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Welcome!

Who are you?

Where is your place in the world?

What are your career goals?

How can you serve others in the Jesuit tradition?

The answers to these questions lie within you as an individual. We in the School of Management Undergraduate Division, under the leadership of Dean Elizabeth B. Davis, Ph.D., are here to assist you as you explore the many opportunities and experiences that will help you on your journey of self-discovery.

We are committed to helping you as you work toward your educational goals. It is our belief that each person embodies a unique set of talents and abilities. It is our job to help you find those gifts you have been given so that you may share them in a meaningful way with others.

Please use this Spring 2016 School of Management Student Handbook to familiarize yourself with key policies and procedures governing our program. It provides valuable information about academics, resources and services available to promote your success during your time at USF. Please feel free to contact us when we can be of service and assist you in any manner.

We all look forward to getting to know you!

School of Management Undergraduate Division

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General Rules for Success

We are here to help you succeed in the program, and we believe your path will be more productive and enjoyable if you take the following steps:

- Plan Ahead. Your CASA Academic Success Coaches and faculty advisors are happy to help you figure out your schedules.

- Register for classes on time. Do not wait until the last minute to register for the courses you want. There is a good chance that if you wait, you will not get your preferred schedule. Make sure to see your Faculty Advisor, your Academic Success Coach (CASA), and attend advising sessions that are offered throughout the year such as the McLaren FARE.

- Make sure that your schedule is accurate each semester. You are responsible for reviewing your current and past schedules and should do so on your myUSF account. Make sure that you are officially enrolled in your courses. Go online and remove yourself from Wait Lists if you are still listed on any. By checking to make sure everything is correct on your schedule, you avoid being charged for a course you have never attended or risk receiving an “F”.

- Know the current semester’s deadlines for adding and dropping courses. Deadlines are listed in the calendar and in this Student Handbook, as well as online under the “Registrar” heading.

- Check your grades. At the end of each semester, check the final posting of your grades. If you see any errors, notify CASA immediately.

- Keep track of your degree evaluation. To ensure that you are completing the necessary course work in a timely manner, make sure to check your degree audit found on your myUSF site. Make sure all information is correct and, again, notify CASA if there are any errors.
Fall Semester | 2015
---|---
Classes/Late Registration Begin | Tuesday, August 25
Last Day to Add | Monday, August 31
Labor Day Holiday (no classes) | Monday, September 7
Last Day to Withdraw with a Full Refund | Monday, September 11
Fall Break (no classes) | Monday–Tuesday, October 19-20
Last Day to Drop Courses or Withdraw | Friday, November 6
Spring Continuing Student Registration | Monday-Wednesday, November 9-December 2
Thanksgiving Recess | Thursday–Friday, November 26-27
Last Day of Classes | Wednesday, December 9
Final Examination Period | Friday–Thursday, December 11-17
Mid-Year Commencement | Friday, December 18

Intersession | 2016
---|---
Classes Begin | Monday, January 4
Martin Luther King Day Holiday (No classes) | Monday, January 18
Classes/Exams End | Friday, January 22
Last Day to Submit Grades | Friday, January 29

Spring Semester | 2016
---|---
Classes/Late Registration Begin | Monday, January 25
Last Day to Add | Friday, January 29
Last Day to Withdraw with a Full Refund | Friday, February 12
President’s Holiday (no classes) | Monday, February 15
Spring Break | Monday–Friday, March 14-18
Easter Holiday Begins at 4:00pm | Thursday, March 24
Easter Holiday (no classes) | Friday, March 25
Last Day to Drop Courses or Withdraw | Monday, April 11
Holy Thursday Canceled Classes Meet | Friday, April 8
Fall Continuing Student Registration | Monday–Friday, April 11–June 24
Last Day of Classes | Thursday, May 12
Final Examination Period | Saturday–Thursday, May 14-19
Commencement Mass | Thursday, May 19
Commencement Ceremonies | Thursday–Saturday, May 19-21

Summer Sessions (7 Sessions) | 2016
---|---
Memorial Day Holiday (No classes) | Monday, May 30
Session I | Monday–Friday, May 23-August 12
Session II | Monday–Friday, May 23-July 1
Session III | Tuesday–Friday, July 5-August 12
Independence Day Holiday (No classes) .................................................. Monday, July 4
Session IV .................................................................................. Monday–Friday, May 23–June 10
Session V .................................................................................. Monday–Friday, June 13–July 1
Session VI ............................................................................. Tuesday–Friday, July 5–July 22
Session VII ........................................................................... Tuesday–Friday, July 25–August 12
Last Day to Submit Grades ............................................................... Friday, August 19

USF Mission and Core Values

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 University’s core values include a belief in and a commitment to advancing:

- 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;
- 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.

ACADEMIC POLICIES

The University of San Francisco General Catalog serves as your major reference for rules, regulations, and policies required to successfully complete all degree requirements. This important reference includes a complete description of all programs and courses, academic information and policies, financial and tuition information, a listing of the faculty, and other descriptive information about the University, and its requirements.

• You are responsible for knowing all academic rules and regulations affecting your program of study, including degree requirements as set forth by your school/college. Failure to read or understand the requirements does not relieve you of this responsibility.

• If you register for courses without consulting your advisor or without your advisor's approval, you must accept full and complete responsibility, academic and financial, for any errors or courses taken that do not meet the requirements of your program.

• The University reserves the right to add or cancel classes and change regulations, fees, and other information in this publication. Please consult the University of San Francisco General Catalog for further information on these policies and procedures.
History

Throughout its long and distinguished existence, the School of Management has educated students at the University of San Francisco and successfully prepared them for careers throughout the United States and the rest of the world.

The Bachelor of Science degree was first awarded to graduates in 1935 and today the School of Management is nationally accredited by the Western Association of Schools and Colleges (WASC), as well as the Association to Advance Collegiate Schools of Business (AACSB). The school is one of only 413 schools of business in the United States that is accredited at both the graduate and undergraduate levels.

Mission Statement

The School of Management at the University of San Francisco is a catalyst for change in business, government and non-profit managerial practice. Through research and teaching that draws on the global diversity and entrepreneurial energy of our region, we educate students to build more productive and compassionate organizations. We value personal responsibility and integrity, open and disciplined inquiry, and a collaborative and enterprising spirit.
At our Center for Academic and Student Achievement (CASA), we provide an environment where students are welcomed and supported. The highly trained and professional team within CASA is a select group of caring and committed Academic Success Coaches and Administrative staff whose number one priority is to help students stay-on-track to graduate. We look forward to connecting with each and every student on a personal level, and pride ourselves in providing our students with compassionate academic and personal support that promotes holistic student development. Please join us through an exciting journey of self-discovery and personal growth by visiting us in CASA.
Kimberly Rutledge, Learning Center Coordinator
Kim Harris, Learning Center Assistant Coordinator

Location: Cowell Hall 215
Phone: (415) 422-6713
E-mail: lwc@usfca.edu
Fax: (415) 422-2194
Web site: http://www.usfca.edu/lwc

Hours:
Learning Center: Monday - Thursday, 8:30 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 5:00 p.m.
Writing Center: Monday - Thursday, 10:00 a.m. - 8:00 p.m.; Friday, 10:00 a.m. - 5:00 p.m.
Drop-in Hours (in Gleeson Library): Monday - Thursday: 1:00 - 4:00 p.m.

The Learning & Writing Center provides individual and group tutoring for enrolled USF students.

Tutoring is free of charge to USF students during the fall and spring semesters. The Center's staff also assists students in forming study groups, building study skills, and solving academic problems. The Writing Center’s staff works with students to help them improve their writing skills. Faculty members provide feedback on students' writing and tailor programs of instruction to meet individual needs.

Student Services

- Tutoring (individual and group)
- Writing support for all classes
- Academic support workshops (study skills, test taking, stress management)
- Alternate study space
- Computers

Signature Programs

- America Reads: A federally funded work-study K-3 literacy program for local schools and after school programs
- Student Athlete Support: Individualized academic support for student athletes
- Supplemental Instruction: Structured study groups led by student tutors who attend the course on a regular basis.
The primary mission of Student Disability Services (SDS) is to help USF students with disabilities serve as fully contributing and actively participating members of the University community, while acquiring and developing the knowledge, skills, values, and sensitivity to become women and men for others.

Toward that end, SDS promotes a fully-integrated University experience for students with disabilities by ensuring that students have equal access to all areas of university life and receive appropriate educational support and services to foster their academic and personal success. To support this mission, SDS follows these steps:

**Step 1: Determine Eligibility for Services**

- Eligibility for reasonable accommodations under the Americans with Disabilities Act (ADA) is determined in collaboration with the University and the student after review of current, comprehensive documentation of disability, clinical interview, and prior use of services, as appropriate.
- Students should contact SDS as soon as they think they may need services, so that this process may begin in a timely manner.
- Contacts with SDS are confidential and disability-related information is not released except on a need-to-know basis.

**Step 2: Use Accommodations and Services**

- After eligibility for services is determined, the most reasonable accommodations may be arranged within ten business days.
- Students receiving reasonable accommodations have a responsibility to notify the appropriate University personnel of their recommended accommodations in a timely manner.
Step 3: Review Effectiveness of Accommodations

- After recommended services and accommodations are in place, students may meet with a member of the SDS staff to ensure that the recommendations are effective, essential, and appropriate for each course.
- Common examples of academic reasonable accommodations may include, but are not limited to: exam accommodations, note-taking services, provision of course materials in an accessible format, laboratory assistance, sign language interpreting, real-time captioning, and assistive technology training as supported by documentation of disability.

SDS promotes disability awareness and educates students, faculty, and staff of their rights and responsibilities within the accommodation process, and collaborates across the University to provide effective barrier removal and accessible campus housing, transportation, and access to campus technology and communication services.

SDS also may provide liaison with University personnel. All recommendations made by SDS are intended to create equal access within the academic setting.

Finally, SDS believes in promoting self-advocacy. Through disability management advising and support services referral, SDS educates students in disability-related self-management. In building disability management skills, students become self-advocates who can express their needs and realize their full academic potential.
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Dr. Barbara Thomas, Director

Location: Gillson Hall, Lower Level
Phone: (415) 422-6352
Fax: (415) 422-2260
Web site: http://www.usfca.edu/caps

After-Hour Consultation: 5:00 p.m. to 8:30 a.m. and 24 hours weekends and holidays.
All Hours Consultation: For branch campus students. 24 hours including weekends and most holidays. Call 855-531-0761

CAPS assists students in developing self-understanding and resolving problems that may interfere with their ability to function in an optimal manner. CAPS provides confidential, brief therapy at no charge to currently enrolled students.

Student Services

- Individual, couple, and group therapy
- Crisis intervention and management
- Substance abuse evaluation, intervention, and referral
- Psychiatric consultation and medication evaluation
- Outreach related to mental health topics
- Consultation regarding matters of a psychological nature to students, faculty, staff, family, and friends.
- Referral to outside agencies
- Classroom presentations upon request
- Resource material – books, films, brochures, and handouts

Signature Programs

Depression and Anxiety Screening Day

Self-assessment is available online to determine one’s current level of depressive and anxiety symptoms. Follow-up consultations are available. Materials and outreach related to this topic are also offered. (October)

Eating Disorders Awareness Week

Self-assessment is available online to determine the degree of problem eating and body dissatisfaction. Follow-up consultations are available. Outreach presentations are offered throughout the week. (February)
National Alcohol Screening Day

Self-screening is available to assess one’s current alcohol consumption and level of problem drinking behavior. Individual consultation is also available by appointment. Print material and outreach presentations are available by arrangement. (April)

CAREER SERVICES CENTER

Alexander B. Hochman, Senior Director

Location: University Center, 5th Floor
Phone: (415) 422-6216
E-mail: careerservices@usfca.edu
Web site: http://www.usfca.edu/career

Hours:
Monday: 11:00 a.m. - 2:00 p.m.
Tuesday: 11:00 a.m. - 2:00 p.m. UC 1st Floor Fireplace & 5:00 p.m. – 7:00 p.m. McLaren Atrium
Wednesday: 11:00 a.m. - 2:00 p.m.
Thursday: 11:00 a.m. - 2:00 p.m. Kalmanovitz Atrium
Friday: 11:00 a.m. - 2:00 p.m.

Hours Subject to Change Without Notice

The primary mission of the Career Services Center (CSC) is to assist USF students and alumni in developing, evaluating and effectively implementing their career plans. To fulfill this mission, the Career Services Center provides career counseling, job search preparation and recruiting activities.

Signature Services

Career Counseling
- One-on-one via drop-in sessions and appointments

Career Assessments
- Online career assessments such as Myers Briggs and Strong Interest Inventory are available.
- Call (415) 422-6216 to make an appointment with a counselor for instructions on assessments.

Career and Industry Information
- Online and in CSC Resource Library

Career Planning Guides
- Topics such as resume and cover letter writing, interviewing skills, job search strategies, researching employers, and more.

Career Information Programs
- Includes panels and in-class presentations
Graduate School Resources

- Applying to Graduate Schools guide, catalogs, and online directories of programs

Interview Practice

- Visit Interview Stream at [http://www.usfca.edu/career](http://www.usfca.edu/career) for online video-based interview practice. Visit DonsCareers at [http://www.usfca.edu/career](http://www.usfca.edu/career) for a schedule of Mock Interviews (employer practice interviews)

Recruiting Activities

- On-Campus Interviews, Company Presentations, and Resume Referral.

Employment Listings

- Visit DonsCareers at [http://www.usfca.edu/career](http://www.usfca.edu/career)

Internship Listings

- Visit Internship Exchange and DonsCareers at [http://www.usfca.edu/career](http://www.usfca.edu/career)

Nonprofit Expo

- Nonprofit, social service, environmental, and religious organizations share volunteer, internship and some job opportunities with students/alumni (Fall semester).

Graduate & Professional School Fair

- Graduate school representatives visit campus to share information with students in various majors (Fall semester).

Career & Internship Fair

- Employers visit campus to meet students/alumni and promote jobs and internships in many industries.
One Stop Enrollment and Financial Services

Location: Lone Mountain, 251
Phone: (415) 422-2020
Fax: (415) 422-6084
E-mail: onestop@usfca.edu
Web site: http://www.usfca.edu/onestop
Hours: Monday, Tuesday, Thursday, & Friday: 8:30 a.m. - 5:00 p.m.; Wednesday: 8:30 a.m. – 4:00 p.m.
Hours may vary for summer term and during University events; check with the One Stop Office for specific hours.

Note: Services may also be accessed via students’ myUSF accounts.
The One Stop Office provides combined services in the areas of Financial Aid, Registration, and Student Accounts. Services are also available online at http://www.usfca.edu/onestop

Processing Forms
All students are responsible for picking up forms and delivering them to One Stop for final processing.

Note: Forms dropped off at the Undergraduate Studies Office for signature will be completed and left at the front desk for pick up by the student; the office DOES NOT walk forms up to One Stop.

FINANCIAL AID OFFICE

Student Financial Aid assists with scholarships, grants, loans, employment opportunities, and Federal promissory notes related to Federal Perkins, NSL, and other University Loan Programs.

Financial aid is provided by the University, the federal and state governments, social, fraternal, professional and community organizations, banks and credit unions, employers, and friends and graduates of the University.

Qualified students may use financial aid to pay for tuition and fees, room and board, books, transportation, and personal expenses. All USF students who think they have a need for financial assistance or want to explore options for organizing their own resources to meet their educational expenses should contact the One Stop Office or visit http://www.usfca.edu/onestop.

Applying for Aid
USF requires the Free Application for Federal Student Aid. Apply online at http://www.fafsa.ed.gov.
Researching Scholarships

Use the scholarship link in the Financial Aid section of the One Stop Web page
http://www.usfca.edu/onestop.

Applying for Private Educational Loans

For information on private lenders who offer educational loans, visit the Financial Aid section of the One Stop Web page at: http://www.usfca.edu/onestop.

STUDENT EMPLOYMENT

Student Employment assists students in finding on-campus and off-campus work-study employment. Students enrolled full-time in a University degree program are eligible to apply for jobs posted at: https://www.usfjobs.com/

- The Federal Work-Study Program provides employment opportunities to students who completed the Free Application for Federal Student Aid (FAFSA) and met all of the eligibility requirements for participation. It provides on- and off-campus job opportunities for students who need earnings from employment to meet educational expenses.
- USFWorks is a University-funded employment program that encourages on-campus employers to give hiring priority to eligible students based on their demonstrated need.
- Regular on-campus jobs are available for students not offered financial aid but who would like an on-campus employment experience.

For all forms of student employment, students must provide documentation of their identity and right to work in the United States. For U.S. citizens, documentation is typically a passport, a driver’s license, and Social Security card, or a driver’s license and birth certificate. International students must present their passport with an I-9 attached.

STUDENT ACCOUNTS

The main function of Student Accounts is to process payments for tuition, fees, and University housing. Student Accounts also provides assistance and services to students in other areas, including:

- Promissory notes related to Federal Perkins, NSL, and other University Loan Programs
- Administration of Payment Plans for tuition and fees
- Refund of Title IV funds
- For further information on payment due dates, methods of payment, and refunds, please visit http://myusf.usfca.edu or the Student Accounts section of the One Stop Web page at http://www.usfca.edu/onestop.
The University Registrar’s Office is responsible for registration, the schedule of classes, student academic records, enrollment verification, official transcripts, graduation, academic scheduling, and the administration of the faculty evaluation system. Most services are offered through:

**Statement of Responsibilities and University Honor Code**

Per University policy, and clearly outlined in the catalog, developing responsible student conduct and disciplinary proceedings play a role secondary to counseling, guidance and admonition. At the same time, the University of San Francisco has a duty, and the corollary disciplinary powers, to protect its educational purpose through the setting of standards of scholarship and of conduct for the students who attend the University and through the regulation of the use of institutional facilities.

Consistent with that purpose, reasonable efforts will be made to foster the personal, educational, and social development of those students who are held accountable for violations of University regulations. As a Jesuit institution, USF is committed to being a community that facilitates the holistic development of its members.

This commitment encourages the freedom for individual choice and expression with the expectation that individual members of the community will be

- Honest
- Demonstrate Respect for Self
- Demonstrate Respect for Others
- Demonstrate Respect for the Law and University Policies and Procedures

In keeping with this commitment, this Statement of Responsibilities and Student Conduct Code and related policies and procedures have been created to guarantee each student’s freedom to learn and to protect the fundamental rights of others. The University has established standards, policies and procedures that are necessary to achieve its objectives as a Catholic, Jesuit University. These standards, policies and procedures are inclusive of the laws of the nation, the state of California, and the local community.

All members of the USF community are expected to conduct themselves in a manner that is consistent with the goals of the institution and demonstrate respect for self, others, and their property. Students living off campus are members of this community and, as such, are representatives of USF to the community at large. In this regard, students living off campus maintain an equal measure of accountability to the values and expectations of all members of this community as identified in the Student Conduct Code.

Whether living in or passing through the campus neighborhoods, or parking in the streets around campus, students are expected to adhere to the same high standards of conduct and behavior that are consistent with the students’ developing role as responsible and accountable citizens and reflect well
STUDENT CONDUCT CODE

All members of the USF community have a strong responsibility to protect and maintain an academic climate in which the fundamental freedom to learn can be enjoyed by all and where the rights and well-being of all members of the community are protected. To this end, certain basic regulations and policies have been developed to govern the conduct of all students as members of the University community.

The University reserves the right to review student conduct that occurs on and off campus when such behavior is inconsistent with these expectations and the Student Conduct Code. In addition, students are responsible for the actions of their guests and will be held accountable for any violations of University standards, policies and procedures by a guest. Students should accompany their guests at all times while on campus. If necessary, the University reserves the right to limit the guest privileges of a student. The following acts will subject students to disciplinary action:

1. Acts of dishonesty, including but not limited to the following:
   - Furnishing false information to the University, any University official, faculty member, or office
   - Forgery, alteration, or misuse of any University records, permits, documents
   - Communication equipment, or identification cards and government issued documents

2. Conduct that endangers the physical or psychological well-being of any person including but not limited to the following:
   - Physical abuse
   - Verbal abuse
   - Threats
   - Intimidation
   - Harassment
   - Coercion
   - Harm to self
   - Hazing (Reference Hazing Policy for more information)

3. Attempted or actual theft of property on or off campus

4. Destruction, damage, or misuse of University property or the property of any other person or group

5. Degrading language or actions, including stalking, or any practice by a group or individual that degrades a student or University community member, endangers health, jeopardizes personal safety, or interferes with an employee’s duties or with a student’s class attendance or educational pursuits

6. Nonconsensual physical contact of a sexual nature
7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so; refusal or failure to leave premises because of conduct prescribed by this code

8. Violation of any University standard, policy or procedure, including Residence Life policies listed in the Residence Life section of this handbook

9. Conduct in which a student is detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws

10. Use, possession, manufacturing, or distribution of drugs or equipment, products or material used in manufacturing, growing, using, or distributing of any drug or controlled substance - (please refer to the University’s Drug Free Policy for more information)

11. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by University regulations, refer to the University’s Drug Free Policy), public intoxication; alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under the age of twenty-one (21) years

12. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University premises or use of any such item - (this includes but is not limited to BB guns, Airsoft guns, Mace, switchblades and the like)

13. Unauthorized entry into or use or defacement of University facilities, including residence halls and other buildings and grounds, including roofs, ledges, balconies; unauthorized erection or use on University property of any structures including but not limited to tents, huts, gazebos, shelters, platforms, and public address systems

14. Launching, dropping, throwing or dumping any object or substance from within or on a University structure or property

15. Lewd or indecent conduct

16. Aiding, abetting, or procuring another person to violate any provision of the Student Conduct Code

17. Disorderly Conduct including but not limited to:
   - Excessive or prolonged noise
   - Behavior that interferes with the orderly functioning of the University
   - Behavior that interferes with an individual’s pursuit of education on University premises, or
   - Behavior that interferes with an individual’s pursuit of education during an authorized University class, field trip, seminar, competition or other meeting, or University-related activity

18. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person
19. Any violation of the University Technology Resources Appropriate Use Policy

20. Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the notice from a student conduct officer/board or University official to appear for a meeting or hearing as part of the Student Conduct System
- Falsification, distortion, or misrepresentation of information before a student conduct officer/board
- Disruption or interference with the orderly conduct of a student conduct proceeding
- Institution of a Student Conduct Code proceeding in bad faith
- Attempting to influence an individual’s proper participating in, or use of, the Student Conduct System
- Attempting to influence the impartiality of a student conduct officer/board prior to, and/or during the course of, the student conduct proceeding
- Harassment (verbal or physical) and/or intimidation of a student conduct officer/board prior to, during, and/or after a student conduct proceeding
- Failure to comply with the sanction(s) imposed under the Student Conduct Code
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System

**SANCTIONS**

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code. This list is not exhaustive. All sanctions are cumulative, and a student’s disciplinary history will be taken into consideration when issuing a sanction. Sanctions also may be enhanced based on the severity of the behavior and impact on the University community.

**Warning**

A warning is a written reprimand for violations of specified University policies or campus regulations, including notice to the student that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action.

**Disciplinary Probation**

Probation is the period of time specified for observing and evaluating a student’s conduct, with or without special conditions.

Further violations while on probation may result in more severe disciplinary action, normally in the form of loss of privileges and exclusion from activities, suspension, or expulsion. Probation will be imposed for a specific period of time, and the student is considered removed from probation when the period expires.

Disciplinary Probation is a serious encumbrance upon a student’s good standing in the University and may render the student ineligible for extra-curricular activities.
Loss of Privileges

Loss of Privileges is the denial of participation in designated privileges and extracurricular activities for a specified period of time.

Violation of any conditions in the loss of privileges and exclusion from activities sanction or violations of other policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of suspension or expulsion.

Fines

Monetary fines may be imposed on students or student organizations for violations of the Student Conduct Code.

Restitution

Restitution is the compensation for damage to, or misappropriation of, University property; restitution may be imposed either exclusively or in combination with other disciplinary action.

Reimbursement may also be imposed for damage to the property of or injury to another person as a result of a violation of the Student Conduct Code. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.

Restitution may be imposed on any student acting alone, or through group or concerted activities, or on any campus organization that participates in causing the damages or expenses.

Exclusion

Exclusion is the exclusion of a student from specified areas of the campus or campus activities.

Violation of the conditions of exclusion, or of University policies or campus regulations during the period of exclusion, may be cause for further disciplinary action, which normally takes place in the form of University suspension.

Residence Hall Relocation

Residence Hall Relocation is the relocation of a student in University-operated housing may occur when the student has demonstrated that he or she is unable to be successful in his or her current location by virtue of repeated violations of the Student Conduct Code and/or Residence Life Policies.
Residence Hall Pre-Removal

Residence Hall Pre-Removal is when a student has demonstrated a pattern of behavior that is contrary to the behavioral expectations of community living, he or she will be given formal notice that any further violation for which they are found responsible will result in immediate residence hall expulsion.

Residence Hall Suspension

Residence Hall Suspension is the separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Residence Hall Expulsion

Residence Hall Expulsion is the permanent separation of the student from the residence halls.

Discretionary Sanctions

The following are examples of discretionary sanctions:

- Essays, reflections or research papers
- Service to the University or local community
- Behavioral assessment or counseling sessions related to inappropriate conduct or violations of the Student Conduct Code
- Deferred sanctions may be imposed as deemed appropriate by the Assistant Dean of Students or designee. Such sanctions could include Deferred University Suspension or Deferred University Expulsion. Specific conditions accompany a deferred sanction and any violation or failure to complete the conditions would result in the immediate University Suspension or Expulsion.
- In cases involving drug or alcohol abuse, the student may be referred to an appropriate on or off-campus resource for assessment and may be required to random drug testing (at his/her own expense) as a condition for continued enrollment at the University
- Please refer to the Drug-Free Policy for more information on sanctions for drug and alcohol violations
- Other related discretionary assignments

University Suspension

Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

University Expulsion

Permanent separation of the student from the University.
Ineligibility for Graduation

A graduating student involved with alleged Code violations prior to graduation may not graduate, participate in graduation ceremonies, or receive a diploma until the matter has been processed and sanctions completed.

Revocation of Admission and/or Degree:

Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

Note: More than one of the sanctions listed above may be imposed for any single violation.

USF Honor Code and Policies

As a Jesuit institution committed to cura personalis—the care and education of the whole person—USF has an obligation to embody and foster the values of honesty and integrity. USF upholds the standards of honesty and integrity from all members of the academic community. For full policy on academic integrity and procedures, please go to the following university webpage:

www.myusf.usfca.edu/academic-integrity

The Honor Pledge

USF students uphold the Honor Code by adhering to the core values of the university and upholding its mission to guide their academic careers and education experiences.

I pledge to demonstrate the core values of the University of San Francisco by upholding the standards of honesty and integrity, excellence in my academic work, and respect for others in my educational experiences, including supporting USF's mission.

Standards of Conduct

Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited:

Cheating

Cheating is the use or attempted use of unauthorized materials, information, and study aids, as well as unauthorized collaboration on examinations and other academic exercises. It is the responsibility of
students to consult with their professors concerning what constitutes permissible collaboration. Cheating or helping others cheat is academic fraud.

**Plagiarism**

Plagiarism is the act of presenting, as one’s own the ideas or writings of another; plagiarism, in any of its forms, violates academic integrity. While different academic disciplines have different norms of attribution, all strive to recognize and value individual’s contributions to the larger body of knowledge. It is the responsibility of students to consult with their professors in order to understand the norms of attribution in each discipline and area of study.

**False Citations**

False citation is attribution to an incorrect or fabricated source; false citation is academic fraud. False citation seriously undermines the integrity of the academic enterprise.

**Submitting the Same Work for Multiple Assignments**

Students may not submit work (in identical or similar form) for multiple assignments without the prior, explicit approval of all faculty to whom the work will be submitted. This includes work first produced at USF or at another institution attended by the student.

**Submitting False Data**

False data is information that has been fabricated, altered, or contrived in such a way as to be misleading; the submission of false data is academic fraud.

**Falsifying Academic Documentation**

Forging or altering academic documentation (including transcripts, signatures, letters of recommendation, certificates of enrollment or standing, registration forms, and medical certifications) concerning oneself or others is academic fraud.

**Abuse of Library Privileges**

Depriving others of equal access to library materials constitutes a violation of academic integrity. This includes sequestering library materials for the use of an individual or group, refusal to respond to recall notices, and the removal or attempt to remove library materials from any University library without authorization.

**Abuse of Shared Electronic Media**

Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of campus computer systems.
The educational objective of the undergraduate program is to provide its graduating students with an education that will facilitate their access to management employment positions, entrepreneurial ventures and/or other graduate educational programs.

The key features of this educational program include: international orientation of the business curriculum, faculty and student body; class size, faculty interaction and innovative pedagogy conducive to an efficient learning environment; course work that promotes abilities to communicate and perform effectively as decision makers; core curriculum that exposes students adequately to the major business disciplines of accounting, mathematics and statistics, economics, finance, management, law, marketing, information and technology, and operations; and the opportunity to develop a level of expertise with a specific emphasis.

CURRICULUM OVERVIEW

The School of Management has updated its curriculum to satisfy the latest AACSB requirements and to assure that its students receive the full experience of studying at an excellent liberal arts university. Recognizing our students as individuals with unique interests and talents, the faculty has designed the business curriculum to support the focus and breadth each individual student requires. Course requirements are divided into the following areas:

1. University Core Curriculum
2. General Electives
3. Business Core and Foundation
4. Major Courses

University Core Curriculum

To assure a broad liberal arts education and a solid grounding in the basics of business, all business students must complete 44 credits in the University Core Curriculum. The Core Curriculum is required of all USF undergraduates and covers topics ranging from communication and math skills through the social sciences and ethics. Core Curriculum course requirements are listed under the Core Curriculum section in this catalog.

General Electives (to reach 128-credit minimum for degree completion)

General electives may be taken from various areas of interest. Elective courses range from languages to exercise sports to computer skills. Electives may also be used to fulfill prerequisite requirements.
Business Core and Foundation

The business core and foundation cover the basic business topics needed for a career in business. Consistent with the direction of business today, the business core at the School of Management highlights issues related to the global business environment, diversity and ethics. Oral and written communication and critical thinking are also stressed throughout the curriculum.

All Business majors must complete the following business foundation and core courses. The required foundation courses are also used to satisfy University Core Curriculum requirements (see faculty advisor or undergraduate advising office). Students must maintain at least a C (2.0) cumulative grade point average in their foundation and business core coursework.

Required Foundation Courses / University Core

- ECON – 111 Principles of Microeconomics
- ECON – 112 Principles of Macroeconomics
- MATH – 106 Business Statistics

Business Core Courses

- BUS - 201 Principles of Financial Accounting
- BUS - 202 Principles of Managerial Accounting
- BUS - 204 Quantitative Business Analysis
- BUS - 301 Business Law
- BUS - 302 Marketing Principles
- BUS - 304 Management and Organizational Dynamics
- BUS - 305 Principles of Finance
- BUS - 308 Systems in Organizations

Senior Capstone Course*

- BUS - 401 Strategic Management, or
- BUS - 406 Entrepreneurial Management

*Hospitality Management majors take either BUS 481 (Meeting & Event Management Track) or BUS 487 (Hotel and Restaurant Management Track).
Business Major

Each of the Business Majors require 20 credits of upper division coursework. This is the area where students specialize their interests. Students must maintain at least a C (2.0) grade point average in their major coursework.

**4-Year Planning**

![Sample Sequence of Business Major Courses](image-url)
Study Abroad

Students in the School of Management are encouraged to consider the various Study Abroad options and programs offered in affiliation with USF. Business students requesting approval to participate in a study abroad program must have a minimum GPA of 3.0 overall; a minimum GPA of 2.75 within their business major; must be a Junior or first semester Senior during their study abroad; must have completed at least 24 credits at USF (transfer students); and must complete their last semester in residence at USF. Students should work with CASA to review their degree requirements and their proposed Study Abroad program. For approved Study Abroad courses, a minimum grade of "C" is required to transfer the course for non-elective credit.

Students who wish to study abroad begin the process by visiting the Center for Global Education, UC 5th floor.

1. Pick a country and university of interest.
2. Meet an Academic Success Coach at CASA to make sure all requirements are met (i.e., GPA, class standing, course recommendations).
3. Complete application process to enroll at selected university.
4. Complete PEAI to get courses evaluated and approved for transfer credit.
5. Enjoy your semester abroad!
6. Request transcript to be sent to USF to receive credit.

Undergraduate Academic Advising

Individual Advising:

- Webtrack provides the opportunity for undergraduates to be advised individually online with tutorials tailored to their specific major and introduced by a faculty member. After students pass a quiz which allows them to register online for classes, they are contacted by a faculty member or staff advisor from their college to discuss any questions or issues related to their course schedule. These calls are made by appointment.

- Freshmen have advisor and group advising sessions available throughout their first year. Sophomores, Juniors, and Seniors will have an advisor assigned by the end of their first semester at USF.
- CASA offers advising on the University Core Curriculum and general advising needs to stay on track for graduation. Individual appointments are available. Please contact CASA at 415-422-5050, or CASA@usfca.edu.

**Group Advising:**

- McLaren FARE (Faculty Advising and Registration Event) is held once per term FOR ALL CONTINUING STUDENTS before registration for the following semester. Faculty advisors from all majors participate in a two day advising session in an informal, drop-in setting in the Malloy Hall lobby of the School of Management.

### Student Categories

#### Full-Time Undergraduate Student

A “Full-Time Undergraduate Student” is a student admitted by the University to work towards a bachelor’s degree. The recommended course load of an undergraduate student is 16 credits per semester. Students may not enroll for credits in excess of 18 without approval of the CASA office.

**Note:** There is a per-credit fee charge for credits in excess of 18 and a minimum requirement of a GPA of 3.50. Full-time undergraduate students (those taking 12 credits) pay tuition at a flat rate. If you drop below 12 credits in any semester, it may affect your financial aid status or VISA status. International students wishing to take fewer than 12 credits must first obtain approval from International Student and Scholar Services before they will be allowed to drop any course.

#### Part-Time Undergraduate Student

A “Part-Time Undergraduate Student” is a student admitted by the University to work towards a bachelor’s degree but enrolled for fewer than 12 units of credit per semester. Part-time students pay tuition at a per-credit rate.

We want to make sure you are aware that in order to graduate in four years, students need to enroll in 16 credits of coursework each semester (in addition to completing all other requirements for graduation). Students who complete fewer than 32 credits in an academic year will be urged to make up the deficient credits during Intersession or Summer Session in order to “Stay on Track.” We encourage you to consult with your CASA Academic Success Coach to increase your credit load, if possible, or to discuss alternate plans to graduate as soon as is feasible.
Add / Drop Classes

APPROVALS NEEDED FOR REGISTERING

Registration forms are available in the CASA office (UC – 3rd floor) for adding or dropping classes. They are used for initial registration, changes to registration (adding and dropping courses), petitioning to enter a closed class and requesting an exception to normal grading for a course, when permitted.

Students may be prevented from registering from some courses online due to various restrictions. In these cases, a student may need to obtain signed approval from one or more departments to override these restrictions.

Add Classes

There are two ways a student may ADD a class:

- Electronically, by going onto myUSF and enrolling online
- Manually, with the use of the Add/Drop form. Forms are available in the CASA office and must be completed with all required signatures before the student brings the form to One Stop for processing.

Drop Classes

A student may drop a course in the following ways:

- Electronically, by going on to myUSF and dropping a class online.
- Manually, with the use of the Add/Drop form. Forms are available in the CASA office and must be completed with all required signatures before the student brings the form to One Stop for processing.
- In order to obtain the dean’s signature to drop a course after the last day to withdraw with a full refund, students will also be required to meet with an Academic Success Coach at CASA to create a ‘Stay on Track’ plan.
- Faculty cannot sign a student onto a waitlist or overwrite any area for foundation or business core courses.

Closed Classes –WAIT LIST

- A student must add his/her name to an electronic wait list in the event a course is closed due to maximum enrollment numbers. They will be notified by CASA of space availability in the
order in which they signed onto the wait list and after a review of graduation requirements. THERE IS NO GUARANTEE THAT A SPACE WILL OPEN UP IN A CLOSED CLASS.

- If a spot opens up in a closed class, students will be contacted via email using the student’s myUSF address. The student will have 24 hours to reply to the notification of an opening in the closed class, pick-up the add/drop form, and register for the class. Failure to comply with each of these steps will result in losing the space that has opened in the class; if you do not respond to the email notification, the space will be offered to the next student on the wait list.

**Note:** NOT READING YOUR EMAIL WILL NOT BE CONSIDERED A LEGITIMATE REASON FOR REQUESTING AN EXCEPTION TO THIS PROCESS.

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**Withdrawal from the University**

Students planning to withdraw from the University are encouraged to make an appointment with their CASA Academic Success Coach prior to initiating the withdrawal process.

Petition to Withdraw forms are available at One Stop Enrollment and Financial Services, through your branch campus advisor, and on-line at [http://www.usfca.edu/onestopforms](http://www.usfca.edu/onestopforms)

**Note:** The withdrawal becomes final only when the completed form has been filed with the One Stop Enrollment and Financial Services Office.

Students mailing their withdrawal notification should send it by certified mail to:

**Office of the University Registrar**
University of San Francisco  
2130 Fulton Street  
San Francisco, CA 94117-1080

Completed withdrawal forms must be received by the One Stop Enrollment and Financial Services Office before 5:00 p.m. on the Last Day to Withdraw for a Full Refund Date. **No tuition refunds will be made to students who withdraw after the “Last Day to Withdraw for a Full Refund” date on the University Calendar.**

Students who experience academic difficulties or a family or work-related emergency should consult with an Academic Success Coach at CASA to consider all options prior to formally withdrawing from the University.
Please note the following:

- Students who are receiving financial aid should contact the USF Office of Financial Aid to discuss the potential impact of their withdrawal on their aid and/or their repayment schedule. Students borrowing from the Federal Direct Student Loan Program and/or receiving federal grant assistance are subject to the terms and conditions of the Higher Education Amendments of 1998.
- Students who make changes in their program registration (i.e., withdraw, waive or drop classes, etc.) after the Semester’s Last Day to Withdraw with a Full Refund, will be liable for the entire tuition for the semester.
- Students who have withdrawn from the program and who wish to return to USF to complete their degree will be required to apply for readmission.

Student Initiated Withdrawal

If you and your advisor decide that formal withdrawal is necessary, please note the following:

- You must file a “Petition to Withdraw from the University” with the Registrar’s Office. This must be done by the semester’s Last Day to Withdraw for a Full Refund date in order to receive a tuition refund. Written notification may also be provided via fax, 415-422-6329. Withdrawal notifications are not accepted via E-mail. The “Petition to Withdraw from the University” is also available online at [http://www.myusf.usfca.edu/onestop/registration/forms](http://www.myusf.usfca.edu/onestop/registration/forms).
- Notification must include the last date of your attendance in class and the reason for your withdrawal.
- Ceasing to attend classes does not constitute an official withdrawal. Instructors cannot award grades of "W."
- You will receive grades for all courses completed prior to withdrawal. If you fail to notify the Registrar of your intent to withdraw, your monthly tuition charges will continue to accrue and a grade of “F” will be assigned by the Registrar’s Office for the last course you attended but did not complete. Grades of “W” will be assigned for the remaining course(s) in the semester.
Leave of Absence

Registered students in good standing (academic and disciplinary) who wish to leave the University temporarily should file a Leave of Absence form with the One Stop Enrollment and Financial Services Office. Forms are available online at http://www.usfca.edu/onestopforms.

It is the student’s responsibility to contact their school or college for additional information regarding a leave of absence before they file a Leave of Absence form with the One Stop Office.

All leaves of absence that result from a health or wellness issue may be handled collaboratively between the students’ school or college and the Office of Student Life. Leaves of absence are authorized case by case.

The maximum leave of absence that may be granted at any one time is one academic year (3 terms). 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 written approval and must observe the rules for courses taken at other institutions. Courses taken without prior written approval will not be counted toward the degree at the University of San Francisco.

Registered students who take a Leave of Absence from the University from the beginning of the semester until 5:00 p.m. on the Last Day to Withdraw for a Full Refund will receive a full refund of tuition.

Completed Leave of Absence forms must be received by the One Stop Enrollment and Financial Services Office before 5:00 p.m. on the semester’s Last Day to Withdraw for a Full Refund date. No refund of tuition will be made to students who request a Leave of Absence after this date.

Students who are on Academic Probation when they go on a Leave of Absence must complete their probationary semester once they return to the University.

Last Day to Withdraw with a Full Refund

Per University policy, the “Last Day to Withdraw for a Full Refund” date represents a calendar date in each term when the general enrollment statistics of the University are established. Particulars of these statistics are identified among colleges, classes and student levels. These dates are identified in the Schedule of Classes for each term. Following the “Last Day to Withdraw for a Full Refund” in any term, classes dropped will receive a "W" symbol representing the fact that the class was dropped after the Last Day to
Withdraw for a Full Refund date; the only exceptions to be made are classes canceled by the dean of the college, or a change from one section to another of the same course.

**Note:** Students are liable for the tuition for all courses withdrawn after the last day to withdraw for full tuition refund date.

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**Grading System**

The work of undergraduate students is evaluated and reported in terms of the following grade types:

- **A:** Outstanding
- **B:** Superior
- **C:** Satisfactory
- **D:** Lowest Passing
- **F:** Failing (course not counted toward degree requirement)

The grades A, B, C, and D may be modified by plus (+) or minus (-).

In addition, the following notations are used:

- **P:** "Passing," at least at the lowest passing level (D-); the credits will be counted toward the total Credits required for graduation, but not in computing the grade point average.

- **S, U:** "Satisfactory" or "Unsatisfactory." If an "S" grade is received, the credits will be counted toward the total credits required for graduation, but not in computing the grade point average.

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

**Note:** Students given approval to postpone course requirements must complete them on the date specified by the faculty member. A student who fails to complete course requirements within the allotted time will receive an "F" and be required to repeat the course. All applicable registration and tuition and fee payments are required to repeat a course.

- **IP:** Work "In Progress;" final grade to be assigned upon completion of the entire course sequence in courses predetermined by the dean. IP notations, if not cleared by the specified time, will revert to an "F."

- **W:** "Withdrawal;" a notation used by the Office of the Registrar when a student drops a course
after the University’s last day to withdraw for a full refund and before the withdrawal deadline within any given semester.

**Note:** Students who absent themselves from class or simply inform the instructor that they are withdrawing/dropping the course without filing the required drop form with all necessary signatures will receive an “F” for the course.

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

"NR" grades not changed to a regular grade by the end of the following major semester will be converted to a failing grade (F).

**AU:** "Auditor": course not taken for credit; regular tuition is charged for audited courses.

**CR:** "Credit"; a notation given for faculty-assessed learning credits where credit is granted.

## Grade Points

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

## Grade Point Average

The grade point average is determined by adding the quality points and by dividing the resultant sum by the total number of quality hours. As a general rule, the ratio is based on the number of attempted credits.
completed; e.g., if a student repeats a course, both courses will be considered in the grade point average. As exceptions to this rule, a "Pass" (P), a "Satisfactory" (S), a "Credit" (CR), an "Unsatisfactory" (U) and a "Withdrawal" (W) will not affect a student's grade point average.

A student's cumulative grade point average is based on courses which the student takes at USF. Courses which a student takes at other colleges or universities will not be counted in the cumulative grade point average.

**OFFICIAL GRADES**

Official grades are available on-line via myUSF at the end of each term.

Credit for Repeated Courses Policy: Students may repeat courses. Both the initial grade and the subsequent repeat grade will show on the academic record and count in the grade point average.

**Note:** The credits earned in the repeated courses will not be included in the total needed for graduation.

**CHANGES OF GRADE**

Once grades have been recorded, they will not be changed unless there has been an evident injustice or error in the process. The change will become effective only after the Change of Grade Form has been completed with all necessary signatures and filed with the Office of the Registrar. Please refer to the General Catalog under “Appeal Process for Change of Course Grade” for information regarding a grade dispute.

**PASS-FAIL GRADE OPTION**

Students are permitted to enroll in specified courses on a "Pass-Fail" option. The objective is to encourage students to widen their academic horizons by enrolling in courses of interest which will benefit their general education, without the burden of competing with students in the major, e.g., a student in Arts might wish to enroll in a course in Chemistry or Business, or a student in Science might enroll in Advanced English, etc.

The following general regulations are to be observed:

1. The Pass-Fail option applies to only one course each semester or session.
2. The Pass-Fail option is not allowed for Core Curriculum courses or for courses required by the Major or Minor.
3. To exercise the option, the student must have completed at least one semester at the University of San Francisco.
4. To qualify for the option, the student must have at least a cumulative C (2.0) average.
5. The Pass-Fail option must be exercised prior to Last Day to Withdraw for a Full Refund date in any term. Only in extraordinary situations will students be allowed to exercise this option after the Last
Day to Withdraw for a Full Refund date. Such changes after the deadline must be approved by the Associate Dean of Undergraduate Studies.

6. Once chosen, the Pass-Fail option is irrevocable.

P/F is an official grade type. The instructor will assign a "P" or "F" if the student has officially registered for the course on a Pass/Fail basis. No other letter grade can be given. Semester credit hours are awarded for a "Pass" (P) grade. The student's grade point average will not be affected. "Failure" (F), however, will affect the grade point average.

Honors and Awards

DEAN'S HONOR ROLL

The Dean's Honor Roll in each school or college is a list of students achieving high scholarship each semester.

To be eligible, a student must be enrolled full-time for 12 credits or more of course work graded "A" through "F" and achieve a 3.5 grade point average for that semester.

In addition, the USF cumulative grade point average must be 3.5 or better. Students with a 3.7 or higher grade point average for two consecutive semesters are eligible for the Dean's Honor Roll irrespective of the cumulative grade point average.

Records indicating "I" (Incomplete) will make a student ineligible for the Dean's Honor Roll.
Academic Actions and Academic Probation Designations

**ACADEMIC PROBATION**

Academic probation constitutes a serious warning that a student’s academic record is unsatisfactory and that failure to improve the record will lead to dismissal from the University.

The following categories of students will be placed on Academic Probation:

- Any student who fails to achieve a 2.0 (C) average for a semester.
- Any student whose cumulative grade point average falls below a 2.0 (C).

The following category of students will be placed on Continued Probation after their semester on academic probation:

- Any student who fails to achieve a 2.0 Cumulative GPA by the end of their first semester on Academic Probation.

Academic Probation students and Continued Probation students are allowed to take a maximum of 16 credits only and receive support from the CASA office.

**ACADEMIC DISQUALIFICATION**

The following categories of students are subject to Academic Disqualification:

- Any student who is on Academic Probation and earns a Semester GPA below 2.0 for the second consecutive semester
- Any student who is on Continued Probation and fails to achieve a 2.0 Cumulative GPA for that semester (i.e., for the third consecutive semester)
- Any student who receives an Incomplete grade or fails to meet a key requirement of their Academic Contract
- Any student who has been Re-admitted on Contract who fails to meet the conditions of the Academic Contract delineating the terms of his or her re-admittance

Students who are academically disqualified after being on Academic Probation or Continued on Probation are given the opportunity to petition for reinstatement with the university and/or their program. Re-admitted
students are given the opportunity to petition their subsequent Academic Disqualification on a case-by-case basis.

Instructions on how to petition are sent via email and/or mailing address with official disqualification letters after the semester is over and grades are in. Potential for success at USF, utilization of support resources on campus, and participation in the Back on Track Program are primary factors considered when evaluating student petitions.

It is highly important that students on Academic Probation, Continued Probation, or Re-admitted on Contract check their myUSF email daily over break because the turnaround time for them to submit petitions is very short. Students who believe they may have been disqualified are welcome to contact CASA with any questions prior to receiving their letter.

If a student’s petition is accepted, they are Re-Admitted on Contract and an Academic Contract is drafted delineating the terms of their re-admittance. Academic Contract students are limited to a reduced course load, required to complete a targeted version of the Back on Track program, and are required to document utilization of specific resources.

Academic Standing decisions are based upon Fall and Spring Semester grades only. GPA Improvements made during Summer or Intersession semesters are encouraged but would not by themselves release a student from Academic Probation or Disqualification. Students who are Academically Disqualified are allowed to complete Summer or Intersession classes for which they were already registered for, but their grades in those classes have no effect on the petitioning process or their Academic Standing designation.

**RE-ADMISSION TO USF (AFTER LEAVING WHILE NOT IN GOOD ACADEMIC STANDING)**

Students who leave the University after being Academically Disqualified or who leave the University while not in Good Academic Standing (GPA below 2.0) are granted the opportunity to petition for re-admittance to the University after a minimum of one year’s time. **They must turn in all relevant application paperwork to Transfer Admissions along with a petition to the Office of Undergraduate Studies and Programming.**

Re-Admission Petitions are due to the CASA office by June 20th for Fall semester admission and by November 15th for Spring semester admission. Students can request instructions for petitioning by contacting CASA, approximately one or two months prior to the petition deadline.
FREQUENTLY ASKED QUESTIONS ABOUT ACADEMIC PROBATION AND RELATED ISSUES

1. What do I need to do in order to get off of Academic Probation?

A student will be fully removed from Academic Probation and returned to Good Academic Standing when he or she attains a 2.0 Semester GPA and Cumulative GPA unless he or she earns an F grade, receives an incomplete grade, drops a class after the Last Day to Withdraw for a Full Refund or commits an act of academic misconduct during his or her probationary semester(s).

Students are personally responsible for being aware of their Business / Core Foundation GPA and Major GPA and for making adequate progress towards their desired degrees. Please refer to the University Catalog for more information on the GPA requirements to graduate. If a student is unsure of his or her Business/Core Foundation GPA, Major GPA, or degree progress, he or she should contact CASA for assistance.

2. What is the lowest grade needed in order to pass a USF class?

A “D-” grade (.7) in a USF non-major class is sufficient to pass and fulfill requirements met by any class, with the exception of those in the Rhetoric & Composition area. RHET classes require at least a C- (1.7) for a passing grade.

3. I never really took this course. Can I have this “F” removed from my Academic Transcript?

The University adheres strictly to the Last Day to Drop / Withdraw policy. The Last Day to Drop or Withdraw from classes is clearly announced each semester. Once that date has passed, instructors are required to assign a grade for the course, whether a student has attended or not.

Drops after the deadline are only considered in highly extenuating circumstances (e.g., serious personal injury or illness that required extended hospital stay). Petitions for Late Drops should be directed to CASA.

Note: Students who absent themselves from class or simply inform the instructor that they are withdrawing/dropping the course without filing the required drop form with all necessary signatures will receive an “F” for the course.

4. Is it possible to have my grade changed for this course? (E.g., if I make up a missed assignment, etc.)?

Students wishing to appeal a grade should contact their instructor for that course to discuss whether it would be possible to improve their grade.

Please refer to the General Catalog under “Appeal Process for Change of Course Grade” for information regarding a grade dispute.
Credit Hour Limitations

A petition to take excess credits (more than 18 credits per semester) will be considered only when presented by a student whose scholastic ability has been demonstrated by achieving a cumulative grade point average of 3.5; students with a cumulative grade point average between 3.0 and 3.4 will be considered on a case-by-case basis. No student with a cumulative grade point average lower than 3.0 will be considered eligible to carry excess credits. Each excess credit is charged at the same rate as courses taken on a per-unit basis.

Academic Residency Requirement

All students who are candidates for the bachelor's degree from the University must satisfactorily complete at least 44 credits in residence. Additionally, all students must satisfactorily complete their last 30 credits at the University of San Francisco. Finally, all students must also satisfactorily complete a minimum of 15 upper division credits in their major.

Courses Taken at Other Academic Institutions (“PEAI”)

A student who is working towards a degree at the School of Management and who wishes to take a course at another college or university must submit a Petition to Enroll at Another Institution (PEAI). The PEAI form is available at the One Stop Enrollment office at Lone Mountain 251. Students must obtain the necessary approval to transfer course credit back to USF; a copy of the course description may be required for verification purposes. PEAI forms first go to the University Evaluator (LM 200) to ensure transferability and course equivalency and then to CASA for final approval.

School of Management students are not allowed to take credits at other institutions if those outside credits, when combined with USF courses in a semester, exceed 18 credits. Only non-business electives or non-business courses not offered at USF are permitted to be taken elsewhere.

Note: If a petition is submitted for a course that is being offered at USF during that same semester, the petition will be denied.

Students enrolled at, or on official leave of absence from, USF will not be allowed to count towards their degree course credit obtained at another institution without the prior approval of the Assistant Dean at CASA. This regulation applies to students who attend summer session courses at other institutions. NOTE: It is the student's responsibility to have a transcript of the approved work forwarded to the Office of the Registrar.
Directed Studies/Internships

Enrollment in a directed study/research course is limited to students with a 3.0 GPA and only one such course per semester is allowed. First semester USF students are ineligible for directed study courses.

MCLAREN SCHOOL OF MANAGEMENT
NON-ACADEMIC INTERNSHIP (N.A.I.) DIRECTED STUDY GUIDELINES

N.A.I. Directed Study

A student completing a non-academic internship can receive a maximum of one unit of credit (non-business elective) in return for a minimum of 45 contact hours with an employer/sponsor. Students may only receive 1 credit from each internship/sponsor. Internships should be within the student’s area of study and contribute in a challenging way to the student’s learning experience. The grading option is Satisfactory/Unsatisfactory “S/U” only. There is a limit of three individual credits a student can earn as an undergraduate student at USF (three internships max).

Finding an Internship

If you need assistance finding a suitable internship opportunity, whether paid or unpaid, visit the Career Services Center located in the University Center, 5th floor. Call 415-422-6216 for counselor availability, or visit www.usfca.edu/student-life/career-services-center.

To Register for an Internship Directed Study

To register for credit for the internship hours, the student’s employer must provide an initial description of the intern’s general job responsibilities, an estimate of total hours, and the duration (approximate dates) of the internship to the CASA office. Upon completion of the internship, the employer must provide the student with a letter stating that the internship was satisfactorily completed. If a completion letter is not submitted, students will automatically receive an Unsatisfactory grade for the ‘course’. Students are responsible for any tuition charges associated with the 1-unit course credit.

Steps to Process Directed Study:

1. Select an Internship and request a letter describing the Internship.

2. Submit the following to the Office of Undergraduate Studies and Programming:
   a. a letter provided by employer describing internship
   b. any documents required by the employer
   c. and the completed Directed Study form
All paperwork required by both the University and the employer must be signed by both parties before you register for the class (i.e., the University must accept the company’s legal requirements, and they must accept ours).

3. If approved, your internship will be assigned a ‘course’ number. Please allow 36 hours for processing.

4. Pick up the Directed Study Form from the Office of Undergraduate Studies and Programming.

5. Take the Directed Study form to One Stop (LM 251) to register for the course.

Upon completion of the internship, the employer must provide a letter to the Associate Dean of Undergraduate Programs stating that the internship was satisfactorily completed. All students are responsible for picking up forms and delivering them to One Stop for final processing. The Office of Undergraduate Studies and Programming does NOT do this processing.

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**Filing for Graduation Diplomas and Commencement**

Candidates applying for the conferral of an undergraduate degree should file the online Graduation Application form upon completion of eighty-eight (88) credits or by the following deadlines.

- **Fall Term:** September 1
- **Spring Term:** February 1
- **Summer Term:** February 1

The Application for Graduation form is available online and is valid for three consecutive semesters, beginning with that listed on the application; after this period a new application must be submitted. The URL is [http://www.usfca.edu/graduation](http://www.usfca.edu/graduation).

The remaining credits for the degree may thus be selected with reference to the Graduation Center's appraisal of the student's progress towards the degree, which is based on the requirements for degree fulfillment listed in the University Catalog in force at the time of the student's most recent matriculation.

Undergraduate student diplomas list the degree, the primary major, the school or the college of the University awarding the degree, and, if appropriate, academic honors. The official academic transcript will list the degree and major and, if applicable, a second major, areas of concentration, minors, certificates, and academic honors. Students working towards two majors, each of which leads to a different degree, must petition for the primary degree that will appear on the diploma. Students working towards two majors leading to the same degree must petition for the primary major that will appear on the diploma.

Graduation dates posted on the academic transcript and on the diploma coincide with the last month of three of the semesters of instruction: Fall-December; Spring-May; Summer- August. The official
graduation date will reflect the completion of all academic requirements for the degree and not the last term of enrollment, and will take into account all waivers and substitutions approved by the student's academic dean.

Diplomas are mailed to students approximately six weeks after degree posting. Diplomas will not be issued to students who have not met their financial obligations to the University, including payment of outstanding fines.

Commencement ceremonies are held twice a year in St. Ignatius Church, located at 650 Parker Avenue in San Francisco. Ceremonies are approximately one hour long and guest tickets are required for admission to all Commencement ceremonies.

Candidates will be invited to participate in only one commencement ceremony, regardless of when academic degree requirements are completed. Candidates who complete their degree requirements in the Fall or Intersession terms will be invited to the December Commencement Exercises. Candidates who complete their degree requirements in Spring or Summer terms 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.
How to Find Your Registration Holds

1. Log on to your myUSF account and click on the ‘Student’ box under “Self-Service”.

2. Click on the ‘Student’ tab, then “Student Records” link.

3. Under student records, click on “View Holds.”

4. If you have any holds, they will be displayed, such as this Hold. After meeting with either your faculty advisor or Academic Success Coach, your Hold will be lifted. For other holds, contact the referenced department to resolve and clear the hold. You may not register, add or drop classes until all your holds are cleared.
Finding Your Advisor

1. Log on to your myUSF account and click on the ‘Student’ box under “Self-Service”.

2. Click on the ‘Student’ tab, and then click on ‘Registration’.

3. Under ‘Registration’, click on ‘Registration Status & Advisor Information’.

4. Your current faculty advisor is displayed.
Finding Your Degree Evaluation

1. Log into your myUSF account and click on the “Student” box under Self-Service.

2. Click on the ‘Student’ tab. Then, click on “Student Records”.

   ![myUSF screenshot](image-url)
3. Next, click on “Degree Evaluation”.

4. Your Degree Evaluation is now displayed. Information related to you, your major, and all the classes you’ve taken and can take are shown. It will look like this:
Registering for Classes

1. Log on to your myUSF account and click on the ‘Student’ tab. Then, click on the “Access Self-Service” box.

2. Click on the ‘Student’ tab again then click on ‘Registration’.

3. There are two ways to go about electronically registering for classes. First, click on the “Look Up and Register for Classes” link, then select a term. As an example, choose Business Administration under the ‘Subject’ heading and Undergraduate under the ‘Course Level’ heading, then scroll down and click on “Class Search.” You can also type in the title, course number, or choose a teacher if you know that information.

[Image of UNIversity of San Francisco website showing the Student Tab and LOOK Up Classes]

Important Note:
The class schedule is subject to change without notice. Course meeting days, times, and locations are frequently changed and course sections may be cancelled or added as needed.
4. Here, the student has chosen to take Principles of Financial Accounting, TR, from 6:30 – 8:15 PM. There is a 36 student cap, with 34 actually registered and 2 remaining. When you have made your selection, scroll to the bottom of the screen and click on “Register.” Note that a C signifies a class is Closed therefore, you cannot register for it.

5. Alternatively, you can register for classes by clicking on the “Drop and Add Classes” link.
6. This screen shows your current schedule and status. At the bottom of the page is a section titled “Add Classes Worksheet,” with boxes and CRN beneath it. CRN stands for Course Reference Number and are 5-digit numbers found on the Class Schedule listing. Obtain the CRN of a class you want, enter it into one of the boxes and register by clicking “Submit Changes.” This is just a faster way to add classes.