Welcome

Welcome to the University of San Francisco School of Management. The Graduate Student Affairs Office is committed to supporting you in your journey towards earning an advanced degree. Our purpose is to assist you in all aspects of your experience here at USF – academic advising, career development, student life, student clubs and organizations.

Students from a variety of backgrounds, like yourselves, are drawn to USF because its mission, vision, and values are derived from the Jesuit Catholic tradition. This tradition embodies a holistic approach to the pursuit of higher education in which students are taught not only the skills and knowledge essential for success, but also the values and sensitivity necessary to be of service to others. It is our hope that you will leave USF with the compassion, inspiration, and knowledge to use your degree for the advancement of your community and the well-being of those in need.

Please use this handbook to familiarize yourself with the key policies and procedures governing the graduate programs within the School of Management. It provides valuable information about academic policy, resources, and services available to promote your success during your time here at USF.

Please feel free to contact us.

Best,

Mindi Mysliwiec
Director

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Assistant Director

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Operations Manager

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Program Assistant
## University of San Francisco

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USF Mission, Vision, and 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.

Vision
The University of San Francisco will be internationally recognized as a premier Jesuit Catholic, urban University with a global perspective that educates leaders who will fashion a more humane and just world.

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.
Part I: Academic Policies (from the USF General Catalog)
Standards of Scholarship and Grade System

The work of graduate students is evaluated and reported in terms of the following grade types:
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 Professional Studies. Scholarship standards for students in the School of Education and Professional Studies require that a "B" average (3.0 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 sometimes 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 dissertation proposal, or a dissertation.
A Pass-Fail option is irrevocable, if chosen by a student.
S, U - "Satisfactory" or "Unsatisfactory" notations are given in certain courses. For an "S" grade, the credits will count toward the total credits required for graduation, but not in the grade point average computation. In some graduate programs, S/U is used to evaluate courses associated with a thesis.
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).
Professional Studies students are required to sign a Contract for Removal of Incomplete form and to meet the deadlines established in the contract, which is co-signed by the instructor. 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 processing 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. "In Progress" (IP) notations on graduate student transcripts, if not cleared, will revert to an "F" upon expiration of the time limit set by the department.
W - "Withdrawal"; a notation used by the Office of the Registrar when a student drops a course after University census date but before the withdrawal deadline in any given semester.
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 transcript, the instructor must file a change of grade form. "NR" carries no connotation of student performance and no grade point value is given. "NR" notations that are not reconciled by the end of the following semester will be converted to a failing grade (F).
AU - "Auditor"; course not taken for credit. Regular tuition is charged for audited courses.
**Grade Points**
Grade points per semester 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

**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.

**Official Grades**
Official grades are available online via MyUSF at the end of each term.

**Credit for Repeated Courses**
Students may repeat courses with program director or Associate Dean of Graduate Programs approval. Both the initial grade and the subsequent repeat grade will show on the academic record and count in the grade point average. The credits earned in the repeated courses will not be included in the cumulative credits earned or in the total needed for graduation, unless indicated otherwise in this catalog. See specific course descriptions.

**Changes of Grade**
Once grades have been recorded, they will not be changed unless there has been an evident unfair grade or error in the process. If you have questions or concerns regarding the grade you were assigned, the first step is to meet with the instructor to discuss the grade. If you still have concerns, please contact the Office of Graduate Student Affairs. If the instructor decides to make a change in the final grade, the instructor must complete the Change of Grade Form and file it with the Office Graduate Student Affairs. 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.

**Appeal Process for Change of Course Grade**
The Appeal Process for Change of Course Grade applies to students and both full-time and part-time faculty members in all schools and colleges except the School of Law. Language specific to the USFFA contract is noted as appropriate. Procedural differences for School of Management students and faculty members in Professional Bachelor's and Professional Master's Degree programs are also noted as appropriate.

When a student believes that his or her final grade for a course was unfair, the student may use the process described herein to seek resolution of the matter. The burden of proving a claim of an unfair grade (e.g. discrimination, unjust treatment, or errors in calculation) rests with the student. Grades are awarded or changed only by the course instructor or through this appeals process. An appealed grade may be raised or lowered during the course of this appeals process. The parties should make every effort to achieve consensus and to resolve conflicts at the lowest level and as quickly as possible, especially in cases where a student's timely academic progress is in jeopardy.
The student must direct an appeal in writing to the course instructor involved within the first 30 days of the next semester for the Fall and Spring semesters or 30 days after the grade is available online for Intersession or Summer Session. The appeal must include presentation of whatever evidence of unfair evaluation the student believes is relevant. Once the time limit has expired, an appeal will not be taken forward unless the student could not reasonably have known about the alleged injustice within that time; in that case the student must appeal within 30 days of discovering the alleged injustice. It is the responsibility of all parties to make every effort to resolve their differences between themselves and informally.

If at any stage of the grade appeal process an allegation of academic dishonesty becomes known for the first time, this Grade Appeal Process shall be suspended and the case referred to the Academic Honesty Hearing Committee. The Academic Honesty Hearing Committee will make a written report of its findings to the parties involved. If the Academic Honesty Hearing Committee finds the student not guilty of academic dishonesty, the student shall then have the right to decide whether or not to return to the Appeal Process for Change of Grade. If the Academic Honesty Hearing Committee finds the student guilty of academic dishonesty, then the instructor's grade will stand and the student will not have the right to return to the Appeal Process for Change of Grade. The Academic Honesty Hearing Committee does not have the authority to alter a student's grade and should not consider in any way the merits of the grade itself; the only questions are whether academic dishonesty did occur, and if so, what the appropriate sanction(s) should be. At any stage, any of the parties may invite the University Ombudsperson to help facilitate an agreement.

*All School of Management Graduate students are required to meet with the Graduate Student Affairs Office prior to initiating either of the procedures outlined in the below steps.*

**Dean Consultation Process**
The parties may decide to expedite the appeal procedure by consulting the dean (in the school or college within which the course resides) for an informal resolution. If they decide to consult the dean, the dean's decision may not be appealed through the formal process but shall be final and binding. If the student and faculty member cannot resolve the matter between themselves within 30 days and do not agree to consult the dean, the student may appeal through the formal process below. If the faculty member is absent from campus or otherwise unavailable during the 30 days, then the student may proceed directly to the formal process below.

**Grade Appeal Committee Process**
Adherence to the time requirements listed below in the formal process are the responsibility of the faculty member and the student. If the student does not adhere to them, then the instructor's grade will stand. If the faculty member does not adhere to them, then the student may appeal to the dean of the college in which the course was offered to expedite the process. If the faculty member still fails to respond in a timely manner the student may proceed with the appeal directly to the appropriate dean or to Step Two of the Committee Process. This choice will be at the student's discretion.

**STEP ONE:** (Note: School of Management Professional Bachelor's and Professional Master's program students studying at Regional Campuses may move directly to Step Two if full-time faculty members are not available.)

The first step in the Committee Process is for the student and instructor mutually to select another full-time faculty member within the same school or college as the course instructor. This mutually selected faculty member (the third-party faculty member) shall examine all relevant evidence presented by the two parties and make a recommendation. The third-party faculty member shall be chosen within two weeks after the appeal is presented and shall render a recommendation within
one week after examining the evidence. Upon request by the student, time limits may be extended in order to accommodate the Intersession or Summer Session calendars.

If the student and the course instructor cannot agree on a third-party faculty member or cannot or do not choose a third-party faculty member, then the chair of the department or the faculty coordinator of the program involved shall make this selection. If the course instructor is also the chair or coordinator and cannot agree with the student on a suitable third-party faculty member, the student may move directly to Step Two.

In addition to the third-party faculty member, a qualified student (i.e., any undergraduate or graduate student in good academic standing, with at least a 3.0 GPA, within the college in which the appeal is being processed) may be selected, at the sole discretion of the student who has appealed, to assist the student in any appropriate manner, whether as an advocate, another mediator, or an observer.

The third-party faculty member shall make his or her written recommendation to the student and instructor simultaneously. The objective shall be to reach consensus based on the third-party faculty member's recommendation.

The third-party faculty member shall complete a Step One Grade Appeal Form available in the deans' offices stating the basis of the claim, the recommendation he or she has made, and whether the parties have accepted the recommendation. This form shall be placed in the student's official University record at the conclusion of the appeals process, with copies given to both the student and involved instructor.

STEP TWO: If no consensus is reached at Step One, the student may appeal within one week to the full-time faculty in the department or program in which the course was offered by notifying the department/area chair, program director or coordinator. Notification must be in writing, including supporting materials. As necessary, the department/area chair, program director or coordinator may select additional faculty to make the necessary quorum of three full-time faculty. The faculty members shall consider an appeal within 20 working days after receiving the student's written request. These faculty members shall constitute the Course Grade Appeal Committee and shall hold a hearing on the appeal where both the course instructor and student involved are present. In the hearing, the faculty members shall not be bound by formal rules of courtroom evidence. The basic standard for admission of evidence shall be due process and fairness to the student and the faculty member. The student may be accompanied by an advisor of his or her choosing. The role of the advisor is limited to assistance and support to the student in presenting his or her case. The advisor is not allowed to actively participate in the hearing, which includes speaking for the student. After hearing the relevant evidence, the faculty members shall deliberate and reach a decision, which shall be final and binding. (The course instructor and student involved shall not be present during the deliberations and vote.)

A change of grade requires at least a two-thirds vote of those present and voting. Absent such a two-thirds vote the original grade shall stand.

The department/area chair, program director or coordinator shall note the final resolution of the appeal on the Step Two Grade Appeal Form and send copies to the University Registrar's office, the office of the dean of the college or school in which the course resides, the student, and the course instructor involved.

**Academic Actions and Academic Probation Designations**

Any graduate student whose cumulative grade point average falls below 3.0 will be placed on academic probation. For concurrent degree students, the GPA is calculated separately for each program, and academic probation may apply to one
program and not the other. Students on academic probation who fail to raise their cumulative grade point average to 3.0 by the time they have completed at a minimum the next six (6) credit hours of graduate work or semester are subject to disqualification from the program by the Associate Dean of Graduate Programs.

Students whose cumulative average falls below 2.5 in any one semester will be disqualified from the program. Students who are placed on Academic Probation are required to meet with their Advisor within the Office of Graduate Student Affairs.

Students who fail to maintain a 3.0 cumulative GPA for more than one semester will be ineligible to participate in student financial aid programs, including the Direct Unsubsidized Student Loan and Federal Direct Graduate Loan (PLUS).

**Academic Disqualification**
If, at any time, it is determined that a student on academic probation cannot, under any set of circumstances, bring his or her cumulative grade point average above a 3.0 by the time the next six (6) credit hours are completed, that student will be dismissed from their program.

If a student receives an F in a course due to academic dishonesty (see Honor Code for examples of academic dishonesty), the student’s enrollment in their graduate program can be terminated immediately and the incident will be reported to the Academic Integrity Committee for further action. Sanctions may include probation, suspension, and up to expulsion. If the Academic Integrity Committee determines that a student should be academically disqualified from a program, there will be a permanent notation on the student’s transcript.

Students who have been dismissed due to poor academic performance or for academic dishonesty will be eligible to reapply to that program again only after one full academic year. Students who have been expelled or dismissed with cause by the Academic Integrity Committee would not be eligible to re-apply. The process for students applying for readmission can be found on page 16.

**Examinations**
Students are expected to take all examinations for courses in which they are enrolled. Dates for final examinations are given in the University Academic Calendar and Schedule of Classes in any term and may not be rescheduled without the approval of the instructor. In the event of extenuating circumstances a student needs to request a rescheduling of a final examination, the request can be approved or denied at the discretion of the course instructor. Each instructor can set a final examination policy in the course syllabus.

**Credit Hour Limitations**
The maximum number of units in which a student can be enrolled in any semester is 16 for the School of Management. Please note that the primary program will determine concurrent degree students’ maximum units. The primary program is defined as the program to which you were admitted first. For all students, requests for an increased number of units are considered only for students who have a minimum GPA of 3.8. Students wishing to enroll in School of Management courses exceeding 16 units must meet with an advisor in the Office of Graduate Student Affairs and complete the overload petition process. Final approval comes from the Associate Dean of Graduate Programs.
Registration & Attendance
Students must be registered (i.e. a student’s name must appear on the official class roster) in order to attend class. Students are expected to attend all classes, to participate fully in class activities, and to fulfill, in a professional manner, the requirements of each course. Class attendance and in-class activities may be part of grade assignment.

Adding/Dropping Classes
Adding Classes:
There are two ways a student may add a class:
• Electronically, through myUSF during the designated registration period.
• Manually, with the use of the Add/Drop Form taken to the GSA Office for signature and then to One Stop.
For MSFA, MNA, MSOD, MPA, and MSIS students: Cohorted graduate program students self-register for their courses prior to each academic term. Typically, open registration period are as follows:
• Spring term: November 9-30*
• Fall and Summer terms: mid-April *
Dropping Classes:
A student may drop a course in the following ways:
• Electronically, through MyUSF.
• Manually, with the use of the Add/Drop form taken to the GSA Office for signature and then to One Stop.
In order to receive a full tuition reversal a class must be dropped before the census date.

Census Date and Tuition Reversal
Census dates represent the last day to drop a course in a given semester to receive a tuition reversal for that course and have the course removed from the student’s transcripts. The census date for each course each semester can be found in the published USF schedule of classes at http://www.usfca.edu/schedules. Courses dropped after the census date will be notated with a “W” on the transcript representing the fact that the class was dropped after the census date; the only exceptions to be made are classes canceled by the Dean of the School of Management. Tuition for courses dropped after the census date will not be refunded.

The Census Date should not be confused with the withdrawal deadline, which is the last day to withdraw from courses with a grade of “W” and will result in a forfeiture of tuition fees for that course. Please contact the Office of Graduate Student Affairs or reference the Academic Calendar for specific dates.

MBA Waitlists
• If a course is full, a student can add themselves to the waitlist by contacting the Office of Graduate Student Affairs.
• All waitlists are monitored and processed by the Office of Graduate Student Affairs.
• Students are typically notified during the first week of classes, depending on if/when seats open up in a course section. Notification will come via the student’s USF email address, and the student will have 24 hours to respond in order to be enrolled in the course. If a student does not respond within the given timeframe, the open seat may be given to the next student on the list. Priority may be given to graduating MBA students.
• If a student is not contacted during the first week of classes, it is because a seat did not become available.
• Please notify the Office of Graduate Student Affairs if you are waitlisted for a required course and are a graduating student. You may have priority in these cases.
**Auditing Courses**
Any SOM graduate student may audit selected courses offered by the School of Management, provided there is a space available and it is approved by an advisor in the Office of Graduate Student Affairs. Audited courses do not count toward regular full-time status for purposes of financial aid, visa requirements or enrollment verification; neither a grade nor credit is given for audited courses.

An audited course may be changed to credit status, or vice versa, only if the request is filed with the One Stop Enrollment and Financial Services Office prior to the census date for the course. Auditors pay the same tuition as students enrolled for credit. For further information on auditing classes, consult the One Stop Office.

In order to audit a course, a student must contact the Office of Graduate Student Affairs. It is expected that student will demonstrate to the instructor of the course that the student has the necessary background required for the course. The instructor must approve the request for auditing, and the student must meet with the professor before the class begins to establish expectations regarding participation and deliverables associated with the student auditing. Courses not available for audit include the Core MBA courses and all EMBA courses due to the entry requirements and cohort nature of these programs.

**Enrolling in Courses after Graduation**
If a student wishes to enroll in classes at USF after completing the degree requirements in the program in which he/she is enrolled, the student is considered a Visiting Student. Please see the section "Visiting Student" for policy and process.

**Directed Study Guidelines**
The purpose of the Directed Study Program is to provide students with the opportunity to study topical areas which are not a part of the ordinary academic program and which would add significant value to the student’s educational experience at USF. Scheduling problems are not a compelling reason to enroll in an Independent Study. Research-based Independent Studies are available to all graduate students in the School of Management. An internship-based Independent Study is also available to MBA students. Students may complete up to four (4) units of their degree program through Directed Study.
For information about the required proposal process for an Independent Study course, please contact the Office of Graduate Student Affairs.

**Leave of Absence**
Students in good standing who wish to leave the University temporarily must meet with an advisor in the Office of Graduate Student Affairs and submit a Leave of Absence form to One Stop. Forms are available online at www.usfca.edu/onestopforms or from the Office of Graduate Student Affairs. The School of Management does not guarantee program availability upon return from a Leave of Absence.

It is the student’s responsibility to contact the Graduate Student Affairs Office to understand the full implications of their Leave of Absence, including a plan for a reintegration into their academic program before submitting the Leave of Absence form to One Stop. A Leave of Absence may be exercised for up to one academic year while enrolled in a degree program. Students who do not return for the semester specified on the Leave of Form are considered to have withdrawn from the University. Students who choose to absent themselves from the university without filing a Leave of Absence form will be withdrawn for lack of attendance during the first semester of absence (not including summer and intersession, except for programs in which these terms are required). When a student returns and wishes to re-enroll in courses, he or she must reapply to the program. Students who wish to enroll for coursework at other institutions during their leave of absence must...
Students who take a Leave of Absence will receive a full tuition refund if their Leave of Absence is submitted by 5:00 p.m. on the census date. No refund of tuition will be made to students who request a Leave of Absence after the census date.

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

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. Additional information is included in the section “Financial Aid and Leave of Absence or Withdraw.”

Withdrawal from the University

Students planning to withdraw from the University are highly encouraged to meet with an advisor in the Office of Graduate Student Affairs to discuss the consequences of withdrawal upon your academic future at USF and/or other universities. Petition to Withdraw forms are available at One Stop Enrollment and Financial Services, the Office of Graduate Student Affairs, or on-line at www.usfca.edu/onestopforms. The withdrawal becomes final only when the completed form or an intention to withdraw has been filed with the One Stop Enrollment and Financial Services Office. Completed withdrawal forms must be received by One Stop before 5:00 p.m. on the census date.

Students who simply absent themselves from class without providing appropriate notice of intention to withdraw will have failing grades (F) posted to their records. Withdrawal from the University must occur on or before the last day to withdraw from classes for any semester. For the summer term, a withdrawal applies only to those programs that require a summer enrollment.

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

Note: No tuition reversal will be made to students who withdraw after the census date.

Please note:
• Students who make changes in their program registration (i.e., withdraw, waived or dropped classes, etc.) after the Semester Census Date, 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 (See Readmission Policy section for details).
• Ceasing to attend classes or informing your instructor 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 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.
A student may be administratively withdrawn from a graduate program for 1) low grade point average; 2) nonpayment of tuition in accordance with payment plan; 3) noncompliance with University or School/College policies; and 4) behavior and/or interpersonal skills that are inconsistent with the role of their professional preparation program requirements.

**Financial Aid and Leave of Absence or Withdraw**

Please note the following important information regarding financial aid and Withdrawal.

The Higher Education Amendments of 1998 require that the University calculate prorated student aid eligibility for students who withdraw or take a leave of absence before completing more than 60% of any academic term. Aid awarded to the student and not earned at the effective date of withdrawal or leave of absence will be returned to the Federal Title IV Student Financial Aid Programs. The Title IV programs include the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity (SEOG) Grant Program, the Federal Perkins Loan Program, the Subsidized and Unsubsidized Federal Direct Student Loan Program, and the Federal PLUS (Parents) Loan Program.

**Federal Student Financial Aid (Title IV) Policy**

1. That the amount of unearned Federal financial aid be calculated by measuring the number of days the student completed against the number of days in the term in which the student withdraws or takes a leave of absence;
2. that Student Accounts return the unearned aid they accepted in payment of charges;
3. and that the University notify the student of his/her responsibility for returning unearned aid he or she received as a refund from Student Accounts after all charges had been paid.

Federal regulations require:

If aid funds must be returned to the Title IV aid programs, loan funds will be returned before grant funds. Funds received by Student Accounts and by the student, if any, will be returned in the following order as long as there is any amount to be returned:

1. Unsubsidized William D. Ford Federal Direct Loan
2. Subsidized William D. Ford Federal Direct Loan
3. Federal Perkins Loan
4. Federal Direct PLUS (Parents) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other assistance programs authorized by Title IV of the Higher Education Assistance Act

The Student Accounts Office has information on this policy for students admitted to and enrolled in the University’s degree and credential programs. Examples of repayment calculations are available.

**Transfer Policy**

The School of Management welcomes transfer students into our Full-Time MBA, Part-Time MBA, Information Systems, Nonprofit Administration, Organization Development, and Public Administration programs. Transfer applicants are students currently or previously enrolled in another graduate program and who have not yet completed their graduate degree. Students may transfer up to six credits into the Full-Time MBA, Part-Time MBA, Information Systems, Nonprofit Administration, Organization Development, and Public Administration programs pending the following conditions:

- Courses must be graduate level courses
- Courses must have been taken at an accredited institution of higher learning within the past 5 years
- Courses must not be supervised field work, directed study or field practice
- Students must have earned a minimum grade of “B” in the course(s)
- Courses must not have been applied to an earned graduate degree at another institution or at USF (not including USF concurrent degree programs)
- Courses must have been taken in an AACSB-accredited program (MBA programs only)
For current USF MBA students interested in taking an online course at another school within the Jesuit MBA Network, the following policy applies:

Students are allowed up to 8 units of transfer credit for elective courses only. Core courses may not be taken online. Courses must be pre-approved by an advisor in the Office of Graduate Student Affairs.

Students must earn a B or better to receive transfer credit.

Students transferring into the USF Full-Time MBA or Part-Time MBA program as part of the Jesuit Multilateral Agreement may transfer up to 50% of comparable coursework to our MBA program pending the following conditions:

- Students are in good academic standing at home institution
- Students must have earned a minimum grade of “B” in the course(s)
- Students are transferring to USF from a Jesuit MBA program that is at least 50 miles from USF

**Visiting Students**

Students may apply to be a visiting student if they 1) are currently enrolled in a comparable graduate program at another institution, 2) have graduated from a comparable graduate program at another institution, or 3) have graduated from the same USF graduate program as the one in which they are applying to take classes. Only alumni from the USF MBA and Executive MBA programs may apply to return to USF as Visiting Students in the MBA (not Executive MBA) program. Visiting students are eligible to enroll in up to 6 credits per semester. This restriction does not apply to JebNet MBA students.

Visiting students must reapply for visiting student status each term. Completed coursework taken by Visiting Students may not count toward a USF degree without formal acceptance to the University. Visiting Students applying to the MBA program from another Jesuit MBA program in the Jesuit Multilateral Agreement must be attending a Jesuit MBA program that is at least 50 miles from USF. International students are welcome to apply to the School of Management as Visiting Students if they will be studying at USF on a visa other than an F-1 visa. I-20s are not issued to Visiting Students.

To apply as a visiting student, students must follow the process below:

**STEP 1:** Please apply online via visiting student application: https://www.usfca.edu/admission/visiting-students during the specified timeframe associated with the semester you are interested in enrolling.

**STEP 2:** Contact the Graduate Student Affairs Office at somgradadvisor@usfca.edu and include the following:

- First and last name
- Course name and number you are interested in taking
- Year and semester of desired enrollment
- Attach soft copy of resume
- Attach soft copy of undergraduate transcripts
- Attach soft copy of graduate transcripts if currently enrolled or graduated from another graduate program or AACSB-accredited MBA program
- Attach letter of good standing from your advisor (MBA Only must include the Jesuit Multilateral Agreement intake form)

**STEP 3:** The Graduate Student Affairs Office will submit your application to the Academic Program Director for review. If accepted, the Graduate Student Affairs office will notify you.

**STEP 4:** If accepted, contact the faculty teaching the course and obtain written approval.

**STEP 5:** If approved by the course faculty, please submit written approval to the Graduate Student Affairs office.

**STEP 6:** Set up a meeting with an advisor in the GSA office. In this meeting, the advisor will provide an orientation to USF and complete the necessary documentation to facilitate registration.

**Please Note:** If you are currently enrolled in a graduate program and you are receiving financial aid from your home
institution, you will need to request the necessary financial aid paperwork from your home institution. Please provide the financial aid documentation to the One Stop Office.

One Stop Enrollment and Financial Services
2130 Fulton Street, Lone Mountain 251
Phone: (415) 422-2020; Fax: (415) 422-6084
E-mail: onestop@usfca.edu
www.usfca.edu/onestop

Readmission Policy
Readmission applicants are any student previously enrolled in a School of Management graduate program based on the categories set forth below. Applicants may apply to only one of these programs each year. Please note that USF graduate coursework will only apply toward the degree if the coursework was completed within five years of the term for which the student is applying for readmission.

Category:
A. Students in good academic standing who, within the past five years, have withdrawn from the University, left the University without filing a Leave of Absence, or whose Leave of Absence has expired.
B. Students who were previously enrolled in a graduate program and were unable to meet the required minimum degree completion time of 5 years (time is counted from the beginning of a student’s graduate program, regardless of any leave of absence taken);
C. Students who were previously enrolled in a graduate program and were dismissed for not meeting the required minimum GPA of 3.0

Category A Reapplicant Requirements:
Application (pdf)
Resume
Reapplication Essay *
Academic Transcripts **

Category B and C**** Reapplicant Requirements
Online Application
Application fee: $55
Resume
Letter of Recommendation (1)
Reapplication Essay *
Academic Transcripts **
GMAT ***

Reapplication Essay * Please set forth all extraordinary and compelling circumstances which you assert were factors contributing to your previous withdrawal from the graduate program. This essay must also state all reasons which, in the opinion of the applicant, should cause the Admissions Committee to conclude that you are now sufficiently able to complete the program.

Transcripts **
Readmission applicants need only supply new transcripts of courses they have taken outside of USF since leaving.

GMAT ***
GMAT is waived for Category B applicants that left the program in good academic standing with a 3.0 GPA or higher.

Category C****
Students who have been dismissed due to poor academic performance or for academic dishonesty may be eligible to reapply after one full academic year. Please note: students who have been expelled or dismissed with cause by the Academic
Integrity Committee are not eligible to re-apply.

Time Limits for Degree Completion
The time limitation for completing all of the requirements for all School of Management graduate degree programs is five years. Time is counted from the beginning of a student’s program, regardless of any leave of absence taken. If a student takes a leave of absence and returns to the university, the student will be subject to curriculum changes that have taken place in the interim.

Filing for Graduation Diplomas and Commencement
Graduation applications, evaluations, and conferment are serviced through the USF Graduation Center, located within the One Stop Office (see One Stop Enrollment and Financial Services section of Part IV: Student Services). Candidates applying for the conferral of a graduate degree should file the online Graduation Application form in the semester preceding the final semester of registration for degree requirements. Joint degree students must file for graduation separately for each degree program. The application must be filed within the time limitation for degree completion by the following deadlines:
Fall Term: September 1
Spring Term: February 1
Summer Term: February 1
Please note: To be considered for all Graduate Awards and Honors, students must submit applications to Office of Graduate Student Affairs within 2 weeks of the deadline. The Application for Graduation form is available online at www.usfca.edu/graduation and is valid for three consecutive semesters, beginning with that listed on the application; after this period, a new application must be submitted.
Graduation dates posted on the academic transcript and on the diploma coincide with the last month of the three semesters of instruction: Fall - December; Spring - May; Summer - August. The date for degree conferral for the Spring and Fall semesters is the last day of exams and for the Summer semester, the last day of class. 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.

Graduate student diplomas list the degree and the school or college of the University awarding the degree. Students must complete the program requirements indicated in the catalog in force at the time of their most recent matriculation. 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.

Concurrent degree students in the MAPS/MBA, MSFA/MBA, and MSEM/MBA programs have both degrees posted for the same term regardless of when the coursework for the separate degree programs was completed. DDS/MBA students will have their MBA degree posted after completion of MBA degree requirements. JD/MBA students will have each separate degrees posted upon completion of that specific degree’s requirements.

For JD/MBA students, two separate transcripts will be issued upon graduation. In order to reflect the approved cross-over courses on each transcript, the following will take place:
1. The Graduate Student Affairs office will reach out to graduating JD/MBAs two months before each graduation (Fall and Spring) and request which pre-approved Law cross-over courses (up to 12 units) the student wishes to count toward their MBA units and have reflected on their MBA transcript.
2. The Graduate Student Affairs office will provide this information to the University Registrar.
3. The University Registrar will make the necessary changes to the students' transcripts so that the pre-approved cross-over Law courses indicated by the student will be displayed on the student's MBA transcript as earning CR and unit bearing. These courses will not count toward the MBA GPA.

Commencement Awards
Dean's Medal of Excellence in Scholarship
An award is given to a graduating candidate of the Masagung Graduate School of Management, who exemplifies leadership through professional and academic development, aligning with USF’s mission and values. All nominees must rank in the top 5% of their respective program to be eligible.

Selection process: The Graduate Student Affairs office will accept all nominations from faculty, university staff, mentors, and fellow students. Those who rank in the top 5% of their program are eligible for consideration for this award and will be presented to the committee. The graduation committee will determine the most eligible winner based on ranking and award criteria. Students will be notified of the results by email. Eligible programs include: MBA, MSFA, MSOD, MPA, MNA and MSIS.

Dean's Student Life Award
An award is given to a graduating candidate of the Masagung Graduate School of Management who has shown commitment and outstanding service to the students and programs in the School of Management through extracurricular work, student involvement and commitment to fellow students and USF’s mission and values.

Outstanding Public Service Award
An award is given to a graduating candidate of the Masagung Graduate School of Management based on his or her demonstration of superior academic performance, outstanding service to the community, and promotion of social justice and USF’s mission and values.

Selection process: The GSA office will accept nominations from faculty, university staff, mentors, and fellow students for the Dean’s Student Life Award and Outstanding Public Service Award. The graduation committee will review all nominations and determine the most eligible winner based on award criteria. Students will then be notified of the results by email. Eligible SOM programs include: MBA, MSFA, MSOD, MPA, MNA and MSIS.

Note: The graduation committee consists of staff and faculty within the School of Management.

Beta Gamma Sigma
The top 20% of the graduating students each Fall and Spring semester from the MBA, MSFA, MSOD, and jMGEM programs are invited to join the Beta Gamma Sigma international honor society.

Pi Alpha Alpha
Pi Alpha Alpha is the National Honor Society for Public Affairs and Administration. Membership is restricted to those students who have obtained a minimum GPA of 3.7. Master degree students must have completed at least fifty percent (50%) of the required course work (a minimum of 18 semester hours or 27 quarter hours).

Nu Lambda Mu
Nu Lambda Mu is under the Nonprofit Academic Centers Council, an international membership association that focus on the study of nonprofit/nongovernmental organizations, voluntarism, and/or philanthropy. Current graduate students must be in
a NACC affiliated program, have completed a minimum of 50% of their required graduate degree-program coursework and hold a minimum overall 3.7 GPA at the time of application.

**Dean’s List**
Those individuals in the MBA, MSFA, MSOD, MPA, MNA, or MSIS programs who have demonstrated excellence in their coursework are acknowledged by their placement on the Dean's List. This designation is recorded on the student’s transcript each semester a student is awarded the distinction. Students are eligible for the Dean's List upon fulfilling the following requirements: semester GPA in the top 10% of each individual program or at least a 3.7, with a minimum cumulative 3.7 GPA. Students must have completed at least six (6) credits for MNA, MPA, MSIS, MSFA and MSOD, or eight credits for MBA in the semester under consideration.

MBA dual degree students in MSEM, MAPS and JD programs must be enrolled in a minimum of eight (8) units from the MBA program to be considered eligible for the Dean’s list.

**Concurrent Degrees**
The University of San Francisco School of Management offers five concurrent degrees: MAPS/MBA (in partnership with the USF College of Arts and Sciences), DDS/MBA (in partnership with UCSF School of Dentistry), MSEM/MBA (in partnership with the USF College of Arts and Sciences), MSFA/MBA, and JD/MBA (in partnership with the USF School of Law). In order to be considered for a concurrent degree program, students must apply and be admitted to each program in the concurrent degree separately. University policy requires that all concurrent degree students pay the tuition rate of the program they started first throughout their concurrent degree coursework. A student’s cumulative GPA in all graduate coursework is listed on the student’s University transcript. However, the School of Management calculates a separate cumulative GPA for the student’s MBA coursework for the purpose of evaluating academic probation, dean’s list, etc.

**MAPS/MBA**
The M.A. in Asia Pacific Studies/MBA program is designed to provide a humanities-based, interdisciplinary degree that applies business expertise to the development of Asia and its impact on global economic systems. The MAPS/MBA program provides a cost and time savings of up to 16 units and can be completed on a full-time or part-time basis. Students may begin either the MAPS or MBA program first or may begin these programs in the same semester. Students must earn a minimum cumulative GPA of 3.0 in the MAPS program to be eligible to apply to the Full-Time MBA or Part-Time MBA program as an MAPS/MBA concurrent degree student.

**DDS/MBA**
The DDS/MBA program prepares students for management and leadership in the dental field. Whether students want to manage their own dental practice, be an active part of growing an existing larger practice, or provide leadership for another organization, the MBA program will equip them with the business foundation to make it happen. Students must complete their first year in UCSF’s School of Dentistry to be eligible to apply to the Part-Time MBA program as a DDS/MBA concurrent degree student.

**MSEM/MBA**
The M.S. in Environmental Management/MBA program is designed to prepare students for leadership in the fast-growing environmental marketplace. The MSEM/MBA program provides a cost and time savings of up to 12 units and can be completed on a full-time or part-time basis. Students may begin either the MSEM or MBA program first or may begin these programs in the same semester. Students must earn a minimum cumulative GPA of 3.0 in the MSEM program to be eligible to apply to the Full-Time MBA or Part-Time MBA program as an MSEM/MBA concurrent degree student.

**MSFA/MBA**
The M.S. in Financial Analysis/MBA program is designed to prepare students with a solid managerial foundation grounded
with the quantitative rigor demanded by the financial field. The MSFA/MBA program provides a cost and time savings of up to 24 units and can be completed on a full-time or part-time basis. Students must complete a minimum of 19 units in the MSFA program with a minimum cumulative GPA of 3.0 to be eligible apply to the Full-Time MBA or Part-Time MBA program as an MSFA/MBA concurrent degree student.

**JD/MBA**
The JD/MBA program is designed to give law students an in-depth knowledge of corporate business practices and the managerial skills necessary for leading large firms and organizations. The JD/MBA program provides a cost and time savings of up to 24 units. Students must earn a minimum cumulative GPA of 2.5 at the end of the second year in the USF School of Law in order to be eligible to apply to the Full-Time MBA program as a JD/MBA concurrent degree student. This policy applies to students who started in the Law School Fall 2012 and later.

**United States Business Culture Class (USBCC)**
The School of Management’s United States Business Culture Class (USBCC) is designed to help international students enhance their communication and presentation skills, and their understanding of the unique aspects of American culture, language and business practice through the use of case studies. In addition, the timeframe of the USBCC program provides an important opportunity for international students to adjust to life in the U.S. and to get settled in San Francisco before classes begin so they are prepared to fully participate and succeed in all aspects of their program. The USBCC is three weeks in length. The first two weeks of the program will include intensive academic English language training that focuses on U.S. business vocabulary and culture, academic business reading and writing, and presentation skills. The final week highlights practice and application of business English skills. Students’ required participation in USBCC is determined by their TOEFL, IELTS, or PTE Academic score at the time of admission.

**Academic Global Immersions**
The School of Management does not guarantee availability of space in your first choice AGI course. If an AGI is a requirement for your degree completion make sure to attend information session(s), register, and pay the pre-tuition payment for the course of interest earlier than the deadlines provided.

1.) Attend information session(s) to determine trip of interest
2.) Complete AGI online application/registration process.
3.) Once you have been accepted to your AGI, please pay the required pre-tuition payment by the published pre-tuition payment deadline. Failure to pay by the deadline may cause you to lose your spot in the course (trip).
4.) If your AGI of interest is full, please select your second choice and register and pay pre-tuition payment to guarantee placement in course.
5.) Attend all pre-departure meetings for important information pertaining to travel and travel requirements (no make-up meetings will be set, they are all required).
6.) If, for any reason, you are unable to attend your AGI, you must notify the coordinating faculty member and the Office of Graduate Student Affairs.
7.) Pay associated course tuition and program fees for the AGI course by published University tuition deadline.
8.) Students must complete compliant forms and return to faculty/TA who will check for completeness, and submit to the Center for Global Education.

**Use of Student Voice and Likeness**
When attending USF sponsored events, there is often photography and videography for archival, educational, and related promotional purposes. USF’s Office of Marketing and Communications may also video stream many of these video recordings through the USF web site. By attending or participating in a USF-sponsored event, a student grants USF the full
unrestricted rights to your photograph, voice and likeness in any manner or media whatsoever worldwide for educational marketing purposes.

**Part II: Student Conduct**

**Statement of Responsibilities and Standards of Conduct**

In developing responsible student conduct, 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, and 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 upon the USF community.

**I. 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 entire Student Conduct Code, including prohibited conduct, sanctions and appeals process can be found at [http://myusf.usfca.edu/fogcutter/student-conduct](http://myusf.usfca.edu/fogcutter/student-conduct).
a. POLICIES PERTAINING TO THE USE OF ALCOHOLIC BEVERAGES at 101 HOWARD CAMPUS
The following procedures are to be observed whenever alcoholic beverages are served on campus at events where faculty, students, and/or staff are in attendance.

1. The event shall be sponsored by a Unit or Department of the University.
2. All alcohol beverages must be purchased through and served by Bon Appétit.
3. Use of the particular facility involved shall be approved by the office(s) having usual responsibility for that facility.
4. State law prohibits the unlicensed sale of alcoholic beverages.
5. The sponsor of the event shall establish controls which will ensure that all persons present in the area where alcoholic beverages are served and consumed are at least 21 years of age.
6. The sponsor of any such event or his/her designee shall be present at the event and shall be responsible for the maintenance of proper decorum and compliance with law and relevant University and campus regulations.

II. Academic Honesty Policy
The School of Management embraces a commitment to ethical principles, believing that honesty, respect and integrity of the highest standards are essential components of our mission. In all academic pursuits, students shall behave conscientiously and, whether working independently or collaboratively as member of a team, must clearly delineate whether ideas presented are original or those of another. http://www.usfca.edu/academic-integrity/student-resources

III. Honor Code
I. Purpose
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.

II. 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 educational experiences. (All students entering USF sign the following Honor Pledge)

USF Academic Honor Pledge 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.

III. 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.

A. 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.

B. 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 individuals’ 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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.

IV. Academic Honesty Committee: Role and Membership
The Academic Honesty Committee is responsible for oversight of the Honor Code and shall investigate alleged Honor Code violations, and resolve and award sanctions when appropriate. The Academic Honesty Committee does not have the authority to change a student’s grade.

The Academic Honesty Committee is a representative group of faculty, students, and administrators from the College of Arts and Sciences, the School of Management, the School of Education, and the School of Nursing and Health Professions. Ordinarily, members include: three faculty from the College of Arts and Sciences, one faculty from the Schools of Management, Education, and Nursing, two undergraduate students, and one graduate student. The University of San Francisco Faculty Association (USFFA) and the Provost Council jointly appoint the faculty and administrative members. The ASUSF and the Provost’s Council select the student representatives. Please visit http://www.usfca.edu/academic-integrity/honor-code for a detailed review of the Academic Honesty Committee process.
**V. Rights and Responsibilities of Involved Parties**

All members of the university community are charged with ensuring that the honor code is applied in a fair and unbiased manner. This includes individuals who witness a violation or potential violation of the honor code and individuals who are accused of an honor code violation.

Referring individuals are members of the faculty, staff, or the student body who witness or suspect they have witnessed a violation of the honor code. Such individuals are bound by the honor code to report the violation, resolved or unresolved, to the Academic Integrity Committee. (Examples of potential resolutions that can be applied at the course level are offered in section VI.)

Faculty or staff members who witness a violation have the responsibility to confront the student(s) allegedly involved, gather evidence regarding the alleged violation, and contact the Academic Integrity Committee. Resolution at the course level is encouraged but does not remove the reporting requirement. Should the case be unresolved or otherwise serious, reporting individuals are expected to be available to the Academic Integrity Committee throughout the course of its investigation, including in-person interviews and serving as a witness in any hearings.

Students who witness a potential honor code violation are charged to either approach a faculty member or to contact the Academic Integrity Committee directly to provide a direct and honest account of their observations. Should the case be unresolved or otherwise serious, student witnesses are expected to be available to the Academic Integrity Committee throughout the course of its investigation, including in-person interviews and serving as a witness in any hearings. While every effort will be made to ensure the anonymity of a student witness through the initial stages of an investigation, it may be necessary for the student to step forward publicly and in front of the accused.

Students who are accused of an honor code violation have the right to defend themselves against any and all charges levied against them. Students may gather and submit evidence and recruit witnesses in their defense. Students also have the right to bring a case to the Academic Integrity Committee themselves if they believe they have been falsely accused. Students may also appeal the initial decision of the Academic Integrity Committee through a request for a formal hearing.

**VI. Possible Violations of the Honor Code**

If a faculty member suspects that a student has violated the honor code, the faculty member notifies the student to give him/her an opportunity to respond to the allegation. If the faculty member concludes that a violation has occurred, s/he may do any or all of the following: issue a warning, lower the grade, assign a failing grade. The faculty member is encouraged to report the incident and its resolution to the Academic Integrity Committee at academichonesty@usfca.edu, particularly in the case of a serious violation or unsuccessful resolution. If a student does not challenge the allegation brought by the faculty member, the incident will be included in the database for the duration of the student’s attendance at USF, at which time the record will be expunged (unless a sanction is awarded by the Academic Integrity Committee - see below). If a student challenges the allegation of violation of the honor code, s/he may refer the matter to the Academic Integrity Committee.

If another member of the university community (faculty member, staff, administrator or student) believes that a student has violated the Honor Code, s/he may notify the Academic Integrity Committee at academichonesty@usfca.edu.

The names of all students who have been involved in honor code violations reported to the Academic Integrity Committee will be placed in a password-protected Academic Integrity database maintained in the Office of Student Conduct, Rights and Responsibilities in University Life. The names of students who are later found not to have been involved in an honor code violation will be promptly removed from this database. Complete information related to violations of the Honor Code in which sanctions were awarded will be kept for up to seven (7) years in this secure, confidential database, which will assist in identifying students who may repeatedly violate the honor code. Those students who repeatedly violate the honor code will be forwarded to the Academic Integrity Committee for further action.
When a violation is reported to the Academic Honesty Committee, the process that follows occurs in the following stages: A) Referral, B) Investigation, C) Resolution, D) and Sanction. For a detailed review of the procedures visit http://www.usfca.edu/academic-integrity/honor-code/.

Part III. University Policies

I. Title IX/Discrimination/Harassment/Assault
https://www.usfca.edu/uploadedFiles/Destinations/Offices_and_Services/HR/docs/PSOUH Policy_CURRENT.pdf

1. The University is committed to providing an environment free from gender-based discrimination or harassment. In addition to gender-based misconduct, misconduct on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the university, will not be tolerated and should be reported 415.422.5330. Anyone who believes they have been subject to any form of discrimination or harassment is encouraged to report these incidents.

2. In the case of sexual assault (recent) a student is encourage to call Public Safety at their emergency number 415.422.2911. This call does not require the student to make a report; rather it is the best way to get in touch with on-call staff. Public Safety Dispatch will put the student in touch with a university staff member who is available 24/7 to support the student through the process.

II. Professional Integrity Issues

Professional integrity issues, concerns, or violations consist of behavior that is inconsistent with ethical/professional standards in the professional roles for which the student is being trained that are not covered by policies governing academic integrity. This may include the student’s in-class behavior or the student’s performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider, intern, trainee, consultant or colleague. Students must demonstrate academic mastery of program material and exhibit the personal behaviors and skills consistent with the standards of their profession. Sources of the norms or standards to which graduate students can be held accountable are as follows:

1. State and Federal Laws: Graduate students, like all member of the University community, are expected to abide by all State and Federal laws.
2. Relevant University-Wide Policy Statements: Graduate students are responsible for being familiar with and are held accountable to the standards that are identified in the University-wide policy statements and that apply to them, including but not limited to the University’s Policy against Sexual Harassment, and Discriminatory Harassment: http://www.usfca.edu/catalog/policies/harassment/
3. Discipline-Specific Professional Standards of Conduct or Code of Ethics: Graduate students are expected to meet professional standards of conduct associated with their own disciplines and/or professions as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or statements on professional behavior that have been adopted by the student’s department, program, school or college, as well as codes of ethics published by professional associations.
4. Additional program specific guidelines may also apply.

While not all inclusive, examples of unacceptable ethical and professional behavior include but are not limited to the following:
• Unmet professional responsibility (e.g., not contributing to an atmosphere conducive to learning due to poor attendance, punctuality issues, and/or distracting, or insensitive behavior in class, lab, or clinic; poor personal hygiene; needing continual reminders to complete responsibilities in a timely manner; not responding to requests [written, verbal, e-mail, telephone] in a timely manner; breaching patient confidentiality)
• Exhibiting disruptive behavior (e.g., pushing, punching, throwing things, making inappropriate gestures, threats, verbal intimidation, language that belittles or demeans, negative comments with racial, ethnic, religious, age, gender or sexual overtones, making impertinent or inappropriate statements attacking students, faculty or staff)
• Lack of effort toward self-improvement and adaptability (e.g., resistant or defensive in accepting constructive criticism; remaining unaware of own inadequacies; resisting considering or making suggested changes to improve learning, behavior, or performance; not accepting responsibility for errors or failure; abusive or inappropriately critical, arrogant)
• Lack of respect for cultural diversity (e.g., inappropriate interpersonal interaction with respect to age, culture, race, religion, ethnic origin, gender, sexual orientation)
• Failure to comply with college/school and program academic and/or clinical-related requirements (e.g., training, immunization, HIPAA)

III. Problem Solving Procedures for Non-harassment Disputes and Conflicts
Students, faculty and staff comprise a diverse group whose personalities, experiences, activities, and personal goals vary widely. Most conflicts and issues that arise in this environment can be resolved without invoking formal grievance procedures; as such, we suggest an informal adult-adult resolution protocol.

1. Student-faculty issue
Step 1: Students should register the concern directly with the faculty and make every effort to resolve the issue. Prior to meeting, the student should be clear about the concern(s), gather supporting data and be ready to discuss specific alternatives for improvement that, for the student, would contribute to a constructive class experience. In speaking with the instructor, the issue may be resolved. The instructor may require some time to consult, reflect, or review materials, and as a result, it will be the instructor’s responsibility to contact the student (by phone and/or in writing) within 5 working days after the initial meeting.

Step 2: If, after Step 1, the concern has not been resolved, the student should directly contact his/her advisor. The advisor will contact the instructor in question. Within 5 working days, the advisor will contact the student to share his/her findings.

Step 3: If, after step 2, the concern still has not been resolved, the student should directly contact the department Chairperson (or Program Director). This person will attempt to resolve the concern(s) and provide a response within 5 working days from the time the concerns were brought to his/her attention.

If the concerns still remain unresolved, the student should next involve the appropriate Associate Dean by putting the concerns and history in writing and delivering the written materials to the Associate Dean. The Associate Dean will make every attempt to respond to the student within 5 working days, not to exceed 15 working days from the time the issue was brought to his/her attention.

2. Faculty-student issue
Step 1: Follow above Step 1 and meet with student.
Step 2: If issue(s) still unresolved, involve a faculty colleague.
Step 3: If still unresolved, involve Department Chairperson or Program Director.
Step 4: If still unresolved, see above, and follow written notification to Associate Dean.

3. Student-student issue
Step 1: Follow above Step 1 and meet with other student (may skip this step)
Step 2: If issue(s) still unresolved, involve an advisor.
Step 3: If issue(s) still unresolved, involve faculty member.
Step 4: If still unresolved, involve Department Chairperson or Program Director.
Step 5: If still unresolved, see above, and follow written notification to Associate Dean.

At times, however, disputes may not be resolved through informal efforts and both students and faculty may need to utilize the services of the Graduate Student Affairs Office at 415-422-7188.

Student concern about another student’s well being
Generally, if a student is concerned about the well being of another fellow student, the student may approach the Graduate Student Affairs Office or a faculty member with the concern(s) and ask for assistance or the student may call the Graduate Student Affairs Office at 415-422-7188. If an emergency exists, a student may call the USF Office of Public Safety at 415.422-2911, or dial 911 at the branch campuses.

IV. Learning Environment Issues
The learning environment of graduate school, much like the work environment, is an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others is expected. Being physically or verbally threatening, disruptive, abusive, hostile, or disrespectful creates an academic/learning environment so unsafe or unpleasant, that others cannot accomplish the work of teaching and learning. Graduate students are expected to adhere to standards of behavior in a variety of settings (e.g., classrooms, offices, clinics, laboratories, field placement settings, service-learning locations).

- Students shall not obstruct the teaching and learning environment, by impeding scheduled lectures, seminars, meetings, or examinations/tests.
- Instructors may establish additional rules for classroom behavior and shall articulate such rules as part of the course materials provided to the students, ordinarily within the course syllabus.

Students who disrupt the learning environment may be asked to cease behavior, leave a class session, leave a class entirely, or leave a program. An instructor, a Program Director or Chairperson, Assistant/Associate Dean may take such action. The nature of each case will determine the timeline of such a decision, but generally, most classroom conduct issues are handled informally, by a discussion between the involved parties that may lead to a written warning from the instructor, if appropriate.

Usually before temporary or permanent removal from class is deemed appropriate, an investigation into the issues and a consideration of evidence may take place within a context of consultation with instructor, the student(s), and other students in the class. Such a process allows for involvement of others (appropriate administrative officials and university resources) in order to resolve the issue(s) at the least intrusive level. However, if a student presents a clear and present threat of bodily harm or injury to the instructor or fellow student(s), or, after warning continues to engage in disruptive conduct which results in impairment of the teaching and the learning process, then temporary suspension from class attendance or permanent removal from class and disenrollment may be the option chosen. A student may appeal the decision for temporary or permanent removal from class to the Office of the Dean of Students (415.422.5330) on the grounds of a
hearing not conducted fairly, of not conforming with USF procedures, of bias that affected the outcome, or of new information that would have altered the decision and was not available at the time.

Technology Use Policy
University policies relating to the appropriate use of technology may be found at: 
http://www.usfca.edu/policy/comm_tech/ under “Technology Resources Appropriate Use”

Other Graduate-level Issues
USF faculty, students, and staff seek to promote a learning atmosphere characterized by professional courtesy and etiquette. Classmates, professors, USF alumni and staff now constitute a professional network for each new student. Interactions with each person contribute to this new professional network. To that end, all use these the following guidelines when engaging with others in the USF Graduate community:

Addressing Professors: Some professors and administrators prefer to be addressed by a first name. However, unless invited to do so, it is more appropriate to use “Dr. (last name)” or “Professor (last name).” Ask or wait until they acknowledge how they prefer to be addressed.

Professional Communication: Whether it is an email, a phone call, a text or a classroom discussion, when communicating with others, please do so as a professional. This simply means to use courteous language and show respect for the ideas and values of others.

Respecting Time: Be sensitive and respectful of others’ time. If you sign up to attend an event or make an appointment to meet with a classmate, a professor or a staff member, please honor that commitment or notify the person beforehand that you are unable to attend.

Cell Phones, Laptops, & Tablets: When in a classroom, please power off your cell phone. No exceptions without instructor permission. Laptops and tablets may be used only for class related work.

Issue Resolution Protocol: Graduate school can be a stressful place to be. There will be times when you are frustrated or upset about a person or an issue. If it is an issue with a classmate, a professor or staff member, it is often best to deal directly with that person. If you are not comfortable doing this, please ask for the assistance of your Advisor. If you have not been able to resolve the issue directly, or with an advisor, you should then go to a Program Director, then a department Chairperson, then Associate Dean. In the event you have a more serious issue that is not addressed through constructive dialogue at these levels, you may call the Graduate Student Affairs Office at 415-422-7188.

The Broader Community: We are all members of not only the USF community, but also the broader community of the greater Bay Area. Conduct in the entire community is a reflection on USF, so please be aware of the impression you leave on others while interacting in the community.

Your Professional Network: Remember, your classmates, your professors and staff are your future colleagues. Build your network with them using respectful and professional conduct.

Program-specific evaluation: In addition to meeting academic standards for graduation, students in some programs may be expected to meet generally accepted behavioral criteria for their particular area of professional education and training. Relevant areas include following appropriate ethical-legal standards, demonstrating reasonable maturity in professional interpersonal contacts, and remaining relatively free of personal-emotional behaviors that could constitute a potential threat to the welfare of the public to be served. Faculty will review feedback from professors concerning individual students and initiate remedial interventions where deemed necessary. Whereas an attempt will be made to resolve issues, it is possible that some issues could lead to dismissal from a program.
Part IV: Student Services

Office of Graduate Student Affairs
School of Management
101 Howard Street, Suite 500
Office hours: Monday-Thursday, 8:30a.m. – 6:00 p.m.; Friday, 9 a.m. -5 p.m. and Saturday by appointment.
E-mail: somgradadvisor@usfca.edu
Phone: 415-422-7188

One Stop
A student may contact One Stop for any of the following services: registration, billing and tuition, transcript records, and financial aid. All of these services have been combined in one central office called One Stop.

Learning and Writing Center
Location: Cowell Hall 215
Learning Center Phone: (415) 422-6713
E-mail: lwc@usfca.edu
Website: www.usfca.edu/lwc
Hours: Monday-Thursday: 8:30am - 8:00pm
Friday: 8:30am - 5:00pm
Sunday: 12:00pm - 8:00pm
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. Instructors 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

Counseling and Psychological Services (CAPS)
Location: Gillson Hall, Lower Level
Phone: (415) 422-6352
Website: www.usfca.edu/caps
Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m.
Closed for lunch: 11:30 a.m. – 12:30 p.m.
After 5 p.m. and on weekends, please call the evening on-call counselor at (415) 422-6352 or visit www.usfca.edu/caps/.
If you are a non-residential student and you would like to speak with someone, contact Public Safety Dispatch at (415) 422-4201 to be connected to an on-call staff member.
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

**Student Disability Services**
Location: Gleeson Library, Lower Level 20
Phone: (415) 422-2613
Fax: (415) 422-5906
TDD: (415) 422-5834
E-mail: sds@usfca.edu
Website: www.usfca.edu/sds

Hours: Monday – Friday 8:30 a.m. – 5:00 p.m., or by appointment.

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. Contacts with SDS are confidential and disability-related information is not released except on a need-to-know basis. This process for receiving services is accomplished in three easy steps:

**STEP 1: Contact SDS**
Contact us for our registration materials, and provide documentation of disability directly to SDS (not to your faculty member, Office of Admission, etc.).

**STEP 2: Intake/Eligibility Appointment**
Set up an intake appointment with a disability specialist to collaboratively review your documentation and your accommodation requests. In some cases, additional collaboration with your faculty member(s) may also be appropriate.

**STEP 3: Accommodations**
After eligibility for services is determined, students receive an accommodation letter from SDS. 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.

**Health Promotion Services**
Location: University Center, 5th Floor
Phone: (415) 422-5797
Fax: (888) 471-2290
Email: hps@usfca.edu
Website: www.usfca.edu/hps

Health Promotion Services staff, in collaboration with the USF community, promotes a culture of healthy lifestyles, reasonable health messages, harm reduction tips, and the development of a more humane and safer environment. HPS staff will
strive to inform, educate, provide, assess, and train USF students in ten health indicators: physical activity, nutrition, tobacco use, substance abuse, responsible sexual behavior, mental health, injury and violence prevention, environmental quality, immunization, and access to health care.

Services:
- Student Health Insurance
- Student Health Clinic
- Immunizations
- Wellness Services
- Alcohol/Drug Education

Health Insurance and Immunization
As a condition of enrollment, USF requires all students to have a health insurance plan, both to protect against unexpected high medical costs and to provide access to quality care. All students will be automatically enrolled and billed for the USF-sponsored student health insurance plan. Students who already have health insurance coverage comparable (equal of better) to the USF-sponsored plan under a United States-domiciled health insurance company may waive this requirement during the waiver/enrollment period each academic year. For more information about the USF-sponsored plan, go to https://myusf.usfca.edu/student-health-safety/hps/insurance/graduate or contact the Health Promotion Services office. USF has different immunization requirements for specific student populations. Student who fail to submit a proof of immunization by September 1 (fall admits) and February 1 (spring admits) will be charged a $100 late fee. For more information about immunization requirements for each program: http://www.usfca.edu/hpts/_Immunization/Required_Immunizations/

International Student and Scholar Services (ISSS)
Phone: (415) 422-2654
Website: www.usfca.edu/isss
Email: isss@usfca.edu
University Center 5th Floor
2130 Fulton Street
ISSS fosters the holistic development of international students/scholars by providing support services and immigration advising. ISSS offers Orientation Programs, Immigration Advising and Document Support, Information Workshops, Educations Programs and Advocacy/Training. All new international students are required to attend an ISSS orientation prior to starting classes. New students will receive communication regarding the dates and deadlines prior to registration.

Koret Health and Recreation Center
Phone: (415) 422-6811
Website: www.usfca.edu/koret
Hours: Monday - Friday, 6:00 am - 10:00 pm, pool closes @ 9:00 pm
Saturday - Sunday, 8:00 am - 8:00 pm, pool closes @ 6:00 pm
*Hours may vary semester to semester, or due to breaks and holidays - always check the Koret website for up-to-date information.*

Use of Koret Health and Recreation Center is available to all enrolled students. This 125,000 square foot facility includes an Olympic-size swimming pool; two levels of cardiovascular equipment; two weight rooms with state-of-the-art machines; a racquetball court available by reservation; a multi-purpose gym, accommodating three basketball courts, four volleyball
courts, and six badminton courts; free group exercise; men’s and women’s locker rooms; a dance and aerobics room; a martial arts and combatives room; and a spacious multi-level, glass galleria with a student lounge and the Koret Deli.

Services available for an addition fee include: Body Composition Analysis, Equipment Orientations, Personal Training, and Massage.

USF student, faculty, and staff must bring a valid USF ID card to access the Koret Center.

**Gleeson Library/Geschke Learning Resource Center**

Phone: (415) 422-2660  
E-mail: reference@usfca.edu  
Website: www.usfca.edu/library  

Hours: Monday - Thursday, 8:00 am - Midnight  
Friday, 8:00 am - 8:00 pm  
Saturday, 10:00 am - 8:00 pm  
Sunday, Noon - Midnight  

24-hour study in the Library Atrium  

*Hours may vary during breaks, summer, and holidays; check the Library website for specific hours*  

**Facilities:**  
- Wireless access and laptop ports  
- Mac and PC computer workstations  
- Laptop Check-Out provided by ITS  
- Wireless printing  
- Photocopiers for public use  
- Group and quiet study areas  
- Electronic classroom  
- Thacher Art Gallery and Donahue Rare Book Room  

**Collections:**  
- Over one million volumes of books, journals, government documents and videos; 2,500 current periodical subscriptions; and 200 online resources.

**Online Access:**  
- Ignacio Library Catalogue  
- Research Databases accessible through Library website  

**Reference and Research Services:**  
- Online databases and Journal Finder  
- Course reserves  
- Interlibrary Loans and Link+ Library Consortium  
- Ignacio Catalogue  
- Special collections, archives, and government documents  
- 24/7 Reference real-time chat service  
- Librarians and library staff available for appointments, by e-mail, phone, and instant message  
- Online research guides

**Services available to students at regional campuses through Gleeson Library:**  
- Book and article requests through Ignacio Catalogue or Journal Finder  
- Interlibrary Loans and Link+  
- Reference and research services.
Veteran Affairs
The Office of the University Registrar verifies enrollment for students applying to the Veteran’s Administration for benefits. This verification is completed each term/session in which the student is registered for the number of units required. For more information, visit: http://www.usfca.edu/onestop/Student_Records/Veteran_Affairs/ or contact Angela Yi, Registrar, at (415) 422-2789 or veterans@usfca.edu.

Graduation Center
Graduation applications, evaluations, and conferment are serviced through the USF Graduation Center, located within the One Stop Office.
Phone: (415) 422-2020
E-mail: gradcenter@usfca.edu
Website: www.usfca.edu/graduation

USF Campus Locations

USF San Jose
Location: 125 S. Market St., Suite 200 (2nd floor)
San Jose, CA 95113
Phone: (408) 343-7100
Administrative office is open from 9:30 a.m. - 6 p.m. on Monday through Thursday and 9 a.m. - 4:30 p.m. on Fridays. Courses are held between 6 - 10 p.m. or 4 - 10 p.m. once a week and Saturday 8 a.m. -5 p.m.

USF Sacramento
Location: 1 Capitol Mall, Suite 100
Sacramento, CA 95814
Phone: (916) 920-0157
Fax: (916) 920-1349
Email: sacramentocampus@usfca.edu
Administrative office is open from 9 a.m. to 6:00 p.m. Monday through Thursday and from 9 a.m. to 5 p.m. Friday.

USF Pleasanton
Location: 6120 Stoneridge Mall Road, Suite 150
Pleasanton, CA 94588
Phone: (925) 867-2711
Administrative office is open from 9:30 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. Fridays. Classes are generally held from 6:00 to 10:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. Saturdays.

USF Downtown

101 Howard Street
San Francisco, CA 94105
Phone: (415) 422-4770
Administrative offices are open: 8:30 a.m. – 6:30 p.m. Monday – Thursday; 9 a.m. -5 p.m. Friday; Saturday by appointment. Building will be open from
Monday through Friday - 7am – 10:30pm & Saturday - 7am – 6:30pm for current students with USF ID card.