



**USC Student-Athlete
Handbook
2015-2016**

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Emergency Contacts

University Park Campus

| | |
|---|---------------------|
| <i>EMERGENCY (Police, Fire, Ambulance)</i> | 213-740-4321 |
| Public Safety (Non-emergencies) | 213-740-6000 |
| University Park Health Center | 213-740-9355 |
| Safety Office | 213-740-6448 |
| Facilities Customer Resource Center | 213-740-6833 |

Health Sciences Campus

| | |
|---|---------------------|
| <i>EMERGENCY (Police, Fire, Ambulance)</i> | 323-442-1000 |
| Public Safety | 323-442-1200 |
| USC Student Health | 323-442-5980 |
| Safety Office | 323-442-2200 |
| Facilities Management Services | 323-224-7001 |



Letter from the Provost

Dear Students,

As USC's Provost and Senior Vice President for Academic Affairs, I am pleased to welcome you to campus as we start the 2015-2016 academic year.

As new and returning USC students, each of you has already demonstrated tremendous talent, intellectual ambition, and dedication. As USC student athletes, you have also proven your ability to compete with enthusiasm and sportsmanship.

USC is an exceptional community of artists, researchers, musicians, athletes, poets, filmmakers, and so much more. The learning that happens in the classrooms on campus is stimulating and rigorous, and you also have a myriad of opportunities to engage in service-based learning, hands-on research, and even international travel that will expose you to real-world challenges and fresh perspectives. I hope that you explore a number of these programs and resources, including those found off-campus throughout our vibrant city.

I wish you the greatest success both on and off the field of competition.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Quick'.

Michael Quick
Provost and Senior Vice President for Academic Affairs



Letter from the Athletic Director

Welcome to new and returning student athletes!

All of us in the athletic department are delighted to have you back for another great year at USC. We are lucky to have you and want nothing but success for you academically, personally, and athletically. You can have an incredible academic experience at USC, one of the world's best universities, compete on the national and world stage athletically, and still have a personal experience of growth and maturity. This is our hope for you. Seize this once in a lifetime opportunity! Do not waste this moment in time. Every year nearly 50,000 high school students apply to attend USC and desire to sit right where you sit. Only a small fraction (2,800 students) are admitted. You are the chosen few.

Please avail yourself of all our resources, including Student Athlete Academic Services, our training staff, coaches, counselors, and athletic staff. Our job is to help. You are not alone – ever. So please do not be afraid to ask for help.

My hope is that you will have an amazing year in so many different ways. Go see a play; listen to a debate; enjoy a concert; explore Los Angeles. Have a rich and rewarding year and let me know how we can make your USC experience the best it can be.

Fight on!

A handwritten signature in black ink, appearing to read "Pat Haden". The signature is stylized with a large, looping "P" and a cursive "Haden".

Patrick C. Haden

Mission Statement

To attract and develop student-athletes who will perform successfully in the classroom and compete at the championship level in every sport while in compliance with the letter and spirit of all NCAA and Pac-12 rules. To operate under an administrative structure managed in an open and fiscally sound manner, supporting equitable opportunity for all students and staff, and committed to the highest standards of ethical conduct. Decision-making of the Athletics Department will follow four basic principles: promoting the well-being of student participants; attaining and maintaining competitive excellence; administering clearly, openly and responsibly; and supporting the overall goals of the USC community.

Specifically, the goals for USC Athletics are: to graduate every student-athlete who completes athletic eligibility at USC; to compete successfully in every sport, striving to be in the top 10 nationally, with the ultimate goal of winning national championships; to provide an environment conducive to positive growth and development of student-athletes and Athletics Department staff; to encourage a real, complete and robust college experience, not just an athletic experience; to provide adequate financial support within the department to ensure continuing development of each sport program without university subsidization; and to do all the above while complying fully with all NCAA and Pac-12 regulations.

* * * *

The central mission of the University of Southern California is the development of human beings and society as a whole through the cultivation and enrichment of the human mind and spirit. The principal means by which that mission is accomplished consists of teaching, research, artistic creation, professional practice and selected forms of public service. The first priority of faculty and staff is the education of students through a broad array of academic, professional, extracurricular and athletic programs of the first rank. The university strives constantly for excellence in teaching knowledge and skills, while at the same time helping students acquire wisdom and insight, love of truth and beauty, moral discernment, understanding of self, and respect and appreciation for others

USC Student-Athlete Code of Conduct 2015-2016

Mission Statement

“It matters how I present myself when I represent more than myself”

When you become a USC student-athlete you become a member of a family that carries with it an enormous amount of responsibility. As a student-athlete you and your behavior will be watched and judged while you are both on campus (classroom, bookstore, dorms) and off-campus (movies, mall, bank). It is important that you carry and conduct yourself with respect to the University and the Athletic Department along with your parents and teammates.

I. Student policy concerning USC Athletics (adopted from University policy and governance)

USC student-athletes may be held responsible for the acts of other USC athletes. Acts include but not limited to the following types of circumstances:

1. when a member of a USC athletic team is violating state or university standards and you fail to indicate your disapproval, or your continued presence without objection condones the behavior;
2. when the act grows out of a USC athletic activity or environment created by USC;
3. when the acts are those of guests of yours or of USC athletics;
4. when a USC athletic team imposes any hazing on new athletes

II. Policy concerning student-athlete conduct and behavior

As ambassadors of the university, USC student-athletes are expected to comply with the following guidelines:

1. abide by all federal, state and local ordinances and university regulation
2. gambling, betting in any form on any athletic activity is prohibited.
3. cheating, plagiarism, submitting other's work, and forging signatures is prohibited
4. alcohol consumption is not permitted on road trips
5. make positive contributions to their teams
6. make a commitment to support your team
7. respect USC property and facilities
8. never place yourself in a compromising position while under the influence of alcohol
9. attend all classes and complete all assignments on time

III. Policy regarding Facebook, Twitter, Badjocks.com and the Internet.

The profiles you create on Facebook, Twitter, etc. can be seen by anyone and everyone. Your profiles are a representation of you, the Athletic Department and this University. You will be held responsible for anything that appears under your profile, which includes things that you write and photos that you post. The Athletic Department guidelines that govern your actions while on and off-campus will also apply to your profiles on the Internet. You could be held responsible for anything that is deemed improper or unacceptable according to University policies governing student conduct and behavior.

The Trojan Family Code

As a **TROJAN**, I will always do **WHAT IS RIGHT!** I will act ethically, honestly, and fairly, and respect the rights and dignity of all people, at all times.

As a TROJAN,

- I will **not** lie, cheat, or steal.
- I will **not** bully, haze, mistreat, harm or take unfair advantage of anyone.
- I will **not** harass anyone about their race, ethnicity, religion, physical condition or sexual orientation.
- I will **not** take sexual advantage of anyone, by any means or manner (including alcohol, drugs, force or coercion).
- I will **not** drive under the influence of alcohol or drugs, **nor** will I get in the vehicle of an impaired driver.
- I will **not** stand by and allow a Trojan to ignore the Trojan Family Code.

I WILL always protect the TROJAN Family and . . .

- DO what is RIGHT.
- STOP what is WRONG.
- TEACH fellow Trojans to follow the Trojan Family Code and RESPECT the Trojan Family.
- Responsibly REPORT any unethical, dishonest, disrespectful or wrongful behavior.

**DOING THE RIGHT THING ISN'T ALWAYS EASY,
BUT IT'S ALWAYS RIGHT.**



Athletic Department Policies

Hazing

University Policy against Hazing

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

USC Athletic Department Hazing Protocol

The athletics department procedures for hazing occurrences will be the following:

Ascertain all facts, sports, and specific student-athlete involvement in the hazing incident. Student-athletes will be required to meet with his/her sport administrator to provide details regarding the hazing incident. The student's sport administrator will draft a report explicating the information provided by the parties involved in the incident. Subsequently, the respective head coach will be notified and provided pertinent details regarding the hazing case. The USC Student Judicial Affairs and Community Standards Office (SJACS) will also be contacted regarding the suspected hazing violation.

A meeting with the sport administrator, the head coach, and the involved student-athletes' will be conducted to discuss appropriate consequences and punishments for the suspected hazing violation (i.e. suspension from practice, competition, and organized team activities). Pending the severity of the violation, Pat Haden (Director of Athletics) may be actively involved in the punitive process.

After serving the determined penalty for the hazing infraction, a follow-up meeting with the sport administrator will be conducted with the student-athletes'/team involved in the hazing violation. In this meeting, the sport administrator will review the USC Anti-Hazing Policy, as well as provide clear examples of acceptable initiation activities. A representative from (SJACS) will also be in attendance.

State of California Education Code 32051

No student, or any other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Procedures for Dealing with a Hazing Incident

Anyone with information about a hazing incident which violates university policy has a responsibility to report it to the Office of Student Judicial Affairs and Community Standards, the Greek Life staff, Campus Activities or the Office of the Vice President for Student Affairs. For more information visit: <http://www.usc.edu/dept/publications/SCAMPUS/governance/gov25.html>

Sexual Harassment

University Policy on Sexual Harassment

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

Definition of Sexual Harassment

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

Complaint Procedures

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

For more in depth information visit:

<http://www.usc.edu/dept/publications/SCAMPUS/governance/gov23.html>

Student Conduct

University Policy on Student Conduct

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

Sportsmanship

NCAA

USC adheres to the principles of sportsmanship as defined by both the NCAA and Pac-12 conference. In 1997, the NCAA's member schools and conferences established a Committee on Sportsmanship and Ethical Conduct, representing educational institutions from all three Divisions. The committee's mission is to improve the condition of sportsmanship and ethical conduct in all aspects of intercollegiate athletics by developing and implementing strategies that foster greater acceptance of the value of respect, fairness, civility, honesty and responsibility.

Pac-12 Conference

The Constitution of the Pacific-12 Conference cites as a purpose of the Conference that its members shall participate in its athletics program on the basis of mutual trust and confidence and based upon high standards, scholarship, and sportsmanship. It adds that the members value quality competitive opportunities for student athletes, compliance with the rules of fair play, and sportsmanship. Understanding that realization of those goals requires that opponents respect each other and admire earnest effort made fairly in pursuit of victory, the Conference shall require adherence to the standards it has adopted or which are set forth in the respective playing rules. It will require ethical conduct worthy of the educational stature and the standards of its member institutions. While victory shall be the expected goal of every competitor, defeat is not a disgrace, and the prospect of defeat is never an excuse for unethical behavior or a lack of sportsmanship. Adherence to these principles will maximize the benefits and enjoyment of intercollegiate competition for all—participants, coaches, and spectators.

Academic Integrity

University Policy on Academic Integrity

General principles of academic honesty 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.

Student Grievances

University Policy on Student Grievances

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

Definition

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

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 in SCampus, should also be initiated within 30 days of the failed informal resolution if applicable. For more information visit:

<http://www.usc.edu/dept/publications/SCAMPUS/governance/gov24.html>



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Marisa Samaniego

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Erin Bridgewater

Asst. to Director of SAAS
APR/GSR Coord.
ebridgew@usc.edu

Location:

Stevens Academic Center
940 W. 35th St.
Los Angeles, CA 90089

Website:

www.usc.edu/saas

Hours:

Monday - 8:00am-10:00pm
Tuesday - 8:00am-10:00pm
Wednesday - 8:00am-10:00pm
Thursday - 8:00am-10:00pm
Friday - 8:00am-5:00pm
Saturday - Closed
Sunday 12:00pm-9:00pm

Mission Statement

The USC Student-Athlete Academic Services (SAAS) Program is committed to providing the necessary support to assist all student-athletes in reaching their full potential academically, personally, and professionally. The SAAS Program is fully integrated with the University. Our program includes academic advising, career development, community service, tutorial programs, and learning specialists, which are all aimed at promoting a philosophy of individual responsibility so as to encourage each student-athlete to value their educational experience. In providing such services, student-athletes will be afforded the opportunity to develop the skills needed to persist towards graduation, become leaders within the community, and lead successful and productive lives.

Commitment to Academic Excellence

Degree Progress & Graduation Monitoring

SAAS Academic Counselors are responsible for monitoring the academic progress of each student-athlete to promote effective communication between the student, academic counselor, coaches, and faculty members. All information gathered encourages the student-athletes to take ownership of their academic program and make appropriate decisions regarding their future. Academic progress updates are also provided to the coaches on a daily basis to ensure that the coaching staff is fully aware of how their students are progressing in their courses and how their progress may affect their eligibility status.

Priority Scheduling

All student-athletes are given priority scheduling to allow them the opportunity to register for courses they need at the times requested and enable them to stay on a steady graduation plan.

Academic Progress Reports

Throughout the semester, faculty submit midterm grade reports with detailed information on academic performance including current grade, attitude, and attendance. In addition, emails are sent to instructors seeking academic progress information on student-athletes as needed.

Tutorial Services

All student-athletes have access to free tutorial services provided by qualified undergraduate and graduate students in a variety of subject areas. Tutoring is offered either on a one-to-one basis or in a group setting. Upon the completion of each tutorial session, the tutor fills out a feedback form that evaluates the student's comprehension of the course material, provides suggestions for learning strategies, and outlines new grade information. Although tutoring services are free, student-athletes will be charged \$10 for each unexcused miss of a tutorial session.

Class Monitoring

To ensure student-athletes are attending class regularly, attendance will be monitored by the SAAS staff through faculty communication and the use of class checkers.

Learning Specialists/Assistants

These individuals work one-on-one with student-athletes to expand their academic skills and further develop essential college level learning modalities. Some areas of focus include time management, reading, writing, note taking, test taking, and critical thinking strategies. In addition, special attention is paid to transitioning freshmen and learning disabled student-athletes.

SAAS Computer Lab

Located in the Stevens Academic Center, the SAAS Computer Lab is open exclusively to student-athletes. Each computer in the lab is connected to the Internet and includes a host of software programs. The lab is open on Sundays from 12:00pm-9:00pm and Monday-Thursday from 8:00am-9:30pm and Fridays from 8:00am-5:00pm.

Travel Laptop Program

While away from campus for competition, student-athletes can check out a laptop computer to take with them to complete assignments or papers on the road.

http://www.usc.edu/dept/athletics/saas/coaches/laptop_policy.html

Travel Excuse Letters

One week prior to an away competition, academic counselors are responsible for providing each traveling student-athlete with a Competition Excuse Letter for the classes they will be missing while on the road. The purpose of the excuse letter is to make the instructor aware of any absences that may occur due to university-sponsored athletic events.

In the letter, the counselor must include the following:

- 1) competitor,
- 2) competition site,
- 3) competition date(s),
- 4) excuse dates, and
- 5) a list of those student-athletes who will be traveling for the specific competition.

Details, including travel squad roster, for the competition must be obtained from the coach of each team and a travel itinerary is to be provided to both the academic counselor and Assistant Director of Student Services.

http://www.usc.edu/dept/athletics/saas/students/academic/services/absence_letter/index.html

It is the responsibility of the student-athlete to provide each instructor with the letter prior to leaving on their trip and arranging to make-up any missed assignments or exams.

Commitment to Personal Development

New Student-Athlete & Parent Orientation

All freshman & transfer student-athletes are invited and mandated to attend a two-day orientation program. This program introduces student-athletes to athletic department and university resources and educates them on health and wellness topics relevant to the student-athlete experience.

PHED 165a

During a student-athlete's first year at USC, he/she is required to take PHED 165, a semester long course designed to address the current issues affecting the personal development of the student-athlete. Discussion topics include study skills and strategies, test taking and library research, sexual health and conduct, interpersonal communication, financial management, media relations, selecting a major, career development and campus resources. This one unit course is facilitated by SAAS Staff with guest speakers from SAAS, former student-athletes, and various student service departments across campus.

P.O.W.E.R. Program

Each semester student-athletes attend various presentations featuring a well-known keynote speaker, who will address personal development issues, such as alcohol and drug abuse, sexual responsibility, diversity, leadership, life after sports, and more.

USC Career Center

The Career Center is the one-stop resource for career services on the USC campus. Whether students need assistance with selecting a major, looking for an internship, resume development, mock interviews, or pursuing a professional position, the Career Center is an excellent resource. Each semester, the Career Center hosts a variety of career fairs for students in all majors and disciplines. The Career Center also maintains the "Trojan Network", an alumni database connecting students with alumni to gain information about career fields, companies, and organizational cultures, and "ConnectSC", a job database containing listings for full-time, part-time as well as internship, summer, and work study positions.

PHED 165b

Student-athletes will take a career development course during their sophomore, junior or senior year. Many will take PHED 165b instructed by the career center, but may also take an internship class through their major.

Career Month

Each spring a month long series of events is planned to assist student-athletes prepare and apply for internships and full time employment opportunities. Included in the month are graduate school workshops, a career fair, and alumni panels.

Community Service

Each year the athletic department and TAS sets a goal for student-athletes to complete 3,000 hours of community service. Community service opportunities are publicized and tracked through SAAS and Compliance.

Student Recognition

Awards

Student-Athlete of the Month

Each month during the regular academic year, the SAAS staff is responsible for selecting six student-athletes (3 male and 3 female) who are believed to exemplify high academic standards. This can be either through outstanding performance in the classroom or dedication to study hall or tutorial sessions.

USC Senior Recognition

Each spring, the USC Student Recognition Award Committee organizes the Senior and Graduate Award Recognition Ceremony to honor student leaders who have demonstrated a noteworthy level of commitment to leadership, involvement, service, and scholarship at USC.

Marks Luncheon

Each May, the Daniel X. Marks Foundation, in conjunction with the USC Athletics Department, hosts the Marks Luncheon. The purpose of this luncheon is to honor those student-athletes who have excelled in the classroom. Specifically, scholarship students (non-scholarship/walk-ons do not qualify) are invited to the luncheon if they have at least a 3.0 cum GPA (or are in the top 10% of their team and have a 2.75 cum GPA or better).

Athletic Department Senior Graduation Reception

At the conclusion of every school year, the athletic department recognizes the academic pursuits of its graduating seniors by hosting a graduation ceremony and reception during commencement week. Students and their families are encouraged to attend and celebrate their achievements with the athletic department. During this reception, three annual awards will be given out to the year's most outstanding seniors.

These awards include:

Trojan Diamonddeer Award recognizes the student-athlete who brought the most fame and distinction to the university.

Gimble Award recognizes the student-athlete who was deemed 'most cooperative'.

Willis O'Hunter Award is awarded to the senior who has the highest cumulative grade point average.

Varsity Award

A one-time only Varsity Award will be given to a student-athlete who fulfills the Varsity Letter winner award criteria set forth by each sports Head Coach. This award could be given during any of the years a student-athlete participates in their respective intercollegiate sport. Their coach will inform a student-athlete that they have been awarded such an award and will then be asked to choose from a Varsity Letter Jacket or Varsity Blanket. The athletic department will also award watches to members of team conference champions and rings to NCAA National Champions.

Postgraduate Scholarships

Pac-12 Post Graduate Scholarships

Each spring, the Pac-12 awards four \$3,000 scholarships per institution (two men and two women) to be used for graduate study. Academic and athletic achievements are weighed equally. In order to qualify for the award, the student-athlete must have a 3.0 cumulative GPA, have competed in their final year of athletic eligibility, and must begin their graduate work within 3 years of receiving the scholarship.

NCAA Post Graduate Scholarships

The NCAA awards 174 scholarships to student-athletes who have excelled both academically and athletically. The award is a one-time grant of \$7,000 to be used toward graduate study within three years. To qualify, the student-athlete must have a minimum of a 3.2 cumulative GPA, competed in their final year of eligibility, performed with distinction on their varsity team, and be seriously considering graduate study. Students must apply during their final season.

Walter Byers Postgraduate Scholarship

A \$24,000 award given to one male and one female student-athlete nationally by the NCAA. Applicants must have above 3.5 cumulative GPA and have competed in their final year of athletic eligibility.

Jim McKay Scholarship

A \$10,000 award given to one male and one female student-athlete or former student-athlete annually by the NCAA. To be eligible the student-athlete shall have a cumulative undergraduate GPA of 3.5 or better, be enrolled in a graduate study program or intend to enroll within 5 years of receiving the award, demonstrate the potential to make a contribution to the sports communication industry, and have an understanding and appreciation of Jim McKay and his contributions to sports broadcasting.

Ethnic Minority and Women's Enhancement Postgraduate Scholarship for Careers in Athletics

The NCAA awards 13 scholarships to ethnic minorities and 13 scholarships to female college graduates who will be entering their initial year of postgraduate studies. The applicant must be seeking admission or have been accepted into a sports administration or other program that will help the applicant obtain a career in intercollegiate athletics, such as athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics.

International Fellowships

Competitive international and national fellowships can be an incredible way to enhance your knowledge in your area of study, while also giving you a competitive edge on any graduate programs you may apply to in the future. Fellowships are available to support research, study at a foreign university, teach English, or take part in an internship abroad. Fellowships can be for graduate and/or undergraduate students, and vary by location, length, and field of study. To learn more about international fellowships such as the Rhodes, Marshall, Mitchell, and Fulbright contact USC Academic Recognition Programs at (213) 740-9116 or go to <http://www.usc.edu/student-affairs/arp/fellowships>.

Stevens Academic Center Policies

General Policies

Food

With the exception of bottled water, food and drinks are prohibited inside Stevens Academic Center. Food and drink are permitted on the patio provided students are responsible for proper disposal. No tobacco products are allowed in the facility. (Chewing)

Vehicles/Transportation

All forms of transportation outside of the approved list from the Athletic Medicine/Trainers are strictly prohibited in the Stevens Academic Center. Examples of prohibited vehicles/accessories/equipment include but not limited to: rollerblades, roller skates, scooters, electric one-wheel scooters, two-wheel balancing scooters, skateboards, etc.

Phone Calls and Music

To ensure a quiet learning environment for all students, making or receiving calls on cell phones is prohibited in all tutorial and study areas inside of the Stevens Academic Center.

If listening to music, headphones should be set to a volume so that only you can hear it.

Pets

Pets are prohibited from all areas inside and outside of the Stevens Academic Center.

Student Dress Code

In order to maintain hygiene and common decency within the academic facilities where student-athletes can focus and concentrate during their tutorial session, student-athletes are expected to follow the below dress code while using the Stevens Academic Center. Also, student-athletes are required to shower after practice or workouts before entering Stevens Academic Center.

- No cleats
- No exposed midriffs, 'crop tops'
- No spandex shorts
- No visible undergarments (pants/shorts around waist)
- No spaghetti straps
- No excessively short skirts or shorts
- No excessively low or cut off tops

Appointments

Student-athletes who are coming to speak with an SAAS staff member, should schedule an appointment. If the SAAS staff member is unavailable, student-athletes should wait outside of the staff member's office and not interrupt any student-athlete in tutorial or studying.

Students who are coming in to pick up their stipends or to discuss their financial aid, housing plans, meal plans, or any other student service related items must see compliance as well as check in at the SAAS reception area and wait until one of the Student Services staff members are available to assist them.

Computer Labs

All student-athletes are welcome to utilize the two computer labs at JMC as long as it pertains to their studies. The main lab features 24 DELL PCs and 40 Apple iMacs. In order to provide students with the necessary computing resources and maintain an academic setting, the following guidelines have been set.

Enforcement of the Computer Labs

The Lab Administrator, Staff and Student workers monitor all rules.

Rules of Conduct

Absolutely **NO FOOD or DRINKS** are allowed in the computer labs.

When using the lab please:

- Respect fellow student-athletes.
- Do not engage in any disruptive behavior.
- Set cell phones to vibrate or silent or turn them off.
- Use headphones and set the volume so that only you can hear it.
- Speak quietly.
- Refrain from using tobacco inside the building.
- Log out of the computer after finishing a session. SAAS is not responsible for any work that was lost. Students who did not log out are also liable if others copy their work.

Technical Assistance

Student workers are available to assist students with the following:

- Navigating to find applications
- Opening of documents
- Force closing applications that aren't responding
- Saving documents to flash drive
- Scanning of papers to be uploaded to Blackboard

Contact the Lab Administrator for further assistance.

Printing procedures

The printing procedure is different for each lab.

Main Lab

- Select print.
- Paper will go into a printing queue located at the Print Release Station (PRS) and will be appended to your **USC Username**.
- On the touch screen panel at the PRS, select your name and click print.

Small Lab

- Select print.
- Pick up your paper from the shared network printer in the lab.

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What is the Trojan Athletic Senate?

The USC Trojan Athletic Senate (TAS) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. Members of the TAS have the opportunity to address issues affecting student-athletes at USC and have the opportunity to offer input on issues, at the campus, conference, and national level.

Purpose of TAS at USC

The USC Trojan Athletic Senate (TAS) was formed for the purpose of:

- Serving as a line of communication between the student-athletes and the USC Athletic Department.
- Providing the student-athlete population with an opportunity to more effectively communicate with USC athletic administrators and offer suggestions on programs designed to serve student-athlete needs.
- Staying abreast of and acting on issues facing student-athletes, Athletics Department policy, University rules and regulations, and NCAA rules to protect the interest of all student-athletes.
- Designing programs that will encourage academic achievement, social responsibility, health promotion, and general awareness.
- Encouraging student-athletes to become more involved in campus and community projects.
- Build a sense of community and cohesion within the athletics program involving all athletics teams.
- Promote a positive student-athlete image on campus and in the community.

Who can participate in TAS?

TAS is comprised of two senators from each athletic team. In order to be eligible to serve as a senator, you must be listed as a current member on the official team roster and be in good academic standing (2.0 cumulative GPA or higher). Each team will be responsible for choosing its representatives and all representative appointments to TAS are for one year beginning in the Fall semester.

Annual Events

Welcome Back BBQ - As a means of promoting better communication and cohesion between teams, this event is held during the first week of Fall semester for all student-athletes and athletics department staff. At the event, student-athletes have an opportunity to catch up with friends, meet new student-athletes, participate in fun and interactive games and enjoy a BBQ dinner.

“Study Your TAS Off” - Academic Excellence Celebration - TAS hosts a social to honor all those student-athletes who have consistently excelled in the classroom.

The Tommy Awards - This award ceremony is held each spring to honor the athletic accomplishments of USC student-athletes, coaches and teams. Student-athletes, coaches and athletic department staff vote on who is most deserving in categories such as “Athlete of the Year”, “Record Breaking Performance of the Year”, etc.

Pac-12 Student-Athlete Advisory Committee - Each semester, TAS representatives have the opportunity to participate in the Pac-12 Student-Athlete Advisory Committee Meetings, which is a forum designed to address issues affecting student-athletes at the institutional, conference, and national levels. In addition to the in-person meetings, members of the Pac-12 SAAC participate in monthly conference calls to keep their institutions abreast on the conference and national office news.

Community Service Programs and Events - By participating in community service projects, student-athletes can enhance their leadership and communication skills, while serving as role models and building positive relationships with community members. During the 2010-11 academic year, the athletic department exceeded their community Service goal of 3,000 hours.

Faculty Appreciation Dinner – TAS & SAAS have arranged an annual Faculty Appreciation Dinner. This event offers USC student-athletes a chance to network with faculty while giving the professors a taste of what it’s like to be a student-athlete at USC.



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Mission Statement

Our mission is to provide comprehensive, multidisciplinary, student-athlete centered care for the University of Southern California. Our objective is to deliver the best possible health care, both physiological and psychological, through prevention, education, evaluation, management, and rehabilitation. We utilize evidence-based practices to ensure student-athletes can perform safely and at their highest possible level.

Insurance Coverage

All USC Students must show proof of health insurance coverage at the beginning of the academic year. Students who are enrolled in a private health insurance plan may waive enrollment in the USC Student Insurance program by completing the waiver form and providing proof of insurance to the Student Health Insurance Office. A student who does not have health insurance or does not waive out of the USC Student Health Insurance Plan, will be automatically enrolled in that plan. All student athletes must provide their insurance information to the Department of Athletic Medicine prior to participation. This process is the responsibility of the student athletes.

The USC Athletic Department will cover medical costs for injuries or illnesses in which the athletic medicine staff coordinates the necessary services, as determined by USC Team Physicians. The student athlete's primary insurance policy will be billed first and all subsequent costs that are not covered by the primary insurance will be paid by the USC Athletic Department. Referrals to outside health care providers without prior approval from the USC athletic medicine staff may not be financially covered. Student athletes should not discontinue their insurance coverage assuming that the USC Department of Athletics will assume financial

responsibility for all medical costs. The USC Athletic Department is only responsible for medical costs associated with athletic related injuries or illnesses. The USC Athletic Department is not financially responsible for non-athletic related injuries or illnesses.

***It is important to note that if you have outside health insurance and do not want the USC Student Health Insurance you must fill out the **online waiver form**. If you do not waive the university health insurance each year you will be charged for it. Your athletic scholarship WILL NOT cover this.

Physical Examination

All student-athletes at USC must have a pre-participation physical examination to determine their current state of health. No student-athlete can practice or compete without medical clearance from the USC Department of Athletic Medicine. Physicals are scheduled prior to or during the fall semester each year. Athletes who attempt to walk on must be invited by the head coach and obtain a physical examination on their own and present documentation prior to tryouts. Once they have made the team, they must obtain another physical examination from the Department of Athletic Medicine.

Reporting Injuries and Illnesses

All athletic related injuries and illnesses are to be directed to a department of athletic medicine staff member. When special medical services are required, the athletic medicine staff member will coordinate the scheduling of all appointment(s) with the appropriate team physician and/or consultants. Consultants are appointed according to their expertise and selected by the Department of Athletic Medicine.

Nutritional Supplements

Due to the lack of federal regulation, nutritional supplements are potentially dangerous. With there being no guarantee that what is on the label is acutely in the product the student-athlete may be subject to a positive drug test, which could cause them to lose eligibility. For that reason, the USC department of athletics does not endorse the use of nutritional supplements other than Powerade and Collegiate Muscle Milk.

If a student-athlete has a question of whether or not a particular supplement is safe, they can ask a member of the athletic medical staff or access the Resource Exchange Center (REC) for more information free of charge at www.drugfreesport.com/rec/ (password: NCAA1). In addition, all USC student-athletes will have access to the Aegis Shield database for supplement research via the web or mobile phone app. Login and password is available from each individual sports athletic trainer.

Ultimately, the student athlete is responsible for what they put into their body. Ignorance is not an excuse.

NCAA Banned Drugs

The NCAA conducts random drug tests to ensure safety and fairness of competition. If there is a concern of whether a medication could be banned, the student athlete should consult a member of the athletic medicine staff immediately. A positive drug test could result in loss of eligibility for one calendar year. A list of NCAA banned substances can be found on their website: <http://www.ncaa.org/wps/wcm/connect/public/NCAA/Student-Athlete+Experience/NCAA+banned+drugs+list>

Attention Deficit Hyperactivity Disorder (ADHD) is treated with stimulant medication that may be banned. As with all medications, it should be documented in the student athlete's medical chart. Additionally, the student athlete who is taking ADHD Medication is responsible for signing the Athletic Departments Stimulant Medication Policy and following the checklist provided. In the event of an NCAA positive drug test for that medication, a medical exception petition may be generated if the student athlete followed the departmental ADHD Policy. Having prescription medication, taking prescription medication without a prescription, or sharing prescription medication is illegal and dangerous.

CONCUSSION EDUCATION—HANDOUT FOR USC STUDENT-ATHLETES

Concussions are traumatic brain injuries that range from mild (mTBI) to severe. You can have a concussion without being knocked out and even a hit or jolt that does not seem severe can cause brain injury. Concussions can happen during drills, practice, or games, and ones that occur during practice can be just as serious as those that happen during games. The USC Medical staff treats seriously all concussions, and all signs and symptoms of concussions.

Concussions come with many possible signs and symptoms; it is very important that you recognize these signs and symptoms and report these immediately. Symptoms may be subtle and can last for days, weeks, or even longer. **The following are common symptoms caused by head injuries; while someone with a head injury would not have all or even most of these symptoms, any of these symptoms could indicate a head injury, and must be reported to the USC Medical staff:**

Common Signs and Symptoms of Concussion

Loss of consciousness (LOC) Confusion

Disorientation

Delayed verbal and motor responses

Inability to focus Vacant stare Slurred/incoherent speech Headache

Nausea

Vomiting

Balance Problems/Dizziness

Fatigue

Trouble Falling Asleep Sleeping More Than Usual Drowsiness

Sensitivity to Light and Noise

Sadness Nervousness Numbness/Tingling Feeling Slowed Down Feeling Like in a “Fog” Difficulty Concentrating

Difficulty Remembering Stiff neck

Difficulty walking, speaking, or using your arms

Convulsions

Unusual or erratic behavior

NCAA and USC rules require student athletes to report any of these signs and symptoms to their medical staff immediately. It is extremely important that student athletes be truthful about their symptoms and follow the treatment instructions of USC medical staff. Do not try to diagnose or treat your symptoms yourself and do not continue athletic activity until authorized to do so by a team physician or their designee. If you notice these signs or symptoms in other student athletes, tell the USC medical staff immediately.

Although you cannot completely eliminate the risk of concussion, you play an important role in reducing the risk of concussion by using proper equipment, including personal protective equipment, at all times, by playing within the rules of your game, by choosing a style of play that reduces the risk of impacts to your head, and by immediately reporting signs and symptoms of concussion to USC Medical staff and following their treatment instructions.

Even with all of these protective mechanisms in place, **the risks of head injuries cannot be eliminated. These risks can be short-term, such as bleeding in the brain and paralysis, and long-term, such as Alzheimer’s disease, Parkinson’s disease, other brain disorders that become more prevalent with age, and death.**

Concussions can also cause brain changes affecting physical abilities (such as extremity function and headaches), thinking abilities (such as memory and reasoning), sensation abilities (such as touch, taste, and smell), language skills (such as communications, expression, and understanding), and emotional traits (such as depression,

anxiety, personality changes, aggression, and social inappropriateness). Ongoing research is investigating repeated brain injuries and the risks of depression, CTE, memory problems and early dementia.

If you have any questions or concerns at any time, contact your staff athletic trainer or team physician. As a reminder, you need to be informed about the signs and symptoms of concussions, and you are required by the NCAA and USC to report these immediately and follow the guidelines that the medical staff explains to you.

The undersigned USC student-athlete acknowledges that he/she has received and reviewed a copy of this Concussion Education Handout for USC Student-Athletes.

Student-Athlete Signature

Date

Printed Name Sport

Location: The Student Counseling Center (SCS) is located on the 3rd floor of the Engemann Student Health Center.

Phone Number: 213-740-7711

When calling SCS: First, identify yourself as a student-athlete, then ask to speak with Dr. Robin Scholefield, Dr. Niki Sims, or Dr. Lani Lawrence. They are the clinical sport psychology team at USC to serve the student-athletes.

USC student-athletes are the largest consumers as a group of the counseling services at the Student Counseling Center (SCS) located on USC campus. The athletic department has three clinical sport psychologists on staff to accommodate the many reasons athletes may come in for counseling. Student athletes typically come in for the same reasons as all university students, such as homesickness, loneliness, anxiety, depression, social anxiety, eating disorders, and substance use. Some issues specific to student athletes include performance anxiety, performance enhancement, teammate issues, confidence, changes in athletic status, retirement, burnout, as well as the additional stress from managing a full academic and athletic schedule.

Individual, Couples, and Group counseling are offered to all student-athletes who are enrolled in classes. During the summer, if a student athlete is not enrolled in summer school, they must pay a one time student health fee for counseling services. Groups offered include the following: Injured Athlete group, Relationship Group, Peace with Food Group, Social Confidence Group, Better Feeling: Mood Management for Depression, Peace with Food, Living with Loss, Managing Your Moods, Academic Anxiety Support and Skill Building, Mastering Anxiety, Meditation and Wellness, and sAttentional & Social Difficulties.

SCS offers confidential services to student athletes on campus. Consistent with state law, counselors will not speak with anyone, including your coach or parents (if you are 18 & older), for any reason without your written consent. There are three exceptions to confidentiality: 1) if you are suicidal, 2) if you are homicidal, or 3) if you report child/elder abuse. Even in these instances, we are respectful of your privacy and inform only those who need to know to help keep you and/or others safe. Unlike other students on campus, student athletes do not have a waiting list to get in to see a counselor, can often make same day appointments, or can be seen within the same week (as long as they identify that they are a student-athlete when calling to schedule an appointment). Student-athletes are also offered unlimited number of weekly sessions during their time at USC.



Performance Nutrition

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Nutrition is a vital piece for optimizing a student athlete's performance. Proper fueling before and during competition can give you that competitive advantage needed to succeed. Learning how to fuel your body correctly before and after workouts and throughout the day will enhance your body's ability to recover from training and maximize your physical development.

A student-athlete's schedule can be very busy between practices, classes, and schoolwork so it can be challenging to figure out when and what to eat. Having a plan is crucial, which is why making an appointment with the sports dietitian is important.

Performance Nutrition Program:

- Your team dietitian will work with you to give you a structured individualized meal plan based on your sport and your goals. Your plan includes portion sizes, macronutrient amounts and suggestions for fueling throughout the day using the resources provided.
- Body Composition and Bone Density analysis. Each team will assess body composition via iDxa to determine how their cells are adapting to training and how efficient they are at using the energy they are taking in.
- Provides a grocery list as well as easy inexpensive recipe ideas.
- Can schedule a grocery shopping tour with you and help educate you with what the best products are to buy and which ones to avoid.
- Can help you with ideas on how to stay healthy when traveling and during holiday breaks
- Presents to teams on a variety of topics and can even schedule a night of cooking with your team as a team building exercise and can help you learn how to cook healthy and tasty food

The NCAA allows us to provide two fueling opportunities throughout the day. These fueling opportunities are intended to increase the athletes' ability to recover throughout the day. If you aren't training, you're recovering, therefore it is crucial that the resources provided are utilized in a purposeful manner. Our goal is to provide you with everything that you need for recovery.

This does not mean that you have unlimited access to food. Receiving food is contingent on receiving nutrition education. The department of athletics will provide you with necessities for recovery, but it is not an all you can eat buffet.

****ALWAYS have fuel and a water bottle with you to avoid getting dehydrated and going long hours without eating, which will absolutely affect your performance and energy level****

You have to ask yourself “are you willing to do whatever it takes to be the best” and if you are, you have to take what you are putting into your body seriously! There is a lot of research that shows what you put into your body will give you an advantage over the rest. You are here at USC because you are a gifted athlete, now you have to motivate yourself to train hard and ensure you are getting the proper fuel to maximize your performance.

Fuel On!

All current student athletes, scholarship and non-scholarship will have an opportunity to participate in an enhanced fueling program. Morning fueling will occur in the Galen Dining Center and the Galen Arena from 7am – 11am Monday through Friday.

Outside of the morning fueling, athletes can use the fueling station in McKay for pretraining and recovery nutrition during the hours the weight room is open.

The Galen Cafeteria will continue to operate as a retail operation during the lunch period. Hours of operation will be 11:30am – 1:30pm open to the public.

To manage space and operational challenges in our facilities sports will be assigned a location for their student athlete’s participation in the enhanced fueling program. Some sports will be serviced out of the Little Galen Cafeteria, others will be serviced from the newly created athletic dining station at the Galen Arena. The new athletic dining station is located in the kitchen space of the previous media workroom. The team assignments are as follows:

Little Galen Cafeteria: M. Water Polo, W. Water Polo, M. Swim & Dive, W. Swim & Dive, M. Tack & Field, W. Track & Field, Cross Country, M. Tennis, W. Tennis, W. Soccer, W. Lacrosse, M. Golf, W. Golf, Baseball, Football, W. Rowing.

Galen Arena Athletic Dining Station: M. Basketball, W. Basketball, M. Volleyball, W. Volleyball, Sand Volleyball.

Athletes may choose to take items to go OR to dine in, but cannot do both. Sports nutrition staff is present ensure that athletes are making the choices necessary to attain their fueling goals.

Student athletes will be required to dine in their assigned location and may only check in one time during each enhanced snack period.

Student Athletes are responsible for cleaning up after themselves and for treating the staff and resources with respect.

GROCERY LIST

| <u>Trader Joe's</u> | <u>Ralphs</u> | <u>Fresh & Easy Express</u> |
|--|--|---|
| Cottage cheese—Low fat. (Great as a snack, 14g protein/half cup) | Chicken breasts/ Lean ground turkey | Chicken breasts/ or other meats (organic) |
| Greek Style mixed berry nf yogurt WITH FIBER | Deli turkey FRESH from the Deli (great as a snack rolled up with string cheese and whole grain crackers or with fruit) | Instant Oatmeal |
| Soy corn dogs (I know...soy but they taste great!) | Egg beaters | Kashi Golean Crunch Cereal |
| Zone bars/Balance bars/Kashi bars (chocolate turtle roll) **Greens + Protein Bar peanut butter & chocolate | 100% natural breads Sara Lee or any other bread that does not contain hydrogenated oils | Hummus |
| Beef/turkey jerky (snack) | OJ fortified with calcium and Vit D | Kitchen to go meals (variety of flavors) American-Mexican-Italian and Asian |
| Egg white salad (great as a snack with crackers) | Taco seasoning packet (Low sodium) Chili or spaghetti seasoning packets from Lawry's | Ready to go cut up fruit |
| CEREALS Kashi Golean Crunch High Fiber Honey, Almond & Flax 9 Whole Grain Crunch Nature's Path Pumpkin Flax Plus Granola | Barilla high protein and omega fortified pasta (Best tasting whole grain pasta) | Veggies and pre- made salads |
| Steamed Lentils ready to eat warm or cold | Brummel and Brown butter made from nf yogurt | Greek yogurt |
| Microwaveable Asparagus, Broccoli and Brussels sprouts | Bags of salad greens dark in color | Cottage cheese |
| Edamame | Ken's Steak House Lite Raspberry Vin. Dressing | Veggie straw snack chips |
| Blueberry & Pomegranate Green Tea | Newman's Own low fat sesame ginger | Flax tortilla chips |
| Pre-made Salads | Newman's Own Light Lime | Whole grain tortillas are great to make wrap sandwiches |
| Super Sweet Baby Bell Peppers (large zip lock bag) | Sargento Mexican Light cheese | String cheese |
| Freeze Dried Strawberries (great as a snack or to add to cereal/oatmeal) | Hummus | Mary's Gone crackers (flax seed crackers that tastes great©) |
| Unsalted /roasted almonds (just a handful) (just a handful of trail mix) | Starkist Lunch To-Go (snack or light meal) Ideally eat w/ other whole grain crackers | Deli meats |
| Honey wheat pretzels | Gen Soy- soy nuts (snack or add to salads) | Amy's organic soups and Chili |
| Dried Fruit/ Just Mango Chunks (has no sugar added) | Avocado (healthy fat) great on sandwiches | Amy's organic pizza |
| Veggie and Flaxseed Tortilla Chips | Smart Bran cereal (if needing extra fiber) | Variety of seasonings and spices to make your meals more appealing |
| Reduced Guilt Air-Popped Popcorn | GeniSoy potato soy crisps | Beef and turkey jerky |
| All natural almond butter/ peanut butter | Skinny cow ice cream | Whole grain pasta and pasta sauce |
| Peanut butter filled pretzels (snack) | Swanson all white meat caned chicken | Peanut butter filled prezels |
| Bambino Pizza Formaggio (cheese one tastes the best)*make it directly on oven rack! | Laura Scudder peanut butter "all natural" (pour out most of the oil) | All natural nut butters |
| Ak-mak 100% whole wheat crackers | Light string cheese | 100% fruit jams |
| Super Grain and Seed Bread | Rhythm kale chips (zesty nacho flavor) | |
| Blueberry Raspberry Oat Bran Muffin | Stoneyfield OIKOS organic greek yogurt | |
| Fiber cake muffins (14 g. fiber) | Beanitos Pinto Bean & Flax Chips | |
| Frozen Turkey Meatballs | Somersaults sunflower seed snack dutch cocoa | |
| Frozen Organic Brown Rice(add flavor©) **Chopped basil, cilantro and crushed garlic** | Corazonas tortilla chips (squeeze of lime flavor) | |
| Sweet potato chips (just watch portions) | Food Should Taste Good Chips (sweet potato) | |
| Frozen French toast made with 4 grain bread | LARA Bars | |
| Frozen steelcut oatmeal | KIND Bars | |
| Fat free No Pudge Fudge Brownie Mix (healthy brownies that you make with yogurt) | LUNA Bars | |
| The chocolate traveler /Dark Chocolate | | |



Strength and Conditioning

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The mission of the University of Southern California Strength and Conditioning staff is to provide a physically and mentally challenging training environment each and every day. Passion must be exuded at all times, and it is expected of each athlete to train with this characteristic. USC's strength and conditioning facilities are meant to provide the student athletes with the proper equipment, environment, and instruction facilitated by a skilled and knowledgeable staff. The Strength and Conditioning staff is available to provide education, teach proper technique, design individualized sport specific programs, and motivate each student athlete to reach his or her potential.

Strength & Conditioning Policies and Procedures

Hours of Operation

Spring/Fall 5:45am – 6:00pm
Summer 5:45am – 3:00pm

Dress

- Tennis Shoes must be worn and tied

- T-Shirt or Tank Top with USC logo that is visible must be worn
- Shorts, Tights (Full or Half Length), or Sweat Pants must be worn
- Some Sports might require the entire team to dress the same

Storage (Backpacks, Personal Items)

- All Backpacks should be placed on the stadium seating area outside of weight room offices.
- All personal items such as **CELL PHONES, IPODS**, watches, jewelry, etc. are stored in your backpack.

Scheduling

- Any sport team planning to use the indoor field turf must schedule through the strength and conditioning staff.
- All strength training days and times are scheduled with the strength and conditioning staff.
- Each sport team is expected to attend their scheduled strength training session.
- All scheduled teams will have priority of weight room space and equipment along with the field turf.

Audio

- Strength and Conditioning Staff controls the music selection and volume of the Weight Room and Field Turf area.
- All music played will be the clean/edited versions only.

Fueling Station

Products from the fueling station will be distributed by the nutritionist, fueling station student workers, or strength and conditioning coaches only. All products received from fueling station are either consumed and disposed of at station or kept sealed and taken out of the weight room to be consumed later.

Weight Room Offices

Student-Athletes are not permitted to use computers, fax machines, copiers, TV's, or telephones located in the weight room offices.

Safety Policies

- All barbell exercises performed have a safety clip fastened around the bar.
- Barbell squatting and pressing movements are performed with a spotter present.
- All Barbells, Dumbbells, Plates, Bumpers, Kettlebells, clips, etc. are returned to their specific storage space immediately after use.
- Thumbs are wrapped around the bar or dumbbell during use.

Injuries

Student-Athletes must report all injuries to Athletic Medicine prior to attending their scheduled strength training session.

Weight Room Orientation

All Student-Athletes must attend a one hour Weight Room Orientation that will be offered at the beginning of each semester. Weight Room access will only be granted to Student-Athletes that complete this one-hour orientation.

Friends and Family

Friends and Family members of Student-Athletes are not permitted to use the Weight Room and Field Turf Area.

Etiquette

- Student-Athletes are held accountable to the "TROJAN WAY"
- No Outside Food or Drink
- No Horseplay
- No Spitting.
- No Sitting or lying down unless exercise requires you to do so.
- Throw away all water cups.
- Dispose used towels to the soiled towel bin.
- No Vulgarities.
- Wipe down cardio equipment after use.



Media Relations

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"Fans judge you as a player according to how you perform on the playing field. They judge you as a person according to how you perform with the media. If fans develop a good impression of you through the media, especially when things are not going well on the field, the benefits to you can be significant."--NFL Media Relations Handbook

Trojan athletes benefit from tremendous national and local media exposure. And USC has had an outstanding reputation of positive media rapport over the years. Therefore, it is important to understand the media, the value of positive media relations and how best to deal with the media.

The primary way for USC's fans to find out about you and for you to communicate to USC's fans is through the media. The stories of USC's teams, athletes and coaches are told to the fans on a daily basis throughout the year by thousands of newspapers, magazines, Internet sites, radio stations, and television stations.

As a USC athlete, one of your responsibilities is to cooperate with the media--just as giving 100% on the playing field and in the classroom are your responsibilities. It's all part of the package of being a Trojan student-athlete.

Athletes at USC have many more opportunities than those at other schools to do media interviews because USC is a nationally-prominent university with an unparalleled athletic heritage situated in one of the world's major media markets.

The media's role is not to be a cheerleader for you. However, you'll find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you. You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and sport.

Media attention also means that your conduct both on and off the field will be under intense scrutiny because of your position as a Trojan athlete. The last thing you want is to receive publicity for an unfortunate off-the-field incident.

The Media

Los Angeles is one of the largest and most complex media markets in the world. The Southern California area is home to dozens of daily newspapers, seven commercial television stations, numerous cable networks, scores of radio stations, and the AP wire service. Here's a more in-depth look at the types of sports journalists--representing both national and local media--with whom you'll come into contact:

Beat Writers: These newspaper and Internet writers cover USC on a daily basis, so they are a key link between USC and our fans. Primarily, they report the facts in an objective way. While beat writers may become the most familiar members of the media to you because of the amount of time they spend with us, they still must remain independent and impartial.

Television News Crews: Although you likely won't see reporters and camera crews from the local television stations as often as newspaper beat writers, don't overlook their impact. Most people get their news from television.

Television Game Broadcasters: If one of your games will be televised, count on seeing the announcers—a play-by-play announcer and an analyst—earlier in the week. They'll come out to view some of your practices and, along with the TV producer and director might want to meet with you informally the day before the game. They might also want to do a brief taped interview. Obviously, you should not discuss game strategy in detail, or share confidential team information.

Radio Talk Show Hosts: Sports radio talk shows, featuring calls from fans, are very popular. It's possible you'll be asked to be a guest on one of these shows. Most of the interviews are done live over the phone.

Photographers: Photographers for newspapers and magazines, and TV video camera operators, must tell their stories visually. You'll see them ringing the playing field at practice and games. So, while you must be judicious in your comments to the media, remember that your actions can be captured on film and video, too.

Campus Media: USC has various campus media outlets, all staffed by fellow students. These include the Daily Trojan newspaper, KXSC radio, the El Rodeo yearbook and Annenberg TV News. While these journalists are your campus peers, we have always treated them like any media member and have extended them every professional courtesy.

Interviews

The main way you will deal with the media is through interviews. Most interview topics are about your team and you. Interviews should be looked at as part of the educational experience offered at USC, helping you develop communication skills that can assist you not only in the classroom but in future professional and business careers. The more interviews you do, the better you will become at handling them and the more fun they will be.

We encourage you to make yourself available to the media, especially because student-athletes have been tremendous representatives of USC.

We ask the media to direct all interview requests through the sports information office. We will contact you and work around your athletic, academic and social schedules. You'll be asked to come to the sports information office at an agreed-upon time to be interviewed in person or to conduct a phone interview. In addition, following the conclusion of games, coaches and athletes are expected to make themselves available for interviews within a reasonable period of time (generally after a 10-minute "cooling off" period). These post-game interviews occur in various forms: a press conference in front of a group of media, a one-on-one interview with a reporter, or a live interview on radio or TV.

When doing interviews:

- Be smart and think before you speak.
- Respect your opponents, teammates, coaches and university.
- Be positive.
- Be humble.
- Don't make predictions.
- Smile and have fun.
- Look presentable (appearance can say more than words), so take off your hat, spit out your gum, and get rid of gaudy jewelry.
- It's easy to talk to the media after good times, but your true character comes out after tough times and adversity (so be accountable and available).
- You don't have to answer every question or do every interview, but be polite when declining.
- Anticipate tough questions and prepare answers beforehand.
- Have message points you'd like to make.
- Turn a negative question into a positive answer.
- Don't go "off the record" or say "No comment."
- Don't use slang.
- Remember, you can't control the questions, but you CAN control the answers.

AN IMPORTANT MESSAGE ABOUT SOCIAL MEDIA

Social media is a fun and useful tool...but it can also spread information in a negative way that exposes your personal life to the world. USC supports an individual's expression of First Amendment rights of free speech. We do not place restrictions on the use of social media by our student-athletes. HOWEVER, please remember that you represent USC, the athletic department and your team at all times. Because the Internet can be accessed by anyone, it is recommended that student-athletes do not post information--including photographs and text--and/or join "groups" that do not promote positive behavior. Remember that the general public, coaches, athletic department administrators, media, opponents, NCAA, law enforcement agencies and future employers have access to your social media. Inappropriate language, behavior or postings, as well as postings that violate NCAA rules, could lead to repercussions from the USC athletic department.

It is HIGHLY recommended that you do not post any personal information, including your address or phone number. Put your viewing setting on "Private" so only your friends can see your postings. As a student-athlete, you are highly visible and many people are interested in you...sometimes, it's the "wrong kind" of people who could put your career or even your life in jeopardy. Also, use discretion when posting pictures of yourself, your teammates and friends. Digital cameras and cell phones with picture and video capability allow the public to catch you in private moments and easily share those pictures with the rest of the world. Do not allow yourself to be photographed in a compromising situation. A photo could be "tagged" to you, leaving you with little control over the content or usage of the photograph.

Bottom line: YOU are accountable for your social media presence. Understand that inappropriate postings can follow you for life. Do not post anything that would embarrass USC, your team or your family. If you believe something you posted would upset your parents, then know that it is going to upset the university, too.



UNIVERSITY OF SOUTHERN CALIFORNIA
ATHLETIC DEPARTMENT
SOCIAL MEDIA POLICY & GUIDELINES FOR STUDENT-ATHLETES

Playing and competing for the University of Southern California is a privilege. Student-athletes at USC are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your University and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at USC in one form or another.

Student-athletes should be aware that third parties - - including the media, faculty, future employers and NCAA officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the University. This can also be detrimental to a student-athlete's future employment options, whether in professional sports or in other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of Pac-12 or NCAA rules (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature or is proprietary to the USC Athletic Department or the university, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).



UNIVERSITY OF SOUTHERN CALIFORNIA
ATHLETIC DEPARTMENT
SOCIAL MEDIA POLICY & GUIDELINES FOR STUDENT-ATHLETES

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written warning
2. A meeting with Director of Athletics and Head Coach
3. Penalties as determined by the athletic department, including but not limited to possible suspension from his/her athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the USC Athletic Department's and the University's. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or the University.

By signing below you affirm that you understand the USC Athletic Department Social Media Policy and Guidelines for Student-Athletes and the requirements that you must adhere to as a USC student-athlete. Also, you affirm that failure to adhere to this policy and guidelines may result in consequences that include suspension from your athletic team, and you may be subject to additional penalties imposed by the NCAA, Pac-12 or USC.



Student Services

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Athletic Scholarships

If you are a student-athlete receiving athletic aid, we recruited you here and awarded you with an athletic scholarship because we believe you can be successful both academically and athletically, that you intend to graduate with a USC degree, and that you will represent the University in a manner that we will all be proud to call you a Trojan for Life. Your scholarship either partially or completely covers the cost of attendance at USC needed to graduate with a four-year bachelor's degree. We want you to understand your award so that you can make good choices with advice from your academic advisors, coaches, and faculty.

For the student-athlete who has his or her scholarship renewed each year the Athletics Department will provide funding for up to 128 units of credit. That's the number of units it takes to graduate from USC with a bachelor's degree for most majors. That's the same level of support USC gives to its top academic students (those who receive full-tuition Trustee Scholarships). The fact that we're committing as much to you as we do to Trustee Scholars is a sign of how much we want to support you in completing your degree. In fact, sometimes we'll even go beyond that level of support.

Provided you make progress toward your degree in a satisfactory manner and have your athletic scholarship renewed each year, there are a few cases where you may be eligible to receive more support. For example:

1. If you declare a major that requires more than 128 units by your sophomore year, then we will finance a maximum of the units required to graduate with a bachelor's degree in that program.
2. If you graduate and still have athletic eligibility remaining, at that point we can finance subsequent semesters beyond the 128 units up until the point that your athletic eligibility to compete is exhausted. For example, if a student is redshirted and then graduates in 4 years with a bachelor's degree and then begins a master's degree in their fifth year of athletic eligibility, we can pay for tuition during that final year of athletic eligibility. Please note that, if the master's program requires an additional year to complete beyond the final year of athletic eligibility, the athletic department will not be able to continue to cover the cost of tuition (at this point the cost of continuing your education falls to you).

Remember that our primary goal is to help you achieve all your goals at USC, especially your academic goals. There may be some other, more individual instances when we might be able to support you. If something comes up and we can find a way to help you, we will try to do that. But our ability to help will depend on two things: first, you must demonstrate that you are serious about your education by making satisfactory academic progress. Second, you must contact us as early as possible (i.e. your freshman or sophomore year) if you think that the major or majors you intend to pursue will require extra support so that we can discuss your options.

We want to help you reach your goal to graduate and to get the most out of your time at USC. As you know, the University encourages students to pursue more than one emphasis, not just a major but two majors or a major and a minor. It's what USC calls the Renaissance Scholar Ideal. In many ways, you're already doing that by combining your athletic goals with your academic goals. If you want to add a second major or a minor, please discuss this with us. We will help you determine if you can do this and stay on track to graduate and whether your award will cover the costs. With careful planning a student can complete their degree with a major and a minor or double major without exceeding the minimum 128 units required to graduate from the institution.

What Your Scholarship Covers

A Full Athletic Scholarship includes ONLY: tuition, standard room and board, required and recommended textbooks, compulsory fees, transportation and miscellaneous expenses.

An Athletic Scholarship does NOT include, for example: health insurance, tuition refund insurance, late fees, finance charges, damage charges, and interim housing charges.

A financial award given to a student-athlete based upon athletic ability or sports performance is considered an athletic grant. According to NCAA regulations, athletic grants are limited to bona fide educational expenses including tuition & fees, room, board, and course-related textbooks and supplies

In compliance with NCAA rules, the Financial Aid Office must notify you of the renewal, non-renewal or reduction, of your award on or before July 1 preceding each academic year. If your athletic grant is not recommended for renewal, the Financial Aid Office will notify you of an opportunity for a hearing to appeal this decision to a University Financial Aid Appeal Committee.

If you have a question about the terms of your athletic grant, please contact your head coach or SAAS.

Athletic Grant-in-Aid Terms and Conditions

In acceptance of this grant-in-aid, I understand that:

1. This grant-in-aid is being awarded in accordance with applicable university, Pac-12 and NCAA regulations.
2. Financial aid received from any source other than the university or persons upon whom I am naturally or legally dependent shall be reported by me to the Financial Aid Office.

3. My total financial aid may not exceed applicable NCAA limits. I understand that employment income earned by me during the year is not considered financial aid. However, I will report all employment earnings to the Athletic Compliance Office in order to comply with NCAA amateurism regulations.
4. Any part or all of this grant-in-aid may be reduced or cancelled immediately during the period of the award if I render myself ineligible for competition, fraudulently misrepresent information on an application, letter of intent or financial aid agreement, engage in serious misconduct warranting substantial disciplinary penalty (as determined by the university's regular student disciplinary authority), or voluntarily withdraw from a sport for personal reasons.
5. To be eligible to represent the university in intercollegiate athletics, and avoid reduction or cancellation of grant-in-aid as set forth in paragraph 4 above, I must be enrolled in at least a full-time program of study, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. I may be eligible to compete while taking less than a full-time program of study, provided that I am enrolled in the final semester or quarter of the baccalaureate program and the university certifies that I am carrying (for credit) the courses necessary to complete degree requirements.
6. This grant-in-aid may be reduced if I have more than three unexcused absences in one month.
7. Failure to attend class may result in the non-renewal of my grant-in-aid.
8. This grant-in-aid may be reduced or cancelled if I agree to be represented by an agent, sign a contract with or receive compensation from an agent or professional sports organization, unless I have completed my four seasons of eligibility.
9. Any reductions or cancellations of aid must be justified with proper cause by the regular disciplinary or financial aid authority of the institution. I will have had an opportunity for a hearing to appeal any reduction or cancellation of my aid.
10. The university may not reduce or cancel my grant-in-aid during the period of this award on the basis of my athletics ability, performance or contribution to my team's success because of injury that prevents me from participating in athletics, or for any other athletics reasons.
11. If my athletic aid is less than or equal to the amount of my other countable aid, I may decline my athletic aid.

University Aid/Outside Awards

University Financial Aid

Student-athletes are encouraged to apply for the Federal Pell Grant and other financial assistance by filling out the FAFSA application online (fafsa.gov) if they feel they might qualify. The Pell Grant is awarded on the basis of your family's financial situation, and can range from

\$600 to \$5775 for an academic year. The Pell Grant award does not count towards any NCAA limits. The actual amount of your Pell Grant stipend will be determined by the Financial Aid Office.

Remember, if you are awarded athletics related financial aid, the amount of other forms of financial aid that you may receive is limited.

The Financial Aid Office is responsible for making the necessary adjustments to assure compliance with NCAA individual financial aid limitations. Receiving excessive aid can result in you being declared ineligible for competition.

University based aid is generally awarded at the same approximate amount on an annual basis for four years or 8 semesters, unless there is some significant change in the student's financial situation. University aid after 8 semesters is not guaranteed and must be appealed for on an individual basis with the Financial Aid Office.

Tuition Assistance through USC as the dependent of a University employee, must be approved by the Financial Aid Office as non-countable aid: 1) If the student-athlete is recruited, the parent/guardian must be employed by the University for 5 years or more; 2) If the student-athlete is non-recruited and the parent/guardian is employed for less than 5 years, the Admissions, Financial Aid, and Compliance Departments must sign off on the Non-Counter Certification Form for the student to receive the Tuition Assistance as non-countable aid.

Outside Awards and Scholarship

The kind and/or amount of outside scholarships and awards you may receive as a student-athlete is limited by NCAA rules. Outside scholarships and awards are funds given to a student-athlete by sources other than the Athletic-Department, the University, Government Grants/Loans or someone you are naturally or legally dependent upon. The NCAA rules apply whether or not you are receiving athletic scholarship. Each year, you must notify the financial aid office if during the year you will receive any outside awards. All outside awards must be processed by the Financial Aid Office who will determine whether the aid is permissible.

Stipend Checks

Athletes who receive scholarships of 80% to 100% may receive the value of some portion of their scholarship in a stipend check. Stipend checks are issued when the amount of your scholarship exceeds the charges on your bill from the Bursar's Office. However, you could still owe money to the University due to charges on your bill NOT covered by your scholarship. The amount of the stipend check varies and will depend upon factors such as meal plan, training table or housing. Other examples of charges that are not covered by your scholarship could be unwaived health or tuition refund insurance, parking permits or tickets, missed tutoring appointments and discretionary. If these charges do appear, you will have to make a payment to the Cashier's Office BEFORE the stipend check is released. If you have any questions about the charges on your bill you can view your bill on the OASIS system through the university's website www.usc.edu. If you still have questions, print out a copy of your bill through the OASIS system and bring it into SAAS so that it may be reviewed. Your academic counselor, the director of SAAS or the Athletic Director can also put holds on your stipend for a variety of reasons such as reviewing progress reports, registration or tutorial feedback forms. All missed tutoring appointments will be assessed a \$10 charge to the student that must be paid prior to the stipend being released. All debts must be settled before stipend is released.

You may pick up your stipend from the Office of once the checks are ready. Stipends are typically available on the 26th of every month. Please contact the Compliance Director or Assistant Director for your sport for details on when and where to pick up your check.

Meal Plans

Meal Plans and Residential Dining

The dining program offers a wide range of options and facilities to ensure that your experience is an enjoyable one. If you are assigned to a building with a mandatory meal plan, you will purchase a “meal plan” package option. You may select from the meal plan or plans available where you live. Regardless of where you live, all students are able to purchase a meal plan. Students living in non-university apartments or commuting to campus may want to choose a convenient “Community Meal Plan.” As a student-athlete you also have access to the Galen Center. In order to eat dinners at the Galen Center you must be on training table, use discretionary, or the Galen Meal Plan.

Mandatory Meal Plans:

Dorms

Cardinal – unlimited meals - \$2,750

Gold – unlimited meals plus \$500 dining dollars - \$3,050

Trojan – All dining dollars - \$3,350

Apartment

Apartment Meal Plan – 40 swipes plus \$150 dining dollars - \$600

Please note:

-Unused Meal Plans DO NOT rollover to the following semester

-Full scholarship recipients in university housing – only Cardinal or Apartment Meal Plan covered

-None of the above meal plans (Cardinal, Gold, Trojan, or apartment) can be used at the Galen Center

The Galen Center

Outside the Northwest corner of Heritage Hall is the Galen Center, a popular sports-themed dining and activity center that opened in 1999. The Galen Center serves as the prime dining facility for USC's varsity sports, providing training table, pre-game meals and dinner to the Trojan athletic teams. It is open for lunch and dinner only and is closed on holidays, weekends and breaks.

Galen Meal Plans:

Galen 2 - \$413 per semester (33 meals)

Galen 3 - \$613 per semester (49 meals)

Galen 5 - \$1025 per semester (82 meals)

Athletic Scholarship Textbook Program

What do you receive with your athletics scholarship?

- Per NCAA rules, you are permitted to receive only books and supplies that are required or recommended/optional for courses that you are currently enrolled in, per the Course Syllabus/Book List.
- You may only receive one set of required books/supplies. If you lose them, you must replace them at your own expense.

What if your course syllabus lists required books or supplies that you have not received?

- Go to SAAS with your syllabus and ask your academic advisor for an Unfulfilled Form.
- Bring the Unfulfilled Form along with a copy of your registered course list and a copy of the syllabus/booklist to your advisor to get their signature.
- Take the signed Unfulfilled Form to the 3rd floor of the bookstore to pick up the book or supply.

What if your course syllabus/booklist does not list books or supplies that the professor states are required?

- Either get a signed memo on department letterhead from your instructor stating that the books or supplies are required for the course, or have the instructor email your advisor directly stating the books or supplies are required for the course.
- Upon approval, you will receive an Unfulfilled Form.

What if the books or supplies that you need are not available at the Bookstore?

- Purchase the item/s and bring the receipt, a copy of your syllabus stating that the book or supply is required, and a copy of your registered course list, to your advisor in SAAS.
- You will be given a signed Reimbursement Form to take to the 3rd floor of the Bookstore; the Bookstore will reimburse you with cash.

*NOTE: All receipts must be submitted to your Advisor in by the last day of classes in order to be reimbursed.

What if you drop or withdraw from a class?

- You are required to return all books and supplies for that course immediately to your academic advisor before you withdraw from a class.
- Fill out and sign a Release of Class Drop Form.
- **If you fail to return any books, readers or supplies for a class that you withdraw from, your student account will be charged the full purchase price including sales tax.**

Fifth Year Aid

USC awards athletic scholarship aid for a select number of fifth year seniors whose eligibility is exhausted and require additional enrollment to complete their undergraduate degree coursework. Fifth year scholarships are not guaranteed for any student. Scholarships are granted when the necessary funding is available and are awarded by the Director of Student-Athlete Academic Services upon receipt of satisfactory fulfillment of the application requirement.

For fifth year aid to be considered, the following condition must apply:

- Maintain enrollment and grade requirements mandated by the NCAA and specified major, which include meeting all NCAA continuing academic eligibility requirements and not receiving an UW, IN or F in any course.
- Meet once a week with the Academic Counselor designated for their sport as outlined in their financial contract.
- Fulfill graduation requirement in the most expedient manner.
- Turn in Timesheets every two weeks.
- Meet with the FADAP Coordinator to review requirements for earning their degree.

If student-athletes do not fulfill all of the above requirements, the Athletic Department reserves the right to reverse the scholarship aid.

Summer School

Summer School Aid

USC awards athletic scholarship aid for summer school for a select number of student-athletes. Summer school is not guaranteed for any student, and scholarships are granted when the necessary funding is available and are awarded by the Director of Student Athlete Academic Services upon receipt of satisfactory fulfillment of the application requirements.

To Apply:

The student-athlete must submit a completed summer aid application that includes a sufficient explanation of their need to attend summer school. Applications should be submitted to your academic counselor in SAAS. All summer school requests are collected and evaluated by the Director of Athletic Academic Advisors and then submitted to the Director of SAAS for final review and approval. You are required to take and pass all of the units you have signed up for. The Director of SAAS must approve any changes to the units or classes.

Important Points:

If the student fails the class or receives a UW due to poor attendance, the student-athlete will have to reimburse the Department for any stipend money collected during that term. Summer aid covers tuition, books and possibly room and board. However, summer aid covers the same percentage as the student's aid during the previous academic year. Summer aid only covers courses that are taken at the University of Southern California.

Registration

Registration Procedures and Current Course Offerings

The Fall, Spring and Summer issues of the *Schedule of Classes* contain details describing registration procedures, including the Web registration process, courses offered, course descriptions, faculty listings, time and meeting place of classes, textbook information and course syllabi. The *Schedule of Classes* is available before registration each semester on the Web at www.usc.edu/soc. It is recommended that students register as early as possible using Web registration to save time and avoid inconvenience. Registration appointment times and permit to register information are available to continuing students in October and March on Oasis at www.usc.edu/OASIS and my.usc.edu. New students will receive their permits to register during their orientation sessions. Open registration for all students continues the week prior to the start of the semester.

Enrollment Status

A student is considered to be enrolled full time in a semester when the student has registered for 12 or more units as an undergraduate student, eight or more units as a master's level student or six or more units as a doctoral level student. All graduate assistants are classified as full-time students during the semester(s) of their appointments as long as they are enrolled for the minimum units required for their assistantship. The number of courses for which a student has registered is not a basis for determining full-time enrollment status. Units taken for audit do not apply to enrollment status calculation. Other than units, there are additional circumstances that confer full-time enrollment status. These include enrollment in: 594 Master's Thesis, 794 Doctoral Dissertation, GRSC 800 Studies for the Qualifying Examination and GRSC 810 Studies for the Master's Examination, as well as other courses and programs as determined by the Dean of Academic Records and Registrar. Verification of student enrollment status is provided by the Office of Academic Records and Registrar (Registration Building Lobby), www.usc.edu/dept/ARR/verification. Third-party requests for degree and enrollment information are provided by National Student Clearinghouse, www.studentclearinghouse.org. Enrolled students can also obtain a verification on OASIS, www.usc.edu/OASIS, record ordering services.

Extra Units

A normal academic load is 16 units per semester for undergraduate students and 8 units (500-level) for graduate students. The university recommends that undergraduate students register for no more than 18 units and graduate students for no more than 16 units. Permission to enroll in more than 20 units requires written approval from the school or home department of the student's major.

Declaration of Major

All undergraduate students must record their primary major by the start of their junior year (on completion of 64 semester units). All major and minor programs of study should be recorded

three semesters before the intended graduation date. Undergraduate academic departments can also perform changes of major for their students.

Declaration of Minor

Application for a minor must be made to the department or professional school offering the minor.

Classification and Numbering of Courses

The first digit of the course number indicates the year level of the course: 000 — non-credit preparatory courses, 100 — first undergraduate year, 200 — second undergraduate year, 300 — third and fourth undergraduate years without graduate credit, 400 — third and fourth undergraduate years with graduate credit for graduate students, 500 — first graduate year, 600 — second graduate year, 700 — third graduate year.

Upper division courses (300- and 400-level courses) are generally more sophisticated and demanding. They may have prerequisites or other limitations on enrollment and are usually intended for students who have some preparation, either in the specific discipline or more generally in academic study. They tend to concentrate more narrowly and intensively in scope than lower division courses in the same discipline.

The lower case letters *ab*, *abcd*, etc., indicate the semesters of a course more than one semester in length. In such courses the *a* semester is prerequisite to the *b* semester, and so on. Courses designated *g* are available for general education credit. Courses designated *m* for multiculturalism meet the diversity requirement. Capital *L* indicates that all or part of the work is supervised laboratory or other work. Courses designated *x* are restricted in some manner. The course description will specify the restriction. Courses designated with a *z* are for repeated registrations for 0 credit, for which two units of tuition are charged.

The following are not available for graduate credit: courses numbered 000-399 and 490, courses designated *g* (general education), Senior Seminar courses, courses designated *x* where the description specifically excludes graduate credit.

Unit Value

The unit value of courses is indicated for each term of the course by a numeral in parentheses after the course title. All courses are on the semester unit basis. It is the student's responsibility to verify with the instructor that the number of units in which he or she has registered in any variable unit course is correct. If the units are incorrect, the student must correct them through Web registration or in person at the Registration building.

Repeating Courses

Ordinarily, courses may not be repeated for credit. For courses that may be repeated for credit, the maximum amount of credit is indicated after the unit value. Courses that may be repeated for credit reflect instances in which the subject matter is progressive in nature, or where special topics or directed research offerings exist, all reflecting unique course work.

Appropriate Course Enrollment

It is recommended that students register in courses appropriate to their academic standing — lower division students in courses below 300, upper division students in courses below 500, graduate students in courses numbered 500 or higher.

Preparatory Courses

Preparatory courses (course numbers below 100) impart the minimum skills required for college-level work. Students completing preparatory course work may receive unit credit toward enrollment status but do not receive degree credit.

Prerequisites

Prerequisites are courses that must be passed and/or specific background that must be demonstrated prior to advancing to the next course in a prescribed sequence of courses.

Passage of appropriate examinations or consent of the academic unit offering the course will waive prerequisites. However, a prerequisite course within the same discipline taken after the higher level course has been passed will not be available for unit or grade point credit.

Corequisites

Corequisites are courses that must be taken at the same time as, or passed prior to, the designated course. Passage of the appropriate examinations or consent of the academic unit offering the course will waive corequisites. However, a corequisite course within the same discipline taken after the designated course has been passed will not be available for unit or grade point credit.

Recommended Preparation

Recommended preparation indicates course work or specific background that is advisable but not mandatory in preparing the student for the designated course.

Guaranteeing a Space in a Class

Registration in a class does not by itself guarantee a space in that class. An instructor may replace any student who without prior consent does not attend these class sessions: (a) the first two class sessions of the semester, or (b) the first class session of the semester for once-a-week classes. It is then the student's responsibility to withdraw officially from the course. Any class added, whether by Web registration or in person, after the first week of classes should receive the approval of the instructor.

Pass/No Pass Enrollment Option

During the first three weeks of the semester (or the third week equivalent for any session that is scheduled for less than 15 weeks), students may elect to take a course numbered below 500 on a Pass/No Pass basis. All graduate students should contact their academic advisors before enrolling in a graduate course on a Pass/No Pass basis. Refer to the Pass/No Pass Graded Work section, page 61 (undergraduate) or page 87 (graduate), for details on degree credit restrictions on courses taken on a Pass/No Pass basis. Students should consult their academic advisor before enrolling in any course on a Pass/No Pass basis.

In cases where a student has registered for a course on a Pass/No Pass (P/NP) basis and an academic integrity violation has occurred, a penalty letter grade may be assigned (i.e., "F"), rather than assigning a mark of Pass or No Pass.

Credit/No Credit Courses

Certain courses have been authorized by the University Committee on Curriculum to be graded Credit/No Credit. Students may not enroll in a course on a Credit/No Credit basis unless the course is listed as being offered as Credit/No Credit.

Courses Numbered 490x and 390

Many academic units offer courses numbered 490x and 390. These courses are offered on a letter-graded basis only and carry certain restrictions which are uniformly applied throughout the university.

490x Directed Research (2-8, max 8)

Courses numbered 490x are open to students who have demonstrated the ability to do independent work in the discipline. The courses require consent of the instructor and a written contract of course requirements signed by both the instructor and department chair. They are not available for graduate credit and are not open to students with less than 2.0 GPA overall or in any restricted academic status (such as probation, Structured Curriculum Program [SCP] and the like). A student may accumulate a maximum of eight units of 490x in any one department and 16 units toward the degree.

390 Special Problems (1-4, max 4)

Courses numbered 390 are available only to seniors in their last semester who are made aware of a unit shortage after the enrollment period for that semester has passed. Students notified of a unit shortage prior to the close of the enrollment period are expected to register for regularly scheduled classes. Enrollment in a 390 class is available only by petition to the Committee on Academic Policies and Procedures (CAPP). A 390 is a supervised, individual studies course. The student and instructor must prepare a written contract of course requirements for presentation with the petition to CAPP. The petition must be recommended by the dean of the academic unit in which the student is seeking a degree. Evidence must be provided that the unit shortage was the result of circumstances beyond the student's control. Credit for only one 390 registration is accepted toward the student's baccalaureate degree.

Audited Courses

Students may elect to audit courses during the first three weeks of the semester (or the third week equivalent for any session that is scheduled for less than 15 weeks). A course taken for audit (V) will be assessed at the current tuition rate. A course taken for audit (V) will not receive credit and will not appear on the USC transcript or grade report. A course taken for audit is not included in enrollment for purposes of receiving financial aid.

Limited Status Enrollment

Limited status enrollment allows persons who have not been admitted to the university to take a limited number of courses at USC.

Eligibility for Limited Status Enrollment

Students who have not yet completed a bachelor's degree are not eligible for limited status enrollment if they have been denied admission to USC or if they have been academically disqualified or suspended from any community college, college or university.

At the post-baccalaureate level, limited status enrollment is not available to students who have been denied admission to the department offering the course unless prior approval is granted by the department and the appropriate dean.

International Students

Limited status enrollment does not fulfill requirements for issuing a student visa. International students (students studying or wishing to study in the U.S. on a non-immigrant visa) must have the approval of the Office of Admission (Hubbard Hall 218A) before registering for classes.

Restrictions on Limited Status Enrollment

A pre-baccalaureate limited status student may not register for more than 16 units; a post-baccalaureate limited status student may not register for more than 12 units.

Exceptions to this policy will be considered by the Office of Admission for USC employees and for post-baccalaureate students who submit a disclaimer of intent to pursue a USC degree.

Prior approval of the department offering the course is required for all limited status enrollment. If a limited status student is subsequently admitted to regular standing, no more than the first 16 undergraduate or the first 12 graduate units taken through limited status enrollment can be applied toward a degree. In very rare situations, individual undergraduate exceptions may be approved by the dean of the degree-conferring unit. For graduate students, the rare exception must be approved by the Vice Provost for Graduate Programs.

Dropping and Adding Courses

****The drop and add process must be approved by your Academic Counselor in SAAS before ANY action is taken****

All such changes must be processed by Web registration or through the Registration Department. Failure to withdraw officially will result in the mark of "UW," which is computed in the GPA as zero (0) grade points. A student may withdraw from a course without academic penalty during the first 12 weeks of the semester (or the week 12 equivalent for courses in special sessions). If the course is dropped within the first three weeks (or the week three equivalent for courses in special sessions), it does not appear on the academic transcript; if the course is dropped within weeks four through 12 (or weeks four through 12 equivalent for courses in special sessions), it will be recorded with a mark of "W." No course may be dropped after the end of the 12th week (or week 12 equivalent for courses in special sessions). A student may not withdraw from a course in which he or she committed or was accused of committing an academic integrity violation. After registering, it is the student's responsibility to withdraw officially from a course if he or she decides not to continue in a course. Courses may be added only during the first three weeks of the semester.

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 of the instructor. Students must 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 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.

USC-UCLA Cross-Registration for Graduate Students

As part of an academic resource-sharing program, USC graduate students have an opportunity to take a portion of their program at UCLA. This cross-registration opportunity is only available for courses or seminars not offered at USC and only to selected students. For further information on requirements, contact the USC Graduate School office (Grace Ford Salvatori Hall 315).

Credit (CR) will be granted only for work completed with a grade of B (3.0) or higher. The student's transcript will show that the course was taken at UCLA and also record the name of

the course. Units attempted at UCLA are on the quarter system. USC students who complete course work at UCLA will have those units converted to semester units for each unit completed at UCLA. Library privileges will be extended at UCLA but other privileges or services cannot be offered.

Conversion of Non-Degree Option Course Work

A student may file a Request for NDO Course Conversion form with the Registration Department to have USC courses previously taken under a non-degree option (NDO) converted to unit credit and thus appear on the USC transcript. Such a request must include all NDO courses previously attempted; requests for partial conversion will be denied. Conversion for credit requires retroactive registration in the term in which the course was attempted, including payment of the tuition differential between the NDO rate originally paid and the tuition rate in effect at the time of conversion. As in all USC courses taken in Limited Status, converted courses may not be considered for degree credit at USC unless the student is formally admitted to full standing at the university. Upon formal admission, only the first 16 NDO units taken that are available for credit toward the intended degree may be applied for baccalaureate credit, and only the first 12 NDO units taken that are available for credit toward the intended degree may be applied toward a graduate degree. Degree credit for units beyond the first 16 undergraduate or 12 graduate available units will not be allowed. All courses converted will appear on the USC transcript and will be included in the calculation of the USC GPA, regardless of whether they are being applied specifically toward the degree being pursued.

Permission to Register at Another Institution

Students who wish to take course work at another institution while continuing as enrolled students at USC will be required to obtain various levels of permission to do so. For details, see the Course Work Taken Elsewhere section on page 57 (undergraduate) or page 84 (graduate) of the 2011-2012 catalogs.

University Policies

Academic Integrity at USC

The university as an instrument of learning is predicated on the existence of an environment of integrity. As members of the academic community, faculty, students and administrative staff share the responsibility for maintaining this environment. Faculty have the primary responsibility for establishing and maintaining an atmosphere and attitude of academic integrity such that the enterprise may flourish in an open and honest way. Students share this responsibility for maintaining standards of academic performance and classroom behavior conducive to the learning process. Administrative staff are responsible for the establishment and maintenance of procedures to support and enforce those academic standards. Thus, the entire university community bears the responsibility for maintaining an environment of integrity and for confronting incidents of academic dishonesty. Specific guidelines governing academic integrity are described in SCampus. Additional information can also be found on the Student Judicial Affairs and Community Standards Website at www.usc.edu/student-affairs/SJACS.

Family Educational Rights and Privacy Act

The University of Southern California maintains the privacy of student education records and allows students the right to inspect their education records as stated in the university's Student Education Records policy, consistent with the requirements of the Family Educational Rights

and Privacy Act of 1974 (FERPA). The entire text of the university's policy is located in the Office of the General Counsel, Office of the Vice President for Student Affairs and the Registrar's Office. A summary also appears in the current edition of the student guidebook, SCampus. Additional information regarding FERPA is also available on the Registrar's Website, www.usc.edu/ferpa.

Faculty and staff who request access to student academic records in order to execute their normal duties must first review the information found on the FERPA Website and complete the tutorial before access will be granted. Students wishing to review or seeking to amend their education records should submit a written request to the university office in which the record is maintained.

At the discretion of university officials, USC may release certain information classified as directory information unless the student requests that such information not be released. A complete listing of directory information is published in SCampus in the Student Education Records section and is also found in the FERPA section of the Registrar's Website, www.usc.edu/ferpa.

Students wishing to restrict release of directory information may do so by completing the appropriate form provided by the Registrar's Office (Registration Building Lobby). Such requests remain in effect for the academic year. Students wishing only to have their information withheld from the online USC Student Directory should contact the Registrar's Office (Registration Building).

Recognizing that many students wish to share information from their educational records with their parents and family members, USC has developed an online system that will accomplish the following:

- allow students to grant their parents access to education and medical records in one step;
- allow parents to view elements of the education records that are available in USC's central student information system.

Students may log in to my.usc.edu and click on OASIS, USC's Web-based student information system, and use the "Establish Guest Access" feature to grant parents permission to education and medical records. Instructions for logging into OASIS and granting access are provided on the university's FERPA Website at www.usc.edu/ferpa.

Parents who wish to gain access to information from the education records of their son or daughter will not be provided the information unless the student has granted access through OASIS or has completed the appropriate release form authorizing the university to release specific information from their education records to approved individuals.

If students grant access through OASIS, parents and family members may access education records information online through the OASIS for Guests Website. For more information regarding FERPA, including forms and instructions to log in to OASIS or OASIS for Guests, parents and students should visit the university's FERPA Website at www.usc.edu/ferpa.

Policy on Accommodations for Students with Disabilities

The University of Southern California is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodation for academically qualified students with disabilities so that they can participate fully in the university's educational programs and activities. Although USC is not required by law to change the "fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students," the university will provide reasonable academic accommodation. It is the specific responsibility of the university administration and all faculty serving in a teaching capacity to ensure the university's compliance with this policy.

The general definition of a student with a disability is any person who has "a physical or mental impairment which substantially limits one or more of such person's major life activities," and any person who has "a history of, or is regarded as having, such an impairment." Reasonable academic and physical accommodations include but are not limited to: extended time on examinations; advance notice regarding booklists for visually impaired and some learning disabled students; use of academic aides in the classroom such as note-takers and sign language interpreters; accessibility for students who use wheelchairs and those with mobility impairments; and need for special classroom furniture or special equipment in the classroom.

Procedures for Obtaining Accommodations

Students with disabilities are encouraged to contact Disability Services and Programs (DSP) prior to or during the first week of class attendance or as early in the semester as possible. The office will work with the course instructor and his or her department, and the student to arrange for reasonable accommodations. It is the student's responsibility to provide documentation verifying disability in a timely way.

See sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html for documentation guidelines, policies and procedures.

Academic Accommodations

Students seeking academic accommodations due to a disability should make the request to the course instructor prior to or during the first week of class attendance or as early in the semester as possible. Course instructors should require that a student present verification of documentation of a disability from Disability Services and Programs if academic accommodations are requested. The USC Gould School of Law has a unit-specific policy for handling requests for academic accommodations; however, all students with disabilities should register with DSP. Refer to the *Law School Student Handbook*.

For assistance in how to provide reasonable accommodations for a particular disability, course instructors are encouraged to consult with the staff at DSP. Students requesting academic accommodations must have verification of disability.

Grievance Procedures

Detailed information about processing a grievance is found in the Student Grievance Procedure section of *SCampus*, a guidebook for USC students, and in a brochure available in the Disability Services and Programs office, STU 301.

Examinations

Final Examinations Make-up Policy

When a final examination falls at a time that conflicts with a student's observance of a holy day, faculty members must accommodate a request for an alternate examination date at a time that does not violate the student's religious creed.

A student must discuss a final examination conflict with the professor no later than two weeks prior to the scheduled examination date to arrange an acceptable alternate examination date.

Administrative Examinations

The following administrative examinations are given at USC:

Placement Examinations

Placement examinations determine the student's level of ability in order to establish the appropriate placement level in subjects such as mathematics, chemistry and foreign languages. No unit credit is available.

Placement tests are administered by the University Testing Bureau in the following areas: mathematics, chemistry and foreign languages as well as the International Student English Examination. The tests are given for placement and/or counseling and/or subject credit (which may fulfill a required or elective subject area). They are administered on scheduled dates on the USC campus. A USC ID is required. If a non-USC ID is presented, proof of USC enrollment is required. For additional information concerning these tests, contact the USC Testing Bureau, YWCA 104, (213) 740-7166, (www.usc.edu/student-affairs/testing_bureau).

Placement in elementary and intermediate foreign language courses is made by the Foreign Language Placement Tests. Transfer courses equivalent to a USC language course fulfill the prerequisite for the next course in the sequence, but students are required to take the USC placement exam. Transfer students may be advised (although not required) to repeat, without additional credit, a semester or semesters of instruction to qualify for the next level in the sequence if their skills are judged insufficient at the time of testing. Questions concerning foreign language placement should be directed to the chair of the appropriate Language department.

Placements in mathematics for the following classes (MATH) 040x, 108, 116, 117, 118 and 125 are determined by the test results. The placement in chemistry is also determined by the test results.

University Writing Examination

Students who score below specified levels on certain sections of the SAT or ACT exams and students completing American Language Institute course work are required to take the University Writing Examination to determine if they must complete preparatory course work before enrolling in Writing 140. See the Writing Program section on page 478.

Equivalency Examinations

Equivalency examinations are given at the discretion of the academic unit to determine whether upper division transferred course work may be applied as subject credit to the major requirements for the degree. Passing the examination does not provide additional unit credit. Contact the appropriate academic unit for specific details.

Subject Credit by Special Examination

Special examinations for subject credit establish subject credit in a subject area in which the student is sufficiently prepared but in which no previous credit has been accepted or attempted toward the USC degree.

Students who would like to request a waiver from the normal course requirements may request that the chair of the department in which the course is offered allow them to take a special examination challenging the course for subject credit only. The fee for the examination is one half of a unit per examination.

With the permission of the dean of the academic unit in which the student is a degree candidate, the student may file a Request for Credit by Special Examination form in the Grade Department (Hubbard Hall 106). The following rules apply:

- (1) Credit by special examination is available to undergraduate students only.
- (2) No more than one special examination may be taken in a given course.
- (3) Special examinations will not be allowed in any course for which a student has received a grade or mark on the transcript (e.g., W, UW, IN, IX, F or D) at USC or elsewhere.
- (4) A special examination will not be allowed if the course is a prerequisite to or sequentially precedes a course or courses that appear on a college level transcript, unless USC allows similar courses to be taken out of sequence.
- (5) Credit cannot be earned by special examination for the Expository Writing requirement, the first three semesters of any foreign language or Mathematics 040x.
- (6) Native speakers of a foreign language may challenge only literature or linguistics courses offered through the respective language department.
- (7) Results of all special examinations taken for subject credit only will appear on the USC transcript with a grade of "CR" (credit) or "NC" (no credit) and will not reflect unit value

Academic Standards

Definition of Grades

The following grades are used: A – excellent; B – good; C – fair in undergraduate courses and minimum passing in courses for graduate credit; D – minimum passing in undergraduate courses; F – failed. In addition, plus and minus grades may be used, with the exceptions of A plus, F plus and F minus. The grade of F indicates that the student failed at the end of the semester or was doing failing work and stopped attending the course after the twelfth week of the semester. Minimum passing grades are D- for undergraduate credit and C for graduate credit. Additional grades include: CR – credit (passing grade for non-letter-graded courses equivalent to C- quality or better for undergraduate courses and B (3.0) quality or better for graduate courses); NC – no credit (less than the equivalent of a C- for an undergraduate and a B for a graduate, non-letter-graded course); P – pass (passing grade equivalent to C- quality or better for undergraduate letter-graded courses and B (3.0) quality or better for graduate courses taken on a Pass/No Pass basis); NP – no pass (less than the equivalent of a C- for an undergraduate and a B (3.0) for a graduate, letter graded course taken on a Pass/No Pass basis).

The following marks are also used: W – withdrawn; IP – interim mark for a course exceeding one semester (failure to complete courses in which marks of IP [in progress] appear will be assigned grades of NC); UW – unofficial withdrawal (assigned to students who stopped attending prior to the drop deadline but failed to withdraw); MG – missing grade (an administrative mark used in cases when the instructor fails to submit a final course grade for a student); IN – incomplete (work not completed because of documented illness or some other emergency occurring after the twelfth week of the semester; arrangements for the IN and its completion should be initiated by the student and agreed to by the instructor prior to the final exam); IX – lapsed incomplete.

Grade Point Average Categories and Class Levels

A system of grade points is used to determine a student's grade point average. Grade points are assigned to grades as follows for each unit in the credit value of a course: A, 4 points; A-, 3.7 points; B+, 3.3 points; B, 3.0 points; B-, 2.7 points; C+, 2.3 points; C, 2 points; C-, 1.7 points; D+, 1.3 points; D, 1 point; D-, 0.7 points; F, 0 points; UW, 0 points; IX, 0 points.

Wherever these letter grades appear in this catalogue or other university documents, they represent the numerical equivalents listed above. Marks of CR, NC, P, NP, W, IP, MG and IN do not affect a student's grade point average.

There are four categories of class level: Undergraduate, Graduate, Law and Other. Undergraduate comprises freshman (less than 32 units earned); sophomore (32-63.9 units earned); junior (64-95.9 units earned) and senior (at least 96 units earned). Graduate comprises any course work attempted while pursuing a master's and/or doctoral degree. Law comprises any course work (offered by the USC Gould School of Law) attempted while pursuing a Juris Doctor or Master of Laws degree. Other comprises any course work attempted while not admitted to a degree program or course work not available for degree credit.

Grades of Incomplete (IN)

Conditions for Completing a Grade of Incomplete

If an IN is assigned as the student's grade, the instructor will fill out the Assignment of an Incomplete (IN) and Requirements for Completion form which will specify to the student and to the department the work remaining to be done, the procedures for its completion, the grade in the course to date and the weight to be assigned to the work remaining to be done when computing the final grade. A student may complete the IN by completing only the portion of required work not finished as a result of documented illness or emergency occurring after the twelfth week of the semester. Previously graded work may not be repeated for credit.

Time Limit for Completion of an Incomplete

One calendar year is allowed to complete an IN. Individual academic units may have more stringent policies regarding these time limits. If the IN is not completed within the designated time, the course is considered "lapsed," the grade is changed to an "IX" and will be calculated into the grade point average as 0 points. 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.

Extension of Time for Completion of an Incomplete

Completing the IN within the one-year period should be the student's highest priority. A student may petition the Committee on Academic Policies and Procedures (CAPP) for an extension of time for the completion of an IN. Extensions beyond the specified time limit are rarely approved if the student has enrolled in subsequent semesters.

In all cases, a petition for an extension of time for completion of an IN must have departmental approval and 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.

Missing Grades

Marks of MG must be resolved before a degree or certificate will be awarded. If a student wishes to graduate and chooses not to resolve the mark(s) of MG, the mark(s) will be defaulted to mark(s) of UW and will be calculated into the grade point average as 0 grade points.

Time Limit for Resolution of a Missing Grade

One calendar year is allowed to resolve an MG. If an MG is not resolved within one year, the grade is changed to UW and it will be calculated into the grade point average as 0 grade points. Courses offered on a Credit/ No Credit basis or taken on a Pass/No Pass basis for which an MG was not resolved within one year will be changed to a mark of NC or NP and will not be calculated into the grade point average.

Correction of Grades

A grade once reported to the Office of Academic Records and Registrar may not be changed except by request of the faculty member to the Committee on Academic Policies and Procedures on a Correction of Grade form. Changes should be requested only on the basis of an actual error in assigning the original grade, not on the basis of a request by the student or special consideration for an individual student. Students are not permitted to complete course work after the semester has ended.

Disputing a Grade

The instructor's evaluation of the performance of each individual student is the final basis for assigning grades. Through orderly appeal procedures, students have protection against prejudiced or capricious academic evaluation. See the student guidebook *SCampus* for details of the procedure.

Academic Dishonesty Sanctions

When a student is found responsible for a violation of the USC Student Conduct Code standards pertaining to academic dishonesty, the Vice President for Student Affairs (or designee) will inform the Office of Academic Records and Registrar. In appropriate cases, the Office of Academic Records and Registrar will post the sanction information on the student's academic records. Disciplinary sanctions noted on student records include suspension and expulsion from the university and revocation of admission and degree. Disciplinary grade sanctions (e.g., F in course) are not distinguished on a student's transcript from marks assigned for academic work accomplished. In cases of suspension or expulsion, the student's registration for the current term may be cancelled with marks of "W." More information can be found in *SCampus* in the University Governance section.

Repeated Course Work at USC

Under certain conditions, a student may repeat a course for grade point credit. In no case will additional unit credit be allowed for repeated courses or duplicated work. No student may repeat a course for grade point credit in which a grade of B- or better was received. A prerequisite course may not be repeated after a student has completed a course for which it is designated a prerequisite.

Undergraduate students who want to repeat a course in which a grade of C+, C or C- was received and have the subsequent grade calculated in the grade point average must petition the Committee on Academic Policies and Procedures (CAPP) for permission to do so prior to re-registering in the course. *Post hoc* approval will not be granted.

Graduate students may repeat a course in which a grade of C- or below was received, but both grades will be calculated in the grade point average. Graduate students who want to repeat a course in which a grade of C+ or C was received and have the subsequent grade calculated in the grade point average must petition the Committee on Academic Policies and Procedures (CAPP) for permission to do so prior to re-registering in the course. *Post hoc* approval will not be granted.

A special provision governs the repeat of courses by students who enter USC as first-time freshmen. These students may repeat a maximum of three courses taken during the first two semesters at USC in which grades of D+ or below (including UW and IX) were received, and only the subsequent letter grade, even if lower, will be calculated in the grade point average. The courses must be repeated at USC for a letter grade, and both courses with the grades received will appear on the transcript. The same course may be repeated no more than once for the benefit of substitution of grade. Students must notify the Degree Progress Department if they wish to utilize this provision. Students who have been assigned a grade as a result of a Student Conduct sanction may not repeat the course under this provision. Students who were admitted for spring and were first-time freshmen elsewhere in the previous fall may repeat a maximum of two courses taken during the first semester at USC in which grades of D+ or below were received with the same set of provisions stated above. An exception is the case in which a student earns a grade of C- in a course for which a grade of C or higher is required for application to major or minor requirements. In this case the subsequent grade will be calculated in the grade point average without the requirement of a petition.

Excessive Withdrawals (Marks of W)

An undergraduate student who withdraws (a mark of W) from at least 8 units in one semester or from at least 16 units overall must undergo mandatory academic advisement before the student can enroll in a subsequent semester. A restriction enforces this requirement. A student must have his or her academic advisor remove the restriction. This is a one-time requirement. Students will not be denied registration in future terms once advisement has taken place. This advisement is intended to provide students with information and guidance on the negative consequences that excessive withdrawals have on successful and timely completion of degree programs.

The Dean's List

Any undergraduate student who earns a grade point average of 3.5 or higher on 12 units or more of letter-graded course work in any one semester is placed on the Dean's List for that semester. Grades of IN must be removed before eligibility is determined for that semester. Academic transcripts do not carry the Dean's List notation.

Probation and Disqualification of Undergraduate Students

An overall USC grade point average (GPA) of at least C (2.0) on course work taken at USC is required for completion of undergraduate degrees.

Academic Probation

A student whose overall USC GPA falls below 2.0 is placed on academic probation. Continued enrollment requires clearance from an academic review counselor.

Mandatory Advisement

A student whose overall GPA falls below 2.0 is required to seek academic advisement prior to course selection each semester. Proof of advisement must be filed with the Academic Review Department before any registration request will be processed. The Academic Review Department will only accept an official Academic Review Advisement Record form with an authorized school signature as proof of advisement. This form may be obtained in Trojan Hall 101.

Academic Disqualification

Students on academic probation who do not raise their overall GPA to 2.0 after two semesters of enrollment, exempting summer enrollment, will be academically disqualified. However, if a student earns a minimum semester GPA of 2.3 in the second or any subsequent probation semester but has not yet reached the overall 2.0 GPA, the student will not be disqualified and will be allowed to enroll for an additional semester.

Readmission after Academic Disqualification

Petitions for readmission after academic disqualification are initiated by the student through the Academic Review Department. Completion of approved course work from another institution is a requirement for petitioning for readmission. Disqualified students must meet with an academic review counselor before enrolling in courses at another institution. The counselor will provide the Readmission Pre-Approval Form on which both Academic Review and the student's academic department must sign approval.

Before petitioning for readmission, a disqualified student must complete a minimum of 12 semester units of pre-approved, transferable course work applicable to USC degree requirements with a minimum 3.0 GPA. As readmission to the university is never guaranteed, any indication of strong academic performance beyond the 12 units required would strengthen a readmission petition. All grade issues at USC (IN, MG, etc.) must be resolved prior to submission of a readmission petition. Students must petition for readmission by December 30 for spring semester, by May 1 for summer session and by August 15 for fall semester. Since a student's readmission petition must be reviewed and approved by CAPP before he or she can register, under no circumstances will a petition be accepted after the deadline. A non-refundable fee of \$50 must accompany the readmission petition.

Students must petition for readmission by December 30 for spring semester, by May 1 for summer session and by August 15 for fall semester. Since a student's readmission petition must be reviewed and approved by CAPP before he or she can register, under no circumstances will a petition be accepted after the deadline. A non-refundable fee of \$50 must accompany the readmission petition.

Academic Warning and Dismissal of Graduate Students

Faculty advisors and departments take factors other than satisfactory grades and adequate GPAs into consideration in determining a student's qualifications for an advanced degree. A student's overall academic performance, specific skills and aptitudes, and faculty evaluations will be considered in departmental decisions regarding a student's continuation in a master's or doctoral degree program.

Satisfactory progress toward an advanced degree as determined by the faculty is required at all times. Students who fail to make satisfactory progress will be informed by their department or committee chair or school dean. The faculty has the right to recommend at any time after written warning that a student be dismissed from a graduate program for academic reasons or that a student be denied readmission. Procedures on disputed academic evaluations are described in *SCampus*.

Ethics Guidelines for Graduate Study

As participants in an enterprise that depends on academic freedom and integrity, faculty members and graduate students have a special obligation to promote conditions that maintain free inquiry and the highest standards of integrity. USC faculty have developed guidelines to serve as a resource for students finding their way through the often complex academic relationships of a major research university. These guidelines for ethical faculty and graduate student relations are available from the Graduate School.

Research Involving Human Subjects

Graduate student researchers are required to obtain approval from the USC Institutional Review Boards whenever research, whether

funded or unfunded, involving human subjects is proposed. The Institutional Review Boards (IRBs) are fully authorized to review all proposals and projects which involve the use of human subjects. "Human subject" means a living individual about whom an investigator conducting research obtains (a) data through intervention or interaction with the individual or (b) identifiable private information. The university IRBs have been established to meet federal regulations. The IRBs are required to assure that: (1) research methods are appropriate to the objectives of the research; (2) research methods are the safest, consistent with sound research design; (3) risks are justified in terms of related benefits to the subjects; (4) subjects' privacy is protected; (5) subjects participate willingly and knowingly to the extent possible; and (6) research projects are "monitored" by the IRBs.

Language of Instruction

English is the language of instruction at USC. All courses are taught in English with the exception of a few advanced language courses.

Exception Procedures

Exceptions to particular university regulations and degree requirements will be considered only if there is no prohibition stated in this catalogue. Where exceptions are specifically prohibited, none will be granted. A student who wants an individual exception must follow the procedure specified in this catalogue for the particular regulation or requirement. If no procedure is specified, it may still be possible to request an exception. Such exceptions, however, are rarely granted.

Requests for exception to established university academic regulations or procedures are generally heard by: (1) the Committee on Academic Policies and Procedures (CAPP); (2) the dean of the academic unit in which the student is seeking a degree; or (3) the dean or director of the office responsible for administering the policy. Requests for credit for courses taken out of sequence are heard by the Dean of Academic Records and Registrar. Requests that are not approved by the dean are referred to a CAPP panel for review. Students who wish to request an exception should first consult an academic advisor about the appropriate process to follow.

While the university is sensitive to the educational advantages of a flexible curriculum, it is also conscious of a responsibility to ensure equity for all students. Permission to deviate from published regulations is neither automatic nor *pro forma*; each request is considered on its own merits and in light of the petitioner's complete academic record.

USC Committee on Academic Policies and Procedures

The Committee on Academic Policies and Procedures (CAPP), a representative group of faculty, students and administrators, reviews or delegates the review of most general petitions. CAPP studies the effects of university academic requirements, regulations and policies; recommends improved student academic policies and procedures; and regularizes policies and procedures so that the number of petitions can be reduced. As part of this charge, CAPP has specific responsibility for oversight and review of the University Policy on Accommodations for Students with Disabilities. CAPP also rules through Academic Petitions Committees on requests for exceptions to academic regulations and requirements printed in the University Catalogue. In most instances, the Academic Petitions Committee acts as the body with original jurisdiction, but in some cases delegates authority for approvals to another.

The assumptions and procedures which guide Academic Petition Committee actions are the following:

- The student is responsible for complying with deadlines established in the academic calendar.
- All academic work should be accurately reflected in the student's record. The record is to be faithful to the actual experience. Cosmetic corrections or adjustments are not sanctioned.
- Care must be taken not to establish the petition process as an alternative to being held to the adopted academic requirements.
- Decisions should be focused on the academic basis for petition, rather than the consequences (real or imagined) that may face the student.
- Registration and enrollment related petitions are presented by the registrar's staff.
- Academic petitions are presented by a representative of the student's school.

- The Committee on Academic Policies and Procedures receives reports from the degree progress department, the academic review department and the Academic Petitions Committee.
- The committee reports to the office of the president through the provost.

Registration-related Exceptions

Requests for exception to published registration procedures and enrollment deadlines are heard by the Dean of Academic Records and Registrar. Such requests are generated in the Academic Review Department, Trojan Hall 101. Requests that are not approved by the dean are referred to a CAPP panel for review.

Any request to change the official registration for a semester retroactively must be submitted within 24 months of the end of the semester in question. The 24-month period starts with the last day of final examinations for the semester 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 for a period not to exceed a total of five years. Deans may not request waivers of the two-year time limit rule if the course(s) in question occurred longer than five years previously.

General Education Petitions

Students may petition to waive individual general education requirements or apply one or more courses not listed in the *USC Catalogue* toward general education requirements. If the course or courses to be substituted was or will be taken at USC, a General Petition may be initiated in the student's home department; if the course was taken at another institution, an Articulation Petition may be initiated at www.usc.edu/OASIS. See Transfer Credit on page 58.

Degree Requirement-related Exceptions

Requests for exception to specific degree requirements are generated in the academic unit. Most requests will be forwarded by the advisor to CAPP for review. Some exceptions are made by the dean of the academic unit and are recorded on the Student Academic Record System (STARS) report by the academic department, using the exception process.

The Graduate School

Requests for an exception to the policies and procedures governing Graduate School degree programs will be considered upon submission of a general petition to the Graduate School stating the specific request, supported by adequate reasons and information. The signatures and recommendations of the faculty advisor or committee chair and department chair are required.

Graduate and Professional Programs

Requests for exception to the policies and procedures governing graduate degree programs that do not fall under the jurisdiction of the Graduate School should be directed to the dean of the degree-conferring unit.

University Organizations

Asian Pacific American Student Services

Student Union 410
(213) 740-4999
www.usc.edu/apass

USC Asian Pacific American Student Services (APASS) is a multifaceted department focused on the education, engagement and empowerment of students. APASS has a two-fold mission: to facilitate Asian Pacific American participation, dialogue, community building and empowerment, while at the same time, serving as a source of cross-cultural educational programming for the entire campus. APASS programs include orientation, leadership development, service-learning and community immersion, career and peer mentoring, cross-cultural and educational programs, academic collaborations, and individual and collective advocacy. We understand the distinctive needs among the different ethnicities within our Asian Pacific American community, and we derive strength from our diversity.

Center for Black Cultural and Student Affairs

Student Union 415
(213) 740-8257
www.usc.edu/student-affairs/black_cultural_center

The Center for Black Cultural and Student Affairs (CBCSA) provides a wide range of support services, programs and cultural activities aimed at the development of undergraduate and graduate students. CBCSA is committed to creating an environment that encourages intellectual, professional and cultural growth of students of African descent entering and completing degree programs. CBCSA's five major areas of focus are cultural and community awareness, leadership, professional development, social enrichment and retention.

El Centro Chicano

United University Church 300
(213) 740-1480
www.usc.edu/elcentro

Responding to a request from the Chicano/Latino students on campus, USC established El Centro Chicano in 1972. Today, El Centro works toward enhancing the college experience of Chicana/o and Latina/o students at USC. Its mission is to foster a community of critically thinking, socially conscious Chicana/o and Latina/o leaders, providing personal, social and academic support through graduation and beyond. El Centro provides culturally sensitive programs that foster and promote the academic and personal success of Chicana/o and Latina/o students. In addition, it strives to educate the campus about Chicana/o and Latina/o issues and the ethnic diversity represented within the community (i.e., Central and South America, Cuba, Dominican Republic, Mexico and Puerto Rico). El Centro also offers student

advocacy, personal support, assistance for Chicana/o and Latina/o student groups and transitional/beyond USC programming. El Centro programs and services also consider gender, class, religion/ spirituality, bi/monolingual, continuing generations, sexual orientation, disabilities and biracial/ethnic identities, among other factors.

International Student Services

Student Union 300
(213) 740-2666
www.usc.edu/ois/

If you are an international student or visiting scholar, the Office of International Services (OIS) will work with you to help meet your special needs. The office is a resource center offering assistance with a variety of issues, including immigration regulations, academic progress, financial problems, housing and counseling on cross-cultural adjustment. Referral services and educational programs are also provided. In addition, many social and cultural activities are offered year-round for those who are interested in international educational exchange. OIS provides support services for the International Students' Assembly that coordinates the many international student clubs and organizations.

Lesbian Gay Bisexual Transgender (LGBT) Resource Center

Student Union 202B
(213) 740-7619
www.usc.edu/lgbt/

The LGBT Resource Center works in collaboration with other campus departments, student organizations and community networks to create a safe, welcoming and inclusive campus environment for LGBT students and their supportive student, faculty and staff allies. If you identify as gay, lesbian, bisexual, transgender, a supportive ally or are simply interested in our services, please contact us.

Religious Organizations

University Religious Center Room 106
(213) 740-6110
www.orl.usc.edu

A wide variety of religious denominations and organizations, representing nearly all the world's religious traditions, are present on the USC campus. These religious groups sponsor numerous programs and activities geared both to their own constituents and to the entire campus. These programs include worship of various kinds at varied times, weekend retreats, study of religious texts, community service and social activities. Coordination and leadership for these activities are provided by the religious directors, both clergy and lay persons, assigned to USC by their denominations, and also by USC faculty and staff who serve as religious advisors to many of the student religious groups. The dean and associate dean of religious life, as well as the religious directors, are available for general and spiritual counseling.

Trojans Care for Trojans

www.usc.edu/ca/tc4t

Trojans Care for Trojans (TC4T) is a Student Affairs initiative that empowers students to take

action and speak out when they are concerned about a peer. The Website provides a private and anonymous service for students to express their concerns about other members of the Trojan Family. It also offers connections to institutional support and resources for students coping with personal difficulties.

Center for Women and Men

Student Union 202C

(213) 740-4900

<http://www.usc.edu/student-affairs/cwm>

USC Center for Women and Men is committed to serving the needs of students with a special focus on gender-related issues. The goals of the center are to:

- Provide educational programming designed to increase awareness of gender-related issues
- Inspire members of the campus community to become involved in gender-related issues
- Increase communication between men and women in the USC campus community
- Support student activity groups committed to gender-related issues
- Create a safe and confidential space for survivors of gender-related crimes such as sexual assault, sexual harassment, sexual battery, intimate partner violence and stalking to receive supportive services

Campus Activities

Ronald Tutor Campus Center 330

www.usc.edu/ca/

The Office of Campus Activities believes the unique Trojan experience is enhanced by activities and programs outside of the classroom. Our role is to provide a link between students' classroom experiences to activities beyond the classroom. The Office of Campus Activities sponsors services, programs and events to educate, advocate, entertain and challenge students. Campus Activities provides students the necessary tools and resources for their individual and student organization success as well as supports student advocacy efforts. This office exists to create a student life experience exclusive to USC.

Student Organizations

Ronald Tutor Campus Center 330

www.usc.edu/stuorgs

USC has more than 750 recognized student organizations. These organizations provide opportunities for students and other members of the university community to explore their academic, professional, political, social, recreational, artistic, cultural, spiritual and 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.

Campus Activities holds an Involvement Fair on Trousdale Parkway the first Wednesday of the fall and spring semesters. This fair allows students to gather information regarding many of the student organizations on campus, as well as services for students.

Visions and Voices

www.usc.edu/visionsandvoices

Visions and Voices is an exciting initiative that offers a diverse array of events in the arts and humanities. Throughout the year, you will have the opportunity to attend theatrical productions, music and dance performances, conferences, lectures, film screenings and art exhibitions. In addition to events held on the University Park and Health Sciences campuses, events throughout the city will offer a variety of opportunities to experience Los Angeles's dynamic cultural landscape. Admission for USC students is free for every program and, with more than 100 events to choose from throughout the year, there is definitely something for you!

Volunteer and Service-Learning Opportunities

Ronald Tutor Campus Center 425

(213) 740-7012

www.usc.edu/volunteer

There are more than 260 community service programs administered by USC and affiliated institutions which serve more than 600,000 persons and provide volunteer opportunities for more than 22,000 USC students, faculty, staff, alumni and friends each year. Volunteers contribute more than 900,000 volunteer hours annually. Information about these community service programs and data about the USC neighborhoods is available online at communities.usc.edu.

Campus Resources

USC Housing Services

620 USC McCarthy Way.

Los Angeles, Calif. 90089-1332

Housing Assignment (213) 740-2546

General information (800) 872-4632

Fax: (213) 740-8488

Email: housing@usc.edu

<http://housing.usc.edu>

Most athletes have roommates that are teammates and live in dorms that house mostly other athletes. As a student-athlete contact SAAS for all housing issues.

Student Health Center

Student Health Insurance Office

849 W. 34th Street Parking Structure D

Los Angeles, California 90089-0311

(213) 740-8742

www.usc.edu/uphc

Student Health Services provides students with high quality, cost-effective and client-oriented services and resources in health promotion and disease prevention, primary care and counseling. Our mission is to assist you in the completion of your academic career by promoting a healthy lifestyle and caring for your physical and psychological illnesses and

concerns. Student Health Services is available for students registered for classes on the University Park campus.

Parking

Transportation Services

620 West 35th St. (PSX)

Los Angeles, CA 90089

(213) 740-3575

<http://transnet.usc.edu>

Parking permits from Transportation Services offer you a parking space in a designated lot or parking structure, regardless of the time of day you arrive on campus. You have the option of choosing a facility on campus or parking at the USC Parking Center. Even if you aren't on campus every day, you can park in a reduced fee daily parking lot. It all depends on your schedule. The university offers permits tailored to meet your particular needs. If you live in university housing, Transportation Services also has options for you. Resident permits are available from Transportation Services. You will be asked to present photo identification, a signed housing contract and proof of vehicle registration at the time you obtain your permit.

Dining

Hospitality Services

(213) 740-6285

<http://hospitality.usc.edu/>

Hospitality Services provides a wide range of services at more than 32 venues situated throughout the University Park and Health Science campuses.

Tuition Refund Insurance

(213) 740-8500

<http://www.usc.edu/dept/ARR/tuitionrefund/>

Tuition Refund Insurance was originated in 1930 to protect the financial investment of students and parents in education. Because the cost of education today is a substantial investment, one that is likely to be your second largest next to a home purchase, the protection afforded by the Tuition Refund Plan is essential. While most colleges provide partial refunds for withdrawals, they are limited and usually effective only when you withdraw early in the term. This plan offers the unique benefit of a 100% refund of term tuition and fees when you are forced to withdraw for medical reasons. The Tuition Refund Plan dramatically enhances the college refund schedule and provides more generous refunds throughout the entire term.

Trojans Alert

Trojans Alert is software used to send emergency alerts, notifications and updates to your cell phone and/or email account. Alert types may include life safety, fire, weather, accidents involving utilities or roadways, team activation notifications, or disaster notifications such as terrorist attack. Sign up to receive these notifications at: <https://trojansalert.usc.edu>