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Dear Students,

Welcome to the University of San Francisco and the School of Management. We are delighted to have you join our community.

We in the Undergraduate Division, under the leadership of Dr. Elizabeth B. Davis, Dean of the School of Management, are here to assist you as you explore the many opportunities and experiences that will help you on your educational journey.

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

We all look forward to getting to know you!

School of Management
Undergraduate Division

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<th>Name</th>
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USF Mission and Core Values

Mission

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

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

Core Values

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

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

The University of San Francisco General Catalog serves as your major reference for rules, regulations, and policies required to successfully complete all degree requirements.

This important reference includes a description of all programs and courses, academic information and policies, financial and tuition information, a listing of the faculty, and other descriptive information about the University and its requirements.

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

- If you register for courses without consulting your Academic Success Coach in CASA, you must accept full and complete responsibility, academic and financial, for any errors or courses taken that do not meet the requirements of your program.

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

History

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

The Bachelor of Science degree was first awarded to graduates in 1935 and today the School of Management is nationally accredited by the Western Association of Schools and Colleges, as well as the Association to Advance Collegiate Schools of Business (AACSB). The school is one of only 345 schools of business in the United States that is accredited at both the graduate and undergraduate levels.

Mission Statement

The School of Management at the University of San Francisco is a catalyst for change in business, government and nonprofit managerial practice. Through research and teaching that draws on the global diversity and entrepreneurial energy of our region, we educate students to build more productive and compassionate organizations. We value personal responsibility and integrity, open and disciplined inquiry, and a collaborative and enterprising spirit.
Student Resources

USF One Card

All USF students are required to have a USF One Card and should have obtained theirs within the first few weeks of class. Your USF ID Card provides you with access to University services, which are automatically available when receiving your card, and remain active during current enrollment. They include:

Card Access

You will need to use your One Card like a “key” to access campus buildings such as the Branch Campus locations, Gleeson Library, Malloy Hall, the classrooms in Masonic Hall, and the Koret Health & Recreation Center.

Don Dollars

Don Dollars is a debit account system enabling you to use your One Card to pay for frequent on-campus expenses such as photocopying, vending and dining. Don Dollars is required for on-campus printing, and provides both time and cost saving benefits when used for dining and photocopying as compared to using cash. To activate your Don Dollars, make a deposit into your account at the One Card Office (San Francisco Campus) at a Cash2Card machine, or on-line.

Administrative Services

Students are entitled to receive their transcripts even if they do not have a USF One Card.

Obtain a Card

Visit www.usfca.edu/onecard and click on “Student” under the column “One Card.” Then follow the Online ID Express Instructions and pick up your ID at Orientation or from the One Card office at Lone Mountain 130.
Purchase of Textbooks and Curricula

Course materials, textbooks and curricula for all programs are stocked in the USF Bookstore and may be purchased by mail, in person, by phone, or online at myUSF. Here are the necessary steps to complete your purchase online:

- **Log onto myUSF:**
  - Click the “Self-Service” button under the Banner Self Service heading;
  - Click Registration;
  - Click Select Term;
  - Select the correct term from the drop down box and click Submit;
  - Click on Buy Textbook Online;
  - Your class schedule will be displayed;
  - Click on “Purchase Books at University of San Francisco Bookstore” to order your books.

You should not order your books more than two weeks in advance of any course, as your required materials may change. Please note the dates for each course and order accordingly. When at the Bookstore checkout site, you must check only the books you need.

**Note:** This process is available only to students with valid registration (e.g. students with outstanding balances and/or holds are not eligible).

- When ordering books for delivery please allow 7 to 10 business days for UPS Delivery. UPS Ground is the standard delivery method. Other methods including expedited air delivery and U.S. Mail are available at an additional charge.

- When contacting the Bookstore, please call 1-800-423-4118 and choose option 2 for the mail order department. Be sure to have your course numbers on hand (for example, INTD 310-01).

- Bookstore hours are currently Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 5:00 p.m., and Saturday 11:00 a.m. to 3:00 p.m. Contact the Bookstore or visit its website for summer and holiday hours: www.usfca.bkstr.com.
Library Facilities:
Gleeson Library/Geschke Learning Resource Center

USF One Card (ID/Library Card)

Your USF One Card is the key to accessing the Library. Use it to enter the building, borrow materials, and pay for photocopies and printouts.

Hours

- Sunday, noon to midnight
- Monday through Thursday, 8:00 a.m. – open 24 hours
- Friday, 8:00 a.m. - 8:00 p.m.
- Saturday, 10:00 a.m. - 8:00 p.m.
- 24-hour study in the Library Atrium during the spring & fall semesters
- Hours vary during semester/term breaks, summer, and holidays

Facilities

- Wireless access and laptop port.
- Laptops to checkout and use in the library
- Individual use computers with printing
- Black and white & color copiers
- Group & quiet study areas
- Thacher Art Gallery & Donahue Rare Book Room
- ITS Help Desk - For current Help Desk service hours see: https://myusf.usfca.edu/its/hours-locations

Collections

- Over one million volumes of books, journals, government documents and videos; 2,500 current periodical subscriptions; and 200 online resources
- Books check out for 30 days and can be renewed online. Overdue fines are $.50 per day. Unpaid fines can delay registration.

Online Access

- Ignacio, the library catalog, links to a variety of e-books, journals, and library services.
- The Start Your Research web page guides you to resources for School of Management students.
Reference and Research Services

- Librarians and library staff available to help you
- Computers, print collections, handouts, and web pages focused on research
- One-on-one consultations by appointment and specialized classroom instruction
- E-mail, Instant Messaging, and 24/7 online research help
- A variety of options for locating resources, including Ignacio’s Link+ Pick-Up Anywhere for books

More information

- [http://www.usfca.edu/library](http://www.usfca.edu/library)
- Hours: (415) 422-2044
- Questions: reference@usfca.edu

Branch Campus Libraries

USF One Card (ID/Library Card)

- Essential for using the Gleeson Library/ Geschke Learning Resource Center.
- Essential to making photocopies in the branch campuses and to check out materials.

Online Access

- Ignacio, the library catalog, links to a variety of e-books, journals, and library services.
- The Start Your Research web page guides you to resources for School of Management students.

Sacramento, East Bay (Pleasanton), South Bay (San Jose)

- Librarians and library staff available to help you.
- Computers, print collections, handouts, and web pages focused on research.
- One-on-one consultations and specialized classroom instruction.
- A variety of options for locating resources, including Ignacio’s Link+ Pick-Up Anywhere for books.

Distance Learning Services

- Document delivery service for free journal articles and library books, with free book returns.
- Assistance with research questions.

More Information

- Go to [http://www.usfca.edu/library](http://www.usfca.edu/library)
  - Click on Distance Learning/branch campuses.
- Questions: [http://www.usfca.edu/branch](http://www.usfca.edu/branch) or E-mail branch@usfca.edu
Student Accounts

All registered USF students are eligible for a myUSF account, and a Local Area Network (LAN) account.

myUSF

myUSF is the University’s web portal. Log onto myUSF at http://myusf.usfca.edu with your username and password. You have single sign-on access to:

- USF and School of Management messages
- Personal Information, Donsmail E-mail
- Registration and Course Schedule information
- Your student records (including degree evaluation)
- Current and prior E-Bill statements (Student Accounts office), Financial Aid and Student Accounts information

Local Area Network (LAN)

The LAN account is used for accessing USF computers (both at the SF Campus and at the branch campuses), and printing over the University’s network. By having access to USF computers, students also have access to commonly used software applications.

Note: Your myUSF account is created automatically and is available once you’ve been officially admitted to the University. LAN accounts are created just before the start of your cohort (or after, depending on when you were officially enrolled in classes).

Username/Password

The University typically uses the following naming convention of usernames: first initial, middle initial, last name (e.g. Tom Joseph Smith becomes tjsmith). Duplicate accounts will have a number following the username (e.g. tjsmith2).

Your username and password will be assigned at the time you apply for admission to the University and will be sent to your home address. ITS is not able to provide passwords via E-mail. You can, however, look up your username and reset or change your password online: Go to the main myUSF login page: http://myusf.usfca.edu and click on one of the links below the login fields.

Note: All School of Management and University related E-mail correspondence will be routed to your Donsmail E-mail address. Students can login to their Donsmail account directly on the web at: http://myusf.usfca.edu to access E-mail, or they can use an E-mail program such as Outlook or Thunderbird for E-mail. Instructions for setting up an E-mail program like Outlook can be found online at myusf.usfca.edu/services/email.
USF Computer Access

The SF campus has several computer labs students can use to access commonly used software applications and print services.

Computers are located in Gleeson Library, the Parina Lab in the University Center, Malloy Hall 102, and Cowell 213/214.

Each Branch Campus has computers in the library, generally used for research. Students must log on to University computers using their LAN account. For the most complete and updated information, please go to the Information Technology Computer Labs web site at: myusf.usfca.edu/services/computer-labs

Canvas Online Course Tool

Online courses offered by the School of Management use the Internet and a learning software program, Canvas, in place of face-to-face meetings in a classroom. These web-based courses include course syllabi, lectures, assignments, and frequent electronic communication with the instructor and other students. The best way to learn about online course procedures and options is to go to the web site: https://usfca.instructure.com/

For help with Canvas, see myusf.usfca.edu/services/canvas.

Access to USF Resources in a Corporate Office

For security reasons, your company’s corporate firewall may block access to Canvas, or USF Files through the myUSF single sign-on feature. If this is the case, use the following direct URLs to access the resources:

Canvas Access https://usfca.instructure.com/

ITS Help Desk

Location: Lone Mountain North, 2nd floor, San Francisco Campus
Phone: (415) 422-6668
E-mail: itshelp@usfca.edu
Web site: myusf.usfca.edu/its/
Branch Campus Web site: https://www.usfca.edu/branch
Hours: Hours vary; please check the website for the latest schedule: myusf.usfca.edu/its/hours-locations
Koret Health & Recreation Center

All degree-seeking students who are currently registered for classes are eligible to use the Koret Center by presenting their USF ID at the front desk. There is no additional cost to use this Center. For more information, visit the Web site at: http://www.usfca.edu/koret/.

Directions to Branch Campuses

Please visit https://www.usfca.edu/branch for maps and directions to all of our campuses. Select your desired branch campus on the right-hand column then click on “Contact Us.”

Center for Academic and Student Achievement (CASA)

Charlene P. Lobo Soriano, Associate Dean, Student Academic Services for Branch Campuses

Phone: (415) 422-6841
E-mail: lobo@usfca.edu

Alyssa Soboleski Vafaei, Academic Success Coach, Director of Degree Completion, Branch Campuses

Phone: (415) 422-5786
E-mail: asvafaei@usfca.edu
Web site: http://www.usfca.edu/casa

At our Center for Academic and Student Achievement (CASA), we provide an environment where students are welcomed and supported. The highly trained and professional team within CASA is a select group of caring and committed Academic Success Coach and administrative staff whose number one priority is to help students stay-on-track to graduate. We look forward to connecting with each and every student on a personal level, and pride ourselves in providing our students with compassionate academic and personal support that promotes holistic student development. Please join us through an exciting journey of self-discovery and personal growth, by visiting us in CASA.
The Learning & Writing Center provides individual and group tutoring for enrolled USF students.

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

Student Services

- Tutoring (individual and group)
- Writing support for all classes
- Academic support workshops (study skills, test taking, stress management)
- Alternate study space
- Computers
- Signature Programs
- America Reads: A federally funded work-study K-3 literacy program for local schools and after school programs
- Student Athlete Support: Individualized academic support for student athletes
- Supplemental Instruction: Structured study groups led by student tutors who attend the course on a regular basis.

For Branch Campus services provided by the Learning and Writing Center, please visit their web page at http://www.usfca.edu/lwc/
Student Disability Services

Tom Merrell, Assistant Dean and Director

Location: Gleeson Library, Lower Level 20
Phone: (415) 422-2613
Fax: (415) 422-5906
TDD: (415) 422-5834
E-mail: merrellt@usfca.edu
Web site: http://www.usfca.edu/sds
Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

The primary mission of Student Disability Services (SDS) is to help USF students with disabilities serve as fully contributing and actively participating members of the University community, while acquiring and developing the knowledge, skills, values, and sensitivity to become women and men for others.

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

**Step 1: Determine Eligibility for Services**

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

**Step 2: Use Accommodations and Services**

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

**Step 3: Review Effectiveness of Accommodations**

- After recommended services and accommodations are in place, students may meet with a member of the SDS staff to ensure that the recommendations are effective, essential, and appropriate for each course.
- Common examples of academic reasonable accommodations may include, but are not limited to: exam accommodations, note-taking services, provision of course materials in an accessible format, laboratory assistance, sign language interpreting, real-time captioning, and assistive technology training as supported by documentation of disability.
SDS promotes disability awareness and educates students, faculty, and staff of their rights and responsibilities within the accommodation process, and collaborates across the University to provide effective barrier removal and accessible campus housing, transportation, and access to campus technology and communication services.

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

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

Counseling and Psychological Services (CAPS)

Dr. Barbara Thomas, Senior Director

Location: Gillson Hall, Lower Level
Phone: (415) 422-6352
E-mail: thomasb@usfca.edu
Web site: http://www.usfca.edu/caps
Hours: Monday - Friday, 8:30 a.m. - 5:00 p.m. (Closed for lunch 11:30 - 12:30pm)

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

Student Services

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

Depression and Anxiety Screening Day

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

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

National Alcohol Screening Day

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

Career Services Center

Alexander B. Hochman, Senior Director

Location: University Center, 5th Floor
Phone: (415) 422-6216
E-mail: careerservices@usfca.edu
Web site: http://www.usfca.edu/career
Hours: Regular Hours: Monday - Friday 8:30a.m. - 5:00p.m.
Drop-In Hours: Monday, Tuesday, Thursday, and Friday, 11:00a.m. - 2:00p.m.
Wednesday, 12:00 p.m. - 2:00 p.m.

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

Student Services

- Career Counseling
  - One-on-one via drop-in sessions and appointments.
- Career Assessments
  - Online career assessments such as Myers Briggs and Strong Interest Inventory are available.
  - Call (415) 422-6216 to make an appointment with a counselor for instructions on assessments.
- Career and Industry Information
  - Online and in CSC Resource Library.
- Career Planning Guides
  - Topics such as resume and cover letter writing, interviewing skills, job search strategies, researching employers, and more.
- Career Information Programs
  - Includes panels and in-class presentations.
• **Graduate School Resources**
  o Applying to Graduate Schools guide, catalogs, and online directories of programs.

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

Location: Lone Mountain, 251  
Phone: (415) 422-2020  
Fax: (415) 422-6084  
E-mail: onestop@usfca.edu  
Web site: [http://www.usfca.edu/onestop](http://www.usfca.edu/onestop)  
Hours: Monday - Thursday 8:30 a.m. - 5:00 p.m.; Friday, 9:30 a.m. – 5:00 p.m.  

Student Enrollment Services provides combined services in the areas of Financial Aid, Registration, and Student Accounts. Services are also available online at [http://www.usfca.edu/onestop](http://www.usfca.edu/onestop).

**Processing Forms**

All students are responsible for picking up forms and delivering them to Student Enrollment Services for final processing.

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

**Financial Aid Office**

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

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

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

**Applying for Aid**


**Researching Scholarships**

Use the scholarship link in the Financial Aid section of the Student Enrollment Services Web page [http://www.usfca.edu/onestop](http://www.usfca.edu/onestop).
Applying for Private Educational Loans

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

Student Accounts

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

- Promissory notes related to Federal Perkins, NSL, and other University Loan Programs
- Administration of Payment Plans for tuition and fees
- Refund of Title IV funds
- For further information on payment due dates, methods of payment, and refunds, please visit http://myusf.usfca.edu or the Student Accounts section of the Student Enrollment Services Web page at http://www.usfca.edu/onestop.

Registrar

The University Registrar’s Office is responsible for registration, the schedule of classes, student academic records, enrollment verification, official transcripts, graduation, academic scheduling, and the administration of the faculty evaluation system. Most services are offered through:

Student Enrollment Services

Location: Lone Mountain 251
Phone: (415) 422-2020
Fax: (415) 422-6084
E-mail: onestop@usfca.edu
Web site: http://www.usfca.edu/onestop
Hours: Monday - Thursday 8:30 a.m. - 5:00 p.m.; Friday, 9:30 a.m. – 5:00 p.m.
Hours may vary for summer term and during University events; check with the One Stop Office for specific hours.

Note: Services may also be accessed via students’ myUSF accounts.

Change of Name, Address or Phone Number

If you change your name, address or work/home telephone number, you can make these changes in two ways:

1. Log onto myUSF at http://myusf.usfca.edu
   - Click on the 'Self-Service’ button under the Banner Self Service heading
   - Click on the Personal Information tab at the top of the page
   - Click on the desired service/ sub-link
2. Submit written, signed notification to:

USF Office of the Registrar
Lone Mountain 251
2130 Fulton Street
San Francisco, CA 94117-1080

**Note:** Name changes must be accompanied by appropriate documentation and can only be done through written notification to the Registrar’s Office.

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**Degree Evaluation**

Your Degree Evaluation outlines all the courses/credits required for your degree program and lets you know which courses/credits you have and have not completed. Monitor your evaluation often to track your progress towards degree completion. You may view your Degree Evaluation online by using myUSF. Log onto myUSF at: [http://myusf.usfca.edu](http://myusf.usfca.edu)

- Click on the ‘Self-Service’ button under the Banner Self Service heading
- Click on Student Records
- Click on Degree Evaluation

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**Transfer Credit**

Courses from accredited four-year post-secondary and two-year post-secondary sources are transferable to USF. Courses from non-accredited institutions are not transferable to USF.

Once enrolled at USF, you may transfer a maximum of 24 semester/36 quarter credits to USF through the PEAI process (Petition to Enroll at Another Institution).

**Note:** There is no limit to the number of credits you can earn through the CLEP examination program, as long as the CLEP credits don’t duplicate academic credit already given. Students are required to speak with their University Advisor prior to taking a CLEP exam.

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**Undergraduate Writing Competency**

Writing proficiency is essential for undergraduate students to do well in the Interdisciplinary Studies Assessment (ISA) process as well as their major coursework. Therefore, undergraduate students must earn a grade of C- or higher in INTD 310.

Any student who earns a grade lower than a C- in INTD 310, must repeat the course for credit and may be placed on academic probation per the terms listed in the University Catalog. Resources to help you develop your writing skills further are available through the Learning and Writing Center.
Degree Progress

During a student’s first semester, students are required to contact their Academic Success Coach to discuss their degree completion plan and receive a preliminary degree evaluation. Academic Success Coaches document all communications with students in order to have a complete record of a student's advising concerns and commitments made by relevant parties.

Most undergraduate students will need additional courses/credits outside of their major coursework in order to satisfy the 128 semester credits required for degree completion.

Undergraduate students may complete their University Core Curriculum and elective credits in various ways:

- The Interdisciplinary Studies Assessment process (21 credits maximum);
- Approved courses at other regionally accredited institutions (24-semester/36 quarter unit maximum once you have enrolled at USF);
- CLEP examinations;
- ACE/National PONSI approved corporate and military courses.

Interdisciplinary Studies Assessment

The policies, procedures, and options for earning credits through experiential research essays are described in detail in the “Interdisciplinary Studies Assessment Essay Submission Handbook”.

Courses Taken at Institutions Outside of USF (PEAI Approval)

- Once enrolled in a degree program, undergraduate students may petition to take a maximum of 24 semester/36 quarter credits at another institution through the PEAI (Petition to Enroll at Another Institution) process.
- PEAI approval must be requested online at: http://web.usfca.edu/admission/transfer/peai. The Office of Admission will respond to the PEAI request within approximately two weeks of the request being received.
- Students must submit and receive course approval via the PEAI process PRIOR to taking a course at another institution.

Student Status

It is important that you maintain continuing (i.e., active) student status while working toward your degree.

If you do not enroll in any USF coursework for an academic period of one year or more, you will be withdrawn from the University and required to apply for re-admission under current University and School requirements.
Due to the sequential nature of our programs, we do not allow students to take courses out of sequence, as courses taken out of sequence are not guaranteed to be offered in the semester or at the branch campus of the student’s choosing. This may result in a delay towards degree completion.
Per University policy, and clearly outlined in the catalog, developing responsible student conduct and disciplinary proceedings play a role secondary to counseling, guidance and admonition. At the same time, the University of San Francisco has a duty, and the corollary disciplinary powers, to protect its educational purpose through the setting of standards of scholarship and of conduct for the students who attend the University and through the regulation of the use of institutional facilities.

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

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

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

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

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

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

**Student Conduct Code**

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

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

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

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

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

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

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

6. Nonconsensual physical contact of a sexual nature

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

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

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

10. Use, possession, manufacturing, or distribution of drugs or equipment, products or material used in manufacturing, growing, using, or distributing of any drug or controlled substance - (please refer to the University’s Drug Free Policy for more information)
11. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by University regulations, refer to the University’s Drug Free Policy), public intoxication; alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under the age of twenty-one (21) years

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

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

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

15. Lewd or indecent conduct

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

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

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

19. Any violation of the University Technology Resources Appropriate Use Policy

20. Abuse of the Student Conduct System, including but not limited to:
   - Failure to obey the notice from a student conduct officer/board or University official to appear for a meeting or hearing as part of the Student Conduct System
   - Falsification, distortion, or misrepresentation of information before a student conduct officer/board
   - Disruption or interference with the orderly conduct of a student conduct proceeding
   - Institution of a Student Conduct Code proceeding in bad faith
   - Attempting to discourage an individual’s proper participating in, or use of, the Student Conduct System
   - Attempting to influence the impartiality of a student conduct officer/board prior to, and/or during the course of, the student conduct proceeding
• Harassment (verbal or physical) and/or intimidation of a student conduct officer/board prior to, during, and/or after a student conduct proceeding
• Failure to comply with the sanction(s) imposed under the Student Conduct Code
• Influencing or attempting to influence another person to commit an abuse of the Student Conduct System

Sanctions

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

Warning

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

Disciplinary Probation

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

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

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

Loss of Privileges

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

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

Fines

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

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

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

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

Exclusion

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

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

Discretionary Sanctions

The following are examples of discretionary sanctions:

- Essays, reflections or research papers
- Service to the University or local community
- Behavioral assessment or counseling sessions related to inappropriate conduct or violations of the Student Conduct Code
- Deferred sanctions may be imposed as deemed appropriate by the Assistant Dean of Students or designee. Such sanctions could include Deferred University Suspension or Deferred University Expulsion. Specific conditions accompany a deferred sanction and any violation or failure to complete the conditions would result in the immediate University Suspension or Expulsion.

- In cases involving drug or alcohol abuse, the student may be referred to an appropriate on or off-campus resource for assessment and may be required to random drug testing (at his/her own expense) as a condition for continued enrollment at the University
- Please refer to the Drug-Free Policy for more information on sanctions for drug and alcohol violations
- Other related discretionary assignments

University Suspension

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

Permanent separation of the student from the University.

Ineligibility for Graduation

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

Revocation of Admission and/or Degree:

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

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

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

USF Honor Code and Policies

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

The Honor Pledge

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

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

Standards of Conduct in the Honor Code

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

Cheating

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

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

False Citations

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

Submitting the Same Work for Multiple Assignments

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

Submitting False Data

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

Falsifying Academic Documentation

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

Abuse of Library Privileges

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

Abuse of Shared Electronic Media

Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of campus computer systems.
Add / Drop Classes

Approvals Needed for Registering

Professional Bachelor’s Degree Program students adding or dropping courses out of sequence should consult their Academic Success Coach.

University policy regarding add/drop and related registration issues appear in the University Catalog. Registration forms are available through your Academic Success Coach, for adding or dropping classes. They are used for initial registration, changes to registration (adding and dropping courses), petitioning to enter a closed class and requesting an exception to normal grading for a course, when permitted.

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

Add Classes

There are two ways a student may ADD a class:

- Electronically, by going onto myUSF and enrolling online
- Manually, with the use of the Add/Drop form
- Forms are available through your Academic Success Coach, and must be completed with all required signatures before the student brings the form to Student Enrollment Services for processing

Drop Classes

A student may drop a course in the following ways:

- Electronically, by going onto myUSF and dropping a class online
- Manually, with the use of the Add/Drop form
- Forms are available through your Academic Success Coach

Time Conflict

Note: An Academic Success Coach’s signature is required for all in-person transactions except for section changes done before the last day to add.
Withdrawal from the University

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

Petition to Withdraw forms are available at Student Enrollment Services, through your Academic Success Coach, and online at http://www.usfca.edu/onestopforms/

Note: The withdrawal becomes final only when the completed form has been filed with Student Enrollment Services.

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

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

Completed withdrawal forms must be received by Student Enrollment Services before 5:00 p.m. on the last day to withdraw for a full refund date. There are no tuition refunds after the “last day to withdraw” date on the University Calendar.

Students who experience academic difficulties or a family or work-related emergency may want to consult with their Academic Success Coach to consider all options prior to formally withdrawing from the University.

Please Note the Following

- Undergraduate students who need to withdraw from the program should notify their Academic Success Coach in writing.
- Students who are receiving financial aid should contact the USF Office of Financial Aid to discuss the potential impact of their withdrawal on their aid and/or their repayment schedule.
  - Students borrowing from the Federal Direct Student Loan Program and/or receiving federal grant assistance, are subject to the terms and conditions of the Higher Education Amendments of 1998.
- Students who make changes in their program registration (i.e., withdraw, waived or dropped classes, etc.) after the semester’s last day to withdraw for a full tuition refund 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.
Student-Initiated Withdrawal

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

- You must file a “Petition to Withdraw from the University” with the Registrar’s Office.
  - This must be done by the semester’s last day to withdraw for a full tuition refund date in order to receive a full tuition refund.
  - The “Petition to Withdraw from the University” is also available online at [http://www.usfca.edu/onestopforms](http://www.usfca.edu/onestopforms). Click “Student Records” on the column and select “Forms.”
- Notification must include the last date of your attendance in class and the reason for your withdrawal.
- Ceasing to attend classes or merely informing your classmates of your intent to withdraw does not constitute an official withdrawal.
- Instructors cannot award grades of “W.”
- You will receive grades for all courses completed prior to withdrawal.
- If you fail to notify the Registrar of your intent to withdraw, your monthly tuition charges will continue to accrue and a grade of “F” will be assigned by the Registrar’s Office for the last course you attended but did not complete. Grades of “W” will be assigned by the Registrar for the remaining course(s) in the semester.
- Except for special circumstances (e.g., serious and unanticipated health problems), students are not permitted to withdraw from their cohort for one or more courses and then re-enter the same cohort at a later date. See Leave of Absence.

Administrative Withdrawal

You may be administratively withdrawn for:

- Academic disqualification (see the USF Catalog, [www.usfca.edu/catalog](http://www.usfca.edu/catalog)),
- Failure to comply with conditions of your admission
- Nonpayment of tuition (in accordance with USF policy) and/or failure to complete financial aid requirements in a timely manner, and/or
- Not taking a course at USF for an academic period of more than one year
Leave of Absence

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

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

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

The maximum leave of absence that may be granted at any one time is one academic year (3 terms). Students who do not return for the semester specified are considered to have withdrawn from the University; they must apply for readmission should they wish to return later.

Students who wish to enroll for course work at other institutions during their leave of absence from the University must obtain written approval and must observe the rules for courses taken at other institutions. Courses taken without prior written approval will not be counted toward the degree at the University of San Francisco.

Registered students who take a Leave of Absence from the University from the beginning of the semester until 5:00 p.m. on the last day to withdraw for a full refund will receive a full refund of tuition.

Completed Leave of Absence forms must be received by Student Enrollment Services before 5:00 p.m. on the semester’s last day to withdraw for a full refund date. No refund of tuition will be made to students who request a Leave of Absence after this date.

Students who are on Academic Probation when they go on a Leave of Absence must complete their probationary semester once they return to the University.
Last Day to Withdraw for Full Tuition Refund

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

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

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

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

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

In addition, the following notations are used:

P: "Passing" - at least at the lowest passing level (D-); the credits will be counted toward the total credits required for graduation, but not in computing the grade point average. **INTD 310 requires a minimum grade of C- to pass.**

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

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

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

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

W: "Withdrawal" - a notation used by the Office of the Registrar when a student drops a course after the University’s last day to withdraw for a full refund and before the withdrawal deadline within any given semester. **Note:** Students who absent themselves from class or simply inform the instructor that they are withdrawing/dropping the course without filing the required drop form with all necessary signatures will receive an "F" for the course.

NR: Grade "Not Reported" by instructor within 10 days after the examination period; a notation used by the Office of the Registrar. To correct the academic record, the instructor must file a Change of Grade form. "NR" carries no connotation of student performance and no grade point value is given. "NR" grades not changed to a regular grade by the end of the following major semester will be converted to a failing grade (F).
**AU**: "Auditor" - course not taken for credit; regular tuition is charged for audited courses.

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

## Grade Points

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

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

## Grade Point Average

The grade point average (GPA) is determined by adding the quality points and by dividing the resultant sum by the total number of quality hours.

As a general rule, the ratio is based on the number of attempted credits completed; e.g., if a student repeats a course, both courses will be considered in the grade point average.

As exceptions to this rule, a "Pass" (P), a "Satisfactory" (S), a "Credit" (CR), an "Unsatisfactory" (U) or a "Withdrawal" (W) will not affect a student's grade point average.

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

## Official Grades

Official grades are available online via myUSF at the end of each term.
Grading System

USF gives different point values for +/- grades. However, the point value for grades of A and A+ both carry the same grade point value of 4.0. For further information see the USF Catalog at: http://www.usfca.edu/catalog

Grade Reports

Grades are recorded online by each instructor approximately one week after the last class session.

Grades are available to students for viewing and printing through myUSF the next business day after they are entered by the instructor. Log onto myUSF at: http://myusf.usfca.edu

- Click on the “Self-Service” button under the Banner Self Service heading
- Click on Student Records
- Click on View Grades

Note: Because grades are available online, grade reports will not be mailed to students. If you require a report of grades received for a semester, you may request verification or an official transcript.

Grade Reports for Employer Tuition Reimbursement Programs

If you are participating in an Employer Tuition Reimbursement program, you may request an “Unofficial Grade Confirmation” form from your instructor after completion of the course.

When requesting an unofficial grade report, you must provide the instructor with a self-addressed stamped envelope. You may also access your grades by using myUSF. Log onto myUSF at: http://myusf.usfca.edu

- Click on the “Self-Service” button under the Banner Self Service header.
- Click on Student Records.
- Click on “View Grades.”

Grades of Incomplete

Grades of Incomplete (I) are assigned only under exceptional circumstances. The following guidelines apply:

- Grades of Incomplete are granted only at the discretion of the instructor.
- The student is responsible for requesting a grade of Incomplete.
- Grades of Incomplete that are not removed by the date specified by the instructor and/or no later than the close (the last day) of the following semester in which the Incomplete was taken, will be converted to a final grade of “F.” Note: This also applies to students who withdraw from the program with an “Incomplete” on their record.
- Grades of Incomplete that are not removed prior to withdrawal will become “F” grades if not completed. They will not be converted to grades of “W” due to late withdrawal.
- The student is charged tuition for grades of incomplete, F or W (withdrawal).
Repeated Courses

If you receive a final grade of “F” or “W” (withdrawal) in a required major course, you will have to repeat the course.

Grades for repeated courses will not replace previously earned grades, including grades of “F”. All grades remain on your USF transcript and count toward your cumulative grade point average.

**Note:** Course offerings for repeated courses are not guaranteed to be offered at the branch campus location or semester of a student’s choosing.

Changes of Grade

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

Grade Appeal Process

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.

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 appeal process. An appealed grade may be raised or lowered during the course of this appeal 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 after the grade is available online for the semester. 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.

**Note:** It is the responsibility of all parties to make every effort to resolve their differences between themselves, and informally. A student in the School of Management may contact the Undergraduate Studies Office for further information on this process.
**Academic Dishonesty**

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.

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**Dean’s Honor Roll**

Inclusion on the Dean’s Honor Roll is based on all of the following three criteria: completion of 22 graded credits at USF, a cumulative grade point average of 3.7 or higher, and a minimum 3.7 grade point average or higher for the semester. The Dean’s List is not associated with the School of Management Commencement Ceremony or School and University Commencement Honors (please see the policy section on Academic Honors at Commencement for further information).
Academic Probation

All undergraduate students must adhere to the University’s minimum academic standard of a cumulative grade point average (GPA) of 2.0. Students who fail to meet this minimum academic standard will be placed on academic probation the first semester that their cumulative GPA falls below 2.0.

As defined by the University Catalog, “Academic probation constitutes a serious warning that a student’s academic record is unsatisfactory and that failure to improve that record will lead to dismissal from the University.”

Students on Academic Probation are encouraged to maintain close contact with their Academic Success Coach, the School of Management’s Undergraduate Division, and current instructors to take advantage of all University resources available to them.

Academic Disqualification

The following categories of students are subject to Academic Disqualification:

- Any student on Academic Probation who fails to achieve a cumulative grade average of 2.0 (C) by the end of their subsequent probationary semester.
- Any student on Academic Probation who earns an Incomplete grade or fails to resolve a pending Incomplete grade during their subsequent probationary semester.
- Any student on Academic Probation who earns an “F” grade, drops a course after the last day to withdraw for a full refund date, or commits an act of Academic Misconduct.

According to the University Catalog, “Academic disqualification constitutes termination of a student’s relationship with the University for Unsatisfactory Academic Performance. A disqualified student may not register for any of the University’s courses and is denied all privileges of student status.” Academic Disqualification is non-negotiable for one year.

Due to the nature of the cohort sequence of the program, Academic Standing decisions will be made at the conclusion of the fall, spring, and summer semesters each year.

Re-Admission to USF

In order to petition, the student must provide, in writing (typed), the following information:

1. Legal Name (and/or names used while enrolled at USF)
2. CWID, if available. If not available, Social Security Number
3. Contact information (address, email address, phone number)
4. Dates of attendance at USF
5. Indicate if any coursework was completed at any other institution since enrollment at USF. Please provide institution name, courses taken, and dates of attendance. Note that official transcripts from other institutions will be required if the petition to return is approved.

6. The letter must be typed and signed, OR if a student has an active @dons.usfca.edu email account, please submit the request via email to dcadvising@usfca.edu.

Please send correspondence to:

Associate Dean, Student Academic Services for Branch Campuses,
Center for Academic and Student Achievement
University of San Francisco
2130 Fulton Street, UC 3rd Floor
San Francisco, CA 94117-1080

Applicants who are re-admitted to USF must adhere to the current catalog rights and regulations set during the semester of re-admittance, and will be required to complete any new curricular requirements in place. For additional information regarding the re-admission process, please contact the Admission Office at (415) 422-4505 or transfer@usfca.edu.

**Tuition Rate**

As a student in the Professional Bachelor’s Degree Program in the School of Management, your tuition rate is locked in from the semester you start until one academic year from the end of your cohort’s ending semester. For example, if your cohort ends in Fall of 2017, your tuition rate will be locked in until Fall 2018. Students who are withdrawn from the University and re-apply are subject to current tuition and fees associated with the semester of re-entry. This is non-negotiable per University of San Francisco policy.

This tuition rate lock is only valid for major courses taken in your Professional Bachelor’s Degree Program through the School of Management. Any approved courses taken outside of your major and the School of Management are subject to the current tuition rates and fees of the visiting school or college within USF.
Filing for Graduation Diplomas and Commencement

Graduate Application Form

Candidates applying for the conferral of an undergraduate degree should file the online Graduation Application form in the semester they plan to graduate by the following deadlines:

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

The Application for Graduation form is available online and is valid for three consecutive semesters once completed and submitted. After three semesters, students must complete a new application and submit it to the Graduation Center for review. The URL for the Application for Graduation and related Commencement information is [http://www.usfca.edu/graduation](http://www.usfca.edu/graduation).

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

Diplomas

Undergraduate student diplomas list the degree, the primary major, the school or the college of the University awarding the degree, and, if appropriate, University or School academic honors (please see section on Academic Honors at Commencement).

Academic Transcript

The official academic transcript will list the degree and major and, if applicable, a second major, minors, certificates, and academic honors. Please note that specializations are not listed on a student’s diploma or academic transcript.

Graduation Date

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

The official graduation date will reflect the completion of all academic requirements for the degree and not the last term of enrollment, and will take into account all waivers and substitutions approved by the student's academic dean.
Diploma Mailings

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

Commencement

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

Candidates will be invited to participate in only one commencement ceremony, regardless of when academic degree requirements are completed.

Candidates who complete their degree requirements in the Fall or Intersession terms will be invited to the December Commencement Exercises.

Candidates who complete their degree requirements in Spring or Summer terms will be invited to the May Commencement Exercises. Students who must take courses in the Fall term to complete their degree requirements will not be allowed to participate in the preceding May ceremonies. Likewise, students who must take courses in the Spring term to complete their degree requirements will not be allowed to participate in the preceding December ceremonies.

Commencement Ceremonies

Participation in commencement ceremonies is not equivalent to degree completion.

The University conducts two commencement ceremonies each year (December and May) for the School of Management. Please see the website at: www.usfca.edu/graduation for exact dates and times.

Graduates (students who have completed their degree requirements) and candidates (students who have not yet completed their degree requirements but are eligible to participate in commencement) are invited to and may attend only one commencement ceremony.

Note: Students must attend the ceremony appropriate to the term in which commencement eligibility is granted.

Eligibility to Attend the December or May Commencement Ceremony

Eligibility

To be eligible to participate in a commencement ceremony, undergraduate students must:

- Have completed or registered (at USF) for a minimum of 120 semester credits applicable to the 128 credits required for the bachelor's degree with a minimum cumulative 2.0 GPA in the appropriate term.
  - In other words, students may not have more than a combined total of eight (8) credits of University Core, major, and/or general elective courses remaining in their program.
- Have no required major courses with final grades of “F” that have not been successfully repeated.
- In the eligibility review process for undergraduate students:
  Major courses for which students are registered will be treated as “in progress”.
- Credits earned through CLEP exams, approved transfer courses, or other sources must be completed and posted to the student’s academic record in order to determine commencement eligibility.

**Note:** Eligibility of certain members of a cohort does not imply the eligibility of all members. Commencement eligibility is determined on an individual basis.

**December Commencement**

Cohort groups that end between September 1 and December 31 of the current academic year may be eligible to participate in the December commencement ceremony.

Eligible students within those groups must attend the December ceremony and cannot choose to attend a ceremony in a subsequent semester. Please note that commencement eligibility is determined on an individual basis. Just because others in a cohort may be eligible does not mean that an individual student is eligible.

The deadline to submit the “Graduating Student Survey” and Graduation Application is September 1.

**May Commencement**

Cohort groups that end between January 1 and August 31 of the current academic year may be eligible to participate in the May commencement ceremony.

Eligible students within those groups must attend the May ceremony and cannot choose to attend a ceremony in a subsequent semester.

The deadline to submit the “Graduating Student Survey” and Graduation Application is February 1st.

**Invitation to the Commencement Ceremony**

The Graduation Center will send eligibility emails to eligible students approximately two months prior to the commencement ceremony. Please note the following:

- This letter is your invitation to the Grad Finale where you will obtain your graduation regalia (cap and gown) free of charge.
- The commencement ceremony will be held in St. Ignatius Church. The number of tickets given to each candidate is determined by the Graduation Center. Guests cannot enter the Church without a ticket.
- Before inviting family and friends to the commencement ceremony, please make sure you are eligible to participate in the ceremony.

For further information, see the Graduation Center Website at: [http://myusf.usfca.edu/onestop/graduation](http://myusf.usfca.edu/onestop/graduation).
Diplomas & Transcripts

- Diplomas are mailed to students who have completed their degree requirements and all outstanding University accounts are paid.
- Diplomas are mailed approximately six to eight weeks after the student’s degree has been posted to his/her USF transcript.

Academic Honors at Commencement

To recognize the academic achievements of our Professional Bachelor’s Degree Program students within the School of Management who do not meet the “minimum 60 graded credits at USF” requirement for University Honors, both the School of Management and University offer the opportunity for students to compete for School of Management Honors

- School of Management Honors requires that students achieve the following minimum cumulative grade point average in all courses taken at USF. (Please note that School of Management Honors is posted on the student's transcript, but not on the diploma):
  - School High Honors for those earning a minimum 3.9 GPA or higher;
  - School Honors for those earning a 3.70 – 3.89 GPA.
- Candidacy for academic honors is based on a preliminary review of the academic records of students who apply for graduation in the respective semester. Honors are considered official when all grades are received and all requirements for degree completion and/or honors are met.

For more information, see the Graduation Center Web Site at: http://myusf.usfca.edu/onestop/graduation.
How to Find Your Registration Holds

1. Log on to your myUSF account. From there, click on the “Student” box under “Self-Service.”

2. Click on the “Student Records” link.

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

4. If you have any holds, they will be displayed. For all holds, please contact the referenced department to resolve and clear the hold. You may not register, add or drop classes until all your holds are cleared.
Finding Your Advisor

1. Log on to your myUSF account. From there, click on the “Student” box under “Self-Service.”

2. Click on “Registration”.

3. Under registration, click on “Registration Status & Advisor Information”.

4. Select a term.

5. Your current faculty advisor is displayed. Note that you can request a Change of Your Branch at any time.

Current Advisor(s) for Fall 2013

<table>
<thead>
<tr>
<th>Primary Advisor Name</th>
<th>Advisor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>N  Rivera, Francesca M.</td>
<td>Minor Adviser</td>
</tr>
<tr>
<td>Y  Oberstone, Joel L.</td>
<td>Major Adviser</td>
</tr>
</tbody>
</table>
Finding Your Degree Evaluation

1. Log on to your myUSF account. From there, click on the “Student” box under “Self-Service.”

2. Click on “Student Records” then select “Degree Evaluation”. These steps will take you to this page:
3. Your Degree Evaluation is now displayed. Information related to you, your major, and all the classes you’ve taken and can take are shown. It will look like this:
How to Register with a CRN (Course Registration number)

1. Log on to your myUSF account. From there, click on the “Student” box under “Self-Service.”

2. Next, click the “Registration” link.
3. To ensure you are registering for the correct term, click the ‘Select Term’ link.

4. Choose the term you want to register for from the drop-down menu and click ‘Submit’, you will then be brought back to the previous page.

5. Now select the ‘Drop and Add Classes’ link from the Registration page.
6. At the bottom of the ‘Drop and Add Classes’ screen is an area called ‘Add Classes Worksheet’; from here you can add CRN’s manually. For any class you want to register for input a CRN in one spot. Click ‘Submit Changes’.

Next you will see, from this screen, your ‘Current Schedule’.

You are now registered for your classes by only using the CRNs!

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**UNIVERSITY OF SAN FRANCISCO**

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**Drop and Add Classes**

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**Add Classes Worksheet**

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**RELEASE: 8.5.1.2**