



MEMORANDUM

Office of the Provost

C. L. Max Nikias
Provost and
Senior Vice
President for
Academic Affairs

To: Faculty
From: C. L. Max Nikias *C. L. Nikias*
Date: February 28, 2006
Subject: Student Support

The Academic Senate has asked that faculty be advised on what to do if a student exhibits unusual, disruptive, or dangerous behaviors. These are relatively rare occurrences. However, should such a situation arise, here is some information that might be useful to you.

If there is an immediate threat to the safety of any person - call the Department of Public Safety. The emergency number is 213-740-4321.

If the situation is not threatening to you, speak with the student to better identify and understand the issues and the situation. Student Affairs offers the following guidelines to assist with your conversation:

1. Request to see the student in private.
2. Listen carefully to the student and attempt to identify the student's problem or concern.
3. If the student has demonstrated inappropriate or disruptive behavior, tell him or her that this behavior is unacceptable.

Additionally, involve yourself only as far as you feel comfortable. At times, in an attempt to reach or help a troubled student, you may become more involved than time or skill permits.

Do not hesitate to call for assistance if you are really worried about a student and unsure what action to take. The following page offers some campus resources:

University of
Southern California
3551 Trousdale Parkway
Suite 102
Los Angeles,
California 90089-4019
Tel: 213 740 2101
Fax: 213 740 7606
e-mail:
provost@usc.edu
web page:
[http://www.usc.edu/
admin/provost](http://www.usc.edu/admin/provost)

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Student Affairs:

Lynette Merriman, Associate Dean for Student Relations
Office of the Vice President for Student Affairs (213-740-2421)

Denzil Suite, Assistant Vice President and Executive Director,
Judicial Affairs, Residential Education, and Fraternity and Sorority
Leadership (213-740-2080)

Lori White, Associate Vice President for Student Affairs
Office of the Vice President for Student Affairs (213-740-2421)

USC Student Counseling Services

(213) 740-7711 UPC
(323) 442-5980 at HSC

In emergency situations, request to speak to the staff member on call.

You can also encourage students to call counseling services if you believe that professional counseling might be beneficial. The service is confidential and there is no charge.

To reach the Student Counseling Services after business hours, contact the Department of Public Safety at (213) 740-4321. Public Safety officers will connect with a professional counselor for an emergency consultation.

“Disruptive and Threatening Student Behavior” Brochure

This brochure, produced by Student Affairs, is mailed to faculty every other year. Hard copies can be obtained from the Office of the Vice President for Student Affairs and a PDF version is linked from the Faculty Portal, www.usc.edu/faculty, at the “Learning” tab.

I hope you find this information helpful. If you have any questions please do not hesitate to contact Michael Jackson, Vice President for Student Affairs, or Marty Levine, Vice Provost for Faculty Affairs.