
Academic Policies

Students are expected to be familiar with university policies and to monitor their own academic progress. They should keep all records of official grades earned, degree requirements met, transfer credits accepted and actions taken on requests for substitutions or exceptions to university policies and regulations.

The USC Catalogue

The *USC Catalogue* is the document of authority for all students. The degree requirements listed in the *USC Catalogue* supersede any information which may be contained in any bulletin of any school or department. The university reserves the right to change its policies, rules, regulations and course offerings at any time.

Other University Publications

Bulletins

The bulletins published by the schools provide program descriptions and information about other topics of interest to the prospective student. Bulletins may be obtained by calling the individual schools.

Schedule of Classes

The *Schedule of Classes* lists the courses offered during any given term and provides detailed information on registration procedures. The schedule is distributed during the registration period of each session. Students may obtain the schedule at the Topping Student Center, the Office of Academic Records and Registrar, the Office of College Advising, Leavey Library or on USCweb (www.usc.edu/soc).

SCampus

This annual publication contains both general guidebook information for students and university policies concerning student conduct, administrative procedures, and student rights and responsibilities. Students are responsible for understanding and abiding by policies contained in *SCampus*. *SCampus* may be obtained at the Topping Student Center or on USCweb (www.usc.edu/scampus).

New Student Orientation

All incoming students are expected to participate in new student orientation as part of their introduction to USC. Orientation allows students to learn more about the university's services, programs and academic and co-curricular opportunities. Program descriptions and session dates are mailed to newly admitted students in their Welcome Packet, and can also be accessed online at www.usc.edu/orientation.

The Office of Orientation offers a variety of orientation sessions for incoming students. On-campus programs for freshman undergraduate and transfer students are offered in December, January, June and July. Off-campus programs are offered on the East Coast (Newark), Midwest (Chicago area), Pacific Northwest (Seattle area) and in Hawaii (Honolulu) in May. An additional charge to cover meals, refreshments and overnight housing will apply when the orientation program selected includes meals and/or an overnight stay. Partial fee waivers are

available for freshman sessions to defray costs and are available to students with demonstrated financial need.

During orientation, students receive academic advisement and register for their classes. Placement tests are also administered at the freshman sessions. Students also learn about the USC campus, student services and academic demands and expectations. Parents and family members are invited to attend orientation to become acquainted with the university. Workshops, programs and lectures are provided to address the special needs and concerns of parents and guardians.

International student orientation, sponsored by the Office of International Services (OIS), is offered prior to the beginning of each semester. More details can be found on the OIS Web site at www.usc.edu/student-affairs/OIS.

A number of academic departments and professional schools offer orientation programs in addition to those offered by the Office of Orientation. Programs are also available for graduate assistants through the Center for Excellence in Teaching (CET). For information about CET's programs, visit www.usc.edu/cet or email uscet@usc.edu to subscribe to the *Friends of CET* weekly update.

All new entering students are assessed a mandatory one-time orientation fee payable their first semester of enrollment along with tuition charges and other fees. This fee covers special services, programs and publications throughout the student's continued enrollment at USC.

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 Web site 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 and in the Office of the Vice President for Student Affairs. A summary also appears in the current edition of the student guidebook, *SCampus*. Additional information regarding FERPA is also available on the Registrar's Web site, www.usc.edu/registrar.

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 Web site and complete the tutorial before access will be granted.

Students wishing to review or seeking to amend their educational 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 Web site.

Students wishing to restrict release of directory information may do so by completing the appropriate form provided by the Registrar's Office (SAS 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 (SAS 104).

Parents who wish information from the education record of their son or daughter will not be provided the information unless the student has completed a "Records Release Authorization" form and submitted it to the Registrar's office. Students who complete this form authorize the university to release specific information from their education records to approved individuals. The form is available in the Registrar's office and may be downloaded on the university's FERPA Web site 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 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; substitution of similar or related work for a nonfundamental program requirement; time extensions on papers or projects; special testing procedures; advance notice regarding booklists for visually impaired and some learning disabled students; use of academic aides in the classroom such as notetakers 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 Classroom Scheduling, the course instructor and his or her department, and the student to arrange for reasonable accommodations. It is a student's responsibility to provide documentation verifying disability.

Academic Accommodations: Students seeking academic accommodations due to a physical, psychological or learning 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.

Registration

Registration Procedures and Current Course Offerings

The Fall, Spring and Summer *Schedules of Classes* contain details describing registration procedures, including the Web registration process, courses offered, faculty listings, and time and meeting place of classes. The *Schedule of Classes* is available at the Office of Academic Records and Registrar, Office of College Advising, Topping Student Center, and Leavey Library during registration each semester and on USCweb (www.usc.edu/soc). It is recommended that students register as early as possible by use of Web registration to save time and avoid inconvenience. Permits to Register may be obtained at the Office of Academic Records and Registrar in July for new students entering in the fall semester and in December for students entering in the spring semester. Registration appointment times and permit to register information are available to continuing students in October and March on USCweb (www.usc.edu/OASIS). Open registration for all students continues the week prior to the start of the semester. Students can access their class schedules and

various other forms and services at the information kiosks located throughout the University Park campus and on USCweb.

Full-Time 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 which 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 (SAS Lobby), www.usc.edu/dept/ARR/verification.

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 undergraduates register for no more than 18 units and graduates for no more than 16 units. Permission to enroll in more than 20 units requires written approval from the school or home department.

Declaration of Major

All students must record their primary major in the Office of Academic Records and Registrar by the start of their junior year (on completion of 64 semester units). All major and minor programs of study should be recorded in the Office of Academic Records and Registrar three semesters before the intended graduation date. Degree checks will

be done at this point based on the major(s) and minor(s) recorded. Many 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 and an appropriate signature must appear on a Change/Addition of a Major or Minor Degree Objective form.

Classification and Numbering of Courses

The first digit of the course number indicates the year level of the course: 000 — preparatory courses or non-credit, 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 an instructor correct units registered in any variable unit course. If the units are incorrect, the student must correct them by processing a

Change of Program at the Office of Academic Records and Registrar.

Repeating Courses

Ordinarily, courses may not be repeated for credit. For courses which may be repeated for credit, the maximum amount of credit is indicated after the unit value.

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 and/or specific background required of students 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 which 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.

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. Graduate students must receive department approval to enroll in a graduate course on a pass/no pass basis. Refer to the Pass/No Pass Graded Work section, page 61, 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. To enroll, students must complete the Pass/No Pass Request for Change of Program; enrollment is not available by Web registration.

Credit/No Credit Courses

Certain courses have been authorized by the University Curriculum Committee 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 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. Changing to audit is a process that is not available by Web registration.

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 (Student Administrative Services Building 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. Individual exceptions must be approved by the dean of the degree-conferring unit.

Dropping and Adding Courses

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. If the course is dropped within the first three weeks, it does not appear on the academic transcript; if the course is dropped within weeks four through 12, it will be recorded with a mark of "W." No course may be dropped after the end of the twelfth week. 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 Resource Sharing Coordinator in the USC Graduate School (Grace Ford Salvatori Hall 315).

Approval for each course taken through this program must be obtained on a cross-registration form available in the USC Graduate School. Students must obtain signed approvals from their USC department chair, the UCLA course instructor, the UCLA Graduate Dean (or resource sharing coordinator) and, finally, the USC Vice Provost for Academic Programs (or Graduate School administrative coordinator). Completed forms must be returned to the USC Graduate School.

UCLA students who wish to participate in the program must first complete a cross-enrollment application and submit it to the

Resource Sharing Coordinator in the Graduate School, located in Grace Ford Salvatori Hall, Room 315.

After submitting the completed form, students enroll in USC 700o Off-Campus Studies, CR/NC, through the USC Registration Department. At the conclusion of the course, the UCLA instructor will report the student's grade to the USC Graduate School Resource Sharing Coordinator. 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 0.67 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 enrolled in 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

Undergraduate 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.

Course Work Taken Elsewhere

Admitted students receive a transfer credit report showing unit and subject credit granted for college courses and relevant exams, such as AP, IB and A-levels.

For course work taken from universities within the United States, the Degree Progress Department will prepare the transfer credit report; for course work taken outside the United States, the Office of Admission will prepare the statement.

Accreditation

The University of Southern California affirms the practice of accreditation of American post-secondary academic institutions by the six regional accreditation agencies: the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the New England Association of Schools and Colleges, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges. Acceptance of course work and/or degrees completed by undergraduate and graduate students applying to the University of Southern California will be based on accreditation by these six agencies. Certain graduate schools, seminaries, conservatories and professional institutions of national renown that are not accredited by a regional agency may be considered for graduate transfer work by the Articulation Office in consultation with the USC department or professional school to which the student is applying.

Acceptance of course work and/or degrees from post-secondary institutions overseas will be based on the recognition and approval of the college or university as a degree-granting institution by the Ministry of Education within the respective country.

Non-transferable Course Work

USC's transfer policies have been established to enable students to achieve either an undergraduate or graduate degree that will reflect traditional academic study and research. For that reason, the following types of non-traditional course work will not transfer to USC for either undergraduate or graduate credit:

- life experience; portfolio work; continuing education; work experience; formally structured courses offered by civilian non-collegiate sponsors such as businesses,

corporations, government agencies and labor unions, even if evaluated by the American Council on Education (ACE).

- Extension courses not accepted toward a degree by the offering institution.
- Equivalency examinations.
- Remedial (e.g., mathematics below college algebra), college preparatory and personal development/life skills courses.
- Independent study, directed study, internships and correspondence courses from two-year schools.
- Areas of study offered by other accredited institutions toward the baccalaureate but not offered by USC, such as agriculture, business office procedures, hotel management, interior design, food services, industrial mechanics, fire science, police academy and similar technical or professional programs.
- Undergraduates will not receive credit for graduate level transfer courses.

In addition, no more than 4 units of English as a Second Language (toward the maximum of 12 ESL/ALI units which may apply to a degree) will transfer. Also, a maximum of 4 units of physical education activity courses and music ensemble will transfer. A maximum of 8 units of dance and 12 units of physical education theory courses will transfer.

Course Work Requiring Review

USC will determine on a case-by-case basis whether to grant credit for certain types of courses taken at accredited institutions. Courses which require review by the Articulation Office include:

- Independent study, directed study and internships taken at four-year schools.
- Courses in which the traditionally expected number of contact hours may not have occurred, including distance learning, televised, online or correspondence courses, and courses taught in non-traditional time modes such as concentrated "intensive" sessions or special weekend modules.

Articulation Agreements

Articulation agreements with California community colleges are issued by the Articulation Office and indicate courses available for transfer to USC. These agreements can be found at www.usc.edu/articulation. These agreements are revised periodically and are subject to change, depending on course content, availability and changes in USC's academic policies. Articulation agreements are not issued for four-year colleges and universities.

Proof of Prior Degree

Students applying for graduate degrees through the Graduate School must have completed a baccalaureate degree from a regionally accredited institution that reflects at least 96 units of traditional academic work. Diplomas granted for a preponderance of life experience, portfolio or equivalency examinations are not considered appropriate preparation for acceptance into USC's graduate degree programs and are not the equivalent of USC's undergraduate degrees. Verification of a completed undergraduate degree must be provided before enrollment in a second semester at USC.

Credit for Military Education

The university evaluates courses completed through the armed services and may grant credit for such courses. Consult the Degree Progress Department regarding the possibility of receiving credit for these courses.

College Courses Taken During High School Enrollment

All undergraduate students entering USC may receive a combined maximum of 32 elective units for college courses and/or examinations (e.g., AP or IB) taken before graduation from high school. A maximum of 16 of these 32 units will be allowed for college courses taken before high school graduation. These courses must appear on the college transcript as part of the regular college curriculum and are expected to be taught on the college campus by college faculty. These courses (as well as AP and IB exams) will not receive course equivalence or credit toward writing, diversity, foreign language or general education requirements (except for general education categories I and III, where appropriate). However, departments may use them as a basis to waive prerequisites or specific course requirements on a case-by-case basis.

Students may not receive credit for both an AP exam (or IB or other international exam) and a college course taken before high school graduation covering the same subject matter, nor for an AP and IB exam covering the same subject matter.

Students who began full-time college bachelor's degree programs at four-year institutions before completing their high school diplomas can submit transcripts for course evaluation. More than 16 units may be granted. Programs which award a high school diploma concurrently with first- or second-year college level work are typically conducted on the post-secondary institution's campus and are taught

by the regular faculty. These programs will be evaluated on an individual basis, along with the student's high school record, to determine both the student's admissibility and the transferability of courses. Students entering full-time college programs at two-year colleges before graduating from high school are subject to the 16 unit maximum stated above.

Undergraduate Students

Transfer Credit Evaluation

A transfer credit evaluation is prepared, prior to enrollment, for every new undergraduate transfer student admitted to regular standing. To ensure complete evaluation of transfer courses, it is the student's responsibility to submit official transcripts from all post-secondary schools in which course work was completed. The purpose of the credit evaluation is to acknowledge officially all transferable work toward the USC degree sought by the student. Total transferable units attempted and total transferable units accepted toward the degree are posted on the credit evaluation.

For the purposes of making an admissions decision, all grades (including grades of D and below) are calculated into the grade point average and are used in calculating a total grade point average for graduation. Neither subject nor unit credit will be granted for courses that have been graded with less than a C- (1.7).

For limitations on use of transfer courses to fulfill general education and writing requirement see General Education Program, page 183.

Subject Credit and Degree Credit

Subject credit does not carry unit value toward units required for a degree but may fulfill a required or elective subject area. Degree credit is defined as units that may be applied toward the units required for a USC degree.

Transfer Unit Limitations

A student may earn a maximum of 64 units of credit toward a bachelor's degree from other accredited institutions. The B.Arch. degree and the Engineering "3-2" Program allow a maximum of 80 units of transfer credit, of which a maximum of 70 may be from two-year colleges. Students will receive only subject credit for work completed in excess of the unit limitations.

Transfer Credit for Repeated Course Work

Degree credit will *not* be given for a transferred undergraduate course that a student has previously taken at USC. (This regulation does not apply to a USC course that a

student withdraws from and then takes at another institution.)

Subject credit only will be given for a transferred undergraduate course previously taken at USC, under the following conditions: (1) When the student took the course at USC, he or she received a grade or mark which fails to meet departmental or university requirements. (2) The student obtained prior approval from the department offering the USC course on the USC Transfer Course Work Pre-Approval form.

Permission to Register at Another Institution

Undergraduate Transfer Credit Limitations

As defined in the Residence Requirement, once students enroll at USC, only courses taken during a summer semester will be considered for transfer credit. No transfer work may be used to satisfy any general education requirements or the writing requirement if those courses are taken after a student has enrolled at USC. In addition, transfer courses taken after enrollment at USC cannot be used to fulfill upper division requirements in the major or minor without prior approval, using the Request for Exception to Residency form.

Students are advised to consult their major department or College Academic Services before taking college course work at another institution. Students should also consult the Degree Progress Department to ensure that the work will transfer.

Procedure

If students wish to take summer course work elsewhere after admission to USC, they must first obtain appropriate written pre-approval from the Degree Progress Department. Even if there is an articulation agreement, pre-approval is necessary to assure the student's eligibility.

Once the course work has been completed elsewhere, students must request the other institution to send an official transcript to USC so that the course work can be evaluated and transferred.

Students are required to provide transcripts of all course work attempted at any post-secondary institution, regardless of the type of course(s) or the quality of the work. A student's failure to provide transcripts for all course work attempted while away from USC may result in denial of transferred coursework and a charge of a violation of the university's academic integrity policies.

Students should request that a transcript be sent to the Degree Progress Department, SAS 010, 700 Child's Way, Los Angeles, CA 90089-0912. All transcripts must arrive in a sealed envelope from the issuing institution.

To avoid a possible delay in graduation, official transcripts from post-secondary institutions should be submitted as soon as the course work is completed and graded by the transfer institution. It is advisable to complete all transfer work prior to the final semester of enrollment at USC. If transcripts for transfer course work are not available during the final USC semester, it will likely delay degree posting and result in a later degree date.

Students who have questions concerning the transfer credit shown on the transfer credit report should inquire at the Degree Progress Department. Any questions regarding the applicability of previous course work toward major requirements should be referred to the student's academic advisor.

Leave of Absence, Undergraduate

Interruptions of enrollment can cause problems in the continuity of course work within a student's program. Therefore, leaves of absence are generally discouraged. A student who must interrupt studies for compelling reasons may request a leave for a stated period. Students who find it necessary to be excused from registration in fall or spring semesters should request a leave of absence and withdraw from their classes by the last day to drop or add courses. Students should contact their academic advisor, ask for a *Leave of Absence Student Handbook* and complete the Leave of Absence form in the back of the handbook (also available at www.usc.edu/loa).

Completed forms should be submitted to the student's academic advisor for review and approval. If, as a result of the leave, the student exceeds the time limits for completion of degree or general education requirements, he or she may not be allowed automatically to continue to follow the original catalogue of enrollment. Students who fail to apply for a leave of absence may encounter difficulties with residence requirements and financial aid when returning to USC.

Program Reactivation

Students who have failed to attempt course work for at least one semester within an academic year without filing a Leave of Absence form will have their POST (Program of Study) expired. Returning undergraduates will be required to meet with their department advisor and complete and sign a POST Reactivation form before registration will be permitted. Graduate students who wish to return will be governed by applicable university policies, including the continuous enrollment requirement.

Residence Requirement

A minimum of 64 units toward the bachelor's degree must be earned in residence at USC. A minimum of 80 units toward a bachelor's degree in Architecture must be earned in residence at USC. For students in Engineering's "3-2" Program, at least 48 units must be earned in residence at USC.

All upper-division units required for the major and minor must be earned in residence.

The major or minor department, on a case-by-case basis, may give credit for upper-division courses taken prior to matriculation

and may pre-approve required upper-division courses to be taken out of residence.

Once students matriculate at USC, all courses taken for subject or unit credit in the fall and spring semesters must be taken in residence. Only transfer work that appears on the transfer institution's transcript for a summer term will be accepted.

In rare circumstances, exceptions to this fall and spring enrollment policy and approval to take specific courses out of residence may be granted in advance by the student's major department or, for undeclared students, by the Office of the College of Letters, Arts and Sciences Dean of Academic Programs. If permission to take courses out of residence is granted, the major (or minor) department must pre-approve use of the courses for the major (or minor), and use of the course to fulfill any other requirements must be pre-approved following the usual approval process for transfer courses. Courses to be used as electives must be pre-approved by the closest equivalent department at USC. Any such approval must be conferred in writing and must follow the procedures outlined on the Request for Exception to Residence form.

Students are required to provide transcripts of all course work attempted at any post-secondary institution, regardless of the type of course(s) or quality of work. A student's failure to provide transcripts for all course work attempted while away from USC may result in denial of transferred course work and a charge of a violation of the university's academic integrity policies.

Students who take course work elsewhere except during the summer without having

received approval in advance will be required to reapply for admission to the university.

Academically disqualified students must meet with an academic review counselor for advisement and forms for departmental preapproval rather than using the Request for Exception to Residency form.

After completion of 64 college-level units applicable to the undergraduate degree, no more than eight additional units may be allowed for transfer credit. In the case of the B.Arch. degree, no more than eight additional units may be allowed for transfer credit after completion of 84 college-level units.

Units earned in overseas studies programs approved by USC's Undergraduate Curriculum Committee and in courses approved by consortial or other institutional agreements are considered to be taken in residence.

Residence Requirement for a Second Bachelor's Degree

For students with their first bachelor's degree from USC, 32 units applicable to the degree beyond the number of units required for the first USC bachelor's degree must be completed in residence.

For students with their first bachelor's degree from another institution, the second bachelor's degree requires 64 units applicable to the degree completed in residence, except for the B.Arch. degree which when earned concurrently with the M.Arch. degree requires 32 units applicable to the degree completed in residence.

Graduate Students

Transfer of Course Work

The Degree Progress Department in the Office of Academic Records and Registrar determines whether course work taken elsewhere is available for transfer credit. Faculty of the student's degree program determine whether such credit is applicable toward a specific graduate degree, subject to approval by the dean of the degree-conferring unit. The faculty's decision should be made no later than the end of the first year in a master's program or the second year in a doctoral program.

Credit will only be allowed for courses (1) from an accredited graduate school, (2) of a quality of at least 3.0 on a 4.0 grading scale, (3) constituting a fair and reasonable equivalent to current USC course work at

the graduate level and (4) logically fitting into the program for the degree. Transfer course work is applied as credit (CR) toward the degree and is not included in the calculation of a minimum grade point average for graduation.

Graduate transfer credit will not be granted for life experience, credit by examination, non-credit extension courses, correspondence courses or thesis supervision. Graduate transfer credit will not be granted for course work taken elsewhere after a student has been admitted and enrolled at USC unless the student receives prior written approval from the department. Students may not take courses elsewhere as a substitute for courses in which

they have received grades which fail to meet departmental or university requirements.

Transfer work must have been completed within seven years of admission to a USC master's degree program (or 10 years for a doctoral program) to be applied toward that degree. Departments have the option of reevaluating transfer work when a student is readmitted to a USC graduate degree program.

The faculty of a degree program may establish limits on the number of transfer credits stricter than those of the university, which follow:

- (1) The maximum number of transfer credits which may be applied toward a master's degree, subject to departmental approval is: four units in degree programs requiring 24-32 units; eight units in programs requiring 33-40 units; 12 units in programs requiring 41 or more units. The same limits apply if a student wishes to transfer credits from any advanced degree previously completed at USC toward a master's degree.
- (2) A maximum of 30 units of transfer credit may be applied toward a doctoral degree.
- (3) A maximum of six units of transfer credit may be applied toward a doctoral degree with Advanced Standing. Admission with Advanced Standing is based upon a completed graduate degree. The only course work available for transfer credit is course work taken after completion of that degree.
- (4) A maximum of four units of transfer credit may be applied toward an approved dual degree program.

The Graduate and Professional Studies Committee (GPSC) must approve policies

and procedures for considering individual exceptions within any specific program of study. Program exceptions to the transfer of course work policies require the approval of the GPSC and are listed in the departmental sections of this catalogue. Departments establishing lower maximum limits may waive their own policy (within the university's limits) by approval of the dean of the degree conferring unit.

Application of Previous USC Course Work to a Current Degree

USC course work taken prior to matriculation to a current USC degree program must have been completed within seven years of admission or readmission to a master's degree program (or 10 years for a doctoral program) to be applied toward that degree. Exceptions require approval from the Director of Graduate and Professional Programs.

Credit Evaluation

A credit evaluation is completed during the student's first year of enrollment for every new graduate student admitted to regular standing. The purpose of the evaluation is to verify all previously earned degrees and may list graduate course work completed at other institutions which is available for consideration toward the USC degree. Students who intend to apply transfer course work toward a USC degree program can request a comprehensive

credit evaluation through the Degree Progress Department. Only courses with a grade of B (3.0) and above are available for transfer. These courses do not apply toward a specific USC degree unless approved by the student's major department and school.

Requests for Transfer Credit Evaluation

Each new student admitted to regular standing with transferable course work must submit the course work for evaluation by the end of the first semester of enrollment at USC. A credit evaluation can only be done after complete, official transcripts have been received. The student is responsible for supplying the Degree Progress Department with all transcripts. Students must also contact Degree Progress to initiate the evaluation. It is important that the credit evaluation be completed before the student applies for a degree progress check.

Concurrent Enrollment

A student in a Graduate School degree program may not enroll for credit at this university and elsewhere simultaneously without advance permission from the Graduate School. Failure to secure such permission will result in invalidation of course work taken during periods of unauthorized concurrent enrollment.

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 chemistry, physics, mathematics and foreign languages. No unit credit is available.

Placement tests are administered by the University Testing Bureau in the following areas: math, chemistry, physics 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 along with proof of USC admission is required for all placement tests. For additional information concerning one or more of 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 department.

Placements in Chemistry 040x and 105a; Mathematics 040x, 108, 116, 117, 118 and 125; and Physics 135 and 151 are made by appropriate tests.

University Writing Examination

Students who score below the specified level on the verbal portion of the SAT are required to take the University Writing Examination to determine if they must complete preparatory course work before enrolling in Writing 140. Also see the Writing program section on page 398.

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 feel sufficiently prepared in a subject field 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 the unit rate 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 (SAS 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; 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 removal should be initiated by the student and agreed to by the instructor prior to the final exam); IX – lapsed incomplete.

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.

Grades of Incomplete (IN)*Conditions for Removing a Grade of Incomplete*

If an IN is assigned as the student's grade, the instructor will fill out the Incomplete

(IN) 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 remove 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. It is not possible to remove an IN by re-registering for the course, even within the designated time.

Time Limit for Removal of an Incomplete

One calendar year is allowed to remove an IN. Individual academic units may have more stringent policies regarding these time limits. If the IN is not removed within the designated time, the course is considered "lapsed," the grade is changed to an "IX" and it 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 Removal of an Incomplete

Removing 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 removal 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 removal 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

All missing grades on a student's record should be resolved before his or her degree is posted. Missing grades can be resolved by the instructor of the course through the correction of grade process. Degrees will be posted for students who have missing grades (MGs) on their record if all other graduation requirements have been met. MGs cannot be resolved after a student has graduated.

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 teacher'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 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. (see prerequisite on page 52.)

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 a first-time freshman. 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 grade, even if lower, will be calculated in the grade point average. The courses must be repeated at USC, 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.

In no case will additional degree credit be allowed for repeated courses or duplicated work. No student may repeat a course in which a grade of B- or better was received.

The Dean's List

Any undergraduate student who earns a grade point average of 3.5 or higher on 12 units or more of 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 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 the Student Administrative Services Building, Room 113.

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.

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.

Requirements for Graduation

Catalogue Regulations, Policies and Procedures

In addition to degree requirements outlined below, undergraduate and graduate students are also subject to current catalogue regulations, policies and procedures. Examples include, but are not limited to, the policy on the grade of incomplete, graduation with honors and continuous enrollment for graduate students. Unlike degree requirements, changes in regulations, policies and procedures are immediate and supersede those in any prior catalogue.

Graduation Date

A student will be awarded the graduation date for the term in which degree requirements, including submission of supporting documents, have been met. Although course work may have been completed in a prior

term, the degree will be awarded only for the term for which all academic and administrative requirements have been fulfilled. Application for the degree is a requirement for all graduate degrees. Students wishing to change the degree date from that indicated on the Degree Progress Summary Report or the STARS Report should file a Change of Information card with the revised degree date. The cards are available in the Degree Progress Department in SAS 101. Degrees are not awarded retroactively.

Discontinued Degree Programs

Students pursuing major or minor programs which the university discontinues will be allowed to complete them within a specified time limit. The time limit will be specified at the point of discontinuance of a major or minor program and begins at that point. It is determined according to the student's progress toward degree completion and will not exceed five years for any student.

Closed Record

The academic record of a student who has completed the program of study or ceased attendance is considered closed. Once a student's record is closed, no further additions or changes may be made. This includes, but is not limited to, such things as change of name, registering in additional course work, resolution of marks of incomplete (IN), declaration of minors, etc.

Undergraduate Students

Degree Requirements

Undergraduate degree requirements consist of grade point averages, unit requirements, residence requirements, general education requirements, the writing requirement, the diversity requirement, pre-major and major requirements, and minor requirements.

Undergraduate students may elect to follow (a) the degree requirements in the catalogue current in their first term of enrollment after admission or readmission at USC or (b) degree requirements in a subsequent catalogue as long as they were enrolled in a term in which it was in effect. However, undergraduate students may not mix catalogues.

While there are no specific time limits for completing bachelor's degrees, over the years many departments change their major requirements in accordance with developments in the field and department. Occasionally, general education requirements are changed or a degree program is discontinued.

Therefore, undergraduate students who do not complete their degrees within six consecutive years from the beginning of the semester of their first completed USC course work will not be allowed automatically to continue following their pre-major, major and minor requirements as specified above. (This time limit includes semesters during which students are not enrolled.) The pertinent department chair will decide what pre-major, major and minor requirements each student must follow and communicate the decision to the student in writing.

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

An appeal of a department's decision may be made to the dean of the appropriate academic unit or the Provost's Office for academic units without departments. An appeal of a general education decision may be made to the Committee on Academic Policies and Procedures (CAPP).

Grade Point Average Requirement

A grade point average of at least C (2.0) on all baccalaureate units attempted at USC, as well as on the combined USC-transfer GPA,

is required for undergraduate degrees. A minimum cumulative grade point average of 2.0 in all attempted upper division courses for the major is also required, regardless of the department in which the courses are taken. The university will not deviate from policies governing the calculation of the grade point average through inclusion or exclusion of course work.

Unit Requirement

Students are required to take a minimum of 128 baccalaureate units at the undergraduate level (of which not more than four units may be physical education units). A student may earn a maximum of 16 units for individual instruction in music at the 101/300/301 levels and comparable transfer courses. No more than 8 units of dance technique courses (THTR 181 through THTR 189) may be applicable toward an undergraduate degree. Of the 128 unit minimum at least 32 units must be upper division course work. Students must also complete all upper division course work in the major at USC. The university will not deviate from the minimum unit requirements stated above or the additional unit-specific requirements. Some disciplines require more than the minimum requirements. Check individual department listings for specific requirements.

Unit credit indicates the number of semester units earned in the course; these units may or may not be applicable to the degree. Degree credit indicates the units are applicable to the degree.

Pass/No Pass Graded Work

A maximum of 24 units of undergraduate course work taken on a pass/no pass basis may be used toward an undergraduate degree and a maximum of 4 of these 24 units may be applied to the general education requirements. Use of pass/no pass course work to fulfill major requirements must be approved in writing by the academic department. Course work required for a minor may not be taken on a P/NP basis. Individual academic departments may have placed further restrictions on whether a course taken on a pass/no pass basis can be used to fulfill specific requirements.

General Education Requirements

General education and writing requirements for all students are provided on pages 183-187. Additional specific information is included with the information on individual majors.

Diversity Requirement

The diversity requirement must be met by all students who began college at USC or elsewhere fall 1993 or later. It can be met by passing any one course carrying the designation "m" for multiculturalism. The list of courses and further details about meeting the diversity requirement are found on page 188.

Gateway Course

A gateway course is a lower division 3-4 unit course that introduces and showcases the minor or major curricula of an academic field of study. It is intended to be a student's first exposure to a field of study.

Upper Division Major Course Work

The university requires that all undergraduate students successfully complete at USC all the upper division courses that are applied to their major. Substitution of a comparable upper division course for a required one may be entered in the STARS exception process by the departmental advisor with the support of the department. Substitutions and waivers of USC or transfer courses for upper division requirements for majors are to be limited to a combination of 25 percent. Substitution of courses with the same departmental prefix are exempted from this limit. Lower division courses cannot be substituted for upper division course requirements.

Minor Programs

Application for a minor must be made to the department or professional school and an appropriate endorsement must appear on a Change/Addition of Major or Minor Degree Objectives form.

The following guidelines apply to minor programs:

- (1) Minor programs are available to students matriculated in an undergraduate degree program and must be completed simultaneously with the major degree program.
- (2) Minors constituted of course work from a single department may not be earned by students majoring in that department.
- (3) Students may take an interdepartmental minor in which their major unit participates as long as at least four courses (at least 16 units) required for the minor are not courses offered by the major department.
- (4) Students must take at least four courses (at least 16 units) which are unique to the minor (i.e., not required to fulfill the student's major, another minor or general education requirements).

(5) All upper-division course work required for the minor must be taken at USC.

(6) Departments at their discretion may substitute no more than 25 percent of the required units defined in the catalogue for a given minor program. Substitution of courses with the same departmental prefix are exempted from this limit. Lower division courses cannot be substituted for upper division course requirements.

(7) Departments at their discretion may waive no more than 4 units for minor programs with 17 to 20 units or no more than 8 units for minor programs with more than 20 units for each student. The number of units unique to the minor after any departmental waivers or substitutions must total at least 16 units.

(8) No course work required for the minor may be taken on a Pass/No Pass basis.

(9) A minimum cumulative 2.0 GPA must be achieved in all courses required for the minor. A higher minimum may be required by the sponsoring department or unit.

(10) Students whose major degree programs do not include a language requirement need not satisfy that requirement to earn a minor from the College of Letters, Arts and Sciences or a professional school that has a language requirement unless the minor specifically requires the language.

(11) Completion of the minor program will be recorded on the transcript.

Departmental Honors Programs

The following departments have received approval from the university Undergraduate Curriculum Committee for their majors to graduate with departmental honors:

Anthropology; Art History; Biochemistry; Biological Sciences (B.A. and B.S.); Broadcast Journalism; Chemistry (B.A. and B.S.); Cinema-Television; Classics; Communication; Comparative Literature; Earth Sciences; Economics; English; French; Geological Sciences; History; International Relations; Linguistics; Mathematics (B.A. and B.S.); Neuroscience (B.A.); Philosophy, Philosophy (Ethics, Law and Value Theory); Political Science; Print Journalism; Psychology; Public Policy, Management, and Planning; Public Relations; Religion; and Spanish.

The minimal requirements for receiving departmental honors are that the student: (1) satisfactorily completes course work for an honors project and (2) achieves no less than a 3.5 GPA (A = 4.0) in the major at the time of graduation. Each program, department or school will designate what it considers the appropriate course work and honors project.

Departmental honors are noted on academic transcripts but not on the diploma.

Graduation with University Honors

To be eligible for undergraduate honors at graduation, a minimum overall grade point

average of 3.5 for *cum laude*, 3.7 for *magna cum laude* and 3.9 for *summa cum laude* is required. Students must meet these averages, both on residence work attempted and on combined transferred and residence work attempted. The honors award is then determined by either the GPA for the residence work or the GPA for the combined transferred and residence work, whichever is lower. The university will not deviate from policies governing the calculation of the grade point averages required for graduation with honors through inclusion or exclusion of course work. University honors are noted on academic transcripts and the diploma.

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

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

Graduate Students

Degree Requirements

All graduate students must meet both university degree requirements and those degree requirements specific to their program of study to receive an advanced degree.

University degree requirements consist of grade point averages, unit, residence and time limit requirements. Degree requirements specific to a student's program of study consist of course, examination and research requirements. University degree requirements and degree requirements specific to the program of study are collectively defined as degree requirements. Graduate students may elect to follow (a) the degree requirements in the catalogue current for the semester of their admission to the degree program or (b) degree requirements in subsequent catalogues as long as they are continuously enrolled (see Continuous Enrollment, page 64). However, they may not mix catalogues. Graduate students who discontinue

their enrollment without a leave of absence approved by the dean of the pertinent academic unit (see Leave of Absence, page 64) will be subject to the degree requirements in effect for the semester of their readmission to the program. Students requesting exceptions should petition the dean of that unit.

Time Limit for Degree Completion

Students must maintain satisfactory progress toward their stated degree objective at all times. Progress is measured from the beginning of the first course at USC applied toward a specified degree, and all requirements for that degree must be completed within a specified time. The maximum time limit allowed for each degree is considerably greater than what is needed to complete all requirements. Departments may set more stringent time limits than those specified in this section.

The time limit for completing the master's degree is five years. The time limit for completing the doctoral degree is eight years. For students who earned an applicable master's degree within five years prior to admission to the doctoral program, the time limit for completing the doctoral degree is six years from the date of admission to the doctoral program. An academic department may grant an extension of up to one year at a time for a maximum of two years.

The Director of Graduate and Professional Programs will be notified of these extensions. In unusual cases, a student's committee and the department chair may petition the Director of Graduate and Professional Programs for further extensions.

Students who have exceeded the time limit for completing their degree program will not be permitted any further registrations. If granted an extension of time, the dean of the degree-conferring unit will permit registration for the specified period of extension. Approved leaves of absence (up to a total of two years or four semesters) are not counted in the time allowed for completion of degree requirements.

The time limits apply unless otherwise designated by the faculty and previously approved by the Graduate and Professional Studies Committee for a particular degree program.

Dual Degree Programs

Dual degree programs offer graduate students the opportunity to complete concurrently requirements for two degrees. Students enrolled in dual degree programs must complete all requirements for the dual degree program and then will be awarded both diplomas at the same time. The academic units which offer these programs frequently adjust the requirements for each degree to take into account the correlations between required course work. Students who have completed all the requirements for one of the degree programs and who decide to withdraw from the dual degree program may receive the appropriate single diploma.

Students who have withdrawn from the dual degree program to receive the appropriate single diploma and later decide to complete the second degree must apply for admission, be admitted and then fulfill all requirements for the second degree. Detailed information regarding dual degree programs is listed in the appropriate school section.

Grade Point Average Requirement

A minimum grade of C (2.0) is required in a course to receive graduate credit. Work graded C- or below is not acceptable for subject or unit credit toward any master's or doctoral program. A grade point average of at least 3.0 on all units attempted at USC toward a graduate degree is required for graduation. In addition, a grade point average of at least 3.0 on all graduate work attempted at USC, whether or not all such units are applied toward the degree, is required. In some cases, the Graduate and Professional Studies Committee has approved different GPA requirements for professional schools. The university will not deviate from policies governing the calculation of the grade point average through inclusion or exclusion of course work.

Unit Requirement

The minimum unit requirement for a master's degree is established at the time the program is approved and may not be waived. At least 20 of these units must be completed at USC. The minimum number of units for a doctoral degree is 60, at least 24 of which

(exclusive of Doctoral Dissertation 794) must be completed at USC. In addition, at least one-half of the total number of units applied toward a graduate degree must be completed at USC. The minimum number of units for a doctoral degree with Advanced Standing upon entrance is 36. No exceptions are allowed.

A department or school which has a graduate program approved by the university requiring a higher minimum may not waive that requirement. The unit requirement for a dual degree program is established at the time the program is approved by the university and may not be waived.

Regardless of the number of units required for a graduate degree, at least two-thirds of the units applied toward the degree (including transfer work and not including 594 or 794) must be at the 500 level or higher. Students with Advanced Standing in doctoral programs may not apply additional 400-level course work toward that degree. Individual exceptions will not be allowed. Some degree programs, where designated by the faculty and approved by the Graduate and Professional Studies Committee, permit a higher maximum number of 400-level units.

Unit credit indicates the number of semester units earned in the course; these units may or may not be applicable to the degree. Degree credit indicates the units are applicable to the degree.

Residence Requirements

A minimum of 20 graduate units at USC is required for the master's degree; 24 units for the doctoral degree.

Residence for a graduate degree program at USC is a period of intensive study completed on the University Park campus, the Health Sciences campus and/or at one of the approved off-campus study centers. Each degree-conferring unit may establish a school residence policy. School residence requirements as presented in the *USC Catalogue* are approved by the Graduate and Professional Studies Committee and are to be interpreted consistent with university policies on continuous enrollment, leaves of absence, transfer of credit and time limits for completion of graduate degrees. Individual exceptions must be approved by the Vice Provost for Academic Programs.

Pass/No Pass Graded Work

Graduate students may elect to enroll in courses on a pass/no pass basis with department approval. Course work taken on a pass/no pass basis cannot be applied toward a graduate degree. If a student later requires the course for a degree program (because of a change in degree objective or a decision to

obtain an additional degree), the degree-granting unit can decide to allow subject credit for the course and require a substitute course for the unit credit. Individual departments may have placed further restrictions on whether a course taken on a pass/no pass basis can be used to fulfill specific requirements.

All students should consult their academic advisors before enrolling in any course on a pass/no pass basis.

Waiver and Substitution of Course Requirements

Students admitted to graduate degree objectives are expected to complete the degree requirements listed in the *USC Catalogue*. A maximum of 25 percent of the stated degree course requirements (exclusive of 594 Master's Thesis and 794 Doctoral Dissertation) may be approved for waiver or substitution by other USC course work, directed research or transfer course work. Deans of the individual academic schools may approve substitutions and waivers within this limit for programs housed in their schools. Deans' approval for substitutions and waivers within the established maximums is recorded by the academic unit in the student exception process. In rare instances, the dean of the school can request approval by the provost of additional substitutions.

Waiver or substitution of course requirements does not reduce the minimum number of units required for the degree. Programs establishing a lower maximum may waive their own policy by approval of the dean of the academic school.

Second Master's Degree

A "second master's degree" is any master's degree pursued after a first master's degree is earned at USC or another university. The maximum number of units which may be applied toward the second master's degree for course work taken from the first master's degree is: four units toward degree programs requiring 24-32 units; eight units toward programs requiring 33-40 units; 12 units toward programs requiring 41 or more units. Second master's degrees are not allowed in the same program of study for students who earned their first master's degree at USC.

For students who earned their first master's degree at another institution, no course work may be repeated from the first program of study and no units from the first program of study may be counted toward the second master's degree. Program exceptions require approval of the Graduate and Professional Studies Committee and are listed in the departmental sections of this catalogue. No individual exceptions are allowed.

Enrollment Status

To be considered full time, a master's level student must be enrolled in a minimum of eight units of 400- and 500-level course work, and a doctoral level student must be enrolled in a minimum of six units of 500-level and above course work. 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. In order to make normal progress toward the timely completion of course work for a graduate degree, most students will be enrolled for 12 units; 16 units will constitute a maximum load. Students wishing to carry more than 16 units must have prior permission from the degree-conferring unit; such permission will be granted only in exceptional circumstances.

A student who has completed all course work for the master's degree will be considered full time when properly enrolled in either 594 Master's Thesis or GRSC 810 Studies for the Master's Examination.

A student who has completed all course work for the doctoral degree (except dissertation registration) will be considered full time during the semester in which the student is preparing for the doctoral qualifying examination, provided the Request to Take the Qualifying Examination has been submitted and approved for that semester and the student is enrolled in the course GRSC 800 Studies for the Qualifying Examination. Doctoral students who have been advanced to candidacy, that is, who have completed all course work and have passed the qualifying examination, will be considered full time when properly enrolled in 794 Doctoral Dissertation.

International students on student visas must be enrolled as full-time students or must receive authorization from the Office of International Services to enroll in fewer than the minimum units. Such students are not eligible to be considered students without formal registration and are in violation of immigration laws when not properly enrolled. Any international student having questions about his or her registration should consult the Office for International Services.

Continuous Enrollment

Students are considered to be pursuing advanced degrees only when they are formally enrolled. Students admitted to a graduate degree objective are required to be enrolled at USC for fall and spring semesters each year until all degree requirements have been satisfactorily completed within the time limit. Graduate students who fail to register are no longer considered to be enrolled in a graduate degree program. After an unauthorized

absence, formal readmission is required.

Students who have been granted a leave of absence do not need to apply for readmission following the approved leave. Where appropriate to the design of a given academic program, the faculty of the program may obtain the permission of the Graduate and Professional Studies Committee for a different definition of continuous enrollment.

A master's candidate who is writing a thesis and has completed all course work for the degree must enroll each fall and spring semester in the appropriate thesis registration until the thesis has been approved. A doctoral candidate who has passed the qualifying examination must enroll each fall and spring semester in 794 Doctoral Dissertation until the dissertation has been approved.

Exceptions to continuous enrollment are subject to policies governing leaves of absence and readmission.

Leave of Absence

Interruptions of enrollment can cause problems in the continuity of course work within a student's graduate program and, therefore, leaves of absence are generally discouraged.

A student in good standing and making satisfactory progress toward a degree who must interrupt studies for compelling reasons (e.g., approved study abroad, sustained ill health) may petition for a leave for a stated period, usually not to exceed one year. Students who find it necessary to be excused from registration must request a leave of absence by the last day to drop or add courses. A leave must be approved by the dean of the degree-conferring unit. During the period of leave a student is not entitled to assistance from the faculty or use of university facilities. If granted, the leave is recorded on the student's transcript and the period of leave is not counted in the time allowed for the completion of degree requirements. Within the degree time limit a maximum of four semesters may be allowed for leaves of absence. A student who does not return to enrolled status at the end of an approved period of leave is no longer considered to be pursuing an advanced degree. Students who fail to apply for a leave of absence or for whom a leave has been denied (or has expired) are subject to policies governing continuous enrollment and readmission.

Readmission

A student who leaves the university without obtaining a formal leave of absence from graduate study is not automatically readmitted. A student wishing to apply for readmission to a graduate degree program must submit an

Application for Readmission to the Graduate School by the first day of classes for the term in which resumption of graduate studies is sought. The recommendation of the department and the approval of the dean of the degree-conferring unit, based on the academic merits of the student's request, are required. If readmitted, the student will be subject to all of the current requirements for the degree in effect at the time of readmission. Individual exceptions require the approval of the dean of the degree-conferring unit.

Comprehensive and Qualifying Examinations

In graduate degree programs that require a comprehensive examination and for all doctoral qualifying examinations, a student who fails the examination may be permitted, at the discretion of the faculty, to take it a second time. For time limits on retaking the examinations, consult the individual school's policy.

Requests for exception must be approved by the department chair.

A student may not take the comprehensive or qualifying examination more than twice and must be appropriately enrolled at USC during the semester in which any such examination is taken or retaken. A student who fails the comprehensive or qualifying examination a second time may not continue in the degree program after the end of the semester in which the second examination was taken. No exceptions are allowed.

Application for Graduate Degrees

Application for the degree is required for all graduate degrees. Application for the master's degree should be made in the student's academic unit in the semester preceding the one in which the student hopes to graduate and prior to enrolling in 594a. Application for the Ph.D. should be made when the student has passed the qualifying exam and been admitted to candidacy. The student must contact his or her academic advisor at the appropriate time and have the application submitted online. When the application is received by Degree Progress, a degree summary report will be prepared and mailed to the student. The degree cannot be conferred if no application has been submitted.

Theses and Dissertations

Submission of Theses and Dissertations

At the time of submission, all required documentation and paperwork is to accompany the thesis or dissertation, along with a verified submittal check list (signed by the staff advisor in the student's department and by the student). An abstract submittal form, signed by the committee chair (verifying that the student's thesis or dissertation abstract has met the guidelines and has received approval for content) must accompany the student's abstract and thesis or dissertation, as well. The final typed thesis or dissertation must be accepted by the Graduate School within a period of not more than six months after the student's committee has signed the Approval of Thesis or Dissertation for Final Typing. Late submission of the document will require certification by the committee chair and will be subject to a \$100 late fee for each six months thereafter.

Thesis or Dissertation Signature Page

A signature page, to be bound with the thesis or dissertation, must be signed by each member of the thesis or dissertation committee, submitted to the degree-conferring unit for the date and the signature of the dean of the degree-conferring unit, and then presented with the final typed thesis or dissertation and other required documentation to the Graduate School.

Acceptance by the University

The university must accept all theses and dissertations in an approved, final typed form before graduation can be conferred. The candidate's committee, before submission to the Graduate School, must have approved all documents. After complying with the submission process described at length above, the student will remain in contact with the Graduate School, leaving a telephone number or email address where he or she can be contacted should the need arise. If students are from out-of-town, out-of-state or out-of-the-country, they must arrange for a local contact person who will be responsible for all phases of the process if they cannot do so themselves. This is mandatory or the manuscript will not be accepted by the Graduate School.

All theses and dissertations, once properly submitted, are read in the order in which they are received. Candidates should contact the Graduate School when considering deadlines. At the time of submission, all manuscripts should be formatted and edited according to a recommended style manual and strict adherence to the *Regulations for Format and Presentation of Theses and Dissertations*, available from the Graduate School, Grace Ford Salvatori Hall, 315, or from the Graduate

School home page. The university thesis editor reviews the final typed copy for conformance to university regulations, which takes precedence over all other style formats and issues. The editor does not function as a proofreader or copy editor. The final version of the thesis or dissertation must comply with university guidelines, which prepare the manuscript both for microfilming and publication at Bell and Howell (University Microfilms International), as well as binding and archiving in the university library. All manuscripts that have not been proofread and do not conform to university regulations will automatically be returned to the student or the student's department for compliance.

If the candidate's manuscript requires corrections, the student must make arrangements for that manuscript and correction sheet to be returned to them (or come to the Graduate School to pick it up). The student must maintain contact with the Graduate School throughout the entire process to ensure completion. When a student resubmits his or her manuscript for a second review, those manuscripts are also reviewed by the thesis editor in the order in which they are received. No more than two reviews will be granted in a semester or summer period, and when time constraints prevail at each deadline, the number of reads possible will depend upon the availability of the thesis editor. Therefore, all students must allow adequate time to make any and all corrections, and these corrections must be approved by the thesis editor before a thesis or dissertation will be accepted by the university for graduation.

Schedule of Deadlines

The Graduate School provides a schedule of specific dates for completing the various requirements to qualify the student for the master's or Ph.D. degree at commencement in May or to receive the degree in August or December. Despite the date of submission, a student must complete all corrections to the manuscript as specified by the thesis editor, as well as all verification of documentation and necessary paperwork before the degree can be conferred. Not until all the requirements of the entire process are completed will the thesis or dissertation be approved by the editor and the triple cards forwarded to Degree Progress (where the degree will then be verified and finally posted). Deadlines are strictly enforced. No exceptions will be made. Thus, a student may not always graduate in the semester in which he or she first submits the thesis or dissertation. Upon completion of all requirements, the official USC transcript will serve as evidence of the degree until the diploma is received.

Copies Required

For the first submission of either a thesis or dissertation, only one clean, typed, photocopy on regular white paper is required. That copy must observe margin and page number specifications, along with other guidelines, which are outlined in *Regulations for Format and Presentation of Theses and Dissertations*. Each time corrections are requested and made, the student will continue to resubmit an entire clean white, typed photocopy to the thesis editor. No partial pages will be accepted. Once the thesis or dissertation has been approved by the thesis editor, an additional copy on non-erasable, 20-pound cotton fiber paper will be submitted for cataloging, binding and archiving by the University Library. The photocopy will be sent to Bell and Howell (UMI) for microfilming. Candidates need to check with their committees to determine the requirements for any additional copies. The university does not provide these copies.

Publication and Microfilming

All theses and dissertations submitted and approved are microfilmed and each candidate must sign a UMI form, available from the Graduate School, authorizing microfilming of the document. The dissertation is publicized by means of the printed abstract, which appears in *Master's Abstracts International* or *Dissertation Abstracts International*, with worldwide circulation. Theses and dissertations can be copyrighted for a fee of \$45 made payable in a money order to UMI. Please request copyright at the time of submission if desired.

Thesis/Dissertation Fees

All master's and doctoral candidates must pay a fee as part of the final requirements for the degree. The doctoral candidate's fee, currently \$113, includes microfilming and binding the dissertation and publication of the dissertation in *Dissertation Abstracts International*. Master's candidates currently pay a fee of \$50 for microfilming and binding the thesis and publication of the abstract in *Master's Abstracts International*. Both fees are paid at the Cashier's Office, King Hall, prior to submitting the manuscript to the Graduate School.

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. 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.

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, SAS 113. Requests that are not approved by the dean are often 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.

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 were or will be taken at USC, a General Petition may be initiated in the student's home department; if taken at another institution, an Articulation Petition may be initiated in the Degree Progress Department (SAS 010).

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 in the student exception process by the academic department.

Articulation Petitions

Students who wish to request changes in their transfer credit evaluations should first discuss their request with the Degree Progress Department (SAS 010).

A request which cannot be processed by Degree Progress will be forwarded to the Articulation Office for review. Students wishing to appeal the decision may do so using an articulation petition.

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 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.

Undergraduate and Graduate Degree Programs

USC is a major university providing diverse academic programs. As such it has evolved into a complex organization. The basic underlying principle in its organization is simple: groups of faculty with similar areas of knowledge and interest are grouped together to form departments or schools. These units work together in determining the courses to be offered,

requirements for degrees, and the content and rationale underlying their curricula.

In practice, the organization becomes more complex. Certain areas of study are based on broad areas of knowledge which need to draw faculty from several departments. The following list of undergraduate and graduate degrees provides a guide to the organization

of USC. The index includes all degrees offered, and the school which administers the degree.

The basic undergraduate degrees are the Bachelor of Arts and the Bachelor of Science. Students may obtain these degrees in a variety of majors. More specialized degrees, such as a

Bachelor of Music, require more undergraduate study devoted to professional training.

The basic graduate degrees are the Master of Arts, Master of Science and the Doctor of Philosophy. The Master of Arts degree is normally given for study in the humanities and social sciences. These degrees fall under the jurisdiction of the Graduate School.

The Master of Science degree is normally given for study confined exclusively to the natural sciences. Many of the Master of Science degree programs and several specialized master's degree programs are under the jurisdiction of the Graduate School.

Other master's degrees are granted by USC for proficiency in professional fields. These professional master's degrees are not under the jurisdiction of the Graduate School.

Each school may provide programs for several types of degree objectives in similar areas of study. For example, the Thornton School of Music provides curricula for the Master of Arts with a major in early music performance and also offers Master of Music degree programs. These many shades of distinction between the types of degrees offered are to provide flexibility to students. Students must select degree objectives based on consideration of what will best prepare them for the career or further study they wish to pursue.

While many schools provide curricula leading to the Doctor of Philosophy degree, all Doctor of Philosophy degrees are under the jurisdiction of the Graduate School. All Ph.D. candidates must meet the standards of scholarship and other regulations established by the Graduate School. Other doctorates, which prepare students for leadership and expert service in certain fields of science, art and public welfare, are under the jurisdiction of the several schools. Professional doctorates, which are not given under the jurisdiction of the Graduate School, include: Doctor of Dental Surgery, Doctor of Education, Doctor of Medicine, Doctor of Musical Arts, Doctor of Pharmacy, Doctor of Public Administration, Juris Doctor and Doctor of Physical Therapy.

University Certificates

In addition to the degree programs listed in the index, the university also offers a number of graduate certificate programs. Graduate credit certificate programs must be approved by the Graduate and Professional Studies Committee and meet the following requirements: (1) a minimum of 12 units is required; the maximum number of units may vary; (2) for certificate programs of 16 units or less, all course work must be at the 500 level or above. For programs of more than 16 units,

no more than one-third of the total units for the program may be at the 400 level; (3) for completion, a minimum cumulative USC grade point average of 3.0 must be achieved on all course work applied to the certificate; (4) for certificate programs of 16 units or less, all course work must be earned at USC; for programs of more than 16 units, not more than 25% of the course work may be transfer credit.

Area of Emphasis

An Area of Emphasis is a specific focus within a major. Areas of Emphasis are listed within parentheses following the appropriate majors and do not appear on diplomas but are indicated on transcripts.

Combined Program

A combined program is an organized set of requirements from two academic units in a single undergraduate degree program that combines two majors. Examples are: Linguistics/Psychology, Physics/Computer Science and Biomedical/Electrical Engineering.

Double Major Within the College of Letters, Arts and Sciences

A double major consists of two majors which allow the student to earn the same degree, either a B.A. or B.S. degree, conferred by the College of Letters, Arts and Sciences. The College of Letters, Arts and Sciences offers two kinds of majors, "departmental" and "interdepartmental" (see page 181). A double major may consist of two departmental majors, two interdepartmental majors, or one departmental and one interdepartmental major. All double majors require a minimum of 12 upper division courses. Some upper division courses may count for both majors. For double departmental majors two upper division courses may count toward both majors. For departmental and interdepartmental majors, three upper division courses may count toward both majors.

Other Double Majors

Double majors may be offered in other schools. The two majors must be offered by different departments but lead to the same degree, such as a Bachelor of Science or Bachelor of Music. Double majors consisting of two majors in the same department are not permitted.

Dual Degree

A dual degree program joins two distinct graduate degree programs under a single, new program and POST (program of study) code. (Applicants to dual degree programs must apply separately to each degree and be admitted to both programs. After admission to both degree programs, the student is assigned the single, dual degree POST code.) Upon completion of the dual degree

program, two degrees (and two diplomas) are awarded. Both degrees in a dual degree program must be awarded with the same conferral date.

Accelerated Dual Degree

An accelerated dual degree joins a bachelor's degree program and a master's degree program under a single, new program and POST code. (Applicants to accelerated dual degree programs must initially meet department admission requirements but will not be held to Graduate School admission requirements, e.g., GRE. However, all academic requirements of the Graduate School must be met.) Upon completion of the accelerated dual degree program, two degrees (and two diplomas) are awarded. Both degrees in an accelerated dual degree program must be awarded with the same conferral date. At the completion of 96 earned units (or greater) or the completion of earned units and a pending registration that gives the student 96 units, the student's class level will change from undergraduate to graduate.

Second Bachelor's Degree

A second bachelor's degree requires a minimum of 32 additional units. For some degrees more than the 32 additional units may be needed because all requirements for both degrees must be met. Also, the residence requirement for a second bachelor's degree applies, which requires 32 units applicable to the degree beyond the number of units required for the first USC bachelor's degree to be completed in residence or for a student with the first bachelor's degree from another institution, the second bachelor's degree requires 64 units (see page 56, the policy on residence requirement for a second bachelor's degree). The student receives a separate diploma for each degree upon completion.

Minor Programs

In addition to the degree programs listed, many academic units offer minor programs. A list of minors appears after the list of undergraduate degrees. The requirements for each minor are listed in the appropriate school section. Minors do not appear on diplomas but are recorded on transcripts. The student receives a separate minor certificate for each minor program completed. See page 61 for more detailed information about minor programs.

The Undergraduate and Graduate Degree Programs List

All degrees are listed alphabetically by the school which provides the program for the degree objective. All degrees are listed alphabetically in the index at the end of this catalogue. Areas of emphasis do not appear on diplomas but are indicated on transcripts.

Undergraduate Degree Programs

Program descriptions and degree requirements may be found in the sections of this catalogue under the units listed in boldface type. Unless otherwise noted, each program is under the jurisdiction of the school or division under which that degree is listed. All degrees are listed alphabetically in the index.

School of Architecture

Architecture (B.Arch.)
Landscape Architecture (B.L.Arch.)

Leventhal School of Accounting

Accounting (B.S.)

Marshall School of Business

Business Administration (B.S.)
Business Administration (Cinema-Television) (B.S.)
Business Administration (East Asian Studies) (B.S.)
Business Administration (International Relations) (B.S.)

School of Cinema-Television

Cinema-Television (B.A.*)
Writing for Screen and Television (B.F.A.)

Annenberg School for Communication

Broadcast Journalism (B.A.*)
Communication (B.A.*)
Print Journalism (B.A.*)
Public Relations (B.A.*)

School of Dentistry

Dental Hygiene (B.S.)

Rossier School of Education

General Studies (B.S.)

Viterbi School of Engineering

Aerospace and Mechanical Engineering
Aerospace Engineering (B.S.)
Aerospace Engineering (Astronautics) (B.S.)
Biomedical/Mechanical Engineering (B.S.)
Mechanical Engineering (B.S.)
Mechanical Engineering (Petroleum Engineering) (B.S.)
Biomedical Engineering
Biomedical Engineering (B.S.)
Biomedical Engineering (Biochemical Engineering) (B.S.)
Biomedical/Electrical Engineering (B.S.)
Biomedical/Mechanical Engineering (B.S.)
Chemical Engineering
Chemical Engineering (B.S.)
Chemical Engineering (Biochemical Engineering) (B.S.)
Chemical Engineering (Environmental Engineering) (B.S.)

Chemical Engineering (Petroleum Engineering) (B.S.)
Chemical Engineering (Polymer Science) (B.S.)
Civil Engineering
Applied Mechanics (B.S.)
Civil Engineering (B.S.)
Civil Engineering (Building Science) (B.S.)
Civil Engineering (Construction Engineering) (B.S.)
Civil Engineering (Environmental Engineering) (B.S.)
Civil Engineering (Information Management) (B.S.)
Civil Engineering (Structural Engineering) (B.S.)
Civil Engineering (Water Resources) (B.S.)
Environmental Engineering (B.S.)
Computer Science
Computer Science (B.S.*)
Physics/Computer Science (B.S.*)
Electrical Engineering
Biomedical/Electrical Engineering (B.S.)
Computer Engineering and Computer Science (B.S.)
Electrical Engineering (B.S.)
Electrical Engineering (Computers) (B.S.)
Electrical Engineering (Integrated Media Systems) (B.S.)
Industrial and Systems Engineering
Industrial and Systems Engineering (B.S.)
Industrial and Systems Engineering (Information Systems Engineering) (B.S.)

School of Fine Arts

Fine Arts (B.F.A.)
Fine Arts (Studio Arts) (B.A.*)

Division of Independent Health Professions

Occupational Therapy (B.S.*)

College of Letters, Arts and Sciences

American Studies and Ethnicity
American Studies and Ethnicity (African American Studies) (B.A.)
American Studies and Ethnicity (American Studies) (B.A.)
American Studies and Ethnicity (Asian American Studies) (B.A.)
American Studies and Ethnicity (Chicano/Latino Studies) (B.A.)
Anthropology
Anthropology (B.A.)
Anthropology (Urban Applied Anthropology) (B.A.)
Anthropology (Visual Anthropology) (B.A.)
Art History (B.A.)
Biochemistry (B.S.**)
Biological Sciences (B.A., B.S.)
Chemistry (B.A., B.S.)

Classics (B.A.)
Comparative Literature (B.A.)
Earth Sciences
Earth Sciences (B.A.)
Geological Sciences (B.S.)
East Asian Area Studies (B.A.)
East Asian Languages and Cultures
East Asian Languages and Cultures (B.A.)
Linguistics/East Asian Languages and Cultures (B.A.)
Economics
Economics (B.A.)
Economics/Mathematics (B.S.)
English
English (B.A.)
English (American Literature) (B.A.)
English (Creative Writing) (B.A.)
English (Literature and Language) (B.A.)
Environmental Studies
Environmental Studies (B.A.)
Environmental Studies (Biology) (B.S.)
Environmental Studies (Business) (B.A.)
Environmental Studies (Chemistry) (B.S.)
Environmental Studies (Earth Sciences) (B.S.)
Environmental Studies (Geography) (B.A.)
Environmental Studies (Policy and Management) (B.A.)
French and Italian
French (B.A.)
Italian (B.A.)
Gender Studies (B.A.)
Geography (B.A.)
German (B.A.)
Health and Humanity (B.A.)
History (B.A.)
Humanities (Music) (B.A.)
Interdisciplinary Studies (B.A.)
International Relations
International Relations (B.A.)
International Relations (Global Business) (B.A.)
Kinesiology (B.S.)
Linguistics
Linguistics (B.A.)
Linguistics/East Asian Languages and Cultures (B.A.)
Linguistics/Philosophy (B.A.)
Linguistics/Psychology (B.A.)
Mathematics (B.A., B.S.)
Neuroscience (B.A.)
Philosophy
Linguistics/Philosophy (B.A.)
Philosophy (B.A.)
Philosophy (Ethics, Law and Value Theory) (B.A.)
Physical Sciences (B.S.)
Physics and Astronomy
Astronomy (B.A., B.S.)
Biophysics (B.S.)
Physics (B.A., B.S.)
Physics/Computer Science (B.S.)

Political Science (B.A.)
 Psychology
 Linguistics/Psychology (B.A.)
 Psychology (B.A.)
 Religion
 Religion (B.A.)
 Religion (Judaic Studies) (B.A.)
 Slavic Languages and Literatures
 Russian (B.A.)
 Social Sciences
 Social Sciences (Economics) (B.A.)
 Social Sciences (History) (B.A.)
 Social Sciences (Psychology) (B.A.)
 Sociology (B.A.)
 Spanish and Portuguese
 Spanish (B.A.)

Keck School of Medicine

Health Promotion and Disease Prevention
 Studies (B.S.)

Thornton School of Music

Composition (B.M.)
 Composition (Film Scoring) (B.M.)

Jazz Studies (B.M., B.S.)
 Jazz Studies (Vocal) (B.M.)
 Music (B.A.*)
 Music Education (B.M.)
 Music Industry (B.M., B.S.)
 Performance (Bassoon) (B.M.)
 Performance (Clarinet) (B.M.)
 Performance (Classical Guitar) (B.M.)
 Performance (Double Bass) (B.M.)
 Performance (Flute) (B.M.)
 Performance (French Horn) (B.M.)
 Performance (Harp) (B.M.)
 Performance (Harpisichord) (B.M.)
 Performance (Oboe) (B.M.)
 Performance (Organ) (B.M.)
 Performance (Percussion) (B.M.)
 Performance (Piano) (B.M.)
 Performance (Saxophone) (B.M.)
 Performance (Studio Guitar) (B.M.)
 Performance (Trombone) (B.M.)
 Performance (Trumpet) (B.M.)
 Performance (Tuba) (B.M.)

Performance (Viola) (B.M.)
 Performance (Violin) (B.M.)
 Performance (Violoncello) (B.M.)
 Performance (Vocal Arts) (B.M.)

School of Policy, Planning, and Development

Public Policy, Management and Planning
 (B.S.)

School of Theatre

Theatre (B.A.*)
 Theatre (Acting) (B.F.A.)
 Theatre (Design) (B.F.A.)
 Theatre (Stage Management) (B.F.A.)
 Theatre (Technical Production) (B.F.A.)

*under the jurisdiction of the College of Letters, Arts
 and Sciences

**jointly administered

Minors

Following is a list of academic minors and the schools and/or departments which administer them. All departments and schools are listed alphabetically in the index by name and alphabetical designations.

3-D Animation ITP/ENGR
 Advertising JOUR/ANSC
 African American Studies AMST/LAS
 American Popular Culture AMST/LAS
 American Studies AMST/LAS
 Ancient Religion and Classical
 Languages CLAS/REL/LAS
 Animation CNTV
 Arabic and Middle East Studies LING/LAS
 Architecture ARCH
 Art History AHIS/LAS
 Asian American Studies AMST/LAS
 Astronomy ASTR/LAS
 Bioethics REL/LAS
 Biotechnology BISC/CHEM/LAS/BUS
 Business BUAD
 Chemistry CHEM/LAS
 Chicano/Latino Studies AMST/LAS
 Children and Families in
 Urban America SOWK
 Cinema-Television CNTV
 Classics CLAS/LAS
 Coastal Ocean and Watershed
 Science GEOG/LAS
 Communication and the
 Entertainment Industry ANSC
 Communication Design FA
 Communication Law and Media Policy ANSC
 Comparative Literature COLT/LAS
 Computer Science CSCI/ENGR

Construction Planning
 and Management CE/ENGR/PPD
 Critical Approaches to Leadership LAS
 Cultural Anthropology ANTH/LAS
 Cultural Competence in
 Medicine PM/MED
 Cultural Studies ENGL/LAS
 Dance THTR
 Digital Media-Based Imaging FA
 East Asian Area Studies EAAS/LAS
 East Asian Languages and
 Cultures EALC/LAS
 Economics ECON/LAS
 Education in a Pluralistic
 Society EDUC
 Engineering Management ISE/ENGR
 English ENGL/LAS
 Environmental Engineering CE/ENGR
 Environmental Natural Sciences ENST/LAS
 Environmental Planning and
 Development ENST/LAS
 Environmental Social Sciences ENST/LAS
 French FREN/LAS
 Gender Studies SWMS/LAS
 Geographic Information
 Science GEOG/LAS
 Geography GEOG/LAS
 German GERM/LAS
 Global Communication IR/LAS/ANSC
 Health Communication PM/MED
 Health Policy and Management PPD
 History HIST/LAS
 Individuals, Societies and Aging GERO
 Interactive Media and the
 Culture of New Technologies ANSC

Interactive Multimedia ENGR
 International Policy and
 Management IR/LAS/PPD
 International Relations IR/LAS
 International Urban
 Development IR/LAS/PPD
 Italian ITAL/LAS
 Jazz Studies MUS
 Jewish American Studies AMST/LAS
 Judaic Studies JS/HUC
 Kinesiology EXSC/LAS
 Landscape Architecture ARCH
 Law and Public Policy PPD
 Law and Society POSC/LAS
 Linguistics LING/LAS
 Materials Science MASC/ENGR
 Mathematics MATH/LAS
 Medical Anthropology ANTH/LAS
 Multimedia and Creative
 Technologies ENGR
 Music Industry MUS
 Music Recording MUS
 Musical Studies MUS
 Musical Theatre MUS
 Natural Science BISC/LAS
 Neuroscience NEUR/LAS
 News Media and Society JOUR/ANSC
 Nutrition and Health Promotion PM/MED
 Occupational Science OSOT
 Pacific Rim Development GEOG/LAS
 Painting/Drawing FA
 Peace and Conflict Studies IR/LAS
 Performing Arts Studies THTR
 Petroleum Engineering PTE/ENGR

Philosophy	PHIL/LAS	Public Policy	PPD	Theories of Art	PHIL/LAS
Photography	FA	Religion	REL/LAS	Urban Neighborhood Studies	ARCH/PPD/ EDUC/SOWK
Physics	PHYS/LAS	Russian	SLL/LAS	Urban Policy and Planning	PPD
Planning and Development	PPD	Russian Area Studies	SLL/LAS	Video Game Design and Management	ITP/ENGR
Political Science	POSC/LAS	Science, Health, and Aging	GERO	Video Game Programming	CSCI/ITP/ENGR
Professional and Managerial Communication	ANSC	Sculpture	FA	Visual Culture	AHIS/LAS
Psychology	PSYC/LAS	Sociology	SOCI/LAS	Web Technologies and Applications	ITP/ENGR
Psychology and Law	LAW/LAS/PSYC	Southern California	GEOG/LAS		
Public Health	PM/MED	Spanish	SPAN/LAS		
Public Management	PPD	Substance Abuse Prevention	PM/MED		
		Teaching Profession	EDUC		
		Theatre	THTR		

Graduate Degree Programs

Program descriptions and degree requirements may be found in the sections of this catalogue under the units listed in boldface type. Unless otherwise noted, each program is under the jurisdiction of the school or division under which that degree is listed. All Ph.D. (Doctor of Philosophy) degrees are under the jurisdiction of the Graduate School. All degrees are listed alphabetically in the index.

School of Architecture

Architecture (M.Arch.)
Building Science (M.B.S.)
Landscape Architecture (M.L.Arch.)
Historic Preservation (M.H.P.)

Leventhal School of Accounting

Accounting (M.Acc.)
Business Taxation (M.B.T.)

Marshall School of Business

Business Administration (M.B.A., M.S.,
Ph.D.*)
Medical Management (M.M.M.)
Management (M.Mgr.)

School of Cinema-Television

Cinema-Television (M.A.*, M.F.A.)
Cinema-Television (Critical Studies)
(Ph.D.*)
Film, Video and Computer Animation
(M.F.A.)
Interactive Media (M.F.A.)
Motion Picture Producing (M.F.A.)
Writing for Screen and Television (M.F.A.)

Annenberg School for Communication

Communication (M.A.*, Ph.D.*)
Communication Management (M.A.*)
Global Communication (M.A.*)
Journalism (Broadcast Journalism) (M.A.*)
Journalism (Online Journalism) (M.A.*)
Journalism (Print Journalism) (M.A.*)
Strategic Public Relations (M.A.*)

School of Dentistry

Craniofacial Biology (M.S.*, Ph.D.*)
Dental Surgery (D.D.S.)

Rossier School of Education

Education (M.S., Ed.D., Ph.D.*)
Education (Counseling Psychology) (M.S.)
Marriage and Family Therapy (M.M.F.T.)
Music Education (M.M.Ed.**)
Postsecondary Administration and
Student Affairs (M.E.)
Teaching English to Speakers of Other
Languages (M.S.)

Viterbi School of Engineering

Aerospace and Mechanical Engineering
Aerospace and Mechanical Engineering
(Computational Fluid and Solid
Mechanics) (M.S.)
Aerospace Engineering (M.S., Engineer,
Ph.D.*)
Aerospace Engineering (Astronautics) (M.S.)
Aerospace and Mechanical Engineering
(Dynamics and Control) (M.S.)
Mechanical Engineering (M.S.,
Engineer, Ph.D.*)
Biomedical Engineering
Biomedical Engineering (M.S., Ph.D.*)
Biomedical Engineering (Medical Imaging
and Informatics) (M.S.)
Chemical Engineering (M.S., Engineer,
Ph.D.*)
Civil Engineering
Applied Mechanics (M.S.)
Civil Engineering (M.S., Engineer, Ph.D.*)
Civil Engineering (Construction
Engineering) (M.S.)
Civil Engineering (Earthquake
Engineering) (M.S.)
Civil Engineering (Environmental
Engineering) (M.S.)
Civil Engineering (Geotechnical
Engineering) (M.S.)

Civil Engineering (Ocean Engineering)
(M.S.)
Civil Engineering (Structural
Engineering) (M.S.)
Civil Engineering (Structural Mechanics)
(M.S.)
Civil Engineering (Transportation
Engineering) (M.S.)
Civil Engineering (Water Resources) (M.S.)
Computer-Aided Engineering (M.Eng.)
Construction Management (M.C.M.)
Engineering (Environmental
Engineering) (Ph.D.*)
Environmental Quality Management
(M.Eng.)
Environmental Engineering (M.S.)
Structural Design (M.Eng.)
Computer Science
Computer Science (M.S., Ph.D.*)
Computer Science (Computer Networks)
(M.S.)
Computer Science (Computer Security)
(M.S.)
Computer Science (Intelligent Robotics)
(M.S.)
Computer Science (Multimedia and
Creative Technologies) (M.S.)
Computer Science (Software
Engineering) (M.S.)
Integrated Media Systems (M.S.)
Electrical Engineering
Computer Engineering (M.S., Ph.D.*)
Electrical Engineering (M.S., Engineer,
Ph.D.*)
Electrical Engineering (Computer
Networks) (M.S.)
Electrical Engineering (Microelectronics)
(M.S.)
Electrical Engineering (Multimedia and
Creative Technologies) (M.S.)
Electrical Engineering (VLSI Design)
(M.S.)
Systems Architecture and Engineering
(M.S.)

- Industrial and Systems Engineering
Engineering Management (M.S.)
Industrial and Systems Engineering
(M.S., Engineer, Ph.D.*)
Manufacturing Engineering (M.S.)
Operations Research Engineering (M.S.)
Product Development Engineering (M.S.)
- Materials Science
Materials Engineering (M.S.)
Materials Science (M.S., Engineer, Ph.D.*)
- Petroleum Engineering
Petroleum Engineering (M.S., Engineer,
Ph.D.*)
Petroleum Engineering (Smart Oilfield
Technologies) (M.S.)
- School of Fine Arts**
Fine Arts (M.F.A.*)
Public Art Studies (M.P.A.S.)
- Leonard Davis School of Gerontology**
Gerontology (M.A.*, M.S., Ph.D.*)
Long Term Care Administration
(M.L.T.C.A.)
- Division of Independent Health Professions**
Biokinesiology and Physical Therapy
Biokinesiology (M.S.*, Ph.D.*)
Biokinesiology and Physical Therapy
(Ph.D.*)
Physical Therapy (D.P.T.*)
Occupational Science and Occupational
Therapy
Occupational Science (Ph.D.*)
Occupational Therapy (M.A.*, O.T.D.*)
- Gould School of Law**
Law (J.D., LL.M.)
- College of Letters, Arts and Sciences***
*All graduate programs in the college are under the
jurisdiction of the Graduate School.*
American Studies and Ethnicity (Ph.D.)
Anthropology (M.A., Ph.D.)
Art History
Art History (M.A., Ph.D.)
Art History (Museum Studies) (M.A.)
Biological Sciences
Biology (M.S., Ph.D.)
Biology (Neurobiology) (Ph.D.)
Computational Biology and Bioinformatics
(Ph.D.)
Integrative and Evolutionary Biology
(Ph.D.)
Molecular Biology (M.S., Ph.D.)
Chemistry
Chemistry (M.A., M.S., Ph.D.)
Chemistry (Chemical Physics) (Ph.D.)
Classics (M.A., Ph.D.)
Comparative Literature (M.A., Ph.D.)
Earth Sciences
Geological Sciences (M.S., Ph.D.)
East Asian Area Studies (M.A.)
East Asian Languages and Cultures (M.A.,
Ph.D.)
- Economics
Economic Developmental Programming
(M.A.)
Economics (M.A., Ph.D.)
English
English (M.A., Ph.D.)
Literature and Creative Writing (Ph.D.)
Environmental Studies
Environmental Studies (M.A.)
Environmental Risk Analysis (M.S.)
French and Italian
French (M.A., Ph.D.)
Geography (M.A., M.S., Ph.D.)
German (M.A., Ph.D.)
History (M.A., Ph.D.)
Kinesiology (M.A., M.S., Ph.D.)
Linguistics
Computational Linguistics (M.S.)
Linguistics (M.A., Ph.D.)
Linguistics (Hispanic Linguistics)
(M.A., Ph.D.)
Mathematics
Applied Mathematics (M.A., M.S., Ph.D.)
Computational Molecular Biology (M.S.)
Mathematical Finance (M.S.)
Mathematics (M.A., Ph.D.)
Statistics (M.S.)
Neuroscience (M.S., Ph.D.)
Ocean Sciences (M.S., Ph.D.)
Philosophy (M.A., Ph.D.)
Physics and Astronomy
Physics (M.A., M.S., Ph.D.)
Physics for Business Applications (M.S.)
Political Economy and Public Policy (M.A.,
Ph.D.)
Politics and International Relations (M.A.,
Ph.D.)
Professional Writing (M.P.W.)
Psychology (M.A., Ph.D.)
Religion and Social Ethics (M.A., Ph.D.)
Slavic Languages and Literatures (M.A.,
Ph.D.)
Sociology
Sociology (M.A., Ph.D.)
Sociology (Marriage and Family Therapy)
(Ph.D.)
Spanish and Portuguese
Spanish (M.A., Ph.D.)
- Keck School of Medicine**
Medicine (M.D.)
Anesthesia
Nurse Anesthesia (M.S.*)
Biochemistry and Molecular Biology
Biochemistry and Molecular Biology
(M.S.*, Ph.D.*)
Molecular Epidemiology (M.S., Ph.D.**)
Cell and Neurobiology (M.S.*, Ph.D.*)
Family Medicine
Physician Assistant Practice (M.P.A.P.)
Molecular Microbiology and Immunology
(M.S.*, Ph.D.*)
- Pathology
Experimental and Molecular Pathology
(M.S.*)
Pathobiology (M.S.*, Ph.D.*)
Physiology and Biophysics (M.S.*, Ph.D.*)
Preventive Medicine
Applied Biostatistics and Epidemiology
(M.S.*)
Biostatistics (M.S.*, Ph.D.*)
Clinical and Biomedical Investigations
(M.S.*)
Epidemiology (Ph.D.*)
Molecular Epidemiology (M.S.*, Ph.D.*)
Preventive Medicine (Health Behavior
Research) (Ph.D.*)
Public Health (M.P.H.)
Statistical Genetics and Genetic
Epidemiology (Ph.D.*)
- Thornton School of Music**
Choral Music (M.M., D.M.A.)
Composition (M.M., D.M.A.)
Conducting (M.M.)
Early Music Performance (D.M.A.)
Jazz Studies (M.M., D.M.A.)
Music (Early Music Performance) (M.A.*)
Music (Historical Musicology) (Ph.D.*)
Music (History and Literature) (M.A.*)
Music Education (M.M., M.M.Ed.***, D.M.A.)
Performance (Bassoon) (M.M., D.M.A.)
Performance (Clarinet) (M.M., D.M.A.)
Performance (Classical Guitar) (M.M.,
D.M.A.)
Performance (Double Bass) (M.M., D.M.A.)
Performance (Flute) (M.M., D.M.A.)
Performance (French Horn) (M.M., D.M.A.)
Performance (Harp) (M.M., D.M.A.)
Performance (Harpsichord) (M.M., D.M.A.)
Performance (Keyboard Collaborative Arts)
(M.M., D.M.A.)
Performance (Oboe) (M.M., D.M.A.)
Performance (Organ) (M.M., D.M.A.)
Performance (Percussion) (M.M., D.M.A.)
Performance (Piano) (M.M., D.M.A.)
Performance (Saxophone) (M.M., D.M.A.)
Performance (Studio Guitar) (M.M., D.M.A.)
Performance (Trombone) (M.M., D.M.A.)
Performance (Trumpet) (M.M., D.M.A.)
Performance (Tuba) (M.M., D.M.A.)
Performance (Viola) (M.M., D.M.A.)
Performance (Violin) (M.M., D.M.A.)
Performance (Violoncello) (M.M., D.M.A.)
Performance (Vocal Arts) (M.M., D.M.A.)
Sacred Music (M.M., D.M.A.)

School of Pharmacy

Molecular Pharmacology and Toxicology (M.S.*, Ph.D.*)
 Pharmaceutical Economics and Policy (M.S.*, Ph.D.*)
 Pharmaceutical Sciences (M.S.*, Ph.D.*)
 Pharmacy (Pharm.D.)
 Regulatory Science (M.S.*)

School of Policy, Planning, and Development

Health Administration (M.H.A.)
 Executive Health Administration (M.H.A.)

Planning (M.Pl., Ph.D.*)
 Planning and Development Studies (M.P.D.S., D.P.D.S.)
 Public Administration (M.P.A., D.P.A., Ph.D.*)
 Public Policy (M.P.P.)
 Public Policy and Management (M.P.P.M.)
 Real Estate Development (M.R.E.D.)

School of Social Work

Social Work (M.S.W., Ph.D.*)

School of Theatre

Theatre (Acting) (M.F.A.)
 Theatre (Directing) (M.F.A.)
 Theatre (Dramatic Writing) (M.F.A.)
 Theatre (Theatrical Design) (M.F.A.)

*under the jurisdiction of the Graduate School

**jointly administered

Dual Degree Programs

Accelerated Dual Degree Programs

Bachelor of Arts, Art History/Master of Arts, Art History (Museum Studies) (B.A./M.A.)
 Bachelor of Arts, Broadcast Journalism/Master of Arts, Journalism (Online Journalism) (B.A./M.A.)
 Bachelor of Arts, Broadcast Journalism/Master of Arts, Journalism (Print Journalism) (B.A./M.A.)
 Bachelor of Arts, Communication/Master of Arts, Communication Management (B.A./M.A.)
 Bachelor of Arts, Economics/Master of Arts, Economics (B.A./M.A.)
 Bachelor of Arts, International Relations/Master of Arts, Politics and International Relations (B.A./M.A.)
 Bachelor of Arts, Print Journalism/Master of Arts, Journalism (Broadcast Journalism) (B.A./M.A.)
 Bachelor of Arts, Print Journalism/Master of Arts, Journalism (Online Journalism) (B.A./M.A.)
 Bachelor of Science, Aerospace Engineering/Master of Science, Aerospace Engineering (B.S./M.S.)
 Bachelor of Science, Computer Science/Master of Science, Computer Science (B.S./M.S.)
 Bachelor of Science, Economics-Mathematics/Master of Science, Mathematical Finance (B.S./M.S.)
 Bachelor of Science, Electrical Engineering/Master of Science, Electrical Engineering (B.S./M.S.)
 Bachelor of Science, Health Promotion and Disease Prevention Studies/Master of Public Health (B.S./M.P.H.)
 Bachelor of Science, Industrial and Systems Engineering/Master of Science, Industrial and Systems Engineering (B.S./M.S.)
 Bachelor of Science, Mathematics/Master of Arts, Mathematics (B.S./M.A.)
 Bachelor of Science, Mechanical Engineering/Master of Science, Mechanical Engineering (B.S./M.S.)

Bachelor of Science, Planning and Development/Master of Planning (B.S./M.Pl.)

Graduate Dual Degree Programs

Doctor of Medicine/Master of Public Health (M.D./M.P.H.)
 Doctor of Pharmacy/Master of Public Health (Pharm.D./M.P.H.)
 Doctor of Pharmacy/Master of Science, Gerontology (Pharm.D./M.S.)
 Doctor of Pharmacy/Master of Science, Regulatory Science (Pharm.D./M.S.)
 Doctor of Philosophy, Psychology/Master of Public Health (Ph.D./M.P.H.)
 Doctor of Physical Therapy/Master of Public Health (D.P.T./M.P.H.)
 Master of Architecture/Master of Planning (M.Arch./M.Pl.)
 Master of Business Administration/Doctor of Dental Surgery (M.B.A./D.D.S.)
 Master of Business Administration/Doctor of Education (M.B.A./Ed.D.)
 Master of Business Administration/Master of Arts, East Asian Area Studies (M.B.A./M.A.)
 Master of Business Administration/Master of Arts, Jewish Communal Service (M.B.A./M.A.)
 Master of Business Administration/Master of Science, Industrial and Systems Engineering (M.B.A./M.S.)
 Master of Business Administration/Doctor of Medicine (M.B.A./M.D.)
 Master of Business Administration/Doctor of Pharmacy (M.B.A./Pharm.D.)
 Master of Business Administration/Master of Planning (M.B.A./M.Pl.)
 Master of Business Administration/Master of Real Estate Development (M.B.A./M.R.E.D.)
 Master of Business Administration/Master of Social Work (M.B.A./M.S.W.)

Master of Arts, Communication Management/Master of Arts, Jewish Communal Service (M.A./M.A.)
 Master of Arts, Politics and International Relations/Master of Planning (M.A./M.Pl.)
 Master of Arts, Politics and International Relations/Master of Public Administration (M.A./M.P.A.)
 Master of Science, Gerontology/Master of Arts, Jewish Communal Service (M.S./M.A.)
 Master of Science, Gerontology/Master of Business Administration (M.S./M.B.A.)
 Master of Science, Gerontology/Doctor of Dental Surgery (M.S./D.D.S.)
 Master of Science, Gerontology/Master of Health Administration (M.S./M.H.A.)
 Master of Science, Gerontology/Master of Planning (M.S./M.Pl.)
 Master of Science, Gerontology/Master of Public Administration (M.S./M.P.A.)
 Master of Science, Gerontology/Master of Social Work (M.S./M.S.W.)
 Master of Landscape Architecture/Master of Planning (M.L.Arch./M.Pl.)
 Juris Doctor/Master of Business Administration (J.D./M.B.A.)
 Juris Doctor/Master of Business Taxation (J.D./M.B.T.)
 Juris Doctor/Master of Arts, Communication Management (J.D./M.A.)
 Juris Doctor/Master of Arts, Economics (J.D./M.A.)
 Juris Doctor/Master of Science, Gerontology (J.D./M.S.)
 Juris Doctor/Master of Arts, Politics and International Relations (J.D./M.A.)
 Juris Doctor/Master of Arts, Philosophy (J.D./M.A.)
 Juris Doctor/Doctor of Philosophy, Politics and International Relations (J.D./Ph.D.)
 Juris Doctor/Doctor of Pharmacy (J.D./Pharm.D.)
 Juris Doctor/Master of Public Administration (J.D./M.P.A.)

Juris Doctor/Master of Public Policy
(J.D./M.P.P.)

Juris Doctor/Master of Real Estate
Development (J.D./M.R.E.D.)

Juris Doctor/Master of Arts, Religion and
Social Ethics (J.D./M.A.)

Juris Doctor/Master of Social Work
(J.D./M.S.W.)

Master of Planning/Master of Arts,
Economics (M.Pl./M.A.)

Master of Planning/Master of Public
Administration (M.Pl./M.P.A.)

Master of Planning/Master of Real Estate
Development (M.Pl./M.R.E.D.)

Master of Planning/Master of Social Work
(M.Pl./M.S.W.)

Master of Public Administration/Master of
Arts, Jewish Communal Service
(M.P.A./M.A.)

Master of Public Administration/Master of
Social Work (M.P.A./M.S.W.)

Master of Public Art Studies/Master of
Planning (M.P.A.S./M.Pl.)

Master of Social Work/Master of Arts, Jewish
Communal Service (M.S.W./M.A.)

University Graduate Certificates

School of Architecture

Historic Preservation

Marshall School of Business

Food Industry Management Concentrated
Program

Management Principles

Annenberg School for Communication

International Journalism

School of Dentistry

Advanced Education in General Dentistry

Advanced Endodontics

Advanced Oral and Maxillofacial Surgery

Advanced Pediatric Dentistry

Advanced Periodontology

Advanced Programs in Dental Education

Advanced Prosthodontics

Orofacial Pain and Oral Medicine

Rossier School of Education

Management of College Student Services

Viterbi School of Engineering

Aerospace and Mechanical Engineering

Aerospace Engineering (Astronautics)

Civil Engineering

Transportation Systems

Computer Aided Engineering

Computer Science

Software Engineering

Electrical Engineering

Systems Architecture and Engineering

Environmental Engineering

Environmental Sciences, Policy and

Engineering Sustainable Cities

(offered with Geography)

Leonard Davis School of Gerontology

Gerontology

Division of Independent Health Professions

Biokinesiology and Physical Therapy

Neurologic Physical Therapy

Orthopedic Physical Therapy

Occupational Science and Occupational

Therapy

Occupational Therapy

College of Letters, Arts and Sciences

Anthropology

Visual Anthropology

Art History

Museum Studies

East Asian Studies

East Asian Studies

Foreign Language Teaching

Gender Studies

Gender Studies

Geography

Geographic Information Science

Keck School of Medicine

Cell and Neurobiology and Preventive

Medicine

Clinical and Biomedical Investigations

Thornton School of Music

Advanced Studies in Performance

Advanced Studies in Scoring for Motion

Pictures and Television

Artist Diploma

School of Policy, Planning, and Development

Administration of Programs in Long Term

Care

Executive Administration of Mental Health

Programs

Management of Ambulatory Care Systems

Public Financial Management

Public Management

Public Policy

Public Policy Analysis and Management

Regulatory Policy and Management

Training and Human Resources

Development

