with the special event.
g. All approved vendors must obtain written permission from Trojan Event Services 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:

a. Twenty-five percent will go to programs, services and equipment for the Campus Center and student programs that will benefit all patrons.

b. Twenty-five percent will go to Campus Activities for events and services to students.

c. 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.

X. USC Emblem Products

USC emblem products intended for sale during fundraisers 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 usc.edu/trademarks, (213) 740-5222.

XI. 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.

XII. 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. Trojan Event Services 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.

8. Hazing

I. Compliance with Applicable Rules

All students and student organizations will observe and fully comply with California law and university policy against hazing. In addition, all students and student organizations 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 regulations and to ensure that they are brought to the attention of the rest of the membership.

II. Policy Statement

Students and student organizations shall not engage in any activity that is considered hazing by university standards, or as defined in California Penal Code 245.6, which defines hazing as, “any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school community college, college, university, or other educational institution in
this state. The term hazing does not include customary athletic events or school-sanctioned events.”

III. Prohibition of Hazing

In addition to California law, the university’s policy with respect to hazing prohibits 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 be defined as hazing, this list should not be considered to be all-inclusive. For questions regarding whether a particular activity not mentioned below is considered hazing, contact the Office of Student Judicial Affairs and Community Standards, the Office for Fraternity and Sorority Leadership Development, or the Office of Campus Activities.

a. Forced excessive or strenuous physical activities.

b. The application of foreign substances to the body.

c. Activities such as scavenger hunts, which result in illegal or otherwise prohibited activity, such as pledge ditches, kidnaps and the like.

d. Depriving students of sufficient sleep (eight consecutive hours per day minimum).

e. Not providing decent and edible meals (no unusual combinations or preparation, colored foods, etc.).

f. Depriving students means of maintaining a normal schedule of bodily cleanliness (including a minimum of one shower per day).

g. Depriving students means of communications, such as their cell phones.

h. Forcing, coercing or permitting students to eat an excess of substances such as raw meat, onions, peppers, etc.

i. Forcing, coercing, or permitting students to drink excessive amounts of liquids including alcohol, salt water, water, etc.

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

k. Branding any part of the body.
I. Psychological hazing, which is defined as any act or peer pressure which is likely to: (i) compromise the dignity of any student affiliated with the organization, (ii) cause embarrassment or shame to any student affiliated with the organization, (iii) cause any student affiliated with the organization to be the object of malicious amusement or ridicule, or (iv) cause psychological harm or emotional strain.

IV. Procedures for Dealing with a Hazing Incident

Anyone with information about a possible hazing incident 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 Provost for Student Affairs.

Students and/or student organizations engaging in activity which is considered hazing as defined by California law will be reported to the Los Angeles Police Department.

V. 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 with the university. Loss of recognition/registration may begin immediately after a decision finding hazing is finalized by the Office of Student Judicial Affairs and Community Standards. 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/registration with the university 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 B.11. Behavior Violating University Standards and Appropriate Sanctions for additional information.
H. Safety

1. Department of Public Safety

   See http://adminopsnet.usc.edu/department/department-public-safety


   I. Clery Act

   In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), a landmark federal law which amended the Higher Education Act of 1965 (HEA). The act was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or more commonly known today as the Clery Act. The Clery Act requires all postsecondary educational institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. The requirements of the Clery Act are complex and require significant coordination and organization among campus officials, but can be condensed into three primary categories: 1. policy disclosure statements; 2. records collection and retention; and 3. information dissemination.

   The policy disclosure mandate requires postsecondary educational institutions receiving federal financial aid to create and publish policy and information disclosure statements, which must be contained in a single document titled the Annual Security Report (ASR). The University of Southern California publishes its Annual Security Report on the Department of Public Safety website under the Clery Compliance sub-heading at capsnet.usc.edu/department/department-public-safety/clery-compliance.

   The records collection and retention mandate requires postsecondary educational institutions to collect information concerning certain crimes reported to campus police or individuals identified in the law as “campus security authorities” for crimes occurring on Clery geography defined as: 1. on-campus; 2. non-campus locations; or 3. on certain public property within or near campus. USC is also required under this mandate to maintain a daily crime log and to make it accessible to the public during normal business hours. USC’s daily crime log can be accessed on the Department of Public Safety’s website, capsnet.usc.edu/department/department-public-safety/calendarview/month.

   The information dissemination mandate requires postsecondary educational institutions annually publish by October 1 campus crime statistics and policy disclosure statements in one document entitled the Annual Security Report. The Annual Security Report includes Clery crime statistics for the three year period prior to the report and is disseminated to current and prospective students and
employees. Data identical to that contained in the Annual Security Report must be entered on the Department of Postsecondary Education’s survey website prior to October 1 of each year. The Department of Education is charged under the Clery Act with monitoring compliance with the act and for enforcement.

The Violence Against Women Reauthorization Act (VAWA), signed into law by President Obama March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (SaVE Act) provision. There are three new crime categories for which statistics must be collected under the VAWA amendments to the Clery Act: 1. domestic violence; 2. dating violence; and 3. stalking. For further information on the definitions of the VAWA crimes which must be reported for the Clery Act refer to the Annual Security Report posted on the Department of Public Safety’s website.

II. Campus Security Authorities

A Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution: 1. a campus police department or a campus security department of an institution; 2. any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property); 3. any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and 4. an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

Students, faculty and staff can contact a Campus Security Authority to report a crime. Campus Security Authorities who are not employees of the Department of Public Safety complete an online CSA Crime Report form when they receive a report of a Clery defined crime. The CSA online crime report form can be found on the Department of Public Safety’s website. The CSA Crime Report form is not a criminal report or police agency related report and does not need to contain information identifying complainant, perpetrator, or a third party reporter unless the reporting party wants to disclose that information. The intent of the CSA Crime Report form is to assist the University of Southern California in its efforts to gather mandatory statistical data and information required to comply with the Clery Act.

III. Housing and Residential Education
Resident Advisers (RAs), Resident Coordinators (RCs), as well as their supervisors, are trained CSAs and are instructed to complete the online CSA Crime Report form when a Clery crime is reported to them. As was previously mentioned regarding CSA crime reports, the reports completed by housing and residential staff are for statistical purposes only and do not require disclosure of personal information unless such disclosure is requested and provided by the reporting party.

IV. For More Information

For more information on the Clery Act, refer to the U.S. Department of Education Handbook for Campus Safety and Security Reporting (2011) which can be accessed at www2.ed.gov/admins/lead/safety/handbook.pdf or contact Mardi Walters, Clery Compliance officer, at (213) 309-7569 or by email at: MWalters@caps.usc.edu.

3. Preparedness

See http://preparedness.usc.edu/