# Graduate and Professional Education

## Admission

**Office of Admission and Financial Aid**
**(213) 740-1111**
*gradadm@usc.edu*
*usc.edu/admission/graduate*

At the graduate level, admission to graduate and professional programs is granted by the dean of the school conferring the degree. However, only a letter from the university's Office of Graduate Admission constitutes an official offer of admission; correspondence with department chairs, program directors or individual faculty members does not constitute admission.

The University of Southern California admits qualified individuals as students regardless of race, color, religion, gender, national origin, age, handicap, sexual orientation or status as a disabled veteran. After admission, students are accorded equal rights to participate in all university-sponsored programs and activities. The university does not discriminate on the basis of race, color, religion, gender, national origin, age, handicap, sexual orientation or status as a disabled veteran in the administration of its educational policies, scholarship and loan programs, athletics and other student activities.

### Application

The USC Application for Graduate Admission should be used by all applicants to all programs except law, medicine and some professional programs in the schools of dentistry and pharmacy. Applicants should confirm application requirements with their intended school or academic program before application submission.

### Online Graduate Programs

Admission to the University of Southern California's online graduate programs is offered to candidates meeting the university's admission standards. USC's online programs are designed to be as rigorous and comprehensive as their traditional on-campus counterparts. Official offers of admission to these programs will come directly from the administering school or college.

Prospective online program students must submit an application for admission, application fee, official academic records and supplemental documents as required by their intended program. Applicants are encouraged to contact the department, program or school to which they are applying for further program information and additional requirements.

### Applicants with Disabilities

In compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act Amendments Act (ADAAA), USC offers equal access to its degree programs to academically qualified applicants with physical, psychological or learning disabilities. Applicants will be expected to have demonstrated by their record in course work completed toward their undergraduate degree that they can perform well in a competitive academic environment. See here for a discussion of possible accommodations. USC is committed to providing appropriate, reasonable accommodations to students with disabilities.

### Retention of Records and All Application Documents

All documents and credentials submitted to the Office of Admission become the property of the university and cannot be returned to the student or duplicated for any purpose.

### Conditional Admission

The minimum standard for graduate admission is a U.S. bachelor's degree, or its equivalent, from a regionally accredited institution or ministry of education recognized institution. The Graduate School and some professional schools have additional minimum requirements for applicants seeking degrees. Conditional admission status is applied to those students who have not yet met all requirements for admission to full graduate status or who have not filed all relevant documents with the appropriate school or department. Students admitted in this status must satisfy their conditions by the end of the first term of enrollment, or within the time period deemed appropriate by the department, program or Office of Degree Progress. Students who fail to satisfy their conditions of admission will not be allowed to register for classes.

Students who have been conditionally admitted for academic requirements must complete at least 6 units of graduate level course work with no grade below a B in each class, and must be recommended for regular admission by a faculty committee. Once those conditions have been met, the department chair or program director can authorize registration for the second semester. If the conditions are not met, the student may be dismissed from the program.

Individual exceptions must be approved by the dean of the degree-conferring unit.

### Doctoral Admission with Advanced Standing

Some doctoral programs at USC admit students with Advanced Standing (entry with an appropriate completed graduate degree from an accredited institution).

A minimum of 36 units of course work beyond the first graduate degree, exclusive of 794 Doctoral Dissertation preparation, is required for the doctoral degree if students are admitted with Advanced Standing. Additional course work may be required if deemed necessary by the student's faculty. See the Transfer Credit page.

### Admission to Candidacy

Admission to graduate study does not imply admission to candidacy for an advanced degree and gives no right or claim to be so admitted. Candidacy is determined after the student has demonstrated the ability to do graduate work with originality and independence at USC.

### University Faculty

Faculty members shall not be candidates for degrees in the same schools in which they have appointments. In addition, assistant professors on the tenure track should not simultaneously be candidates for degrees anywhere at the university. Individual exceptions to either of these policies may be made only with the approval of the provost or of a special committee appointed by the president. Individual exceptions are considered when the individual submits a request for tuition waiver, which is forwarded for approval to the vice provost for faculty affairs. The form should be accompanied by a memo from the dean of the school. For candidacy within the same school, the dean's memo explains how conflict of interest issues will be dealt with; for assistant professors on the tenure-track, the memo explains how pursuit of the degree will advance rather than detract from meeting the criteria for tenure.

### The Graduate School

The Graduate School establishes and monitors the standards under which students are admitted for study in degree programs under its jurisdiction. An alphabetical listing of degree programs by school can be found under Degree Programs. That listing also indicates the specific degrees that are conferred by the Graduate School. Details of admission standards are provided in the Graduate School section of this catalogue and in the sections of schools and departments providing the curricula for these programs.

### Professional Master's and Doctoral Degrees

Details of admission standards to professional degrees available at USC are detailed in appropriate school listings. See here for a list of degree programs.

### Dual Degree Programs

Applicants wishing to pursue a dual degree program offered by the university must apply separately to each degree program, meet the admission requirements of each school, and be admitted by both academic units. Applicants to a professional degree program should consult the particular school for information on admission requirements and programs of study.

## Admission of International Students

The University of Southern California has an outstanding record of commitment to international education. From a small presence during our early history, our international enrollment grew to an average of 200 students by the 1930s. After declining international enrollments in the years surrounding World War II, USC began rebuilding and in 1951 began providing specialized admission services to international students. By 1964, more than 1,000 international students were enrolled at USC. Today, the Office of Graduate Admission serves thousands of prospective students each year by providing both general and specialized information and by maintaining the expertise necessary to evaluate academic records from the various educational systems around the world. The Office of Graduate Admission also issues the required certificates of eligibility (I-20 or DS-2019) to admitted students so that they can apply for a student or scholar visa to enter the United States.

At USC, an international student is an individual of foreign nationality who will be entering or has already entered the United States with a student visa. However, students already residing in the United States and holding other non-immigrant visas (such as E2, H1 or L2) are also international students. International students do not qualify for need-based financial aid. U.S. permanent residents, naturalized U.S. citizens and U.S. citizens residing abroad and attending school outside the United States are not considered to be international students and are eligible for need-based financial aid.

### Admission

International applicants (those who are or will be in the United States on non-immigrant visas) are required to submit the following documents:

(1) Application for Admission;

(2) Application fee paid by credit card, check or money order drawn on a U.S. bank in U.S. currency and made payable to the University of Southern California must accompany the application; the fee is non-refundable and cannot be deferred;

(3) Scores on all examinations required for admission (e.g., GRE, GMAT, TOEFL, IELTS, etc.) sent to USC by the testing agency;

(4) One official copy of academic records from every postsecondary institution attended, along with certified English translation, where applicable;

(5) Documented evidence of financial support with a passport copy (see financial guarantee statement); and

(6) Letters of recommendation, as per the guidelines provided by the intended program of study.

Additional information may be required by the academic departments. General admission guidelines are available by country on the USC Graduate Admission Website and subject to change without prior notice.

## Financial Guarantee Statement

The United States government requires all international applicants to provide proof of ability to pay tuition and living expenses before a formal letter of admission or the forms needed for obtaining a visa will be issued. International students are also required to have health and accident insurance. The cost of university-provided insurance will be added to the student's fees unless he or she presents proof of adequate coverage.

Each applicant relying on personal or family support must furnish, at the time of application, an official financial-guarantee letter – preferably a bank letter – indicating the sponsor's name and address and verifying the ability to pay the annual cost in education-related expenses for the first academic year. This document must be verified by a bank seal. It is not necessary to show proof of funding in order to be considered for admission to USC. However, it is crucial for students to submit their financial-guarantee letters once they have submitted their applications if they wish to receive notification of admission in the timeliest manner possible.

Prospective doctoral students do not need to submit a financial-guarantee letter at the time of application since most admitted students will be fully funded by the university. Applicants whose financial support will come from their home governments or other official agencies (e.g., AMIDEAST, IIE, etc.) must submit similarly appropriate documents from their sponsors.

International students cannot meet the full amount of their educational expenses by working while in the United States. The U.S. Citizenship and Immigration Services (USCIS) only allows students to work off-campus under limited circumstances, and employment opportunities are further limited by legislation that requires holders of student visas to be full-time students.

Additionally, all international students must submit a copy of a valid passport.

## Deadline for International Applications

*Once students complete their online application and have received their 10-digit USC ID, they should send the required documents and fee to the Office of Graduate Admission. All international students must* follow the deadlines in the application for their particular program of study.

Only an admission letter from the Office of Admission grants official admission; correspondence with department chairpersons, program directors or individual faculty members does not constitute admission.

## Official Document to Enter the United States

The Office of Admission will issue the I-20 (for the F-1 visa) or DS-2019 (for the J-1 visa), whichever is appropriate, for the student to apply for the visa required to enter the United States. Any students entering the United States by means of these documents issued by USC must register for the semester to which they are admitted to USC. Failure to register disqualifies the student from reapplying for one year from that semester to which admitted and the student's absence is reported to the Department of Homeland Security in accordance with the U.S. government's SEVIS regulations.

## Registration Requirements for International Students

International students must maintain full-time student status as determined by the Office of International Services and the departmental adviser. Such students are not eligible to be considered students without formal registration and are in violation of immigration laws when not properly registered. Any international student having questions about registration requirements should consult the Office of International Services, Student Union Building, Suite 300.

## Admission Evaluations

Admission evaluations for international students are completed by the Office of Admission. Official transcripts for all previous academic work completed should be directed to the Office of Admission.

## English Language Requirements

Academic success at USC is strongly dependent upon the ability to communicate in English. Listening, speaking, reading and writing proficiency must be well developed in order to assimilate large amounts of difficult material under limited time conditions with full comprehension. Such proficiency is much greater than that required for ordinary everyday living. Therefore, every effort should be made to acquire English proficiency prior to entering the university.

Admitted international students whose first language is not English are normally required to take the International Student English Examination (ISE Exam) at the beginning of the first term of study. The examination results determine whether students must take additional English for academic purposes course work.

International students may be exempt from USC's International Student English Examination (ISE Exam) through one of the following:

- International students who have completed their entire bachelor's degree programs at regionally accredited universities located in the United States or in another country in which English is both the language of instruction and the only official language of the country.

- Applicants to master's programs who have attained an Internet Based TOEFL (iBT) score of 90, with no less than 20 on each sub-score; or an IELTS score of 6.5, with no less than 6 on each band score.

- Ph.D. and undergraduate applicants who have achieved an Internet Based TOEFL (iBT) score of 100 with no less than 20 on each sub-score; or an IELTS score of 7, with no less than 6 on each band score.

Please note that there are no minimum TOEFL or IELTS scores required for admission.

## Teaching Assistantships

All new teaching assistants (TAs) for whom English is a second language must demonstrate their competence in spoken English before assuming classroom or laboratory duties. Normally, new international teaching assistants (ITAs) demonstrate their English proficiency by taking the ITA exam, administered by the American Language Institute (ALI) located on the USC campus.

The exam must be taken before assuming classroom or laboratory duties and no later than the first day of classes. The ITA exam is graded on a scale of 1 to 7. Those who achieve a score of 6 or higher are cleared for classroom duties and have no English requirement. Those who score 5 or 5.5 are cleared for classroom duties, but are required to enroll in an English language course through the ALI while performing their ITA responsibilities. Those who score below 5 on the exam are not cleared for classroom duties. These students are normally required to enroll in an English language course offered by ALI until adequate English proficiency is obtained. For more information, call (213) 740-0079 or visit ALI's Website at *dornsife.usc.edu/ali.*

Those ITAs denied clearance for teaching duties may have their offer of graduate assistantship withdrawn. An ITA who is denied clearance to teach should immediately seek assistance from the chair of his/her home department or program director.

## American Language Institute

Any student not demonstrating adequate English proficiency will be required to enroll in the American Language Institute (ALI) at USC. The ALI provides courses designed to improve an international student's oral and written communication skills in English. The extent to which a student may be required to take courses at the ALI is determined by his or her performance on the International Student English Examination (ISE Exam).

ALI tuition units are charged at the regular university rate. Entering students who need English language classes should be aware that the ALI course requirements will likely increase the overall cost of their degree program. ALI classes can normally be taken concurrently with a student's other university classes and must be completed at the earliest opportunity.

## USC International Academy

The USC International Academy offers four avenues of study to prepare international students for admission to USC and other U.S. universities through intensive English instruction, test preparation, and maximum academic support. Qualified students may also apply for conditional admission to select USC master's programs through the academy's Pre-Master's Program. For further information about admissions, courses and program dates, visit the academy's Website at *international.usc.edu* or email *info-international@usc.edu.*

# Financial Aid for Graduate Students

Graduate students at USC benefit from federal financial aid programs administered by the Financial Aid Office and from scholarships, fellowships and assistantships administered by the Graduate School, the Office of the Provost, and various academic departments. Several federal agencies and private foundations offer support for students engaged in research in specific fields of study. In addition, many corporations provide fellowships or tuition reimbursements for their employees. USC also offers an interest-free monthly payment plan and participates in long-term loan programs. Students may apply for one or more kinds of aid, depending on eligibility.

Although international students are not eligible for federal financial aid, they may be eligible for scholarships, fellowships and graduate assistantships offered by their schools or departments. International students should contact their departments directly for information about existing opportunities. International students may also be eligible for some private educational loans.

*The Financial Aid Office may change these policies at any time to ensure continued compliance with changes in federal and state regulations governing student financial aid. As a result, students must refer to the current catalogue regulations. Unlike degree requirements, changes in regulations, policies and procedures are immediate and supersede those in any prior catalogue.*

## Financial Support Through Graduate Fellowships and Assistantships

Prospective and continuing students seeking financial support will find opportunities to fund their graduate study through individual schools and departments and through the Graduate School. In general, fellowships and graduate assistantships are offered only to students pursuing the Ph.D. degree.

### Acceptance of Offers of Financial Assistance

USC subscribes to the following resolution of the Council of Graduate Schools in the United States regarding deadlines and acceptance of offers for graduate scholars, fellows, trainees and assistants.

Acceptance of an offer of financial assistance (such as graduate scholarship, fellowship, traineeship or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement that both the student and the university are expected to honor. In those instances in which the student accepts the offer before April 15, and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. An acceptance given or left in force after April 15, however, commits the student to not accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

### Teaching and Research Assistantships, and Graduate Assistant Lectureships

Teaching and research assistantships and graduate assistant lectureships are awarded each year by departments and programs of the university to Ph.D. students on the basis of scholastic accomplishment, academic promise and competence. They fall under the jurisdiction of the Graduate School. Procedures and practices can be found in The Handbook for Teaching Assistants, Research Assistants, and Graduate Assistant Lecturers on the Graduate School Website. Only students in good academic standing with GPAs of 3.0, acceptable TOEFL or IELTS scores, and who are regularly enrolled in USC graduate degree programs are eligible for appointment as teaching and research assistants and graduate assistant lecturers and may be offered a semester-by-semester appointment up to a maximum of one year at a time. All teaching and research assistants and graduate assistant lecturers are under direct and assigned supervision of regular faculty members and report regularly on the conduct and performance of their responsibilities to the supervising faculty. Assistant lecturers may be appointed only with the approval of the dean of the school in which the student is earning the degree. The Handbook for Teaching Assistants, Research Assistants, and Graduate Assistant Lecturers can be found at *usc.edu/schools/GraduateSchool/current_guidelines_forms.html*.

## Application Procedures and Eligibility Requirements for Federal Financial Aid

Detailed information, application procedures and deadlines for federal financial aid are available online at *usc.edu/financialaid*. To be eligible for federal financial aid programs, students must be U.S. citizens, permanent residents or other eligible non-citizens; have a valid Social Security number; meet Selective Service registration requirements; enroll at least half-time; meet Satisfactory Academic Progress requirements; and meet all other eligibility requirements. Enrollment status will be calculated based only on those courses that are required for, or that can be applied as an eligible elective credit toward, a student's degree or certificate program. Students must also complete all application requirements by the relevant deadline(s). With certain exceptions, as noted below, students must be enrolled in a degree-seeking program or eligible certificate program at USC to be eligible for federal financial aid.

### Federal Work-Study

The Federal Work-Study program enables eligible students to earn funds through employment either on campus or with an approved off-campus employer. Only full-time (enrolled in 8 or more units) on-campus students with high financial need who meet all application deadlines are considered for this program.

### Federal Loans

Federal Direct Unsubsidized Stafford Loans are available to eligible students. Interest accrues from the date of disbursement. Repayment begins six months after students graduate or drop below half-time status.

Federal Direct Graduate PLUS Loans are available to students who meet the credit criteria established by the U.S. Department of Education. Students who do not meet the credit criteria may apply with an endorser (co-borrower) who does. There is no grace period on the Federal Direct Graduate PLUS Loan. Repayment begins the day after the loan is fully disbursed; however, students can defer repayment while enrolled in school at least half time, and for an additional six months after they graduate or drop below half-time status.*

The Health Professions Student Loan program provides funds to students in pharmacy and dentistry. The federal government pays the interest while students are in school. Repayment begins 12 months after they graduate or drop below half-time status.*

Federal Perkins Loans may be awarded to eligible students who meet all application deadlines and demonstrate exceptional need and special circumstances. The federal government pays the interest while students are in school. Repayment begins nine months after they graduate or drop below half-time status.* For details about federal loan programs and application requirements, visit *usc.edu/financialaid/loans*.

*\*Enrollment status will be calculated based only on those courses that are required for, or that can be applied as an eligible elective credit toward, a student's degree or certificate program.*

### Private Financing Programs

Private financing programs are available to help students meet the costs of education by providing long-term financing options. Students should exhaust all federal Title IV assistance available, including the Federal Direct Stafford Loan and the Federal Direct Graduate PLUS Loan, before considering a private student loan program. The repayment terms of federal programs may be more favorable than the terms of private loan programs. Federal student loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

### Teacher Education Assistance for College and Higher Education (TEACH) Grant

The TEACH Grant is available for students in the Master of Arts, Teaching (MAT) program. The TEACH Grant is awarded to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. The TEACH Grant Agreement to Serve requires you to teach full-time for at least four years in a qualified position over an eight-year period after you leave the program. If you fail to do so, your TEACH Grant will be converted to a Federal Direct Unsubsidized Stafford Loan with interest charged from the date of disbursement. For more information, please visit *studentaid.ed.gov/types/grants-scholarships/teach*.

### Financial Aid for Enrollment in a Progressive Degree Program

In most cases, students admitted to a progressive degree program will be classified as undergraduate students for financial aid and registration purposes during the first eight semesters of enrollment. Students enrolled in a progressive degree program will continue to receive undergraduate student aid as long as they have not completed the requirements for their undergraduate program of study. In some cases the undergraduate requirements may be completed sooner than eight semesters due to the amount of AP or transfer course work that has been accepted for credit. Beginning no later than the ninth semester, students will be considered graduate students for financial aid and registration purposes and ineligible for undergraduate financial aid. Students are immediately classified as graduate students and are ineligible for undergraduate financial aid once all undergraduate degree requirements have been completed or the undergraduate degree is posted, even if they have completed fewer than eight semesters. Students who receive a research or teaching assistant award before completing eight semesters are classified as graduate students and are ineligible to receive undergraduate financial aid.

### Financial Aid for Enrollment in a Certificate Program

Students enrolled at least half time in a graduate certificate program may be eligible for the Federal Direct Stafford Loan and Federal Direct Graduate PLUS Loan if the program has been determined to be eligible for federal financial aid. Contact your academic department or program or the Financial Aid Office for information about whether your program qualifies for financial aid.

### Financial Aid for Limited Status Enrollment

Students not admitted to a degree-seeking program or eligible certificate program at USC who enroll as limited-status students are not eligible for federal financial aid, unless they meet one of the exceptions noted in the Consortium Agreements and Preparatory Course Work section.

### Financial Aid Consortium Agreements

Students admitted to degree-seeking or eligible certificate programs at USC who enroll at another eligible institution in courses applicable to their USC degrees or certificates may have those courses considered in USC's determination of their eligibility for limited federal financial aid. The student's total USC and/or non-USC enrollment must be at least half-time and a Financial Aid Consortium Agreement must be completed. Financial Aid Consortium agreements are contingent upon the host school agreeing to participate. Contact the Financial Aid Office for more information.

Visiting students enrolled at USC as limited-status students may be eligible for limited federal financial aid through a Financial Aid Consortium Agreement if: (1) They are admitted to a degree-seeking or eligible certificate program at their home school; (2) their USC courses apply to their degree or certificate; and (3) the student's total USC and/or non-USC enrollment is at least half-time. Financial Aid Consortium agreements are contingent upon the home school agreeing to participate. Contact the Financial Aid Office for more information.

## Financial Aid for Students Enrolled in Preparatory Course Work

Students enrolled at least half-time in undergraduate courses required for admission to a degree program may be eligible for limited Federal Direct Stafford Loan funds. For more information, contact the Financial Aid Office.

## Withdrawal Implications for Recipients of Financial Aid

### During the Drop/Add Period

During the university's published drop/add period, students who drop or reduce their enrollment may be eligible for a 100 percent refund of tuition for classes dropped.

Financial aid recipients must immediately notify the Financial Aid Office in writing when a drop from one or more classes during the drop/add period results in an enrollment status different from that on which their current financial aid eligibility was based. The same applies if one or more classes are canceled.

The Financial Aid Office will review the student's new enrollment and, if appropriate, revise the student's eligibility based on the new enrollment status.

If a financial aid recipient drops from all classes or drops to less than half-time status during the drop/add period, all financial aid awards must be returned to their respective programs. If the student was given financial aid funds for other expenses, he or she will be expected to return those funds to the university.

### After the Drop/Add Period

Students who are recipients of Title IV federal student aid are also covered by federal policies. Title IV federal student aid is awarded to a student under the assumption that the student will attend for the entire period for which the assistance is provided and thereby "earn" the award. When a student ceases academic attendance prior to the end of that period, the student may no longer be eligible for the full amount of federal funds that the student was originally scheduled to receive.

If a Title IV aid recipient withdraws from all classes on or before the session is 60 percent complete, based on the last date of attendance, federal policy requires that any "unearned" Title IV federal financial aid be returned to the U.S. Treasury, even if the student is not entitled to a refund of tuition.

A student is required to immediately notify the Registrar and the Financial Aid Office when he or she stops attending classes. If the student fails to notify either office, it is possible that the 50 percent point in the term will be used to determine the student's last date of attendance, in accordance with federal regulations. If a student withdraws from all classes, the Financial Aid Office will determine if that student's period of attendance resulted in the earning of all federal financial aid awarded for that term. If it is determined that not all the scheduled federal aid has in fact been earned, then the Financial Aid Office will calculate the amount to be returned to the federal financial aid programs. The Financial Aid Office will bill the student via his or her university account for the

amount returned. It is the student's responsibility to contact the Cashier's Office to settle the bill.

### Additional Responsibilities of Students Who Withdraw

Any time a student withdraws from one or more courses, the student should consider the potential effect on his or her Satisfactory Academic Progress (SAP) status. Please review the SAP section for more information about SAP requirements.

Whenever a student's enrollment drops to less than half time or the student withdraws completely, or if a student takes a leave of absence, he or she must notify the lender or holder of any loans. Student borrowers of federal or university loans must also satisfy exit loan counseling requirements at *studentloans.gov.*

It is also the student's responsibility upon withdrawal from all classes to notify the Student Financial Services Office, the Housing Services Office, the Transportation Services Office and/or the USCard Office, if the student has charges from these offices on his or her student account. Students who have withdrawn from studies may be entitled to a prorated cancellation of charges from these offices.

### Leave of Absence

Financial aid recipients considering a leave of absence should be aware of the financial aid implications. Although obtaining an approved leave of absence from their programs does allow students to re-enroll in the university without formal re-admission, it does not allow them to defer their loan repayment. The university reports student enrollment to the National Student Clearinghouse throughout the academic year. Lenders and federal loan service agencies subsequently query this database to determine if a student has maintained continuous half-time or greater enrollment.

### Student Loan Repayment

If students are on a leave of absence from the university, their lender or federal loan service agency will move their loan from an "in-school" status to a grace or repayment status as required. While on a leave of absence, students may be able to postpone repayment by obtaining a deferment or forbearance from their loan servicer(s) as a result of unemployment or economic hardship. Students should contact their loan servicer(s) for more information about loan repayment. Students may review their federal loan history and determine their loan service agencies by visiting the National Student Loan Data System Website at *nslds.ed.gov.* Once they re-enroll at a half-time or greater basis, they may be able to request deferment for "in-school" status.

### Tuition Refund Insurance Plan

To complement its own refund policy, the university makes available to students Tuition Refund Insurance, an insurance policy designed to protect the investment students and their families make in education. The Financial Aid Office strongly encourages all financial aid recipients to take advantage of this plan. If a student formally withdraws from all classes after the end of the drop/add period and he or she is covered by Tuition Refund Insurance, the student may receive:

- A credit to his or her student account equal to 100 percent of charges for tuition and mandatory fees for the term, if the withdrawal is the result of documented personal illness or accident; or

- A credit to his or her student account equal to 60 percent of the charges for tuition and mandatory fees for the term, if the withdrawal is the result of a documented mental/nervous disorder.

The Tuition Refund Insurance credit will be applied first to any outstanding charges on the student's university account, including any charges resulting from the required Return of Title IV Funds (R2T4) to the federal student aid programs for the term. Recipients of university and/or federal financial aid will then receive a cash refund equal to the amount of cash payments made to the account for the term, plus any loan disbursements for the term still on the account (after all returns of Title IV aid have been made in accordance with federal policies, if applicable). The remainder of the insurance credit will be used to repay university financial aid grant or scholarship programs. At the student's written request, the financial aid office may use the student's cash refund to make a payment directly to the federal student loans programs to reduce the student's outstanding loan balance for that term. Please note, when the university makes the payment on your behalf, all accrued interest and fees will be canceled.

Brochures about Tuition Refund Insurance requirements and claim forms are available in the Cashier's Office and the Registrar's Office. All questions about the insurance plan should be directed to these offices.

### Notes on Federal Policy

### Title IV Federal Student Aid

Students are considered recipients of Title IV federal student aid if they have used funds from one or more of the following programs to meet educational expenses for the semester in question: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal TEACH Grants, Federal Perkins Loans, Federal Direct Stafford Loans (Subsidized or Unsubsidized), or Federal Direct Graduate or Parent PLUS Loans.

### Period of Enrollment

At USC, the periods of enrollment are generally measured using the session(s) in which the student enrolled on a semester basis, starting on the first day of classes and ending on the final day of examinations for a given term. For purposes of Title IV federal student aid, any scheduled break of five or more days will not be included in the measurement of the enrollment period. For programs offered in modules (sessions that do not span the entire length of the semester), breaks of more than five days between modules will not be included in the measurement of the enrollment period.

### Measurement of Earned Title IV Federal Student Aid

When a student withdraws from all classes, the Financial Aid Office will calculate the percentage of earned Title IV federal student aid using the point of withdrawal. The earnings calculation is based on the number of days of enrollment, up to and including the day of withdrawal, divided by the total number of days in the enrollment period. In most cases, when a total withdrawal is determined to occur on or before the 60 percent point in a semester, some federal aid will need to be returned.

### Return of Title IV Federal Student Aid

To satisfy federal regulation, returns to Title IV financial aid programs must be made in the following order:

- Federal Direct Unsubsidized Stafford Loans

- Federal Direct Subsidized Stafford Loans

- Federal Perkins Loans

- Federal Direct PLUS Loans

- Federal TEACH Grants

- Other Title IV Federal Programs

## Financial Aid Policy Regarding Falsification of Financial Aid Information

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

- Free Application for Federal Student Aid (FAFSA)

- Student Aid Report (SAR)

- Enrollment and Housing Form

- Student and parent federal income tax forms and other income documentation

- Documentation of U.S. citizenship or eligible non-citizen status

- Documentation of housing/living arrangements.

- Academic documents relating to high school diploma or college course work

- Loan applications, promissory notes and related documentation

- Specific program applications

- Federal Work-Study time sheets

- Any university financial aid forms and related documentation

- Any written, electronic or verbal statements sent to or made to a university employee regarding the student's financial aid application or other financially related documents

The integrity of the documents and the honesty of the information presented through them are critical to the financial aid process. Students should be aware that they will be held responsible for the integrity of any financial aid information submitted either by them or on their behalf.

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

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

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

- The student will be required to make full restitution of any and all federal, state, private and/or university scholarship, grant, loan or work funds to which he or she was not entitled.

- Until full restitution is made, all federal, state and university funds will be withheld from the student, including all funds disbursed in past or in current terms.

- No arrangements will be made with the Cashier's Office or Collections Office on the student's behalf to settle their account. The student will be responsible for all

charges incurred on the student's account because of the loss of federal, state or institutional financial aid funds.

- If the student is determined to be ineligible for financial aid because of a basic eligibility criterion, no further federal, state or university funds will be awarded to the student in any future terms of enrollment at the university.

- The student may be ineligible for future participation in some or all financial aid programs for a minimum of one year or longer. In some cases, the student will not be eligible to receive funds from that program in any future terms of enrollment at the university.

- The student will not be awarded funds to replace those lost because a student is considered ineligible due to dishonesty.

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

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

## Satisfactory Academic Progress (SAP) Policy

### Purpose of Satisfactory Academic Progress Regulations

To be eligible for federal financial aid, graduate and professional students are required by the U.S. Department of Education (34 CFR 668.34) to maintain Satisfactory Academic Progress toward their degree objectives. USC has established this SAP policy to ensure student success and accountability and to promote timely advancement toward degree objectives.

The following guidelines provide academic progress criteria for all graduate and professional students receiving certain financial aid at USC. Although the requirements for students receiving such financial aid are somewhat more restrictive than for the general student population, they are based on reasonable expectations of academic progress toward a degree. Accordingly, these guidelines should not be a hindrance to any student in good academic standing.

The Financial Aid Office may change these policies at any time to ensure continued compliance with changes in federal and state regulations regarding student financial aid. As a result, students must refer to the current catalogue regulations. Unlike degree requirements, changes in regulations, policies and procedures are immediate and supersede those in any prior catalogue.

### Table 1
### Programs Subject to Financial Aid SAP Policy

| Federal Programs | |
| --- | --- |
| Federal Work-Study | Scholarships for Disadvantaged Students |
| Federal Perkins Loans | Loans for Disadvantaged Students |
| Federal Direct Loans (Stafford and Graduate | Health Professions Student Loans |
| PLUS) | |
| Federal TEACH Grants | Primary Care Loans |

### Table 2
### Programs Not Subject to Financial Aid SAP Policy

| USC and Outside Programs* | |
| --- | --- |
| USC Merit Scholarships | USC Alumni Scholarships |
| USC Topping Scholarships | USC Departmental Awards |
| USC Assistantships | USC Employee Tuition Assistance Benefits |
| Sponsored Agency Awards (Including Department of Defense and Veterans Awards) | Outside Agency Scholarships |

*\* Recipients of these awards should contact the awarding agencies/departments for rules governing award retention.*

### Definition of Satisfactory Academic Progress (SAP)

At USC, to be eligible for financial aid as identified above, you must maintain Satisfactory Academic Progress as defined by all of the following three criteria:

(1) Meeting a minimum cumulative grade point average requirement (GPA)

(2) Earning a minimum number of units for credit per semester (Pace of Progression)

(3) Completing the degree objective within a maximum number of semesters enrolled and a maximum number of units attempted (Maximum Time-Frame Allowance)

Students who do not meet one or more of the above criteria will be considered to be SAP ineligible for financial aid without an approved, written SAP Appeal. The following will explain each of the three SAP evaluation criteria; SAP Ineligibility and Probation Periods; and the SAP Appeals process in detail.

### Grade Point Average Requirement

To maintain Satisfactory Academic Progress, graduate and professional students must maintain a minimum cumulative grade point average of 3.0. In some cases, the University Committee on Curriculum has approved different GPA requirements for professional schools as detailed in Table 3:

### Table 3
### Exceptional Grade Point Average Requirements for Graduate/Professional Programs

| Degree Program | Program of Study Code | GPA Requirement |
| --- | --- | --- |
| Doctor of Dental Surgery — DDS | 414 | 2.0 |
| Doctor of Dental Surgery — Advanced Standing Program for International Dentists — DDS | 428 | 2.0 |
| Doctor of Physical Therapy — DPT | 979 | 2.75 |
| Juris Doctor — JD | 379 | 2.7 |
| Master of Laws — LLM | 394 | 2.7 |
| Graduate Certificate in Financial Analysis and Valuation — GCRT | 1340 | 3.6 |

*Students with No Graduate GPA*

Students enrolled in progressive degree programs whose undergraduate degrees have not yet been conferred must maintain a minimum cumulative undergraduate GPA of 2.0.

Students who have no GPA because all their course work has been taken as Credit (C)/No Credit (NC) or Pass (P)/No Pass (NP) are considered to have a sufficient GPA as long as they have no grades of NC or NP. A grade of In Progress (IP) is also considered a passing grade.

Refer to Tables 4 and 5 to understand how specific grades and course types affect students' cumulative grade point averages:

Table 4
Impact of Grades on Graduate Cumulative SAP GPA

| Grade Earned | Counted in Grade Point Average |
|---|---|
| A, B, C, D, F (+/-) | Yes |
| CR — Credit, P — Pass, IP — In Progress | No |
| NC — No Credit, NP — No Pass | No |
| IN — Incomplete | No |
| IX — Expired Incomplete | Yes |
| W — Withdrawal | No |
| UW — Unofficial Withdrawal | Yes |
| V — Audit | No |
| MG — Missing Grade | No |

Table 5
Impact of Course Type on Graduate Cumulative GPA

| Course Type | Counted in Grade Point Average |
|---|---|
| Preparatory course work (including all undergraduate course work regardless of course level) | Yes |
| Repeated course work (previous passing grade) | No |
| Repeated course work (previous failing grade) | Yes (both grades counted) |
| Transfer course work (pre- and post-matriculation) | No |

For more information about grading policy, visit the USC Department of Grades on the Registrar's Website at *usc.edu/grades.*

Pace of Progression Requirement

To maintain satisfactory progress, graduate students must complete a minimum number of units each semester (Pace) to ensure completion of the degree within the maximum time frame.

Pace of Progression is calculated by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted.

$$\text{Pace of Progression} = \frac{\text{cumulative units completed}}{\text{cumulative units attempted}}$$

To be eligible to receive the federal, state and institutional financial assistance detailed in this section, a student is required to successfully complete a minimum of 67 percent of all attempted credits.

*Pace of Progression ≥ 67% = SAP eligible for Pace*

Review Tables 6 and 7 to understand how grades and course types will affect the Pace of Progression calculation:

Table 6
Impact of Grades on Pace of Progression and Maximum Time-Frame Allowance

| Grades Earned | Pace of Progression | | Counted Toward Maximum Time Frame |
|---|---|---|---|
| | Units Completed | Units Attempted | |
| A, B, C, D (+/-) | Yes | Yes | Yes |
| CR, P, IP | Yes | Yes | Yes |
| F, UW, IX | No | Yes | Yes |
| NC, NP, W, MG, IN | No | Yes | Yes |
| V | No | No | No |

| Course Type | Pace of Progression | | Counted Toward Maximum Time Frame |
|---|---|---|---|
| | Units Completed | Units Attempted | |
| Graduate-level course work | Yes | Yes | Yes |
| Preparatory and remedial course work (including all undergraduate course work regardless of course level, taken for credit or no-credit) | Yes | Yes | Yes |
| Repeated course work (previous passing grade) | Yes | Yes | Yes |
| Repeated course work (previous failing grade) | Yes | Yes | Yes |
| Transfer course work (pre- and post-matriculation) | Yes | Yes | Yes |

Maximum Time-Frame Allowance

To demonstrate Satisfactory Academic Progress, students must complete their degree objective within a specified amount of time. The time frame will depend on the student's enrollment status and educational objective.

*Maximum Units and Semesters*

Each program of study has a maximum time frame established in both units and semesters attempted, based on the requirements of the degree program. Students are eligible to receive financial aid until the maximum units or maximum full-time semesters are reached, whichever comes first. All enrolled periods are considered regardless of whether the student has received financial aid.

Refer to Tables 6 and 7 to understand how different grades and course types will be counted against your Maximum Time-Frame Allowance.

*Transfer Course Work and Advanced Standing*

Course work transferred to the university in partial fulfillment of the degree requirements will be subtracted from the maximum unit and semester allowance.

If students have been admitted to a graduate program of study with advanced standing (based on undergraduate or graduate course work successfully completed at USC or another university), their maximum time frame for financial aid will be reduced to reflect the lower number of units required for graduation under advanced standing admission.

*Changing Graduate Programs of Study at USC*

Previous course work completed at USC as part of a successfully finished program of study will be excluded from the maximum unit and semester allowance. However, if such course work can also be accepted toward the new program of study, the course work will be subtracted from the maximum unit and semester allowance as pre-matriculation units.

Previous course work completed at USC as part of an unfinished program of study will be subtracted from the maximum unit and semester allowance for the new program of study.

Students in authorized dual-degree programs of generally longer duration than single-degree programs will be granted an increase in the unit and semester allowances commensurate with the additional program requirements.

Solely for the purpose of evaluating the SAP Maximum Time-Frame Allowance, the Financial Aid Office establishes the following guidelines on SAP semesters.

*SAP Semesters for Doctoral Students*

Each semester in which a doctoral student attempts 3 to 5 units is counted as a half (0.5) SAP semester. Each semester in which a doctoral student attempts 6 or more units is counted as a full (1.0) SAP semester. Semesters in which a doctoral student attempts fewer than 3 units that are not full-time exception courses are not counted as SAP semesters (see Table 8).

*SAP Semesters for Master's and Graduate Certificate Students*

Each semester in which a master's or graduate certificate student attempts 4 to 7.5 units is counted as a half (0.5) SAP semester. Each semester in which a master's or a graduate certificate student attempts 8 or more units is counted as a full (1.0) SAP semester. Semesters in which a master's or a graduate certificate student attempts fewer than 4 units that are not full-time exception courses are not counted as SAP semesters (see Table 8).

*Full-Time Exception Courses*

Other than the number of units attempted, there are additional circumstances that confer full-time enrollment status. These include enrollment in 594 Master's Thesis, 794 Doctoral Dissertation, GRSC 800 Studies for the Qualifying Examination and GRSC 810 Studies for the Master's Examination, as well as other courses and programs as determined by the Dean of Academic Records and Registrar. Any semester in which a student attempts a full-time exception course will be counted as 1.0 SAP semester, regardless of the number of units enrolled or concurrent course work.

*Maximum Unit Allowance*

Students pursuing graduate and professional degrees can apply for financial aid for up to the maximum number of units of course work required for the particular program

of study, plus the equivalent units for one full-time semester course load (see Table 8).

### Table 8
**Full-Time Course Load for Determining Maximum SAP Units and Semesters**

| Program | Full-Time Course Load |
|---|---|
| Doctoral Programs | 6 units or exceptional case |
| Master's Program or Graduate Certificates | 8 units or exceptional case |

For certain programs, the full-time course load may vary from 14 to 22 units, based on the average enrollment levels for the program. These programs generally enroll students at the flat rate for tuition.

*Maximum Semester Allowance*

To determine the maximum number of full-time semesters of aid available for a graduate or professional program of study, divide the number of units required for the particular program by the full-time semester course load for that program according to Table 8.

After rounding up to the nearest whole number, add one additional full-time semester to determine the maximum allowed for the program.

Maximum SAP Semesters =
  units required for degree / full-time course load + 1 full-time semester

Review the examples to understand how the maximum SAP units and semesters are calculated.

### Example 1
**Maximum SAP Semester and Unit Calculation for a Doctoral Degree**

A doctoral program that requires 60 units for graduation:

Maximum SAP Semesters = 60 units/6 units+ 1 full-time semester
Maximum SAP Semesters = 10 + 1 full-time semester
Maximum SAP Semesters = 11 full-time semesters

### Example 2
**Maximum SAP Semester and Unit Calculation for a Master's Degree or Graduate Certificate**

A master's or graduate certificate program that requires 28 units for graduation:

Maximum SAP Semesters = 28 units/8 units + 1 full-time semester
Maximum SAP Semesters = 4* + 1 full-time semester
Maximum SAP Semesters = 5 full-time semesters

* Rounded up from 3.5

### When Satisfactory Academic Progress is Monitored

The Financial Aid Office will monitor Satisfactory Academic Progress for graduate and professional financial aid applicants annually. The evaluation will occur after the end of the summer semester when the summer has been considered part of the prior academic year for financial aid purposes. Students who do not enroll in summer courses or whose summer is considered part of the upcoming academic year will be monitored at the end of the spring semester.

*Potential Delay of Disbursements Due to Monitoring of Satisfactory Academic Progress*

Financial aid may not be disbursed to a student's account until SAP has been evaluated. The Financial Aid Office cannot complete the SAP evaluation until prior semester grades have been officially posted by the Office of Academic Records and Registrar. An otherwise eligible student may experience a delayed financial aid disbursement if grades are not made official before the beginning of the subsequent semester. No exceptions can be made to this process.

### Notification of Satisfactory Academic Progress Status

Students who have met Satisfactory Academic Progress requirements will not receive a SAP notification. The Financial Aid Office will notify any student who does not meet SAP requirements via email at the student's USC email address. Students who are notified that they are SAP ineligible for financial aid should consult their academic advisers.

### Failure to Maintain Satisfactory Academic Progress

There are no Financial Aid SAP Warning Periods for graduate/professional students.

Students who fail to meet GPA or Pace of Progression standards will be ineligible for financial aid without an approved, written SAP Appeal.

Students who exceed the maximum unit or semester allowance are ineligible for financial aid without an approved, written SAP Appeal.

Students who are academically disqualified from the university are ineligible for further financial aid without readmission to the university and an approved, written SAP Appeal. Students on financial aid SAP Probation who fail to meet the terms of their SAP Contracts are ineligible for financial aid without a second written and approved SAP Appeal.

### Regaining Financial Aid Eligibility

*Regaining Financial Aid Eligibility with a Grade Change*

Students who have lost financial aid eligibility as a result of insufficient GPA or Pace of Progression can be reinstated by a grade change if the grade change allows them to complete sufficient units and/or improve their GPA to meet stated requirements. The student must notify the Financial Aid Office in writing that the grade has been changed and requirements have been met.

*Regaining Financial Aid Eligibility with a SAP Appeal for Maximum Time Frame*

Students who need additional time to complete their degrees must meet with their academic adviser to complete a SAP Appeal form. Students must also update their expected graduation date with the Degree Progress Office. The Financial Aid Office may increase the maximum time frame for students who have changed programs, are adding a program or have experienced a one-time extenuating circumstance such as illness or injury that has since been resolved. Students requesting an extension of the maximum time frame as a result of a changed or added program of study, must submit the following with their appeal:

1) A clear statement of purpose that explains their educational and professional goals and acknowledges that federal student loans borrowed in pursuit of those goals must be repaid.

2) A statement from their academic adviser that supports the change or addition of the program of study.

*Regaining Financial Aid Eligibility with a SAP Appeal for GPA or Pace of Progression*

Students who are not meeting Satisfactory Academic Progress GPA or Pace of Progression requirements may appeal to have their financial aid eligibility reinstated on a probationary basis. The following conditions can be considered in your appeal: extended illness, one-time extenuating circumstances that have since been resolved, and enrollment limitations due to academic advisement.

*SAP Appeal Form and Letter*

The student and adviser must submit a graduate and professional Satisfactory Academic Progress appeal form with complete supporting documentation to the Financial Aid Office. The SAP Appeal form must contain the specific academic plan for the student that the adviser has approved. For the appeal to be approved, the academic plan must lead to graduation within 150 percent of the published degree time. The student must also provide a written appeal letter that includes the following information/explanation: (a) What caused the work at USC to fall below acceptable standards? Students should think carefully and provide a specific explanation. (b) How have those conflicts been resolved? (c) How will the student maintain good academic standards and progress towards the degree if the appeal is granted?

*When to Submit a SAP Appeal*

Students may wait until they have been notified by the Financial Aid Office that they are ineligible for financial aid because of a SAP deficiency. SAP Appeals for Maximum Time-Frame Allowance may be submitted at any time, but students should first ensure that the Degree Progress Office has updated their expected graduation term.

SAP Appeals must be submitted before the end of the semester for which the aid is sought. Financial aid cannot be reinstated retroactively for a past semester.

*Limitations on Approvals for SAP Appeals*

The Financial Aid Office will never increase the Maximum Time-Frame Allowance past 150 percent of the published degree requirements for one graduate/professional degree.

*Academic Disqualification and Activity Restrictions that Prevent Registration*

Students who are academically disqualified or otherwise prevented from registering for future semesters may submit SAP Appeals. However, those appeals will not be evaluated until the activity restrictions have been resolved.

*Notification of SAP Appeal Decisions*

SAP Appeals will be evaluated and the Financial Aid Office will notify the student of the decision via email at the student's USC email address.

### Financial Aid SAP Probation

Appeals for insufficient Pace of Progression and GPA are approved through the use of a semester-by-semester SAP Contract. Students placed on a SAP Contract are eligible for financial aid on a probationary basis, strictly according to the terms of the contract. While on SAP Probation, the Financial Aid Office will review a student's academic progress each semester to ensure they have met the specific terms of their contract.

*The SAP Contract*

The SAP contract is an agreement between the student, the academic adviser and the Financial Aid Office in which the student commits to following a specific academic plan that leads to graduation. Reinstated eligibility through a

contract may alter the type and amount of the financial aid for which a student is eligible. Terms of the SAP Contract may be stricter than the standard SAP regulations cited in this section.

Acceptance of the approved SAP Contract supersedes all other SAP regulations. Any deviation by the student from the terms of the contract will result in the forfeiture of future financial aid eligibility.

*Submitting SAP Appeals After Failing SAP Probation*

Students on SAP Probation as a result of an approved appeal who fail to meet the terms of their accepted SAP Contract are ineligible for future financial aid. These students may submit a subsequent SAP Appeal. However, these appeals are granted on an exception basis. Students will be required to document specifically the exceptional circumstances that caused them to fail their SAP Contract and how those problems have been resolved.

*Financial Aid Application and SAP Appeal Deadlines*

Any student who is appealing his or her Satisfactory Academic Progress status must meet all financial aid application deadlines and other eligibility requirements. A SAP Appeal must be submitted before the end of the semester for which the aid is sought. Financial aid cannot be reinstated retroactively for a past semester. As with any type of financial aid appeal, Satisfactory Academic Progress appeals are funded on a funds-available basis.

# Course Work Taken Elsewhere

Admitted students receive a transfer credit report showing unit and subject credit granted for graduate courses.

For course work taken at universities within the United States, the Degree Progress Department will prepare the transfer credit report. For course work taken at universities outside the United States, the Graduate Admissions Office will review the academic credentials and the academic department or program will determine subject credit granted.

### 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 generally 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, program 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.

### Proof of Prior Degree

Students applying for graduate degrees conferred by the Graduate School must hold a baccalaureate degree or its equivalent from an accredited college or university comparable in standard to that awarded at USC. Students who have earned a master's degree from an accredited U.S. institution with a GPA of 3.0 or higher may have the baccalaureate degree requirement waived after review. 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.

## Transfer Credit

### 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. The university also evaluates courses completed through the armed services and may grant credit for such courses as detailed in the subsequent Credit for Military Education section (see below). 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, extension courses not accepted toward a degree by the offering institution, 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 that 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. Requests for exceptions should be directed to the dean of the degree program for approval.

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

(1) Courses used toward a degree completed elsewhere may not be applied toward a master's degree at USC. If courses were not used toward a completed degree, the maximum number of transfer credits that 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. Except in formally designated dual degree programs, 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) It is not permitted to apply more than 6 units of transfer credit 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. No exceptions are allowed.

(4) A maximum of 4 units of transfer credit may be applied toward an approved dual degree program.

The University Committee on Curriculum (UCOC) 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 UCOC 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.

### Credit for Military Education

Academic credit will be awarded for graduate level course work taken at a regionally accredited U.S. Military institute/college upon receipt of official transcripts.

The university will also evaluate course work/experience completed through the armed services and may award credit for such courses if they meet the following criteria:

- Students must provide official Joint Services (JST) or Coast Guard Institute (CGI) transcripts to Degree Progress.

- Course work must be evaluated by ACE as graduate credit.

- Students must submit an articulation petition for each course in which credit is requested. Each petition must include a statement of faculty support.

  USC will not grant credit for the following:

- DD-214 or DD-295

- Course work not offered in an area of study taught at USC.

- Course work/experience not evaluated by ACE.

- DSST and CLEP exam scores.

- Other Learning Experiences (OLE's).

### 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 vice provost for graduate programs.

### Credit Evaluation

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 or program and school.

## Concurrent Enrollment

If a student in a graduate degree program is simultaneously enrolled elsewhere, he or she may not seek to transfer credits to USC for those studies without advanced permission from the dean of the degree program (except for concurrent enrollment at UCLA. See the Academic Policies section for details). Failure to secure such permission will result in invalidation of course work taken during periods of unauthorized concurrent enrollment.

# 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 policies on the grades of incomplete (IN), missing grade (MG) 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 STARS report should file a Change of Information card with the revised degree date. The cards are available in the Degree Progress Department in Hubbard Hall 010. Degrees are not awarded retroactively.

## Discontinued Degree Programs

Students pursuing major programs that 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 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 registering in additional course work, resolution of marks of incomplete (IN), missing grade (MG), etc.

## 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). However, they may not mix catalogues. Graduate students who discontinue their enrollment without a leave of absence approved by the dean of the degree program (see Leave of Absence) will be subject to the degree requirements in effect for the semester of their readmission to the program. Students requesting exceptions to the catalogue year should petition the dean of the degree program.

## 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 or program may grant an extension of one semester at a time, up to a maximum of two years. For Ph.D. students all extensions must also have the approval of the dean of the degree program.

In unusual cases, a student's committee and the department chair or program director may petition the Graduate School 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 University Committee on Curriculum for a particular degree program.

## Progressive Degree Programs

Applicants for a progressive degree program must have completed 64 units of course work applicable to their undergraduate degree since graduating from high school. (AP units, IB units and course work taken prior to high school graduation are excluded.) Applicants must submit their application before completing 96 units of course work. Normally, the application is submitted in the fall semester of the third year of enrollment at USC. Applicants do not have to submit GRE scores but are

expected to have at least a 3.0 GPA at the time of application.

The Application for Admission to a Progressive Master's Program must be approved by the deans of the bachelor's and the master's degree-granting schools at USC and submitted to the Degree Progress Department. An approved course plan proposal and letters of recommendation from two USC faculty members must be submitted with the application, with at least one of the recommendations coming from a faculty member in the student's bachelor's degree major department.

Progressive degree program students must fulfill all the requirements for both the bachelor's degree and the master's degree. The total number of units for the master's degree, however, may be reduced by a maximum of one-third. A minimum of two-thirds of the units required for the master's degree must be at or above the 500 level. Students will be subject to undergraduate academic progress standards while in undergraduate status and master's academic progress standards while in graduate status. The degrees may be awarded separately, but the master's degree will not be awarded before the undergraduate degree. The time limit for completing a progressive degree program is 12 semesters.

In most cases, students will be classified as undergraduate students for the first eight semesters of college enrollment. In the ninth semester, students will be changed to graduate status. While classified as an undergraduate, students will be assessed the undergraduate tuition rate and the enrollment status will be determined by undergraduate standards. While classified as graduate students, students will be assessed the graduate tuition rate appropriate for their master's degree program and the enrollment status will be determined by graduate standards.

Students are immediately classified as graduate students and are ineligible for undergraduate financial aid once the undergraduate degree posts, even if they have completed fewer than eight semesters. Financial aid applicants may wish to postpone the posting of the undergraduate degree until they have exhausted their undergraduate financial aid eligibility.

Students who receive a research assistant or a teaching assistant award before completing eight semesters will be changed to graduate status and will be ineligible to receive undergraduate financial aid. Students must have completed 128 units to be eligible for a research assistant or teaching assistant award. (AP, IB and transfer units may be used in the 128 unit total.)

Detailed information about specific progressive degree programs is listed in the corresponding school section.

## Dual Degree Programs

Dual degree programs offer graduate students the opportunity to concurrently complete 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 that 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. A list of dual degrees can be found here.

## Grade Point Average Requirement

At no time should the overall GPA drop below 3.0. 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. An overall grade point average of at least 3.0 on all units attempted at USC while a graduate student is required for graduation, whether or not all such units are applied toward the degree. In some cases, the University Committee on Curriculum 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 course of study for the master's degree must include at least 24 units in required and elective courses. In addition, students in a program requiring a thesis must register for four units of 594ab Master's Thesis. 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 specified in the university catalogue as 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 University Committee on Curriculum, 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 University Committee on Curriculum 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 graduate programs.

## Pass/No Pass Graded Work

Graduate students may elect to enroll in courses on a pass/no pass basis with department or program 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 advisers before enrolling in any course on a pass/no pass basis.

## Waiver and Substitution of Course Requirements

Students admitted to graduate degree programs 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. Substitution of courses with the same prefix are exempted from this limit, as are transfer courses in the same discipline and graduate degree programs with three or fewer specified required courses as part of the entire degree program.

Individual academic programs/departments may approve substitutions and waivers within this limit for their programs. In rare instances, the program or department can request approval of additional substitutions from the dean of the degree program. Waivers or substitutions of over 25 percent should be very rare and will be periodically reviewed by the vice provost for graduate programs.

The very exceptional case of waivers or substitutions over 50 percent must be approved by the vice provost for graduate programs.

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

## 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. The maximum number of units which may be applied toward the second master's degree for course work taken from a first master's degree at USC is: 4 units toward degree programs requiring 24-32 units; 8 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 unit credit from the first program of study may be counted toward the second master's degree. Subject credit could be awarded if approved through a petition process to the dean of the degree program. Program exceptions require approval of the University Committee on Curriculum 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 Appointment or Change of Qualifying Exam or Dissertation Committee form has been submitted and approved for that semester and the student is enrolled in the course GRSC 800 Studies for the Qualifying Examination. Students should not enroll in more than three semesters of GRSC 800. 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. In addition to GRSC 800/810 and 594 Master's Thesis and 794 Doctoral Dissertation, there are several other courses and programs as determined by the Dean of Academic Records and Registrar for which enrollment confers full-time status. Students should consult their academic unit for this information.

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. Enrollment in graduate-level course work is necessary to meet this requirement. 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 University Committee on Curriculum 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 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. It is expected that students will enroll in no more than eight semesters of 794 Doctoral Dissertation. Please note that some courses with no academic credit require payment of tuition. Most classes with course numbers ending in z (e.g., 594z and 794z) require payment of 2 units of tuition.

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 one semester. 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. The request should include a plan for academic progress upon return. A leave must be requested before the drop-add deadline and approved by the dean of the degree program, the committee chair and the department chair or program director, if applicable. 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 leave of absence may be allowed for one semester at a time, up to a maximum of four semesters. 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.

Financial aid recipients considering a leave of absence should be aware of the financial aid implications. For more information, refer to the Withdrawal Implications for Recipients of Financial Aid section.

## 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 first get the recommendation of the department chair or program director and submit an Application for Readmission to the dean of the degree program. However, if the cumulative GPA is below 3.0, or if readmission is sought after more than two years of an unapproved absence, the Application for Readmission must be sent to the Graduate School for approval. The readmission approval process must be completed by the first day of classes for the term in which resumption of graduate studies is sought. Approvals are to be based on the academic merits of the student's request. If readmitted, the student will be subject to all of the current University Catalogue requirements for the degree in effect at the time of readmission. Individual exceptions to the *Catalogue* year require the approval of the dean of the degree program. Students seeking readmission after an absence of more than 10 years may be required to re-apply to the university.

A student may not be readmitted into a program of study that has been terminated. The student must either be subject to retroactive enrollment or admission to the new program of study with the corresponding catalogue requirements.

## 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 comprehensive examinations, consult the individual school's policy. For more information on the Ph.D. qualifying examination, consult the Graduate School section of the *Catalogue*.

Requests for exception must be approved by the department chair or program director.

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. At least one semester prior to expected graduation, the student must contact his or her academic adviser and have the application submitted online. When the application is received by the Degree Progress office, a STARS report will be issued to the student. The degree cannot be conferred if no application has been submitted.

## Theses and Dissertations

See the Theses and Dissertation section in the Graduate School section.

# International Study

## Graduate Study Abroad

The Graduate School provides referral to information sources about nationally competitive fellowships, grants, awards, and opportunities for graduate study abroad.

Any non-USC administered overseas study programs or any courses taken abroad by currently enrolled USC students must be reviewed and pre-approved by the Office of Admission and Degree Progress prior to enrollment.

## School Programs

Many schools and departments offer international study opportunities and internships. Refer to the school sections of the *Catalogue* for specific information.

# Special Study Options

## Center for Excellence in Teaching

**Grace Ford Salvatori, Suite 211**
**(213) 740-9040**
**FAX: (213) 821-2474**
**Email:** *usccet@usc.edu*
*usc.edu/cet*

*Director:* Edward Finegan, Ph.D.

*Program Manager:* Dana Coyle

*Faculty Fellows:* Tatiana Akishina, *Slavic Languages and Literature*; Eyal Ben-Issac, *Clinical Pediatrics*; Edward Finegan, *Linguistics and Law*; Brenda Goodman, *Cinematic Arts*; Thomas Goodnight, *Communication*; Jack Halberstam, *American Studies and Ethnicity, Gender Studies and Comparative Literature*; Dinah Lenney, *Master of Professional Writing Program*; Oliver Mayer, *Dramatic Arts*; Erin Moore, *Anthropology*; Krishna Nayak, *Electrical Engineering*; Mark Redekopp, *Electrical Engineering*; Steven Ross, *History*; Rachel Walker, *Linguistics*; Michael Wincor, *Pharmacy*; Theresa Woehrle, *Family Medicine*

*Distinguished Faculty Fellows:* Sarah Banet-Weiser, *Communication*; Nelson Eugene (Gene) Bickers, *Physics*; Sharon M. Carnicke, *Theatre*; Steven Chen, *Pharmacy*; Frank Corsetti, *Earth Sciences*; Gerald C. Davison, *Psychology*; William Deverell, *History*; Donna Elliott, *Pediatrics-Keck*; Steven Finkel, *Molecular Biology*; Judy Garner, *Cell and Neurobiology*; Howard Gillman, *Political Science;* Wayne Glass, *International Relations*; Stephan Haas, *Physics and Astronomy*; Heather James, *English*; Mark E. Kann, *Political Science*; James Kincaid, *English*; Paul W. Knoll, *History*; Steven L. Lamy, *International Relations*; Nancy Lutkehaus, *Anthropology*; Debbie MacInnis, *Business*; Frank Manis, *Psychology*; Win May, *Medical Education*; Doe Mayer, *Cinematic Arts*; William O. McClure, *Biological Sciences*; Charles McKenna, *Chemistry*; Tara McPherson, *Cinematic Arts*; Najm Meshkati, *Civil and Environmental Engineering*; Beth Meyerowitz, *Psychology*; Geoffrey Middlebrook, *Writing Program*; Danielle Mihram, *French and Italian*; Sally Pratt, *Slavic Languages and Literatures*; Michael W. Quick, *Biological Sciences*; Nandini Rajagopalan, *Management and Organization*; Alison Dundes Renteln, *Political Science*; Margaret Rosenthal, *French and Italian*; Sam Safadi, *Aerospace and Mechanical Engineering*; Steven B. Sample, *Honorary Distinguished Faculty Fellow*; Joel E. Schechter, *Cell and Neurobiology*; Geoffrey Spedding, *Aerospace and Mechanical Engineering*; Craig B. Stanford, *Anthropology*; Peter Starr, *French and Comparative Literature;* Karen Sternheimer, *Sociology*; Katherine Sullivan, *Biokinesiology and Physical Therapy*; Armand R. Tanguay, Jr., *Engineering*; S. Mark Young, *Accounting*; John Walsh, *Gerontology*; Bruce E. Zuckerman, *Religion*

Committed to the development and advancement of learner-centered education, CET's mission is to provide shared vision, support and leadership across the University of Southern California. Dedicated to the advancement of teaching in a learner-centered environment, the center encourages discovery and promulgation of the most effective pedagogies among faculty and students. Its mentoring and other structured programs foster development among junior and senior faculty and doctoral students aspiring to academic careers. Unique among centers with similar purposes at major U.S. colleges and universities, CET's programs are conceived and implemented by faculty fellows, teaching assistant fellows and undergraduate fellows, who together comprise an interdisciplinary community of practice across the curriculum inside and outside the classroom.

CET strives to encourage the full integration of the university's research mission into teaching, both in and outside of the classroom. Excellence in research requires commitment to the development of superior communication and instructional skills in all fields, as well as in the training of our students for their future in academia. The scholarly activities of the faculty may lead directly to opportunities to foster university-wide discourse on the commitment to excellence in teaching.

The objectives of CET's Fellows are to:

- Form, as a group, an interdisciplinary forum for the discussion of common pedagogical approaches and disciplinary differences

- Share teaching strategies, successes and challenges

- Serve as mentors available to faculty and students

- Serve as advocates for a university-wide discourse on the commitment to excellence in teaching

- Foster recognition of the importance of teaching as an indispensable dimension of undergraduate and graduate education

Faculty fellows serve students directly via mentoring and indirectly as evangelists for teaching excellence throughout the university, by sharing ideas in workshops and offering advisement on effective teaching methods to junior faculty. In addition, the fellows collectively seek to provide an intellectual resource on instructional theory and policy evaluation for university administrators tasked with responding to challenges posed by the changing national educational environment.

The Teaching Assistant Fellows (TAF) program for outstanding USC teaching assistants (TAs) primarily produces teaching assistant (TA) training materials and offers programs to enhance TA instruction across the university and beyond. The TAFs work collaboratively combining their personal teaching expertise with research on best practices to create cutting-edge materials. The TAF-created wiki exemplifies the work of the TAFs. The USC TA wiki provides information by TAs for TAs. The TAF-created wiki can be found at *uscta.wikidot.com.*

Secondarily, the TAF program provides professional development for the TAFs. TAFs receive advanced training in the modern theory and practice of pedagogy as well as mentoring from CET Fellows and other USC experts.

The CET Undergraduate Fellows program is designed to support CET's mission by establishing a group of undergraduates committed to improving USC's undergraduate educational experience. The CET Undergraduate Fellows program provides students with a way to provide input and support for the betterment of the undergraduate academic experience. Undergraduate fellows also receive mentoring from faculty fellows.

CET trains new teaching assistants at the beginning of each semester and assists in the creation and operation of teaching assistant training programs within each school. The center is also asked to develop better ways to evaluate teaching effectiveness and student learning. In its capacity as principal advocate for and promoter of an excellent teaching and learning environment on campus, CET provides recognition and awards for excellent teachers and mentors nominated and selected by faculty and students.

Each year CET solicits nominations for and selects the winners of several university-wide awards and grants for teaching excellence: The Associates Award for Excellence in Teaching is the highest honor the university faculty can bestow on its members for outstanding teaching. It recognizes career achievements in teaching with emphasis on concrete accomplishments and proven results; it is not intended as a "teacher of the year" award. A maximum of two awards of $3,500 each are presented each year at the Academic Honors Convocation in April to emphasize the university's recognition of the significant role that teaching plays in its mission.

*The University Outstanding Teaching Assistant Awards* of $1,000 are presented each year at the Academic Honors Convocation to three graduate teaching assistants who have exhibited consistent excellence in the classroom and symbolizes the university's dedication to the education of scholar-teachers.

CET also arranges consultations, symposia, institutes, conferences, demonstrations and other kinds of programmatic activities to support excellence in teaching and learning on behalf of the university.

### Office of Postdoctoral Affairs

**Grace Ford Salvatori Hall (GFS) 304**
**3601 Watt Way**
**Los Angeles, CA 90089-1695**
**Email:** postdocs@usc.edu
*postdocs.usc.edu*

*Associate Provost and Director:* Mark Todd, Ph.D.

*Associate Director:* Dan Carino

The Office of Postdoctoral Affairs is the central postdoctoral scholar resource on campus. It serves as a liaison between the Office of the Provost, postdoctoral scholars, faculty and staff to disseminate university initiatives and policies. The office works closely with academic units to help recruit and train a diverse cadre of the best junior scholars to the university, preparing postdoctoral scholars for careers as independent researchers, academics and leaders of their chosen fields.

The office manages the following Provost's signature programs for postdoctoral scholars: Provost's Postdoctoral Scholars in the Humanities, Provost's Postdoctoral Scholars Program for Clinical Residents and Fellows, the Provost's Postdoctoral Scholars Program for Faculty Diversity in Informatics and Digital Knowledge, and the Provost's Postdoctoral Scholar Research Grants.

The Office of Postdoctoral Affairs facilitates the full integration of postdoctoral scholars at USC, encouraging all postdocs to take advantage of the many opportunities to engage and connect with other members of the Trojan Family.

More details can be found on the Office of Postdoctoral Affairs Website at *postdocs.usc.edu.*

# Graduate Degree Programs

USC is a major research 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. The faculty in 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 graduate study at USC. The index includes all degrees offered, and the school which administers the degree.

The basic graduate degrees are the Master of Arts, Master of Science, the Doctor of Philosophy and the professional doctoral degree. At USC there are approximately nine professional doctoral degrees, including law, dentistry and medicine. The Master of Arts degree is normally given for study in the humanities and social sciences. All Master of Arts degrees fall under the jurisdiction of the Graduate School.

At USC, the Master of Science degree is normally given for study in the natural sciences and engineering. Some of the Master of Science degree programs and several specialized master's degree programs are also 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 generally conferred by 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 conferred by and 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 generally not under the jurisdiction of the Graduate School, include: Doctor of Dental Surgery, Doctor of Education, Juris Doctor, Doctor of Medicine, Doctor of Music, Doctor of Occupational Therapy, Doctor of Planning and Development Studies, Doctor of Pharmacy 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 University Committee on Curriculum 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 fewer, all course work must be at the 500 level or above. For programs of more than 16 units, not more than 25 percent 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) all course work must be earned at USC, except for programs of more than 16 units, in which case not more than 25 percent of the course work may be transfer credit.

### Area of Emphasis

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

### 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.

### Progressive Degree Programs

A progressive degree program enables a USC undergraduate to begin work on a master's degree while completing requirements for the bachelor's degree. The degree may be in the same or different departments but should be in a similar field of study. Students in a progressive degree program must fulfill all requirements for both the bachelor's degree and the master's degree except for the combined total number of units for the degrees. The master's degree may be awarded simultaneously with but not before the bachelor's degree is awarded. See Progressive Degree Programs for additional information.

### The Graduate Degree Programs List

All degrees are listed alphabetically by the school that provides the program for the degree objective.

## Online Programs and Courses

The university does not distinguish online programs and courses from those offered on campus. Requests to provide information about which programs and courses are offered online will be denied.

## 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.

### Leventhal School of Accounting

Accounting (M.Acc.)

Business Taxation (MBT)

### School of Architecture

Advanced Architectural Studies (M.AAS)

Architecture (Ph.D.*)

Building Science (MBS)

Heritage Conservation (MHC)

Landscape Architecture (M.L.Arch.)

### Roski School of Art and Design

Fine Arts (MFA*)

Art and Curatorial Practices in the Public Sphere (M.A.*)

### Division of Biokinesiology and Physical Therapy

Biokinesiology (M.S.*, Ph.D.*)

Biokinesiology and Physical Therapy (Ph.D.*)

Physical Therapy (DPT)

### Marshall School of Business

Business Administration (MBA, M.S., Ph.D.*)

Business Analytics (M.S.)

Business Research (M.S.)

Business for Veterans (MBV)

Entrepreneurship and Innovation (M.S.)

Finance (M.S.)

Global Supply Chain Management (M.S.)

Library and Information Science (MMLIS)

Management Studies (MMS)

Medical Management (MMM)

Social Entrepreneurship (M.S.)

### School of Cinematic Arts

Cinematic Arts, (Film and Television Production) (MFA)

Cinematic Arts (M.A.*)

Cinematic Arts (Critical Studies) (Ph.D.*)

Cinematic Arts (Media Arts and Practice) (Ph.D.*)

Animation and Digital Arts (MFA)

Interactive Media and Games (MFA)

Producing for Film, Television, and New Media (MFA)

Writing for Screen and Television (MFA)

### Annenberg School for Communication and Journalism

Communication (M.A.*, Ph.D.*)

Communication Management (MCM*)

Digital Social Media (M.S.)

Global Communication (M.A.*)

Journalism (M.S.)

Public Diplomacy (MPD)

Public Diplomacy (Practitioner and Mid-Career Professional) (MPDP)

Specialized Journalism (M.A.*)

Specialized Journalism (The Arts) (M.A.*)

Strategic Public Relations (M.A.*)

### Herman Ostrow School of Dentistry

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

Dental Hygiene (M.S.)

Dental Surgery (DDS)

Geriatric Dentistry (M.S.)

Orofacial Pain and Oral Medicine (M.S.)

### School of Dramatic Arts

Applied Theatre Arts (M.A.*)

Theatre (Acting) (MFA)

Theatre (Directing) (MFA)

Theatre (Dramatic Writing) (MFA)

Theatre (Theatrical Design) (MFA)

### Rossier School of Education

Education (Ed.D.)

Education Counseling (M.E.)

Global Executive (Ed.D.)

Learning Design and Technology (M.E.)

Marriage and Family Therapy (MMFT)

Multiple Subject Teaching (MAT)

Organizational Change and Leadership (Ed.D.)

Postsecondary Administration and Student Affairs (M.E.)

School Counseling (M.E.)

School Leadership (M.E.)

Single Subject Teaching (MAT)

Single Subject Teaching (Music Education) (MAT)

Teacher Leadership (M.E.)

Teaching English to Speakers of Other Languages (MAT)

Urban Education Policy (Ph.D.*)

### Viterbi School of Engineering

*Aerospace and Mechanical Engineering*

Aerospace and Mechanical Engineering (Computational Fluid and Solid Mechanics) (M.S.)

Aerospace and Mechanical Engineering (Dynamics and Control) (M.S.)

Aerospace Engineering (M.S., Engineer, Ph.D.*)

Mechanical Engineering (M.S., Engineer, Ph.D.*)

Mechanical Engineering (Energy Conversion) (M.S.)

Mechanical Engineering (Nuclear Power) (M.S.)

*Astronautics and Space Technology*

Astronautical Engineering (M.S., Engineer, Ph.D.*)

*Biomedical Engineering*

Biomedical Engineering (M.S., Ph.D.*)

Biomedical Engineering (Medical Imaging and Imaging Informatics) (M.S.)

Medical Device and Diagnostic Engineering (M.S.)

*Chemical Engineering*

Chemical Engineering (M.S., Engineer, Ph.D.*)

*Civil Engineering*

Civil Engineering (M.S., Engineer, Ph.D.*)

Civil Engineering (Transportation Systems) (M.S.)

Civil Engineering (Water and Waste Management) (M.S.)

Construction Management (MCM)

Environmental Engineering (M.S., Engineer, Ph.D)

*Computer Science*

Computer Science (M.S., Ph.D.*)

Computer Science (Computer Networks) (M.S.)

Computer Science (Computer Security) (M.S.)

Computer Science (Data Science) (M.S.)

Computer Science (Game Development) (M.S.)

Computer Science (High Performance Computing and Simulations) (M.S.)

Computer Science (Intelligent Robotics) (M.S.)

Computer Science (Multimedia and Creative Technologies) (M.S.)

Computer Science (Scientists and Engineers) (M.S.)

Computer Science (Software Engineering) (M.S.)

Computer Science (Technical Professionals) (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 (Electric Power) (M.S.)

Electrical Engineering (Multimedia and Creative Technologies) (M.S.)

Electrical Engineering (VLSI Design) (M.S.)

Electrical Engineering (Wireless Health Technologies) (M.S.)

Electrical Engineering (Wireless Networks) (M.S.)

Financial Engineering (M.S.)

Systems Architecting and Engineering (M.S.)

*Green Technologies*

Green Technologies (M.S.)

*Industrial and Systems Engineering*

Analytics (M.S.)

Engineering Management (M.S.)

Health Systems Management Engineering (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.)

*Informatics*

Cyber Security (MCBS)

Data Informatics (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 (Geoscience Technologies) (M.S.)

Petroleum Engineering (Smart Oilfield Technologies) (M.S.)

**Davis School of Gerontology**

Aging Services Management (MASM)

Biology of Aging (Ph.D.)

Gerontology (M.A.*, M.S., Ph.D.*)

Long Term Care Administration (MLTCA)

**Gould School of Law**

Comparative Law (MCL)

Law (J.D.)

Laws (LL.M)

Laws (LL.M. for Foreign Lawyers)

**Dornsife College of Letters, Arts and Sciences***

*All graduate programs in the Dornsife College are under the jurisdiction of the Graduate School.*

*American Studies and Ethnicity*

American Studies and Ethnicity (Ph.D.)

*Anthropology*

Anthropology (M.A., Ph.D.)

Visual Anthropology (MVA)

*Art History*

Art History (M.A., Ph.D.)

*Biological Sciences*

Biology (M.S.)

Biology (Neurobiology) (Ph.D.)

Computational Biology and Bioinformatics (Ph.D.)

Integrative and Evolutionary Biology (Ph.D.)

Marine and Environmental Biology (M.S.)

Marine Biology and Biological Oceanography (Ph.D.)

Molecular and Computational Biology (M.S.)

Molecular Biology (Ph.D.)

Molecular Genetics and Biochemistry (M.S.)

*Chemistry*

Chemistry (M.A., M.S., Ph.D.)

Chemistry (Chemical Physics) (*Ph.*D.)

*Classics*

Classics (M.A., Ph.D.)

*Comparative Studies in Literature and Culture*

Comparative Studies in Literature and Culture (Comparative Media and Culture) (M.A., Ph.D.)

Comparative Studies in Literature and Culture (Comparative Literature) (M.A., Ph.D.)

Comparative Studies in Literature and Culture (French and Francophone Studies) (M.A., Ph.D.)

Comparative Studies in Literature and Culture (Slavic Languages and Literature) (M.A., Ph.D.)

Comparative Studies in Literature and Culture (Spanish and Latin American Studies) (M.A., Ph.D.)

*Earth Sciences*

Geological Sciences (M.S., Ph.D.)

*East Asian Area Studies*

East Asian Area Studies (M.A.)

*East Asian Languages and Cultures*

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.)

*History*

History (M.A., Ph.D.)

*International Relations*

International Relations (M.A.)

*Liberal Studies*

Liberal Studies (MLS)

*Linguistics*

Linguistics (M.A., Ph.D.)

Linguistics (East Asian Linguistics) (Ph.D.)

Linguistics (Slavic Linguistics) (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*

Neuroscience (M.S.*, Ph.D.*)

*Ocean Studies*

Ocean Sciences (M.S., Ph.D.)

*Philosophy*

Philosophy (M.A., Ph.D.)

Philosophy and Law (M.A.)

*Physics and Astronomy*

Physics (M.A., M.S., Ph.D.)

Physics for Business Applications (M.S.)

*Political Science and International Relations*

Political Science and International Relations (M.A., Ph.D.)

*Professional Writing*

Professional Writing (MPW)

*Psychology*

Applied Psychology (M.S.)

Psychology (M.A., Ph.D.)

Public Diplomacy (MPD)

*Sociology*

Sociology (M.A., Ph.D.)

*Spatial Sciences Institute*

Geographic Information Science and Technology (M.S.)

## Keck School of Medicine

Medicine (M.D.)

Academic Medicine (MACM)

Global Medicine (M.S.)

*Anesthesia*

Nurse Anesthesia (M.S.*)

*Biochemistry and Molecular Biology*

Biochemistry and Molecular Biology (M.S.*)

Molecular Epidemiology (M.S.*)

Cell and Neurobiology (M.S.*, Ph.D.*)

*Biomedical and Biological Sciences*

Cancer Biology and Genomics (Ph.D.)

Development, Stem Cells and Regenerative Medicine (Ph.D.)

Medical Biology (Ph.D.)

Molecular Structure and Signaling (Ph.D.)

*Family Medicine*

Physician Assistant Practice (MPAP)

*Molecular Microbiology and Immunology*

Molecular Microbiology and Immunology (M.S.*, Ph.D.*)

*Neuroimaging and Informatics*

Neuroimaging and Informatics (M.S.)

*Pathology*

Experimental and Molecular Pathology (M.S.*)

*Physiology and Biophysics*

Physiology and Biophysics (M.S.*, Ph.D.*)

*Preventive Medicine*

Applied Biostatistics and Epidemiology (M.S.*)

Biostatistics (M.S.*, Ph.D.*)

Clinical, Biomedical and Translational Investigations (M.S.)

Epidemiology (Ph.D.*)

Molecular Epidemiology (M.S.*)

Preventive Medicine (Health Behavior Research) (Ph.D.*)

Public Health (MPH)

*Stem Cell Biology and Regenerative Medicine*

Stem Cell Biology and Regenerative Medicine (M.S.)

## Thornton School of Music

Choral Music (M.M., DMA)

Composition (M.M., DMA)

Conducting (M.M.)

Early Music Performance (*DMA*)

Jazz Studies (M.M., DMA)

Music (Early Music Performance) (M.A.*)

Music (Historical Musicology) (Ph.D.*)

Music (History and Literature) (M.A.*)

Music Education (M.M., DMA)

Performance (Bassoon) (M.M., DMA)

Performance (Clarinet) (M.M., DMA)

Performance (Classical Guitar) (M.M., DMA)

Performance (Double Bass) (M.M., DMA)

Performance (Flute) (M.M., DMA)

Performance (French Horn) (M.M., DMA)

Performance (Harp) (M.M., DMA)

Performance (Keyboard Collaborative Arts) (M.M., DMA)

Performance (Oboe) (M.M., DMA)

Performance (Organ) (M.M., DMA)

Performance (Percussion) (M.M., DMA)

Performance (Piano) (M.M., DMA)

Performance (Saxophone) (M.M., DMA)

Performance (Studio Guitar) (M.M., DMA)

Performance (Trombone) (M.M., DMA)

Performance (Trumpet) (M.M., DMA)

Performance (Tuba) (M.M., DMA)

Performance (Viola) (M.M., DMA)

Performance (Violin) (M.M., DMA)

Performance (Violoncello) (M.M., DMA)

Performance (Vocal Arts) (M.M., DMA)

Sacred Music (M.M., DMA)

## School of Pharmacy

Clinical and Experimental Therapeutics (Ph.D.*)

Health Care Decision Analysis (M.S.)

Health Economics (Ph.D.*)

Management of Drug Development (M.S.)

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.*, D.R.Sc.)

## USC Chan Division of Occupational Science and Occupational Therapy

Occupational Science (Ph.D.*)

Occupational Therapy (M.A.*, OTD*)

## Price School of Public Policy

Construction Management (MCM)

Health Administration (MHA)

Executive Master of Health Administration (MHA)

Executive Master of Leadership (M.L.)

International Public Policy and Management (IPPM)

Nonprofit Leadership and Management (MNLM)

Planning (MPl, Ph.D.*)

Planning and Development Studies (MPDS)

Policy, Planning and Development (DPPD)

Public Administration (MPA)

Public Policy (MPP)

Public Policy and Management (Ph.D.)

Real Estate Development (MRED)

Urban Planning and Development (Ph.D.)

## School of Social Work

*Social Work (*MSW, Ph.D.*)*

\* Under the jurisdiction of the Graduate School

\*\* Jointly administered by more than one school or unit

## Dual Degree Programs

Doctor of Medicine/Master of Public Health (M.D./MPH)

Doctor of Medicine/Master of Science, Global Medicine (M.D./M.S.)

Doctor of Pharmacy/Master of Public Health (Pharm.D./MPH)

Doctor of Pharmacy/Master of Science, Gerontology (Pharm.D./M.S.)

Doctor of Pharmacy/Master of Science, Global Medicine (Pharm.D./M.S.)

Doctor of Pharmacy/Master of Science, Health Care Decision Analysis(Pharm.D./M.S.)

Doctor of Pharmacy/Master of Science, Regulatory Science (Pharm.D./M.S.)

Doctor of Philosophy, Psychology (Clinical)/Master of Public Health (Health Promotion) (Ph.D./MPH)

Doctor of Physical Therapy/Master of Public Health (DPT/MPH)

Master of Advanced Architectural Studies/Master of Planning (M.AAS/MPl)

Master of Architecture/Master of Planning (M.Arch/MPl)

Master of Business Administration/Doctor of Education (MBA/Ed.D.)

Master of Business Administration/Master of Arts, East Asian Area Studies (MBA/M.A.)

Master of Business Administration/Master of Arts, Jewish Nonprofit Management (MBA/M.A.)

Master of Business Administration/Master of Science, Industrial and Systems Engineering (MBA/M.S.)

Master of Business Administration/Doctor of Medicine (MBA/M.D.)

Master of Business Administration/Doctor of Pharmacy (MBA/Pharm.D.)

Master of Business Administration/Master of Planning (MBA/MPl)

Master of Business Administration/Master of Real Estate Development (MBA/MRED)

Master of Business Administration/Master of Social Work (MBA/MSW)

Master of Communication Management/Master of Arts, Jewish Nonprofit Management (MCM/M.A.)

Master of Science, Aerospace Engineering/Master of Science, Engineering Management (M.S./M.S.)

Master of Science, Mechanical Engineering/Master of Science, Engineering Management (M.S./M.S.)

Master of Science, Electrical Engineering/Master of Science, Engineering Management (M.S./M.S.)

Master of Science, Gerontology/Master of Business Administration (M.S./MBA)

Master of Science, Gerontology/Master of Health Administration (M.S./MHA)

Master of Science, Gerontology/Master of Planning (M.S./MPl)

Master of Science, Gerontology/Master of Public Administration (M.S./MPA)

Master of Science, Gerontology/Master of Social Work (M.S./MSW)

Master of Heritage Conservation/Master of Planning (MHC/MPl)

Master of Landscape Architecture/Master of Planning (M.L.Arch./MPl)

Master of Science, Mechanical Engineering/Master of Science, Engineering Management (M.S./M.S.)
Juris Doctor/Master of Business Administration (J.D./MBA)

Juris Doctor/Master of Business Taxation (J.D./MBT)

Juris Doctor/Master of Communication Management (J.D./MCM)

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, International Relations (J.D./M.A.)

Juris Doctor/Master of Arts, Philosophy (J.D./M.A.)

Juris Doctor/Doctor of Pharmacy (J.D./Pharm.D.)

Juris Doctor/Doctor of Philosophy in Political Science and International Relations (J.D./Ph.D.)

Juris Doctor/Master of Public Administration (J.D./MPA)

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

Juris Doctor/Master of Real Estate Development (J.D./MRED)

Juris Doctor/Master of Social Work (J.D./MSW)
Master of Planning/Master of Arts, Economics (MPl/M.A.)

Master of Planning/Master of Public Administration (MPl/MPA)

Master of Planning/Master of Public Health (MPl/MPH)

Master of Planning/Master of Real Estate Development (MPl/MRED)

Master of Planning/Master of Social Work (MPl/MSW)

Master of Public Administration/Master of Arts, Jewish Nonprofit Management (MPA/M.A.)

Master of Public Administration/Master of Social Work (MPA/MSW)

Master of Arts, Art and Curatorial Practices in the Public Sphere/Master of Planning (M.A./MPl)

Master of Public Policy/Master of Planning (MPP/MPl)

Master of Social Work/Doctor of Philosophy, Social Work (MSW/Ph.D.)

Master of Social Work/Master of Arts, Jewish Nonprofit Management (MSW/M.A.)

Master of Social Work/Master of Public Health (MSW/MPA)

# Neuroscience - Graduate Program

usc.edu/programs/neuroscience

Director: Pat Levitt, Ph.D.

**Master of Science in Neuroscience**

Coordinator: Pat Levitt, Ph.D.

The M.S. degree program in Neuroscience is a terminal degree for students admitted into the Neuroscience Ph.D. program who cannot complete the Ph.D. program for personal or medical reasons. Enrollment of graduate students as master's degree candidates is not encouraged and is reserved for special circumstances that must be approved by the Executive Committee of the Neuroscience Graduate Program. The master's curriculum includes all course work required of Ph.D. students for a minimum of 24 units and successful completion of both the written and oral portions of the qualifying examination. Students may opt for a thesis or non-thesis master's degree. The thesis master's degree requires presentation of a written thesis based on original research to a Neuroscience thesis committee and submission of the thesis to the Graduate School for publication. The non-thesis master's degree requires a formal research paper that is approved by three members of the Neuroscience Graduate Program faculty. The qualifying examination will serve as the comprehensive master's examination for non-thesis master's degrees. Students must also satisfy residency and other requirements of the Graduate School.

**Doctor of Philosophy in Neuroscience**

Coordinator: Pat Levitt, Ph.D.

Application deadline: December 15

Breadth of interests and training are major features of the graduate program in neuroscience. Wide and varied skills in many research areas characterize the faculty of the program. Close contact between faculty and students is considered of major importance in this highly interdisciplinary field.

Training is given in several areas of specialization: behavioral and systems neuroscience, cellular and molecular neurobiology, cognitive neuroscience, computational neuroscience, neuroengineering and neuroscience of aging and development.

Applicants should normally have defined an interest in one or two specializations. A final choice of the specialization will be made during the first year.

*Admission Requirements*

A baccalaureate degree in a field relevant to the student's graduate goals is required.

Appropriate fields would include neuroscience, biology, chemistry, computer science, linguistics, psychology and many areas of engineering. Undergraduate study should provide evidence of proficiency in mathematics, including statistics. Students planning to enter the specialization in computational and mathematical neuroscience should have taken course work in calculus and, where possible, linear algebra and computer programming. Applicants who are accepted with minor deficiencies are expected to correct these during the first year.

Applications require forms from both the university and the program. These may be obtained from: Coordinator, Graduate Program in Neuroscience, University of Southern California, Los Angeles, CA 90089-2520.

*Degree Requirements*

These degrees are awarded under the jurisdiction of the Graduate School. Refer to the Requirements for Graduation section and the Graduate School section of this catalogue for general regulations. All courses applied toward the degrees must be courses accepted by the Graduate School.

*Advisory Committee*

The student will be advised during the first year by the Graduate Affairs Committee. As soon as the student has selected a specialization, an Advisory Committee of appropriate faculty will be appointed. This committee will be chaired by the thesis adviser, when chosen. The purpose of the Advisory Committee is to help the student in the selection of courses and research; to monitor the student's progress; to insure preparation for the qualifying examination; and to administer that examination.

*Course Requirements*

A minimum of 60 units is required, consisting of formal courses, seminars and research credits. At least 24 of the 60 units are to be formal graduate course work (lecture or seminar courses). During the first year the student is expected to complete the core courses in neuroscience (NSCI 524), one key course, NSCI 538 Neuroscience Ethics and Professionalization, and two semesters of NSCI 539. Other courses in the area of specialization may also be taken in the first year and will be taken in subsequent years.

*Core Course:* NSCI 524 Advanced Overview of Neuroscience (4 units), will be taken by all students in the fall of their first year to provide an integrated multilevel view of neuroscience. To take the core course, students should have mastered the material currently taught in BISC 421. (Students will be expected to review a detailed syllabus and reading list for BISC 421 to identify their level of knowledge prior to their arrival at USC and will receive advice at Orientation on whether to take BISC 421 or read recommended material to remedy their deficiencies.)

*Key Courses:* All students will be required to complement their thesis-directed studies with a "breadth with depth" requirement by taking three key courses, one each from three of the four tracks listed below. Each key course will be for 3 or 4 units. (At least one of these courses will serve to advance thesis-related study as well.)

| Cellular, Molecular and Developmental Neuroscience Track | | Units |
|---|---|---|
| NSCI 531 | Molecular and Cellular Neurobiology | 4 |
| BISC 426 | Principles of Neural Development | 4 |
| **Cognitive Neuroscience Track** | | **Units** |
| PSYC 540 | Cognitive Neuroscience | 4 |
| **Computational Neuroscience and Neuroengineering Track** | | **Units** |
| BME 575L | Computational Neuroengineering | 3 |
| NEUR 535 | Brain Theory and Artificial Intelligence | 3 |
| **Systems and Behavioral Neuroscience Track** | | **Units** |
| NSCI 532 | Systems and Behavioral Neurobiology | 3 |

All students are required to take NSCI 538 Neuroscience Ethics and Professionalization (1 unit).

It is required that all neuroscience Ph.D. students demonstrate competence in statistics in fulfillment of their Ph.D. requirements.

### Qualifying Examination

The qualifying examination concentrates on the student's ability to demonstrate a grasp of the major area of interest chosen and its relation to other areas of training offered in the program. The examination is partly written and partly oral and is designed to test the student's ability to meet the demands of the profession.

### Dissertation

An acceptable dissertation based on completion of an original investigation is required. The candidate must defend an approved draft of the dissertation in an oral examination.

## Courses of Instruction

## Neuroscience (Graduate) (NSCI)

*The terms indicated are expected but are not guaranteed. For the courses offered during any given term, consult the Schedule of Classes.*

**NSCI 524 Advanced Overview of Neurosciences (4, Fa)** *Study of the nervous system at multiple levels through the analysis of four themes: motor control; emotion, motivation, and decision-making; memory and learning; and vision.* Prerequisite: BISC 421. Open only to master and doctoral students.(Duplicates credit in former NEUR 524.)

**NSCI 525 Advanced Overview of Neurosciences II (4, Sp)** *Sensory and motor systems, cognitive neuroscience, behavioral systems, computational neuroscience.* Prerequisite: BISC 421. Open only to master and doctoral students. (Duplicates credit in former NEUR 525.)

**NSCI 531 Molecular and Cellular Neurobiology (4, FaSpSm)** Introduces fundamental principles of advanced molecular and cellular neurobiology including proteins and nucleic acids, cell biology of neurons and glia, synaptic transmission and neuronal signaling. Open only to master and doctoral students. (Duplicates credit in former NEUR 531.)

**NSCI 532 Systems and Behavioral Neurobiology (3, Fa)** Systems and behavioral neurobiology: hierarchical mechanisms controlling behavior, experimental techniques; perceptual (visual, auditory, somatosensory) systems; sensorimotor systems; motivated behavior; learning, memory and adaptation. Open only to master and doctoral students.

**NSCI 538 Neuroscience Ethics and Professionalization (1, FaSpSm)** Exposes students to ethical issues in scientific research, especially for neuroscience; scientific integrity and professional roles for the academician and neuroscientist. Open only to master and doctoral students. (Duplicates credit in former NEUR 538.)

**NSCI 539 Seminar in Neurobiology (1, FaSp)** Seminar in Neurobiology. Open only to master and doctoral students. (Duplicates credit in former NEUR 539.)

**NSCI 541 Neurobiology of Disease (3, Sp)** Introduction to the fundamental aspects of common diseases affecting the brain including clinical features, animal models, genetics, neuropathology, synaptic function, and therapeutic targets. Prerequisite*: NSCI 524. (Duplicates credit in former NEUR 541.)*

**NSCI 599 Special Topics (2-4, max 8)** Special topics providing background for instruction and research in neuroscience through lectures, discussions, assigned readings and student presentations.

**NSCI 790 Research (1-6, max 21, FaSpSm)** Research leading to the doctorate. Maximum units which may be applied to the degree to be determined by the department. Graded CR/NC. Open only to neuroscience graduate students and neuroscience majors. (Duplicates credit in former NEUR 790.)

**NSCI 794abcdz Doctoral Dissertation (2-2-2-2-0)** Credit on acceptance of dissertation. Graded IP/CR/NC. Open only to neuroscience graduate students and neuroscience majors. (Duplicates credit in former NEUR 794abcdz.)

## University Graduate Certificates

### School of Architecture

Architecture

Building Science

Heritage Conservation

Landscape Architecture

Sustainable Design

### Marshall School of Business

Business Fundamentals for Non-Business Professionals

Financial Analysis and Valuation

Library and Information Management

Management Studies

Optimization and Supply Chain Management

Sustainability and Business

Technology Commercialization

### School of Cinematic Arts

Business of Entertainment

Digital Media and Culture

Writing for Screen and Television

### Annenberg School for Communication and Journalism

Health Communication Management

International and Intercultural Communication Management

Journalism

Marketing Communication Management

Media and Entertainment Management

New Communication Technologies

Strategic Corporate and Organizational Communication Management

### Herman Ostrow School of Dentistry

Advanced Endodontics

Advanced Operative Dentistry

Advanced Oral and Maxillofacial Surgery

Advanced Orthodontics

Advanced Pediatric Dentistry

Advanced Periodontology

Advanced Programs in Dental Education

Advanced Prosthodontics

Craniofacial Biology

Geriatric Dentistry

Oral Medicine

Orofacial Pain

### Rossier School of Education

Gifted Education

School Counseling

Special Education

STEM Education Elementary

STEM Education Secondary

### Viterbi School of Engineering

*Astronautics and Space Technology*

Astronautical Engineering

*Civil Engineering*

Transportation Systems

*Biomedical Engineering*

Health, Technology and Engineering

*Computer Science*

Software Architecture

*Electrical Engineering*

Systems Architecting and Engineering

*Industrial and Systems Engineering*

Health Systems Operations

*Petroleum Engineering*

Smart Oilfield Technologies

*Sustainable Infrastructure Systems*

Systems Architecting and Engineering

Network Centric Systems

Systems Architecting and Engineering

## Davis School of Gerontology

Gerontology

## Graduate School

Diploma in Innovation

## Independent Health Professions at the Herman Ostrow School of Dentistry

Biokinesiology and Physical Therapy

Neurologic Physical Therapy

Occupational Science and Occupational Therapy

Occupational Therapy

## Gould School of Law

Alternative Dispute Resolution

Business Law

Entertainment Law

## Dornsife College of Letters, Arts and Sciences

Anthropology

Visual Anthropology

Art History

History of Collecting and Display

Visual Studies

East Asian Studies

Energy, Technology and Society

Foreign Language Teaching

Gender Studies

Geographic Information Science and Technology

Geospatial Intelligence

Geospatial Leadership

## Keck School of Medicine

Cell and Neurobiology and Preventive Medicine

Clinical, Biomedical and Translational Investigations

Global Medicine

Health, Technology and Engineering

## Thornton School of Music

Arts Leadership

Performance

Scoring for Motion Pictures and Television

Artist Diploma

## School of Pharmacy

Clinical Research Design and Management

Food Safety

Patient and Product Safety

Preclinical Drug Development

Regulatory and Clinical Affairs

## Price School of Public Policy

Administration of Programs in Long Term Care

Executive Administration of Mental Health Programs

Homeland Security and Public Policy

Management of Ambulatory Care Systems

Nonprofit Management and Policy

Political Management

Public Financial Management

Public Management

Public Policy

Real Estate Development

Transportation Systems