

F. Other University Policies

1. Computing

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

All of these policies are available online at policy.usc.edu or cio.usc.edu/copyright/policy. Students are expected to read and abide by all policies located at this site and check this page for updates, as these policies are subject to change. All electronic information under this website supersedes all printed computing policies.

2. University Email Notifications to Students

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

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

Implementation

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

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

Students may forward their email from their official university email address to another email address of their choice. The university, however, is not responsible for email forwarded to another email address.

3. Student Website Disclaimer

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

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

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

4. Alcohol and Other Drugs

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

USC's comprehensive approach to addressing substance abuse emphasizes:

- Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
- Providing continual prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.
- Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

(Taken from *USC Drug-Free*, policy.usc.edu/drug-free/)

I. Alcohol Policy

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

- a. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- b. Alcoholic beverages will not be provided to individuals under 21 years of age.
- c. The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) except under the authority of a California Alcoholic Beverage Control Board license is prohibited. This includes selling cups, mixes, ice, tickets for admission, required donations, etc.
- d. The serving of alcohol to an intoxicated person or to the point of intoxication is prohibited.
- e. The manufacture, use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.
- f. The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.

- g. The consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on the premises) is prohibited. This includes a prohibition of alcoholic beverages in public areas of academic facilities, recreation fields, university housing corridors and lounges.
- h. Operating a motor vehicle, bicycle, skates, or scooters while under the influence of alcohol is prohibited.
- i. The possession of an alcoholic beverage in any open container in a motor vehicle, or while operating a bicycle, skates, skateboard, or scooter is prohibited regardless of who is driving and whether one is intoxicated (taken from *USC Drug-Free*).
- j. Behavior that is disruptive or abusive to others as a result of using intoxicants.

II. Alcohol and Event Planning

Since the consumption of alcoholic beverages is prohibited (unless licensed for consumption of alcohol on the premises), any event being sponsored or hosted by a campus individual, university-recognized group, department, or office, must get approval to serve alcohol. All student organizations must have permission to serve alcohol at their events. All other student organizations should contact the Campus Activities for additional information. Approval must be obtained for all events on campus within any university-owned property. For approval and copies of the detailed protocol on serving alcohol on campus, call:

- Campus Activities, Steven and Kathryn Sample Hall 410, (213) 740-5693
- USC Hospitality, Bookstore 404, (213) 740-6285

III. Drug Policy

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

Use or possession of marijuana, including CBD and cannabis concentrates, is not permitted on university property. Exceptions include: FDA-approved drugs (Epidiolex, Marinol, Syndros and Cesamet); hulled hemp seed, hemp seed protein powder, and hemp seed oil; and cosmetics containing cannabis or cannabis-derived ingredients.

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

IV. Violation of Alcohol and Drug Policy

Student involvement in underage consumption of alcohol or the manufacture, use, possession, distribution or sale of illicit drugs is a matter of concern to the university and will subject a student so involved to disciplinary action by the university. Dependent on

the nature of the violation, university sanctions may include educational intervention, mandated community reparations, suspension, or expulsion aside from or in addition to prosecution under applicable state and federal laws. University action may be taken whether or not independent action is taken by civil authorities.

V. Assistance

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

Members of the university community are encouraged to seek assistance and/or support for themselves or others through any of the resources detailed in the University's Drug-Free policy, available at policy.usc.edu/drug-free/.

5. Smoke-free Campus

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

The thoughtfulness and cooperation of the entire campus community are paramount to successful implementation of this policy. Given the established harmful effects of smoking to both smokers and non-smokers, it is the intent of the University of Southern California to reduce the existence of this health hazard in our campus environment.

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

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

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

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

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

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

For information on smoking cessation, contact Student Health at 213-740-9355, or studenthealth.usc.edu/.

6. Student Health Insurance Requirement

USC requires our students to carry comprehensive health insurance. It is mandatory for all domestic students (including online and graduate programs) enrolled in six or more units. It is also mandatory for all Health Science Campus and international students enrolled in any number of units.

The university offers a USC Student Health Insurance Plan into which the students acknowledged above will be automatically enrolled. Students will have the option to waive the USC Student Health Insurance Plan if they are already covered under another comprehensive health insurance policy. Prior to the start of the semester, students will receive communication from the Student Health Center stating the opening and closing dates of the waiver request process.

For more information regarding the USC Student Health Insurance Plan including current rates and the steps to waive out, visit usc.edu/engemann and go to the Insurance page.

Additional questions can be answered by contacting an insurance representative at USC's Engemann Student Health Center at (213) 740-9355.

7. Student Releases

A person's registration as a student and either (i) attendance at or near the campuses of the university, or (ii) participation in classes, performances, and other activities of the university, constitutes an agreement by the student to the university's use and distribution (both now and in the future) of the student's image or voice in photographs and video and/or audio recordings in any form (including electronic reproductions) of such attendance, performance, or participation. If any student in a class or performance where such photography or recording is to take place does not wish to have their image or voice used, the student should raise the matter in advance with the instructor or artistic director.

8. Trojan Spirit Code Guidelines

Please encourage friends and family to honor our championship team by upholding the Trojan tradition of good sportsmanship. Alcohol is not permitted inside the stadium. Possession of alcohol, drunk or disorderly behavior, or threatening or obscene language will result in eviction from the Coliseum and permanent loss of the privilege of buying tickets in the future. Keep the Coliseum a family-friendly environment!

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

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

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

Join in the Trojan Spirit by supporting all student athletes and their commitment to academic and athletic excellence.

Avoid making negative remarks or gestures that disrespect opponents, their fans and their institutions.

Never forget the ideals of a Trojan — ambitious, courageous, skillful, scholarly, and faithful. Always do your best to live up to the high standards of the Trojan Family.

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

9. Bicycles

Maintaining a safe environment for pedestrians and bicyclists requires that those individuals who ride bicycles exercise sound judgment and courtesy at all times while operating and parking their bicycles.

All applicable sections of the California Motor Vehicle Code pertaining to bicycle use are to be observed on the properties of the University of Southern California. Any person operating a bicycle on USC property implicitly accepts responsibility for adherence to all state and local laws governing bicycle operation, as well as this bicycle policy.

California bicycle laws and bicycle safety tips can be found on the California Department of Motor Vehicle's website, dmv.ca.gov.

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

I. Licensing/Registration

- a. Bicycle registration is mandatory for all faculty, staff and students who ride or park a bicycle on the USC campus. By registering your bicycle, you will help DPS identify your bike if lost, stolen, recovered or impounded. Registration can be completed online at dps.usc.edu/services/bikes/ and is free. After completing the registration process, you will receive an automated receipt by email which should be kept for your personal record. Print and take a copy of this receipt to the DPS office to pick up your registration decal. DPS is located at Parking Structure A on the University Park campus. For more information, please call DPS at (213) 740-5519.
- b. Upon change of ownership or destruction of the licensed bicycle, it is the responsibility of the owner to notify DPS. Please see dps.usc.edu/contact/ for DPS contact information. .
- c. Valid California Bicycle Licenses obtained from other agencies will be accepted by DPS. However, it is recommended that owners register their bicycles with DPS to assure that current information is available in the event of a theft or if your bicycle is impounded. There is no charge for this informational registration.

- d. It is unlawful for any person to tamper with, destroy, mutilate or alter any license, indicia, registration tag or serial number on a bicycle (CA Vehicle Code 39002(b)).
- e. Any person who knowingly buys, sells, receives, disposes of, conceals, or has in their possession any personal property from which the manufacturer's serial number, identification number or any other distinguishing number has been removed, defaced, destroyed or altered is guilty of a crime (CA Penal Code 537e(a)).

II. Parking Regulations

- a. Bicycles may be parked only in those areas which have been specifically designated for this purpose. A bicycle parking area is indicated by the presence of bicycle racks. All bicycles must be parked in bicycle racks, and it is recommended that they are secured to these bicycle racks to deter theft.
- b. Bicycles may not be parked in a way that would block or impede the access to a building entrance or exit. Bicycles may not be left within six feet of an entrance or exit unless the area is designated for bicycle parking by racks. Additionally, bicycle parking is prohibited at any entrance, exit or access ramp to any building on campus.
- c. Bicycles parked in a manner that impedes the normal access to ramps designated for wheelchair or disabled access to facilities are subject to impound and fines.
- d. Bicycles may not be parked or left on any lawn or landscaped area except those that have been designated for bicycle parking with the presence of bicycle racks.
- e. Bicycles may not be chained or attached to shrubbery, trees, plants, guide rails, posts, doors, lamps, telephone poles or other objects not designated for the purpose of securing bicycles.
- f. Bicycles may not be parked or left standing in any lobby or hallway of any building.

III. Parking Regulation Enforcement

- a. A public safety officer or other individual specifically authorized by DPS may issue a citation, relocate or impound a bicycle which:
 - i. is in violation of any regulation stated above in Sections I or II; or
 - ii. appears to have been abandoned, inoperable; or
 - iii. has been reported stolen by its owner.
- b. DPS may remove the securing mechanism of the bicycle by whatever means are necessary for impounding a bicycle or locking the bicycle in place. DPS officers are authorized to remove the device and impound the bicycle in this

manner, and the university shall not be liable to the owner of the securing device or the bicycle for the cost of repair or replacement of such securing device.

- c. Any bicycle that has been impounded will be secured at its location or in the impound area of DPS. Persons retrieving an impounded bicycle will be required to show proof of ownership (with complete description: manufacturer, model, color, size and serial numbers) and their picture identification (student ID or appropriate state driver's license).
- d. Bicycles are not to be left on campus for storage during winter and summer breaks. Bicycles considered abandoned will be tagged and issued a 3-day warning. If no action is taken within 3 days, these bicycles will be considered abandoned and impounded with a fee assigned.

IV. Bicycle Operation

- a. All bicycles must be walked in and around the following areas, Monday through Friday, between 10 a.m. and 2 p.m.:
 - Trousdale Parkway, between Hellman Way and Downey Way
 - Childs Way, between Watt Way and the eastern boundary of Trousdale Parkway
 - All construction areas at all times for the continued safety of pedestrians and bicyclists.
 - Gate 5, at times, on McClintock, between Jefferson Boulevard and 34th Street
- b. Bicycles may not be operated at a speed that exceeds the university speed limit for vehicles (15 miles per hour on streets and 5 miles per hour on campus grounds).
- c. Bicycles may be operated on the streets and pedestrian malls on campus; however, bicycles are to be walked on sidewalks in designated areas delineated by signage.
- d. Bicycles must always yield to pedestrians anywhere on the pedestrian malls. Bicycles must be walked in crosswalks since they are many times filled with pedestrians.
- e. When operating a bicycle, bicyclists must remain in the marked bike lane, if there is one. Otherwise they must remain to the far right of the street or paved area.

V. Fine Structure

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

- The impound fee is \$20 for each occurrence. A bicycle will not be released until after the payment is made and ownership is established. If an owner is unable to pay the fine, they must sign a promissory note in order to retrieve their bicycle. If the owner does not return with the fine within three days, the charge will be added to the student's fee bill and a registration hold will be placed if the amount is not paid.
- The impound fee for bicycles blocking building access, wheelchair ramps or handicapped access is \$35.
- The impound fee for bicycles locked to a wheelchair ramp or handicapped access is \$75.
- Bicycles not claimed in 90 days will be presumed to be abandoned and will be sold or donated to charity.

VI. Cautionary Note

Bicyclists are urged to be very cautious when riding on campus. Accidental collisions may seriously injure pedestrians or other bicyclists. In the state of California, bicyclists on public streets have the same rights and responsibilities as automobile drivers and are subject to the same rules and regulations as any other vehicle on the road. A bicyclist who strikes anyone is liable for all medical expenses of that victim and any damage done to the victim's property.

A bicycle operator who strikes a pedestrian or other bicyclist and does not stop to inquire whether any harm or damage has been done, has committed the crime of "hit and run" (Calif. Motor Vehicle Code, Section 20001). This could result in the arrest and prosecution of the bicycle operator. Such an offense carries a 1-year sentence in jail or state prison, or a fine of \$10,000, or both.

If you operate a bicycle, you are also urged to review your homeowner and automobile insurance policies, or other personal liability coverage to be sure you, and your family if you are a dependent, are protected.

10. Motorscooters/Motorcycles

This policy relates to all motorized scooters, mopeds, motor bikes, motorcycles or other two- or three-wheeled, motor driven vehicles, herein referred to as motorized scooters/ motorcycles.

- Motorized scooters/motorcycles must be ridden in a safe manner with the riders observing the university speed limit of 15 mph and obeying all vehicular traffic regulations while on campus.
- Riding motorized scooters/motorcycles is not allowed at any time on the malls, sidewalks or the center of campus (Trousdale Parkway between 34th Street and Exposition Boulevard, and Childs Way from McClintock to Trousdale Parkway). Riders may not take "short cuts" through unauthorized areas nor ride the vehicle in any way that may endanger pedestrians.
- All motorized scooters/motorcycles must be parked in the designated motorized scooter/motorcycle parking areas only. The vehicles may not be parked in such a manner

as to prevent automobiles from parking, i.e., parallel to the curb or between two parked cars. Motorized scooters/motorcycles may not be parked on the malls, within the center of campus or on a sidewalk adjacent to any building unless a designated motorized scooter/motorcycle parking area exists there. Designated scooter/motorcycle parking area maps are available at the USC Transportation Office.

- All motorized scooters/motorcycles parked or driven on university property must have a valid parking permit. Parking permits may be purchased at the USC Transportation Office. The permit must be affixed in a highly visible area, e.g., the front fender, fork, or windshield. The USC Transportation Office is located at 620 West 35th Street PSX on the University Park Campus, and is open 8:30 a.m. to 5 p.m., Monday through Friday. The telephone number is (213) 740-3575.
- The use or possession of hoverboards (self-balancing scooterboards) is prohibited in university-owned residence halls, apartments and houses.

11. Coasting Devices

Roller skates, scooters, skateboards and other coasting devices are not vehicles, and are prohibited on roadways dedicated solely to vehicular traffic and in parking structures. Coasting devices are approved for use as transportation on university property, but cannot be used in any manner that places pedestrians at risk; use for acrobatic, racing or other stunts is strictly prohibited. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, provided they yield the right-of-way to pedestrians on foot.

The use of coasting devices is prohibited within any building on the USC campuses or on any surface features (e.g., handicapped ramps, benches, or other architectural features) that might reasonably be expected to incur damage because of such use. Persons using roller skates must remove them before entering all university buildings.

These regulations will be enforced by the Department of Public Safety. Students or employees violating these regulations are subject to disciplinary action by the appropriate university office or official. Any other person violating these prohibitions may be cited for criminal trespass as well as criminal citation.

I. Definitions

- a. Roller skate: a shoe, or attachment for a shoe, with a set of wheels connected for skating. This includes rollerblades.
- b. Scooter: a narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels.
- c. Skateboard: a board mounted on skate-type wheels.
- d. Acrobatics, recreational use: any action on roller-equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine,” including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, and so on.

II. Operation

- a. All coasting devices must be walked in and around the following areas, Monday through Friday, between 10 a.m. and 2 p.m.:
 - i. Trousdale Parkway, between Hellman Way and Downey Way
 - ii. Childs Way, between Watt Way and the eastern boundary of Trousdale Parkway
 - iii. All construction areas at all times for the continued safety of pedestrians and bicyclists.
 - iv. Gate 5, at times, on McClintock, between Jefferson Boulevard and 34th Street
- b. All coasting devices may not be operated at a speed that exceeds the university speed limit for vehicles (15 miles per hour on streets and 5 miles per hour on campus grounds).
- c. Coasting devices are not vehicles, are prohibited on roadways dedicated solely to vehicular traffic and in parking structures, and are to be walked on sidewalks in designated areas delineated by signage.
- d. You must always yield to pedestrians anywhere on the pedestrian malls. Coasting devices must be walked in crosswalks since they are many times filled with pedestrians.

III. Cautionary Note

You are urged to be cautious when riding on campus. Accidental collisions may seriously injure pedestrians or other skaters. In the City of Los Angeles Municipal Code, “No person shall ride, operate or use a bicycle, unicycle, skateboard, cart, wagon, wheelchair, rollerskates, or any other device moved exclusively by human power, on a sidewalk, bikeway or boardwalk in a willful or wanton disregard for the safety of persons or property” (LAMC 56.15.1). A person riding roller skates or skateboards who strikes anyone is liable for all medical expenses of that victim and any damage done to the victim’s property.

If you use roller skates/blades or a skateboard, you are also urged to review your homeowner and automobile insurance policies, or other personal liability coverage to be sure that you, and your family if you are a dependent, are protected.

12. Missing Student Notification

See policy.usc.edu/missing-students/

13. Mandatory Online Training Courses

All new students, both undergraduate and graduate, are required to complete online training courses pertaining to safe and healthy lifestyle choices. Failure to complete these courses will result in a hold that will prevent students from registering for the subsequent semester. More information about how to complete these trainings is available at each student’s MyUSC.

14. Online Students

As part of the state authorization process, USC is required to make state specific information available to online students.

Online students may address grievances through the same University processes offered to on-campus students:

- See Part A, Section 4, for concerns related to equal opportunity, affirmative action, and discrimination.
- See Part C for concerns related to disputed academic evaluations.
- See [Policy on Prohibited Discrimination, Harassment, and Retaliation](#) for concerns related to sexual, interpersonal and protected class misconduct.

The responsible university contact is provided in each of the resources stated above, and can provide online students with details regarding processes and procedures for addressing grievances.

Online student should also be aware that a number of external entities exist for handling complaints related to the university's compliance with applicable law:

- See Part A, Section 4.IV., for contact information for the Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, and the Office of Federal Contract Compliance Programs.
- See Part A, Section 7, for contact information for the Bureau for Private Postsecondary Education.
- See online.usc.edu/state-disclosures/ for a list of state departments of education.