

2024 Letter of Understanding

Dear Summer Programs Student and Parent(s) or Legal Guardian(s):

In order to afford all University of Southern California (“USC” or “University”) Summer Programs (“Program”) students the most beneficial and enjoyable experience, we require that certain minimum standards of conduct be observed. We are also providing you with certain notices to facilitate an enjoyable and productive experience for all students, parent(s), and legal guardian(s). Our experience has shown that a prior understanding of these standards by students and their parent(s) or legal guardian(s) will help contribute to a more effective learning experience.

The following definitions of students apply to the remainder of this document:

- A residential student is a student who lives in University residential halls during the Program. Students living in the Greater Los Angeles area who choose to live in the residential halls are classified as residential students.
- A commuter student is a student who lives with a parent or legal guardian in Los Angeles or Orange County, California during the Program and does not live in University residential halls.

Residential Experience:

Residential students must be inside their assigned residential hall by 10:00 pm each night, Sunday through Saturday. The Program will observe a “lights out” policy in effect at 11:30 pm each night, by which time all residents must be in their assigned room and their ceiling light must be off. Absence from the residential hall during these times is not permitted without written consent from a parent or legal guardian. Any student found in violation of this regulation will be required to leave the Program.

Residential students are not permitted to have a personal vehicle on campus, and under no circumstances may a residential student operate a motor vehicle. Residential students are permitted to ride in a motor vehicle only under the following conditions: (1) the ride is part of an official, organized Program activity such as a field trip (note that commuter students must travel to and from all academic and recreational field trips using Program transportation), or (2) the student has written permission from a parent or legal guardian approved by the Associate Director of Admissions and Residential Life.

Commuter Experience:

Commuter students must sign out upon departure from campus with their assigned Program representative. Commuter students are expected to depart campus at the conclusion of the class day or, with written consent from a parent or legal guardian, by 9:00 pm if they take part in organized evening Program activities. No overnight stays on campus are allowed. Any student found in violation of this regulation will be required to leave the Program.

Commuter students may operate their own personal vehicle under the following restrictions: (1) commuter students may not transport any other Program student (residential or commuter) on or off campus, (2) commuter students may not have any other Program student (residential or commuter) in or on their vehicle at any time, (3) commuter students may not operate their personal vehicle during the class day or while attending a Program activity, and (4) commuter students may not operate any vehicle that is not their own personal vehicle (a) during the class day or while attending a Program activity or (b) in transport to or from the USC campus. Any violation of these rules will result in immediate dismissal from the Program.

Unifying Values

In line with our Unifying Values, we all have the responsibility to review [Living Our Unifying Values: The USC](#)

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[Student Handbook](#) . This document contains important policies that apply during your time as a student in USC Summer Programs, including rules regarding academic integrity and safety. It is required that you thoroughly read through the [USC Student Handbook](#) and sign below.

In addition, please review the [USC Student Handbook](#) for reminders about student behavior and student rights, and make sure you are familiar with the [Office of Academic Integrity \(OAI\)](#) and the [Office of Community Expectations \(OCE\)](#). Policies for addressing prohibited discrimination, harassment, and retaliation are the purview of the [Office for Equity, Equal Opportunity, and Title IX](#). It is required that you read through these policies, view the websites, and sign where designated.

Academic Integrity

It is the responsibility of the student to uphold the academic integrity of the university. Cheating on examinations, plagiarism, and improper acknowledgement of sources in essays are considered very serious offenses and any student found in violation of this regulation will be required to leave the Program.

Attendance at all classes and organized Program activities (including field trips in the Los Angeles metropolitan area) is required. An absence from the campus for periods that include classes or Program activities must be approved in writing by the Associate Director of Admissions and Residential Life.

Use of AI Tools For Coursework

As a student, you may elect to use artificial intelligence (AI) tools such as ChatGPT and image generation aids responsibly and in accordance with the university's academic integrity policies. Keep in mind the following:

- AI tools are permitted to help you brainstorm topics or revise work you have already written.
- If you provide minimum-effort prompts, you will get low-quality results. You will need to refine your AI prompts to get good outcomes. This will take work.
- Proceed with caution when using AI tools and do not assume the information provided is accurate or trustworthy. If AI produces a number or fact, assume it is incorrect unless you either know the correct answer or can verify its accuracy with another source. You will be responsible for any errors or omissions provided by the tool. AI works best for topics you understand.
- AI is a tool, and one that you need to acknowledge using. Please include a paragraph at the end of any assignment that uses AI explaining how and why you used AI and indicate the prompts you used to obtain the results. Failure to do so is a violation of USC's academic integrity policies.
- Be thoughtful about when AI is useful. Consider its appropriateness for each assignment or circumstance. The use of AI tools requires attribution. You are expected to clearly cite any material generated by the tool used. This USC Libraries [research guide](#) provides guidance on citations for AI generated material.

Please ask your instructor if you are unsure about what constitutes unauthorized assistance of AI on an assignment, or what information requires citation or attribution. You are always expected to submit work that demonstrates your own mastery of the course concepts. If found responsible for an academic integrity violation, you may be assigned university outcomes, which could include zero credit on an assignment, an F grade for a course, suspension, or expulsion from the university.

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Sexual Harassment:

No student may commit sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes suggestive or obscene communication via letters, notes, text messages, images and any material distributed via social media, or any type of digital communication.

Students shall not engage in or encourage lewd, indecent or obscene behavior in the university community or at program-sponsored activities. Encouraging or permitting others to engage in misconduct is prohibited within the university community. Students should notify an appropriate program administrator of the misconduct and remove oneself from the situation.

All students are required to follow USC's Policy on Prohibited Discrimination, Harassment, and Retaliation, available online at <https://policy.usc.edu/discrimination/>.

Additional Rules:

Alcoholic beverages and narcotics or other controlled substances are not permitted. This includes items found in a student's personal vehicle while it is on University property. Students found to have bought, consumed, used, or possessed such items will be required to leave the Program.

The possession or use of firearms, ammunition, BB guns, air rifles, firecrackers, explosives, slingshots, knives, or other weapons of any description is prohibited. This includes items found in a student's personal vehicle while it is on University property. Students found in violation of this rule will be required to leave the Program.

Students are not allowed to use cell phones, tablets, or other electronic devices during classes, meetings, or academic field trips. Violations of this rule will result in the device being confiscated for the remainder of the Program.

Roller skates, rollerblades, scooters, skateboards and other coasting devices are not vehicles, and are prohibited on roadways dedicated solely to vehicular traffic and in parking structures. Coasting devices are approved for use as transportation on university property, but cannot be used in any manner that places pedestrians at risk; their use for acrobatic, racing or other stunts is strictly prohibited.

Students, Parent(s) and Legal Guardian(s) also Agree to the following:

Student, parent(s) and legal guardian(s) agree to obey all rules and policies mandated by Program personnel in the Program's Letter of Understanding, Code of Conduct, and Privacy Policy (available on the Program website).

It is understood and agreed by the undersigned student and parent(s) or legal guardian(s) that any photos and videos taken by USC photographers, staff or other Program students during the Program may be used for promotional purposes. I hereby waive and release on behalf of myself and/or my student, any rights to compensation for, or ownership of, such images and/or sounds.

I understand that I am responsible for informing USC of my student's medical condition(s) or disabilities of which the Program should be aware of while my student participates in the Program, especially if any condition constitutes a disability that would make it difficult for my student to participate in the Program.

I also acknowledge and accept my full and sole responsibility for tuition, fees, purchases, and any interest garnered on delinquent payments resulting from my student's participation in the Program. I understand if my student is dismissed from the Program or withdraws from the program, I will not receive a refund of tuition, fees, or any other

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Program charges.

Students dismissed from the Program at any time and for any reason will be withdrawn from their course and will not receive academic credit. Residential students will be required to vacate the residential hall immediately. No refund of tuition, fees, room and board charges, or any other Program charges will be provided in cases where a student is dismissed.

I understand my student and I are expected to comply with federal, state, and local laws. The success of the Program requires the cooperation of everyone involved.

I agree that the University of Southern California and its officers, trustees, employees, agents, representatives, and any department, organization or group affiliated therewith (collectively, "USC") assumes no responsibility for any injury or damage arising out of, or in part caused by, participation in the Program. I agree that I, my spouse, assignees, heirs, guardians, and legal representatives hereby voluntarily indemnify, release from liability, agree to defend and hold harmless USC for any accident, injury, illness, death, loss, theft, damage to person or property, or other consequences arising or resulting directly or indirectly from participation in the Program, including but not limited to claims arising from or related to USC's negligence.

I expressly agree that this release is intended to be as broad and inclusive as the State of California will allow and that if any portion is held invalid, they agree that the balance shall, notwithstanding, continue in full legal force and effect.

Please sign below to indicate you have read all of the policies as outlined above and agree to the terms and conditions as set forth and stated in the USC Student Handbook; the behaviors and rights as outlined through the Office of Academic Integrity, Office of Community Expectations, and Office for Equity, Equal Opportunity, and Title IX. Failure to adhere to these policies can result in an immediate termination in USC Summer Programs.

Print Student Full Legal Name	Student Signature	Date
Print Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date
