

January 19, 2010

Dear USC Faculty & Staff:

Each year, USC recognizes graduating students who have excelled both inside and outside the classroom, and who have made a significant difference through their leadership, volunteering, and community engagement efforts, at the Student Recognition Ceremony. We would like to invite you to nominate undergraduate, graduate, and professional students whose presence and notable contributions have enriched the quality of life of campus and the community, locally, nationally, and internationally. We urge you to identify and nominate students deserving of this special recognition. To be eligible, nominees must be scheduled for graduation in May, August, or December 2010.

This year, in keeping with the university's efforts to be more environmentally conscious, the Student Recognition nomination process will occur entirely online. The online nomination form and submission instructions are located at <http://www.usc.edu/student-affairs/studentrec>. This site will allow you to nominate as many students who you believe have demonstrated the greatest level of involvement and leadership.

We encourage you to meet with prospective nominees to obtain a more complete picture of each student prior to submitting a nomination form.

Completed nominations must include the following:

1. Student Profile
2. Student Involvement Summary/Resume
3. Nomination Narrative

Students must complete their component of the nomination (numbers 1 and 2 above) by **Friday, February 26, 2010 at 5 p.m.** Faculty and staff must complete their component of the nomination (number 3 above) by **Friday, March 5, 2010 at 5 p.m.** *Incomplete submissions will not be considered.*

The Student Recognition Award ceremony is scheduled for Thursday, May 13, 2010, at 1:00 p.m. in Bovard Auditorium. As in the past, nominators will be notified of students selected to receive awards and will be invited to attend.

Thank you for participating in the annual Student Recognition process.

On behalf of the committee,

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