



UNIVERSITY OF SAN FRANCISCO
BIOLOGY DEPARTMENT
GRADUATE PROGRAM HANDBOOK

2007-2008

TABLE OF CONTENTS

<u>Topic</u>	<u>page#</u>
Welcome to the Program	3
USF Info Sheet	4
Graduate Faculty Research Interests	5
Notes on Being A Graduate Student	7
Requirements for Admission	8
Procedures for Progress Towards the Degree	9
Department Regulations/Thesis Info	10
Checklist for Progress	12
Notice To Post Form	13
Graduate Student Evaluation Form	14
Graduate Student Progress Report	15
USF Graduate Regulations	16

USF BIOLOGY DEPARTMENT

2007-2008

GRADUATE PROGRAM HANDBOOK

Welcome to the Program: The M.S. degree in Biology offers students the opportunity to gain a level of knowledge and expertise in biology not available at the undergraduate level. Graduate work within selected areas of biological science is available.

Graduate Study Plan: Our graduate program is primarily research oriented. The student undertakes an active research project which culminates in a formal written thesis or two research papers ready for submission. Our graduates should be well prepared to enter into a technical position in a research or industrial laboratory or to continue further post-graduate work.

The Biology Graduate Program Goals and Graduate Student Learning Outcomes:

- ✓ At the completion of the Master of Science degree in the Department of Biology, a graduate will have acquired:
- ✓ A broad background in general areas of biology, as well as a more specific understanding of selected topics pertaining to their research interests.
- ✓ The skills to conduct original scientific research.

Learning Outcomes	Assessment
Demonstrate knowledge in areas of biology relevant to selected research interests.	Students complete written examinations, research projects, and lab practica.
Identify research questions on a contemporary issue in biology, critically analyze the relevant literature, and prepare a comprehensive written review.	Preparation of a thesis research proposal, and approval of the proposal by the Thesis Committee.
Develop specific hypotheses pertaining to a research problem.	Preparation and oral defense of a written thesis.
Devise and conduct experiments to test hypotheses.	Preparation and oral defense of a written thesis.
Statistically analyze and interpret research data.	Preparation and oral defense of a written thesis.
Discuss, both orally and in writing, the relevance of their research data to the original hypotheses and to the general field of interest.	Preparation and oral defense of a written thesis.

THE USF FACT-INFO SHEET

UNIVERSITY MISSION: The core mission of the University is to promote learning in the Jesuit Catholic tradition. The University offers undergraduate, graduate and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The University will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by a faith that does justice. The University will draw from the cultural, intellectual and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

CORE VALUES:

- the Jesuit Catholic tradition that views faith and reason as complementary resources in the search for truth and authentic human development, and that welcomes persons of all faiths or no religious beliefs as fully contributing partners to the University;
- the freedom and the responsibility to pursue truth and follow evidence to its conclusion;
- learning as a humanizing, social activity rather than a competitive exercise;
- a common good that transcends the interests of particular individuals or groups; and reasoned discourse rather than coercion as the norm for decision making;
- diversity of perspectives, experiences and traditions as essential components of a quality education in our global context;
- excellence as the standard for teaching, scholarship, creative expression and service to the University community;
- social responsibility in fulfilling the University's mission to create, communicate and apply knowledge to a world shared by all people and held in trust for future generations;
- the moral dimension of every significant human choice: taking seriously how and who we choose to be in the world;
- the full, integral development of each person and all persons, with the belief that no individual or group may rightfully prosper at the expense of others;
- a culture of service that respects and promotes the dignity of every person

Who are USF students? - Last year, USF had an enrollment of approximately 4,700 undergraduate students. Currently, 55% of those identify themselves as African American, Asian, Hawaiian/Pacific Islander, Latino, Multi-ethnic, Native American or non-white. Most are involved in extracurricular activities. There are 54 clubs and organizations on campus. Furthermore, many students work part time.

Important Student Services Contact Info:

Health Clinic	St. Mary's Hospital (450 Stanyan)
Counseling Center	6532
Learning & Writing Center	6713
Residence Life	6824
International Student Services	2654
Students with Disabilities	2076
Koret Gym	6821
PUBLIC SAFETY	4222 or 2911 (emergency #)

GRADUATE FACULTY RESEARCH INTERESTS

PAUL K. CHEIN, Professor (1973-) B.S., Chung Chi College, N.T., Hong Kong, Chemistry, 1962; B.S., Chung Chi College, N.T., Hong Kong, Biology, 1964; Ph.D., University of California, Irvine, 1971.

Research Interests: Dr. Chien is interested in the physiology and ecology of inter-tidal organisms. His research has involved the transport of amino acids and metal ions across cell membranes and the detoxification mechanisms of metal ions.

Phone: 415 422-6345 E-mail: chienp@usfca.edu

JENNIFER A. DEVER, Associate Professor (2002-) B.S., Ball State University, 1992; M.A., Ball State University, 1994; Ph.D., Texas Tech University, Lubbock, 2000. **Research Interests:** Prof. Dever's interest lies in exploring population genetics questions regarding the evolutionary forces of gene flow and genetic drift as well as the impacts of inbreeding. Specifically, she utilizes molecular techniques to better understand genetic structure in order to conserve endangered and threatened populations.

Phone: 415 422-5481 E-mail: jadever@usfca.edu

DENEB KARENTZ, Professor and Chair (1991-) B.S., University of Rhode Island, 1973; M.S., Oregon State University, 1976; Ph.D., University of Rhode Island, 1982.

Research Interests: Dr. Karentz's research focuses on the ultraviolet photobiology of marine organisms: identifying strategies for protection from UV exposure and understanding mechanisms for repair of UV-induced damage. Her most recent work has focused on investigating the ecological implications of Antarctic ozone depletion (funded by the National Science Foundation).

Phone: 415 422-2831 E-mail: karentzd@usfca.edu

MARY JANE NILES, Associate Professor (1992-) B.S., San Francisco State University, 1985; Ph.D., University of California, Berkeley, 1992.

Research Interests: Dr. Niles is interested in the regulated development of B lymphocytes, a population of cells critical to protective immunity. Her research focuses on defining those molecular events that promote the assembly, transport, and secretion of antibodies.

Phone: 415 422-2354 E-mail: niles@usfca.edu

SCOTT NUNES, Associate Professor, (2000-) B.A., UC Santa Cruz, 1986; Ph.D. Michigan State University, 1997.

Research Interests: Dr. Nunes is interested in questions at the interface between physiology, behavior and ecology. His studies have examined hormonal and energetic regulation of dispersal, play and parental behaviors in mammals.

Phone: 415 422-5645 E-mail: nunes@usfca.edu

PATRICIA J. SCHULZ, Professor (1978-) B.A., Rosary College, 1959; M.S., Fordham University, 1962; Ph.D., University of California, Berkeley, 1966.

Research Interests: Dr. Schulz is studying cell development in the reproductive structures (ovules and anthers) of flowering plants using the techniques of electron microscopy and cytochemistry. Current emphasis is on the study of the effects of chemical hybridizing agents (spermicides used to produce hybrid wheat seed) or the development of wheat pollen.

Phone: 415 422-6367 E-mail: schulzp@usfca.edu

JULIET SPENCER, Assistant Professor (2003-) B.S., Worcester Polytechnic Institute, 1993; Ph.D., University of Virginia, 1998.

Research Interests: Prof. Spencer is interested in viral pathogenesis and modulation of the human immune system. She is studying the effects herpesvirus-encoded cytokines with the aim of elucidating downstream signaling events that lead to immune suppression. Present work is focused on determining how viral cytokines have evolved to selectively retain specific cytokine functions that are most beneficial to virus persistence.

Phone: 415 422-5470 E-mail: jspencer@usfca.edu

GARY L. STEVENS, Professor (1970-) B.S., California State University, Long Beach, 1964; M.A., University of California, Davis, 1966; Ph.D., University of California, Davis, 1970.

Research Interests: Dr. Stevens' research centers around small mammal demography and environmental monitoring. His studies have included research in the Arctic, California, and Papua New Guinea.

Phone: 415 422-6276 E-mail: stevens@usfca.edu

JOHN SULLIVAN, Professor (2000-) A.B., Dartmouth College, 1968; M.S., Lehigh University, 1974; Ph.D., Lehigh University, 1976.

Research Interests: Prof. Sullivan investigates the role of the molluscan immune system in responding to parasitic infection and foreign tissue transplants. He is specifically interested in the interaction between the schistosome parasite, a major cause of human disease, and the snail intermediate host (Funded by the National Institutes of Health).

Phone: 422-5975 E-mail: sullivan@usfca.edu

CHRISTINA TZAGARAKIS-FOSTER, Assistant Professor (2005-) B.S. University of San Francisco, 1990; Ph.D. Microbiology U.C. Davis, 1999.

Research Interests: Dr. Tzagarakis-Foster is interested in studying the Dax1 (Dosage Sensitive Sex Reversal, Adrenal Hypoplasia Congenita, critical region on the X chromosome, gene 1) protein, a member of a large group of eukaryotic transcription factors called the nuclear hormone receptors. She has found that Dax-1 is a potent transcriptional repressor and is able to block the growth of breast cancer cells using a mouse model system. Currently, Dr. Tzagarakis-Foster's research is focused on investigating the mechanism of repression by Dax-1 as well as examining the role of Dax-1 in preventing breast tumor formation in women.

E-mail: ctzagarakis@usfca.edu

NOTES ON BEING A GRADUATE STUDENT

Are there differences between being a graduate student and an undergraduate student?
YES!!

When you started your undergraduate years you had high school skills. You had high school social skills, high school study skills and you probably had job aspirations that changed frequently. You attended a wide variety of classes, went to parties and were in competition with everyone else in each class. The Teaching Assistants ran the labs and graded your papers, and they may even have been in charge of the lectures.

Now **YOU** are a **Graduate Student** and the freshman are looking up to you.

If you are coming in with other Graduate Students you may be looking at them as competition. In this graduate Biology program at USF this is not really an accurate view as you are going to be working on part of a group research project. You are going to be learning and using valuable new skills from experienced graduate students and/or from your research director.

You probably do not remember the first time you crossed the road on your own. Someone was watching you and was there to help you but they did not hold your hand and walk with you. One of the new skills you will have to learn is to **THINK FOR YOURSELF** and to **WORK INDEPENDENTLY**. As a graduate student you cannot always rely on your advisor to tell you what to do next. It is advisable to consult additional references (journals, books, & peers) before asking the research director. However, if you still are not sure what to do, your advisor is there to point you in the right direction!

Another skill you need to develop is to be a **TEAM PLAYER** in the lab. Part of being a team player means being considerate of the other people in your lab. This includes being tidy and cleaning up after yourself. Always try to work safely in the lab, respect other people's space and do not touch their experiments (unless they ask you for help). Learn from each other.

This program is going to require all your effort and your complete concentration. You will be working long hours, coming in on the weekends and not getting those long undergraduate breaks between semesters. Nothing worthwhile is ever easy!

(content modified from Chem. dept. document w/permission)

REQUIREMENTS FOR ADMISSION TO THE PROGRAM

The minimal requirements for Admission to the Biology Graduate Program are as follows:

1. A bachelor's degree in Biology or its equivalent. Minor deficiencies may be corrected during the first year.
2. A minimum grade point average of "B" (3.0) grade point average in his or her undergraduate major and in all upper-division work in Biology.
3. A competitive score on the GRE general aptitude exam and on the General Biology Advanced subject exam.
4. Two letters of recommendation from academic referees.

INTERNATIONAL APPLICANTS TO GRADUATE PROGRAMS

In addition to the admission requirements specified by the Biology graduate program, and the general requirements stated elsewhere in this catalog an official TOEFL score report is required when English is not the primary language, before evaluation of academic credentials will take place. OFFICIAL TOEFL SCORE REPORTS must be forwarded directly to the Office of Admissions by the Educational Testing Service (ETS) at the time of application.

In the College of Arts and Sciences, TOEFL Scores International applicants to graduate programs are interpreted as follows:

1. **600 and higher:** Admitted with no additional language related requirements.
2. **550 - 559:** Admitted, but must enroll in special course in English for graduate students*. Complete course in satisfactory manner. Not required to retake TOEFL exam (*030. Graduate Writing/Speaking Practicum).
3. **500 - 549:** Admitted: may enroll in courses for the major with approval of the advisor. Must enroll in the University Intensive English Program and retake the TOEFL exam.
4. **Below 500:** In certain exceptional cases students may apply for possible admission to a graduate program

COLLABORATIONS WITH OTHER INSTITUTIONS

Normally, students who intend to exclusively conduct research at another institution shall not be admitted to the USF Master's program. Only under special circumstances will the graduate committee consider the admittance of such students, when it is clear that there would be a true collaboration between faculty in our department and those in an another institution.

PROCEDURES FOR PROGRESS TOWARD THE DEGREE

The student is expected to meet sequentially the following conditions and requirements:

1. The student, with the research professor will establish a plan of formal course work which will meet the needs of the student and complement the chosen research program.
2. The Committee and student will define a specific biological problem or point of inquiry and formulate a research program which will be submitted to the Graduate Committee on the Thesis Approval Form.
3. Under the guidance of the research professor, the student will select a Thesis Committee, which is to be composed of the research professor and two additional scientists, one of whom may be from outside the Biology Department. If the third member is to be outside the USF faculty the student must obtain written approval for this member from the two USF faculty members. This approval is to be filed with the Graduate Committee.
4. Within the first year, the student will provide his/her Thesis Committee members with a written proposal, briefly describing and outlining the research which will be basis of the thesis. This proposal must be approved by all of the Committee members.
5. The student will file a form for Advancement to Candidacy with the Graduate Advisor. This form should be filed in the same semester the student enrolls in the final courses for completion of the unit requirements.
6. In addition to the successful completion of the required formal course work, the student will conduct the approved research program and write a thesis based upon the findings (Or complete two papers ready for submission to a refereed journal may replace the thesis).
7. An outline of the thesis or papers is to be submitted to the Thesis Committee at least one semester prior to submitting the completed thesis or papers.
8. During the final semester of the research program the student will present a seminar to the Biology Department based upon the research conducted.
9. The thesis or papers must be approved by the student's Thesis committee before submission to the Dean for formal approval.
10. Upon acceptance of the thesis or papers by the Dean and completion of all degree requirements, the student will request the Graduate Advisor to file a "Notice to Post" the degree with the Graduation Center. At this point the degree will be conferred.

The Graduate Regulations Information for the College of Arts and Sciences can be found at the following website: http://www.usfca.edu/acadserv/catalog/USF_Catalog.htm

DEPARTMENT REGULATIONS

TEACHING ASSISTANT REQUIREMENT

All graduate students are required to act as a teaching assistant for a minimum of one **(1) semester** during their two-year program.

STUDENT EVALUATION

Every semester there will be an evaluation of the student's progress towards the degree. One form will be sent to the student and one form to the student's research advisor which will be returned to the Graduate Committee Chair. Each year, the student will meet with the Graduate Committee Chair to discuss his/her progress. If the student is not making adequate progress towards the degree he/she will be so informed. ***Two consecutive semester's of unsatisfactory evaluations may lead to being disqualified and dismissal from the Graduate Program.***

ADVANCEMENT TO CANDIDACY graduate student status does not automatically include advancement to candidacy for the degree. Advancement to candidacy requires a formal, written application distinct from registration. It is to be submitted to the Graduate Advisor. The **thesis approval form** must be filed with the Graduate Advisor with all signatures of the student's Graduate committee and turned into the Graduate Committee Chair.

THESIS

All candidates for the Master's Degree in Biology must complete a **thesis approval form** in addition to the application for advancement to candidacy.

These forms, which can be obtained from the program director or dean, are to be completed under the guidance of the director of the thesis and two other readers. After the signed the director, the reader(s), and the chairperson of the department have signed the form, the student must forward it to the graduate advisor of Biology.

THESIS FORMAT

- The thesis must be typewritten or printed offset. If typewritten, bond paper 8 1/2 X 11 inches must be used;
- The pages must be unbound and without perforations;
- The typing must be double spaced;
- A margin of 1 1/4 inches must be allowed on the left; other margins must be 1 1/4 inches.
- If printed separately, it must conform to norms to be agreed upon by the appropriate dean and the student's major department. If typewritten, the original and one copy of the thesis, when it has been approved and signed by the committee in charge, must be filed with the dean within 6 weeks of the final day of examinations in a given semester.

Submission of Thesis to Readers

The student must arrange regular interviews with the director and the other readers of the thesis and personally submit the preliminary and final draft to the readers. *Failure to present the entire preliminary copy of the thesis to these faculty members well in advance of the deadline for filing the product may result in a postponement of graduation.*

Submission of Thesis to Dean

When the thesis has been approved and signed by the readers, the student *must file the original and one copy with the appropriate Dean no later than the final day of examinations for a given semester* (see University calendar). Student should also submit an abbreviated title for the spine of the thesis.

Deadline

Students enrolled in regular sessions must complete the thesis within four years beginning with the first semester of their enrollment in the graduate program.

N.B. Students who fail to complete the thesis within the assigned time limit will be disqualified from the Graduate Division.

University Requirements for Filing Thesis:

1. The removal of a student's conditional status is under the department's jurisdiction. When the conditions are met, the department must notify the Registrar.
2. The period of time that a student takes as a leave of absence must be deducted from the maximum amount of time allowed for completion of the degree.
3. At least **2** semesters before a student plans on graduating, he/she must file a Petition to Graduate (form available at the Graduation Center).
4. A Graduating student may walk through the graduation ceremonies with no more than **6** units outstanding.
5. For commencement purposes, all grades must be on the SI system including changes of grades, waivers and substitutions.
6. While working on his/her thesis, the graduate student must be enrolled in at least **1** unit of Thesis Writing each semester. If a student on scholarship has used all 24 units and still has not fulfilled the degree requirements, he/she must pay any tuition fees required by the graduate school registrar.
7. Upon the completion of the graduate student's thesis and receipt of the signatures of all thesis committee members, including the signature of the Dean of Arts and Sciences, the Notice to Post is submitted to the Associate Dean of Sciences for his/her signature and then it is forwarded by the Dean's Office to Susan Solomon in the Graduation Center.
8. The thesis then can be submitted to the Head of Acquisitions at the library, for binding.
The following must accompany the original copy of the thesis when submitted to the library:
 - a. Thesis Submitted to Gleeson Library for Binding form
 - b. Student Waiver of Rights Under the Privacy Act and Copyright Act
 - c. Agreement to Allow Exhibition of Thesis filled
 - d. **1** photocopy of the thesis
 - e. **1** copy of the thesis cover page with the signatures of the members of the thesis committee, including the signature of the Dean of Arts and Sciences
9. The University does not pay nor arrange for personal copies of a student's thesis that he/she wants bound. The library recommends the company that binds its theses for all interested parties: THEODON BOOKS, 1773 Addison Way, Hayward, CA 94544; Phone No: (510) 783-9990. (For a price inquiry, state that you are a USF student.)

GENERAL GRAD CHECKLIST FOR STUDENTS PRIOR TO GRADUATION

DOCUMENTS NECESSARY IN FILE:

___ LETTER OF ACCEPTANCE (WITH APPLICATION MATERIALS ATTACHED)

___ CURRENT TRANSSCRIPT

___ ALL PREREQUISITES MET (if not, written waivers, substitutions)

___ ACCEPTANCE LETTER AND TRANSCRIPT

___ ALL TRANSFERRED UNITS ARE APPROVED

___ ALL REQUIRED COURSEWORK DONE

___ STUDENT REGISTERED FOR CURRENT SEMESTER

___ STUDENT COMPLETING WORK WITHIN 4 YEARS TIME LIMIT

___ SUFFICIENT UNITS ON RECORD

___ THESIS COMPLETION DATE RECORDED

___ THESIS COMPLETED

___ MET WITH THE GRADUATE CHAIR

___ NOTICE TO POST FORM SUBMITTED

UNIVERSITY OF SAN FRANCISCO

NOTICE TO POST GRADUATE DEGREE
IN BIOLOGY

DATE:

TO: SUSAN SOLOMAN
GRADUATION CENTER
CAMPION HALL, B-4

FROM: _____
Brandon Brown, Associate Dean of Science

RE: _____
Student Name

Student ID

The Student named above has completed all the requirements for the degree of **Master of Science**, with a major in **Biology**. Please post the degree and order the diploma with a graduation date of: _____.

The following Documentation has been verified and is enclosed:

Admission letter _____

GRE Advanced Biology Score _____

Approved lower division courses _____

Waivers/Substitutions _____

Title Page from Thesis _____

THANK YOU FOR YOUR ATTENTION.

Approved by Graduate Advisor in Biology:

Jennifer A. Dever, Chair of the Graduate Committee

Date

**University of San Francisco – Biology Department
GRADUATE STUDENT EVALUATION FORM**

Student Name: _____
Student ID Number: _____
Major Professor: _____
Evaluation Date: _____

1) Research/lab performance

Has the student's rate of progress in the past semester been satisfactory? (if not, explain).

Has the student's thesis-related research in the past semester been satisfactory? (if not, explain).

2) Classroom performance

Has the student's coursework/directed studies performance in the past semester been satisfactory? (if not, explain).

3) Assistantship performance

Assistantship Assignment: Research _____

Teaching _____ N/A _____

Supervisor: _____

Performance: Outstanding _____ acceptable _____ poor _____

4) Scholarship eligibility

If the student is on scholarship units, do you feel they should continue to receiving these scholarship units?

BIOLOGY DEPARTMENT ANNUAL GRAD STUDENT PROGRESS REPORT

Name: _____

Date _____

Date of joining graduate program:

Courses Taken:

COURSES/DIRECTED STU	UNITS	GRADE

Courses currently enrolled: _____, _____, _____,

Thesis advisor: _____

Thesis committee members:

Please summarize your progress so far:

USF GRADUATE SCHOOL REGULATIONS

All graduate students are urged to read these general regulations carefully. Failure to be familiar with this section does not excuse a student from the obligation to comply with all regulations. Although every effort has been made to insure the accuracy of this Catalog, students are advised that the information contained in it is subject to change. They should therefore consult the appropriate dean for current information and the Schedule of Classes for any term to relate these regulations to calendar dates. The academic deans may grant reasonable exceptions from academic regulations to students within their colleges/schools. Each college or school may have specific requirements over and above those set forth in this section. Students may not work towards two degrees concurrently, including undergraduate and graduate degrees.

The University reserves the right to revise its regulations and programs in accord with sound academic standards and requirements. Although reasonable efforts will be made to expedite students' completion of graduate programs, the University does not obligate itself to offer courses every semester to enable graduate students to complete their program within a minimal specified time limit. These regulations do not apply to students in the School of Law. Please consult the School of Law catalog for its regulations.

Student Categories

A **Regular Graduate Student** is a student admitted by the University to work towards a graduate degree.

A Graduate Student with **Conditional Status** is one whose application to become a regular student is pending, but who has obtained the permission of the dean of his or her college to enroll in course work for that college, or a student whose prior academic preparation does not include courses which are prerequisite for admission to regular graduate status, or a student whose prior academic work is not sufficiently strong to merit full acceptance as a regular graduate student, but who has obtained the permission of the dean of his or her college to enroll for a specific set of courses. A graduate student with conditional status must meet the specific conditions set by the dean of his or her college before he or she is reclassified to regular graduate student status. If specifically approved by the dean, courses taken by a student with conditional status will count towards the completion of regular graduate degree requirements.

A Graduate Student with **Special Status** is one approved by the University for course work only, or a modified program of studies, but is not working towards a degree. Special Student status is approved by the dean and faculty on a form provided by the Office of Admissions or Office of the Dean and must be renewed each semester. Conditions for obtaining Special Student status and for the renewal of this status are set by each school or college.

Graduate students with Special Student status may register for classes only if space is available. A special graduate student who wishes to change to regular status must apply for this status at the Office of the Dean, must meet all regular graduate admission standards, and, if accepted, will be expected to complete all requirements for the degree. Upon acceptance as a regular student, courses taken while on Special Student status may count towards graduate degree requirements upon recommendation by the graduate advisor and approval of the dean.

A Student Classified as a **Visitor** is one who is not formally admitted to the University but is permitted to attend classes. A visitor is not aligned with a college and is not seeking a degree. A visitor is required to obtain the signature of the dean of the graduate department in which he or she wishes to take courses, and register in the Office of Admissions. To renew this status, the student must file a petition with the Office of Admissions each subsequent semester. Completed course work taken by students with visitor status may not count towards a degree without formal acceptance to the University. A student in this category may enroll for not more than 8 units on a space-available basis starting the first day of classes. Courses may be taken for audit or credit.

Credit Hour Load

	<u>Full Time</u>	<u>3/4 Time</u>	<u>1/2 Time</u>
Masters (A&S students only)	6+	5-4	3

Full-time, part-time, etc., is based solely on the number of units registered for in any term, not on course material. Credit hour load does not include challenge examinations, transfer credit, or similar credit situations.

Graduate Advisors

The dean or faculty designate of each department which offers graduate work will assign a specific advisor for each student. The advisor will analyze the student's past record and assist him or her in planning a graduate program.

Registration, Adding Courses, Dropping Courses, Withdrawals, Incompletes, Academic Honesty, and Transcripts.

All prescribed deadlines must be carefully observed since they affect approval signatures, service fees, and the student's Academic Record. For further information on each of these topics, see the general academic regulations for undergraduates and the University's Schedule of Classes and Academic Calendar for each academic term.

Study Load and Residency Requirement

Students in master's programs are required to register for a minimum of three (3) units each semester, unless their only remaining academic work is their thesis or other major creative work. In the latter case they must register for at least (1) unit every semester until their thesis has been completed, and at least three (3) units total for the thesis or other creative work.

In order to meet the academic residence requirement for the doctoral degree, students in doctoral programs must register for two consecutive semesters with a minimum course load of at least six (6) units per semester. This course work is exclusive of dissertation course units. The minimal full-time load is six (6) units.

Transfer of Credit Policy

In exceptional cases, graduate course work taken at other colleges or post-baccalaureate courses completed at USF may be accepted in partial fulfillment of the graduate program. The student must petition the dean through his/her faculty advisor and the program chairperson, if applicable. The petition must contain justification and explicit approval of the advisor and the chairperson if applicable. Credit is limited to six (6) units. Doctoral students may transfer up to 12 units. (General Education core requirements may not be satisfied by transfer of credit for School of Education students. Psy. D. students are limited to 6 units of transfer credit.)

To be acceptable for transfer for credit, courses must:

- be regular graduate or post-baccalaureate level courses;
- be taken at an accredited institution of higher learning, or an Institution which is a candidate for accreditation, within the last seven (7) years; not be supervised field work, directed study or field practice; and have an earned minimum grade of "B".

Double Credit

The same course may not fulfill requirements in both undergraduate and graduate programs. Students may not work towards two degrees concurrently, including undergraduate and graduate degrees.

Probation and Disqualification

Any graduate student whose cumulative grade point average falls below 3.0 will be placed on academic probation. Students on academic probation who fail to raise their cumulative grade point average to 3.0 by

the time they have completed the next six (6) semester hours of graduate work are subject to disqualification from the program. Students whose cumulative average falls below 2.5 in any one semester are also subject to disqualification unless otherwise noted by the specific school or college.

Courses Taken at Other Institutions

A student who is working toward a graduate degree at the University of San Francisco but who wants to take a course or courses at another college or university, must obtain the written approval of the dean of his/her college or professional school at USF prior to enrolling in such courses. The student must abide by all the rules and regulations specified by the particular college or professional school.

Courses taken without prior approval will not be counted toward the degree.

Leave of Absence for Graduate Students

Registered students in good academic standing who wish to leave the University temporarily should petition for a leave of absence. The appropriate form may be obtained from the Office of the Registrar or the office of the student's dean. The form must be filed with the Office of the Bursar after the student has obtained all the specified signatures. The maximum leave of absence which can be granted at any one time is one academic year. Students who do not return for the semester specified are considered to have withdrawn from the University; they must apply for readmission should they wish to return later.

Students who wish to enroll for course work at other institutions during their leave of absence from the University must obtain their USF dean's prior approval and must observe the rules for courses taken at other institutions noted in the undergraduate regulations sections of this catalog.

Registered students who take a leave of absence from the University from the beginning of the semester until 4:00 p.m. on the census date will receive a full refund of tuition. No refund of tuition will be made to students who take a leave after the census date.

Withdrawal from the University

Students planning to withdraw from the University are requested to make an appointment with the dean of their school or college prior to initiating withdrawal procedures.

A student who wishes to withdraw from the University must secure a withdrawal form from the Office of the Registrar or the office of the student's dean and must obtain the signatures specified on the withdrawal form. Only when the completed form has been returned to the Office of the Bursar does the withdrawal become official. Students who simply absent themselves from class or tell the instructor that they are withdrawing from the University, without filing the required form, will have failing grades (F) posted to their records.

Registered students who withdraw from the University from the beginning of the semester until 4:00 p.m. on the census date will receive a full refund of tuition.

Completed withdrawal forms must be received by the Office of the Bursar before 4:00 p.m. on the census date. No refund of tuition will be made to students who withdraw after the census date.

For programs not following the University Calendar, the final date for withdrawal with refund is based on 20 percent of elapsed class time in relation to the total number of class meetings scheduled for the course.

Students in the College of Professional Studies must submit written notice of their intention to withdraw to the Office of the Bursar. These students need not submit a withdrawal form. The withdrawal letter should include:

- Name and address, home and/or work phone number
- Group number
- Social Security number
- Reason for withdrawal
- Date and session number last attended
- Request for tuition refund, if applicable

Students mailing their withdrawal notifications should send them by certified mail to:
Office of the Bursar
University of San Francisco
Campion Hall
2130 Fulton Street
San Francisco, CA 94117-1080

Standards of Scholarship and Grade System

The work of graduate students is evaluated in terms of the following grades:

- A Outstanding
- B Satisfactory (student meets all major course competencies)
- C Student meets minimum standards for obtaining credit*

*All graduate students are required to maintain an overall cumulative grade point average of B (3.0). The grade of "C" including a "+" or "-", may be awarded by faculty in the School of Education and the College of Professional Studies. However scholarship standards for students in the School of Education and the College of Professional Studies require that a "B" average (3.00 GPA) be maintained and a lower cumulative GPA may result in probation or academic disqualification.

F Failure: student does not meet minimum standards for obtaining credit.
The grades A, B, and C may be modified by (+) or (-). In addition, the following notations are used:

P "Passing," at least at the lowest passing level (C-); not counted in computing the grade point average. In some graduate programs P/F is used to evaluate those courses associated with research or a field project.

S, U "Satisfactory" or "Unsatisfactory" are notations given in certain courses. If an "S" grade is received, the units will be counted toward the total units required for graduation, but not in computing the grade point average. In some graduate programs, S/U is used to evaluate courses associated with a thesis, dissertation proposal, or dissertation.

I "Incomplete" denotes an examination or required assignment which has been postponed for a serious reason after consultation with the instructor. Students who have not contacted a faculty member regarding completion of course requirements are subject to a failing grade.

Students given approval to postpone course requirements must complete them on the date specified by the faculty member. If the notation is still incomplete at the close of the following semester, it is converted to a failing grade (F).

IP Work "In Progress": final grade to be assigned upon completion of the entire course sequence in courses predetermined by the dean. "In Progress" (IP) notations on graduate student transcripts, if not cleared, will revert to an "F" upon expiration of the time limit for completion of the graduate degree.

W "Withdrawal": is a notation used by the Registrar's Office when a student drops a course after University census date.

NR Grade "Not Reported" by instructor within 10 days after the examination period is a notation used by the Registrar's Office. To correct the transcript the instructor must file a change of grade form. "NR" carries no connotation of student performance and no grade point value is given.

AU "Auditor": course not taken for credit.

RC "Registration Canceled" is placed on the permanent academic record when the Bursar cancels registration due to nonpayment of tuition and fees.

Grade Points

Grade points per semester unit of credit are assigned as follows:

A+	= 4.0
A	= 4.0
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
F	= 0.0

Credit for Repeated Courses

Students may repeat courses. Both the initial grade and the subsequent repeat grades will show on the academic record and count in the grade point average. The units earned in the repeated courses will not be included in the total needed for graduation, unless indicated otherwise in this Catalog, e.g., see specific course descriptions.

Registration for Directed Study

Directed study courses are designed for special educational needs which are not met by the available curriculum. A contract is drawn up by the student and the faculty member containing a description of the course content, basic requirements, unit value, and schedule of meetings. The contract is signed by the student, faculty member, department chairperson, if applicable, and the faculty member's dean. All copies are filed at the Office of the Registrar at the time of registration.

The privilege of enrolling in directed study is ordinarily limited to students with 3.0 grade point averages or higher. Without the specific prior approval of the student's dean, a student may register for no more than one directed study course per semester nor for more than 12 units of directed study towards the degree. Letter grades are recorded for directed study courses.

Minimum Academic Requirements at Graduation

To be eligible for the conferment of a graduate degree, a student must attain at least a B (3.0) cumulative grade point average in all courses counted towards that degree.

Time Limitations for Degree Completion

Time limitations for completing all requirements for the master's degree (including the thesis) are as follows:

- for master's degree students in the College of Arts and Sciences: **4 years.**

Time is counted from the beginning of a student's graduate program, regardless of any leave of absence taken.

Filing for Graduation, Diplomas and Commencement

Students applying for the conferral of a graduate degree must file a "Petition to Graduate" form with the Graduation Center in the term preceding the final semester of registration for degree requirements and within the time limitation for degree completion (see "Time Limitations for Degree Completion" in the Graduate Academic Regulations).

Graduation dates posted on the academic transcript and on the diploma coincide with the last month of the three terms of instruction: Fall — December; Spring — May; Summer — August.

The student's diploma will list the degree and the school or college of the University awarding the degree. The academic transcript will also list the major, and, if applicable, a minor and/or area of emphasis. The official graduation date will reflect the completion of all academic requirements for the degree, and not the last term of enrollment.

Students must complete the program requirements indicated in the catalog in force at the time of their most recent matriculation. Graduate students are evaluated by the college offering the degree for which they are candidates. That college will notify the Office of the Registrar of degree completion. Degrees are in turn posted to transcripts and diplomas ordered by the Office of the Registrar.

Diplomas will be released only to students who have been cleared by the Bursar.

Waivers and substitutions submitted by the dean of the school or college in relation to the University Catalog in effect at the time of graduation shall be considered as altering graduation requirements for the student.

Graduating students will be invited to participate in only one commencement ceremony. Those who complete their degree requirements in December or January of a given academic year will be invited to the December Commencement Exercises. All students who complete their degree requirements in May or August will be invited to the May Commencement Exercises. Students who must take courses in the Fall term to complete their degree requirements will not be allowed to participate in the preceding May ceremonies. Likewise, students who must take courses in the Spring term to complete their degree requirements will not be allowed to participate in the preceding December ceremonies.

Other Regulations

Please consult the preceding undergraduate section for policy, procedure and other information on such things as transcripts, academic honesty, loan refund policy and release of information. Also please refer to the succeeding sections on General Student Resources and Policies for further information.

Course Numbering

Undergraduate Courses

100 to 299 designate Lower Division courses, 300 to 499 designate Upper Division courses. 400 to 499 designate undergraduate Upper Division courses recommended for, but not restricted to, students studying the subject at the senior level. Courses in this category have prerequisites which students have usually completed at the junior level.

Graduate Courses

500 to 899

subdivided as follows:

500 to 599

designate courses offered at the graduate level which prepare students for a graduate degree program or designate professional teacher-training courses.

600 to 699

designate courses at the master's and credential level.