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Dear Bachelor of Science in Business Administration Undergraduate Students,

Welcome to the University of San Francisco and the School of Management (SOM). 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 2017-2018 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!

Sincerely,

Peggy Takahashi
Associate Dean, Undergraduate Programs

School of Management
Undergraduate Division

<table>
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<td>Phone: 415.422.2369</td>
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The Academic Calendar includes important administrative dates including registration dates, add/drop deadlines, exam periods and holidays and breaks. The current 5-year academic calendar is available online at: https://myusf.usfca.edu/onestop/registration/academic-calendar.

The letters after the date indicate the day of the week that that date falls on. M = Monday, T = Tuesday, W=Wednesday, Th = Thursday, F = Friday, Sa = Saturday, S = Sunday

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<td>1/3 T</td>
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**SUMMER HOLIDAYS**

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</thead>
<tbody>
<tr>
<td>Independence Day Holiday (No classes)</td>
<td>7/4 T</td>
<td>7/4 W</td>
<td>7/4 Th</td>
<td>7/3 F</td>
<td>7/5 M</td>
</tr>
</tbody>
</table>

* Classes end at 4pm on Holy Thursday; if to be re-scheduled for next Friday evening please work with Deans' Offices to arrange time and place.

** Census dates, the last day to drop a class with a 100% tuition refund, vary by class. To find the census date for a specific class, please view the on-line Class Schedule at [www.usfca.edu/schedules](http://www.usfca.edu/schedules).
The following three key online myUSF resources contain the information, policies and procedures under which you were admitted and to which you are held. They will serve as your electronic guide to navigating USF.

1. **Fogcutter Student Handbook:** [https://myusf.usfca.edu/fogcutter](https://myusf.usfca.edu/fogcutter)
   The Fogcutter Student Handbook, or “Fogcutter,” is a handbook of University-wide information, resources, and policies and procedures that govern all students admitted to the University. While some resources are listed in this handbook, the most current information is available online.

<table>
<thead>
<tr>
<th>Fogcutter Resources</th>
<th>Brief Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Administrative and Academic Offers</td>
<td>A view of the executive leadership team and an explanation of their roles.</td>
</tr>
<tr>
<td>Student Resources</td>
<td>An electronic contact list of campus offices, services and resources available to support your holistic experience as a student at the University of San Francisco.</td>
</tr>
<tr>
<td>Student Conduct, Policies and Procedures</td>
<td>The student conduct code, process and related policies and procedures have been created to guarantee each student’s freedom to learn and to protect the fundamental rights of the campus community.</td>
</tr>
<tr>
<td>Student Residential Policies</td>
<td>The student conduct code, process and related policies and procedures have been created to guarantee each student’s freedom to learn and to protect the fundamental rights of the campus community.</td>
</tr>
<tr>
<td>Student Organization Regulations</td>
<td>The student conduct code, process, and related policies and procedures that govern student organizations.</td>
</tr>
<tr>
<td>Campus Emergency Procedures</td>
<td>The policies, procedures and contact resources for all campus emergencies.</td>
</tr>
<tr>
<td>General Complaint and Resolution Procedures</td>
<td>The procedures outlined here ensure that you have the opportunity to work with the University regarding complaints or concerns about an action or inaction by a member of the University community in order to find a fair and just resolution.</td>
</tr>
</tbody>
</table>

2. **University Catalogue:** [https://www.usfca.edu/catalog](https://www.usfca.edu/catalog)
   The catalog presents the general and academic regulations, programs of study, entrance requirements, and course offerings of the university. It is important to note that the catalog represents the inventory of courses, not all of which are necessarily offered in any given semester. Additionally, the catalog provides information about student life and services, and campus resources and facilities.

3. **School of Management Professional Bachelor's Degree Program Undergraduate Handbook:** [https://myusf.usfca.edu/management/undergraduate-studies/bsm](https://myusf.usfca.edu/management/undergraduate-studies/bsm)
   Additional School of Management policies, procedures, and information that pertain specifically to The School of Management Professional Bachelor’s Degree Program are listed in this handbook.

Utilizing all three tools— the Fogcutter, University Catalogue, and the School of Management’s Undergraduate Handbook for the Bachelor of Science in Business Administration program will provide you with the information that you need during your time here at USF. If you have a question and are not sure which office to contact, please reach out to the Office of Undergraduate Studies by emailing: soundergrad@usfca.edu, or calling (415) 422-2369.
Student Responsibility

The University of San Francisco General University 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, including information in this handbook. Failure to read or understand the requirements does not relieve you of this responsibility.

- Your Degree Evaluation on myUSF is a free tool to help you evaluate your progress with completing your degree requirements and is a tool to help you plan your course sequence and completion. Academic advising services are available to assist you. With regards to registration, you 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.

Guide for Success

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

- **Plan Ahead.** Group advising sessions are provided each semester. These sessions will help you determine course sequencing to graduate on time. In addition, review your degree evaluation each semester to help you determine what required courses you have completed and which courses you still need to take.

- **Register for classes on time.** Do not wait until the last minute to register for the courses you want. There is a good chance that if you wait, you will not get your preferred schedule. Make sure to see your Faculty Adviser and attend advising sessions that are offered throughout the year such as the Faculty Advise-A-Thon advising event.

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

SOM BSBA Undergraduate Handbook
Page 10
THREE KEY RESOURCES

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

- **Check your grades on your transcript, which you can access through your myUSF account.** At the end of each semester, check the final posting of your grades. If you see any errors, notify your professor immediately.

- **Regularly review your degree evaluation.** To ensure that you are completing the necessary course work in a timely manner, make sure to check your degree evaluation found on your myUSF site. Make sure all information is correct and, notify your adviser if there are any errors. It’s important to plan your courses for the next term in tandem with reviewing your degree evaluation to ensure that the courses you wish to take satisfy your degree requirements.
USF Vision, Mission, and Core Values

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.

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.
School of Management (SOM) History, Vision, Mission & Core Values

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

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

SOM Vision
The School of Management will be one of the premier teaching, research and networking platforms for managerial education, one that is regionally anchored, nationally recognized and globally connected.

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

Map of the Hilltop Campus
To view a detailed online map of the USF Hilltop Campus please visit: https://www.usfca.edu/directions/campus-map.

Directions to the Branch Campuses
Please visit 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.”
Undergraduate BSBA Business Program

The educational objective of the undergraduate program is to provide its graduating students with an education that will facilitate their access to management employment positions, entrepreneurial ventures and/or other graduate educational programs.

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

Curriculum Overview

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

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

In addition to meeting all the major course requirements, students need to complete 128 units (minimum) for degree completion.

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

2. General Electives (if needed to reach 128-credit minimum for degree completion)
After factoring in the credits and units needed to complete the University Core Curriculum, the Business Core Curriculum, and the Upper Division Business Major Courses, most students still have additional credits needed to reach the 128 total credit requirement. General electives may be taken from various areas of interest to reach the 128 total credit requirement for degree completion. Elective courses are typically offered in every subject across all majors and minors. Some examples include language courses, exercise sports, and computer skills courses. Electives may also be used to fulfill other courses' prerequisite requirements. When reviewing how many
electives one can take, it is important to review one’s Degree Evaluation tool on myUSF to graduate in a timely manner.

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

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

**Required Business Foundation Courses**
_These courses are pre-requisites to upper division business core courses and also meet some University Core, or UCore, course requirements._

- RHET – TBD assigned _per test score placement_. (One or more courses in a series to reach RHET 120 or its equivalent; meets UCore A2: Rhetoric and Composition).
- ECON – 111 Principles of Microeconomics (also meets UCore E: Social Sciences)
- ECON – 112 Principles of Macroeconomics (also meets UCore E: Social Sciences)
- MATH – 106 Business Statistics (also meets UCore B1: Mathematics)

**Business Core Courses**
- BUS - 201 Principles of Financial Accounting
- BUS - 202 Principles of Managerial Accounting
- BUS - 204 Quantitative Business Analysis
- BUS - 205 Applied Business Technology (2 credits)
- BUS - 301 Business Law
- BUS - 302 Marketing Principles
- BUS - 304 Management and Organizational Dynamics
- BUS - 305 Principles of Finance
- BUS - 308 Systems in Organizations

**Senior Capstone Course**
- BUS - 401 Strategic Management or BUS - 406 Entrepreneurial Management

*Students may choose either BUS 401 or 406 if majoring in Accounting, Business Administration, Finance, Hospitality Management (HM), International Business, Management, or Marketing
- BUS 401 is required for International Business majors
- BUS 406 is required for all Entrepreneurship and Innovation majors
Upper Division Business Major Courses
Each of the Business majors requires a minimum of 20 credits of upper division coursework. This is the area where students take a concentrated list of courses within their chosen major to specialize their interest. Students must maintain at least a C (2.0) grade point average in their business major coursework.

Double Majors
It is possible to double major. Students who are interested in doing so should contact their academic adviser as early as possible in order to ensure that they have planned the correct course sequence. The Degree Evaluation tool on myUSF can help students plan the course sequences for both degrees using the “What If” tab. The academic record (transcript) will designate the two majors upon completion.

If the majors are both from the School of Management, major courses cannot be "double-counted" towards both majors and the student must petition for the primary major that will appear on the diploma. If each major leads to different degrees (BSBA and BA or BS for example), the student's primary major will appear on the diploma.

Sample Four-Year Course Sequence Schedule
A recommended sample of courses and four-year course sequence is available online at: https://myusf.usfca.edu/management/undergraduate-studies/bsba

Tuition Rate
Tuition rates are published online at: https://myusf.usfca.edu/onestop/billing-tuition/tuition-fees. Questions about tuition rates and fees should be directed to the Office of Student Accounts via email to: stuaccts@usfca.edu or by calling (415) 422-2020.
**Bookstore (USF) & Course Materials**

Location: University Center 1st Floor  
Phone: 415.422.6493  
E-mail: sanfran@bkstr.com  
Web site: usfca.edu/bookstore

Hours: Hours vary during semester/term breaks, summer, and holidays. Please contact the Bookstore or visit its website for current hours and for holiday hours.

**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.

- Log onto myUSF:
  - Click the “Student” tab under “Self-Service”;
  - 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 be sure to have your course numbers on hand (for example, INTD 310-01).

**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: https://myusf.usfca.edu/student-health-safety/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.

**24/7 Emergency Resources**
Our **After Hours** line is available after 5:00 PM on weekdays and 24/7 on weekends and holidays by calling (415) 422-6352 and pressing 2 when prompted. This is a free mental health consultation by a licensed therapist.

Our **All Hours line (855-531-0761)** provides free support and consultation to branch campus students and is available 24 hours daily including weekends and most holidays.

The **Crisis Text line** is free, 24/7 support for those in crisis. Text BAY to 741741 to text with a trained Crisis Counselor [www.crisistextline.org](http://www.crisistextline.org)
Say hello to the future you at the Career Services Center. Whether you are a freshman figuring out your career path, a sophomore on the internship hunt, or a senior looking for your first full time opportunity, our team is here to ensure your success every step of the way.

Via a multitude of tailored on-campus events, we connect Dons directly to jobs and internships at today’s most exciting organizations, including Google, Twitter, Morgan Stanley, Deloitte and Square. We can’t wait to help you launch your career!

The Center provides support for students on LinkedIn profiles, writing resumes and cover letters, interview practice, finding a job or internship, and exploring careers and majors.

Career Services Center Recruiting Events & Activities

Career Fairs
Each year, the CSC hosts two large signature events in the fall and spring, which allow you to connect with employers across diverse industries.

Information Tables & Sessions
Below, you’ll find a listing of employers holding information tables and sessions to provide information on their company and recruiting process to USF students and alumni. You can sign up for these events in usfca.joinhandshake.com

On-Campus Interviews
Employers seeking entry-level candidates hold job interviews on-campus during the fall and spring semesters. If interested in participating and applying for these opportunities, sign-up via usfca.joinhandshake.com

Employer Meet-Ups
The CSC will host a number of Meet-Ups with employers throughout the academic year. Each of these will be focused on a particular industry with the purpose of introducing students to new organizations in a more intimate setting. These have proven to be terrific networking opportunities for attendees.

Company Treks and Open Houses
Every semester the CSC organizes multiple treks to Bay Area companies. During a trek, a small group of students has the opportunity to visit up to four employers over the course of one day. Each trek focuses on a particular field of study at USF.

Meet with a Counselor
To schedule an appointment with a counselor request an appointment at usfca.joinhandshake.com, or stop by for a drop-in (no appointment necessary) to speak to someone for career advice.
Center for Academic Achievement

Location: UC 3rd Floor
Phone: 415.422.5050
E-mail: casa@usfca.edu
Fax: 415.422.2133
Web site: myusf.usfca.edu/student-life/casa
Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m.

At our Center for Academic and Student Achievement (CASA), we provide an environment where students are welcomed and supported. The highly trained and professional team within CASA is a select group of caring and committed Academic Success Coaches and administrative staff whose number one priority is to help students stay on track to graduate.

Students may schedule an appointment with their Academic Success Coach at CASA for help with personal issues, conflict resolution, placement exams, Peak Performance Sessions, PEAl's, leave of absence, and OPT-CPT letters, among other services.

We look forward to connecting with each and every student on a personal level, and pride ourselves in providing our students with compassionate 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.

Information Technology Services (ITS)

ITS Help Desk
Locations: Lone Mountain North, 2nd floor, San Francisco Campus
Gleeson Library & McLaren 100
Phone: 415.422.6668
E-mail: itshelp@usfca.edu
Web site: myusf.usfca.edu/its/
Branch Campus Web site: usfca.edu/branch
Hours: Hours vary; please check the website for the latest schedule.
myusf.usfca.edu/its/hours-locations

• All registered USF students are eligible for a myUSF account, and a Local Area Network (LAN) account.
• 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: 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: 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. Computer labs 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: usfca.instructure.com/

For help with Canvas, see myusf.usfca.edu/services/canvas.
Access to USF Resources in a Corporate Office
For security reasons, if working or interning at a corporate office, the 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 usfca.instructure.com.

Koret Health & Recreation Center
Location: Koret Health and Recreation Center (entrance at the corner of Parker and Turk streets)
Phone: 415.422.6811
E-mail: KHRC@usfca.edu
Web site: https://myusf.usfca.edu/student-health-safety/koret
Hours: Monday – Friday (non-holiday)
Main Building: 6:00 a.m. – 10:00 p.m.
Pool: 6:00 a.m. – 10:00 p.m.
Weekends: Main Building: 8:00 a.m. – 8:00 p.m., Pool: 8:00 a.m. – 6:00 p.m.

The Koret Health and Recreation Center offers two levels of cardiovascular equipment featuring Wi-Fi and TV on personal viewing screens of state-of-the-art treadmills, ellipticals, bikes, AMTs, PowerMills as well as an interactive biking zone. The newly renovated weight rooms provide elite level training zones with a selection of Olympic weights, plate-loaded machines, heavy lifting platforms, functional training equipment, barbells, dumbbells, and selectorized circuits. The facility also houses the largest indoor pool in San Francisco, 2 basketball gymnasiums, a fitness studio, martial arts room, air rifle range, racquetball court, and a competitive boxing gym.

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: https://myusf.usfca.edu/student-health-safety/koret.

Learning, Writing Center and Speaking Centers
Kim Rutledge, Learning Center Director
Location: Gleeson Library
Phone: 415.422.6713
E-mail: lwc@usfca.edu
Web site: https://myusf.usfca.edu/student-life/lwc
Hours: Hours vary by term

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

The Learning & Writing Center offers academic assistance to all USF students in the form of tutoring, writing assistance, individual appointments, and group workshops. We want students to thrive in the classroom, so we provide every extra opportunity to enhance their academic skills and abilities.
Our team supports investment in learning and studying, and respects individual learning styles. We believe in creating an environment that is conducive to learning as well as serving as role models. With the goal of creating lifelong learners, we strive to support students’ endeavors towards self-confidence and higher academic achievement and performance.

**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.
- Supplemental Instruction: Structured study groups led by student tutors who attend the course on a regular basis.
  Student Athlete Support: Individualized academic support for student athletes

**The Speaking Center** is available to help USF students prepare for public speaking - including speeches, oral presentations, team presentations, and visual aid demonstrations.

Public Speaking Coaches can help you with a variety of aspects of public speaking, including:
- effective oral communication skills
- achieving engaging delivery
- using transitions effectively
- developing concise and informative main points
- crafting introductions and conclusions

Coaches are trained peer tutors who are skilled, experienced public speakers and have excellent grades in public speaking.

**Library Facilities: Gleeson Library/Geschke Learning Resource Center**

Location: Gleeson Library
Phone: 415.422.2660
E-mail: reference@usfca.edu
Web site: usfca.edu/library

**Access (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**
- 24-hour study in the Library Atrium during the spring & fall semesters
- Hours vary during semester/term breaks, summer, and holidays. Please call for current hours.
STUDENT RESOURCES

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: myusf.usfca.edu/its/hours-locations

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

One Card
Location: Lone Mountain 130
Phone: 415.422.7663
E-mail: onecard@usfca.edu
Website: myusf.usfca.edu/student-life/one-card
Hours: Monday, Tuesday, Thursday and Friday, 8:30 a.m. – 5:00 p.m.
Wednesday: 8:30 a.m. – 3:00 p.m.

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 you receive 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, 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 myusf.usfca.edu/student-life/one-card and click on “Students” 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.

One Stop Enrollment and Financial Services

| Location: | Lone Mountain 251 |
| Phone:    | 415.422.2020       |
| Fax:      | 415.422.6084       |
| E-mail:   |onestop@usfca.edu   |
| Web site: |https://myusf.usfca.edu/onestop |
| Hours:    | Monday, Tuesday, Thursday, Friday 8:30 a.m. - 5:00 p.m.; Wednesday, 8:30 a.m. – 3:00 p.m. Hours may vary for summer terms and during University events; check with One Stop Enrollment and Financial Services for specific hours. |

One Stop Enrollment Services provides combined services in the areas of Financial Aid, Registration, and Student Accounts. Services are also available online at: https://myusf.usfca.edu/onestop

Financial Aid Office (a department within One Stop)
Student Financial Aid assists with scholarships, grants, loans, employment opportunities, and Federal promissory notes related to Federal Perkins, NSL, and other University Loan Programs.

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

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

Applying for Aid
USF requires the Free Application for Federal Student Aid. Apply on-line at fafsa.ed.gov by the deadlines stated on usfca.edu/admission/financial-aid.

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: https://myusf.usfca.edu/onestop.

Researching Scholarships
Information about grants and scholarships can be found at: https://myusf.usfca.edu/onestop/financial-aid/grants-scholarships
Registrar (a department within One Stop)

Housed within One Stop, 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 One Stop Enrollment and Financial Services.

The Student Records link on https://myusf.usfca.edu/onestop is where students can find instructions on how to request transcripts, access semester grades, obtain enrollment certifications, and change social security information. By seeking to enhance your USF experience, we have also established a preferred first name policy.

Note: Services may also be accessed via students’ myUSF accounts. Like all other university departments, the Registrar’s Office will communicate with you via your USF e-mail address only.

Change of Name, Address or Phone Number

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

1. Log onto myUSF at myusf.usfca.edu
   - Click on the “Student” tab under “Self-Service”
   - 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.

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: myusf.usfca.edu

- Click on the “Self-Service” button under the Banner Self Service heading
- Click on Student Records
- Click on Degree Evaluation

Please refer to Appendix for instructions on how to find your degree evaluation.
STUDENT RESOURCES

**Student Accounts** (a department within One Stop)

Housed within One Stop, the Office of Student Accounts processes payments for tuition, fees, and University housing. Your online student account portal provides access to all of your tuition and fees, payments, and financial aid credits.

For information on payment due dates, methods of payment, and refunds, please visit [myusf.usfca.edu](http://myusf.usfca.edu) or the Student Accounts section of the One Stop Enrollment and Financial Services Web page at [usfca.edu/one-stop](http://usfca.edu/one-stop).

The Office of Student Accounts is dedicated to providing accurate billing and courteous, knowledgeable services to the USF community. If you have questions related to your charges, please contact the Office of Student Accounts at 415.422.2020 or email stuaccts@usfca.edu.

**Student Employment** (a department within One Stop)

The University of San Francisco’s on- and off-campus employment opportunities help students meet the cost of education. While working part-time, students build job skills, develop community connections, and complement academic study with resume-building experience.

The Student Employment Office assists students with documenting eligibility to work, coordinating the Federal Work-Study (FWS) program, and identifying off-campus FWS positions.

- The Federal Work-Study Program provides employment opportunities to students who completed the Free Application for Federal Student Aid (FAFSA) and met all of the eligibility requirements for participation. It provides on- and off-campus job opportunities for students who need earnings from employment to meet educational expenses.
- Regular on-campus jobs are available for students not offered financial aid but who would like an on-campus employment experience.

Information on the different types of student employment and how to find a student job can be found at: [myusf.usfca.edu/onestop/student-employment](http://myusf.usfca.edu/onestop/student-employment)

**Student Disability Services**

Tom Merrell, Assistant Dean and Director of SDS

<table>
<thead>
<tr>
<th>Location:</th>
<th>Gleeson Library, Lower Level 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>415.422.2613</td>
</tr>
<tr>
<td>Fax:</td>
<td>415.422.5906</td>
</tr>
<tr>
<td>TDD:</td>
<td>415.422.5834</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:merrellt@usfca.edu">merrellt@usfca.edu</a></td>
</tr>
<tr>
<td>Web site:</td>
<td><a href="http://myusf.usfca.edu/student-life/sds">https://myusf.usfca.edu/student-life/sds</a></td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday – Friday, 8:30 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

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.
Veterans

Contact: Josie Banez, Academic Advisor
Phone: (415) 422-3877
Email: jbanez2@usfca.edu

As a ‘Military Friendly School’, the University of San Francisco is dedicated to making education more accessible for our nation's veterans by participating in programs that provide tuition and fee benefits to qualified applicants, including the Yellow Ribbon Program.

The registrar's office acts as a liaison between the university, its students, and all agencies involved with Veterans Affairs (VA) benefits. All students eligible to receive VA education benefits while attending the university are urged to complete arrangements with the appropriate agency in advance of enrollment.

USF certifies enrollment for students in a degree program. The College Tuition Fee Waiver program is not applicable to the university. The University of San Francisco has made a good faith effort to comply with the Principles of Excellence established by Executive Order 13607 effective 2013-14. The Office of the Registrar serves as the first point of contact for veterans' benefits assistance.

For more information about the veterans benefit, financing your education, and programs at USF visit: https://wwwusfca.edu/admission/veterans
Statement of Student Responsibilities

As a Jesuit institution, the University of San Francisco 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, the student conduct code, process and related policies and procedures have been created to guarantee each student’s freedom to learn and to protect the fundamental rights of the campus community. The University has created these policies and procedures to achieve its objectives as a Catholic, Jesuit University. The 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.

The student conduct code and process at the University of San Francisco exists to support the academic mission of the University and to provide guidelines and expectations for appropriate student behavior. Its purpose is to educate students about the importance of responsibility, accountability and adherence to the core values of the institution.

At all times, students are expected to act with integrity, display respect for self and others and be women and men for and with others working to change the world from here.

For detailed information about the Student Conduct Code, University Policies and procedures and other relevant student information please visit the Fogcutter Student Handbook at myusf.usfca.edu/fogcutter and the Student Conduct section at myusf.usfca.edu/fogcutter/student-conduct

Student Code of Conduct

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.

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

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

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

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

Discretionary Sanctions
The following are examples of discretionary sanctions:

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

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

University Expulsion
Permanent separation of the student from the University.
Ineligibility for Graduation
A graduating student involved with alleged Code violations prior to graduation may not graduate, participate in graduation ceremonies, or receive a diploma until the matter has been processed and sanctions completed.

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

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

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

USF Honor Code and Policies

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

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

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

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

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

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

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

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

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

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

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

**Abuse of Shared Electronic Media**
Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of campus computer systems.
### Academic Advising (SOM Undergraduate Students)

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Advising Method</th>
<th>Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Admit Freshman</td>
<td>Newly admitted freshmen are advised individually through online tutorials (Web Track) tailored to their specific major.</td>
<td>After students pass a quiz which allows them to register online for classes, they have the option to be contacted by a faculty member from the School of Management to discuss any questions or issues related to their course schedule. These calls are made by appointment. Once on campus, additional questions should be directed to the Office of Undergraduate Studies and Programming.</td>
</tr>
<tr>
<td>New Admit Transfer</td>
<td>Transfer students meet with CASA’s transfer Academic Success Coach their first semester (only).</td>
<td>After their first semester, transfer students meet with their assigned faculty adviser.</td>
</tr>
<tr>
<td>First Week of Classes</td>
<td>Drop-in advising for all admitted and continuing students in the Malloy Lobby first floor.</td>
<td>Undergraduate Studies Adviser. Can help with any registration changes and general advising questions.</td>
</tr>
<tr>
<td>Freshman</td>
<td>Freshmen must attend a mandatory group advising session each fall (October) and spring (March) to learn what courses to take and have their advising holds removed.</td>
<td>Undergraduate Studies Adviser for group session; Adjunct faculty in the Office of Undergraduate Studies and Programming for all other questions</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Sophomores must attend a mandatory group advising session for their major each fall (October) and spring (March).</td>
<td>Faculty major adviser for questions about their major; Office of Undergraduate Studies and Programming for all other questions</td>
</tr>
<tr>
<td>Junior/ Senior</td>
<td>Your faculty adviser is listed on your degree evaluation. Meet them during their office hours or contact them directly for an appointment.</td>
<td>Assigned faculty (major) adviser</td>
</tr>
<tr>
<td>All types (Additional Advising)</td>
<td>Faculty Advise-A-Thon is an additional opportunity for all continuing students to obtain answers to their registration, major-related and degree progress questions from faculty in their major. It is held each semester before registration begins; all majors are represented.</td>
<td>Faculty advisers from all majors are available for drop-in advising. No appointments necessary. Typically offered mid-fall (November) and mid-spring (April) in the Malloy Hall 1st floor lobby of the School of Management.</td>
</tr>
</tbody>
</table>

### Student Categories

In order to graduate in four years, students need to enroll in 16 credits of coursework each semester in addition to completing all other requirements for graduation. Students who complete fewer than 32 credits in an academic year will be urged to make up the deficient credits during Intersession or Summer in order to “Stay on Track.” We encourage students to consult with their Academic Advisor to increase the credit load, if possible, or to discuss alternate plans to graduate as soon as is feasible.

**Full-Time Undergraduate Student**

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

Class standing is important for certain core business courses. For example, you must have junior standing to take BUS 301 Business Law.
The number of semester credit hours completed determines class affiliation of a student as follows:

- **Freshman:** 0-31 credit hours
- **Sophomore:** 32-63 credit hours
- **Junior:** 64-95 credit hours
- **Senior:** 96 or more credit hours

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

**Part-Time Undergraduate Student**

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

**Credit Hour Limitations**

A petition to take excess credits (more than 18 credits per semester) will be considered only when presented by a student whose scholastic ability has been demonstrated by achieving a cumulative grade point average of 3.50; students with a cumulative grade point average between 3.0 and 3.4 will be considered on a case-by-case basis. No student with a cumulative grade point average lower than 3.0 will be considered eligible to carry excess credits. Each excess credit is charged at the same rate as courses taken on a per-unit basis.

**Academic Residence Requirement**

All students who are candidates for the bachelor's degree from the University must satisfactorily complete at least 44 credits in residence. Additionally, all students must satisfactorily complete their last 30 credits at the University of San Francisco. Finally, all students must also satisfactorily complete a minimum of 20 upper division credits in their major.

In addition to the University residency requirements, Bachelor of Science in Business Administration (BSBA) students must also complete at least 50 percent of the upper division business core courses in the McLaren School of Management, including the Senior Core capstone course, and at least 50 percent of the courses toward their declared major.

**Courses Taken at Other Academic Institutions (“PEAI”)**

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

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

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

### Internship Guidelines

A student completing a non-academic internship can receive a maximum of one (1) general elective credit in return for a minimum of 45 contact hours with an employer/sponsor. Students may only receive one (1) credit from one internship/sponsor. Internships should be within the student’s area of study and contribute in a challenging way to the student’s learning experience. The grading option is Satisfactory (“S”) or Unsatisfactory (“U”) only. Students are responsible for any tuition charge(s) associated with the one (1) credit course.

**Finding an Internship**

If you need assistance finding a suitable internship opportunity, whether paid or unpaid, visit the Priscilla A. Scotlan Career Services Center located in University Center 5th floor, call 415.422.6216 for counselor availability, or visit myusf.usfca.edu/student-life/career-services.

**To Register for An Internship, You Must:**

1. Provide an offer letter (printed on company letterhead) describing the intern’s general job responsibilities, an estimate of total work hours per week, job title, and the duration (approximate start/end dates) of the internship.
2. Submit any documents required by the employer.
3. Submit completed Registration Add/Drop form.
4. Upon completion of the internship, the student’s employer must provide a letter (printed on company letterhead) stating that the internship was *satisfactorily* completed. If a completion letter is not submitted, the student will automatically receive an *Unsatisfactory* (U) grade for the internship.

**International students only** – must complete a [Curricular Practical Training Form (CPT)/Optional Practical Training Form (OPT)](https://myusf.usfca.edu/study-abroad).

### Study Abroad

**Office:** Center for Global Education  
**Location:** Lone Mountain 340  
**Website:** [https://myusf.usfca.edu/study-abroad](https://myusf.usfca.edu/study-abroad)  
**Email:** studyabroad@usfca.edu

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

Students who wish to study abroad begin the process by visiting the Center for Global Education, LMM 340.

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

**Adding, Dropping/Withdrawing, and Wait Listing Classes**

Students can register online through Student Self-Service during designated registration times advertised by the Office of the Registrar, as long as they meet the pre-requisites (if applicable) for courses.

**Approvals Needed to Register**

Students may be prevented from registering for some courses online due to various restrictions. In certain cases, a student may need to obtain signed approval on a Registration Form from one or more departments to override these restrictions (not all restrictions can be overridden).

Registration forms for adding or dropping classes are available outside the Office of Undergraduate Studies and Programming (MH 113), the CASA office (UC 3rd floor), and online: (myusf.usfca.edu/system/files/one-stop/registration_add_drop.pdf). They are used for registration changes that require a faculty’s signature, petitioning to enter a closed class and requesting an exception to normal grading for a course, when permitted.

**Adding Classes**

Please refer to the Academic Calendar on myUSF to view general add deadlines: https://myusf.usfca.edu/onestop/registration/academic-calendar. Some courses may be added later in the term if they start later in the term. It is important to check the student schedule to view the last day to add courses.

There are two ways a student may ADD a class:

- **Electronically**, by going onto myUSF and enrolling online by the deadline to add classes for the term.
- **Manually**, with the use of the Add/Drop form by the deadline. Forms are available in the CASA office (UC 3rd floor) and outside Malloy Hall 113 and must be completed with all required signatures before the student brings the form to CASA for processing.
Dropping Classes

Please refer to the Academic Calendar on myUSF to view the last day to drop courses (Census Date) deadline: https://myusf.usfca.edu/onestop/registration/academic-calendar.

The Last Day to Drop a course for the term is called the Census Date. It refers to the last day to drop a course with a 100% tuition refund. Students can drop courses online by the Census Date deadline indicated in the academic calendar without the need for any signatures from the professor. Some courses may have different deadlines to drop than the Census Date published in the Academic Calendar. For the most current information, students should refer to their detailed course schedule on myUSF to view drop deadlines for each of their courses.

A student may drop a course in the following ways:
- Electronically, by going on to myUSF and dropping a class online by the deadline.
- Manually, with the use of the Add/Drop form by the deadline. Forms are available in the CASA office (UC 3rd floor) and outside Malloy Hall 113. The student brings the form to CASA for processing.
- In order to obtain the dean’s signature to drop a course after the last day to withdraw with a full refund, students will also be required to meet with an Academic Success Coach at CASA to create a ‘Stay on Track’ plan.

The Last day to Withdraw refers to the last day to drop from a course after the Census Date has passed. Students who are still enrolled in a course after the Census Date has passed may only elect to withdraw from a course. Withdrawing from a course results in a neutral grade of “W” listed on the student’s academic record (transcript). Additionally the student remains responsible for the tuition and fees for the course.

To withdraw from a course a student must manually complete the following steps:
1. Fill out an Add/Drop form (forms are available in the CASA office (UC 3rd floor) and outside Malloy Hall 113) indicating the course to be withdrawn; and
2. obtain the signature or an email from the course’s professor to confirm their consent in withdrawing from the course; and
3. After signatures are obtained, the student must bring the form to CASA (UC 3rd floor) for processing in order to obtain the dean’s signature to withdraw from the course. The student will also be required to meet with an Academic Success Coach at CASA to create a ‘Stay on Track’ plan.

Closed Classes – WAIT LIST (Adding To One and Procedures for Notification and Accepting)

Adding to a Closed Course’s Wait List
A student must add his/her name to an electronic wait list (on MyUSF through the Registration portal of Student Self Service) in the event a course is closed due to maximum enrollment numbers, if applicable. Only business elective courses have electronic wait lists (business core courses do not have wait lists). Students on wait lists will be notified by CASA, via an email to their USF email address, of space availability in the order in which they signed onto the wait list and after a review of graduation requirements. There is no guarantee that a space will open up in a closed class.

Notification of an Available Seat from a Wait List & Accepting the Seat
If a spot opens up in a closed class, students will be contacted via email using the student’s myUSF address. The student will be given a deadline to reply to the USF email notification of an opening in the closed class. Failure to respond to the email notification by the deadline will release the space to the next student on the wait list.
Note: ***The University only contacts students via their USF email account. Not reading your USF email does not warrant an exception to this process and will not be considered.***

**Last Day to Drop with A 100% Tuition Refund**

Per University policy, the “Last Day to Drop with a Refund” is the last day in the term when a student can drop and receive a 100% tuition refund. This date may vary by college, class, and student levels. The Last Day to Drop with a Refund date is identified in the Academic Calendar and can also be found on your student schedule, located on myUSF. Following the “Last Day to Drop with a Refund” in any term, classes dropped will receive a "W" grade, which is generally considered a neutral grade; it also identifies that no tuition refund will be given. 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 drop for tuition refund date.

**Leave of Absence**

Registered students in good standing (academic and disciplinary) who wish to leave the University temporarily should file a Leave of Absence form with the One Stop Enrollment and Financial Services Office. Forms are available online at [https://myusf.usfca.edu/onestop/registration/forms%20](https://myusf.usfca.edu/onestop/registration/forms%20).

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

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

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

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

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

Completed Leave of Absence forms must be received by the One Stop Enrollment and Financial Services Office before 5:00 p.m. on the semester’s Last Day to Withdraw for a 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.
Students who experience academic difficulties or a family or a work-related emergency should consult with an Academic Success Coach at CASA to consider all options prior to formally withdrawing from the University.

**Withdrawal from the University**

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

Petition to Withdraw forms are available at One Stop Enrollment and Financial Services and online at [https://myusf.usfca.edu/onestop/registration/forms%20](https://myusf.usfca.edu/onestop/registration/forms%20). Students must complete the forms and submit them to One Stop.

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

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

**Office of the University Registrar**

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

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

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

**Please note the following:**

5. Students who are receiving financial aid or veteran’s benefits should contact One Stop Enrollment and Financial Services (415.422.2020 or onestop@usfca.edu) 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.

6. 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.

**Grading System**

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

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

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

In addition, the following notations are used:

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

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

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

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

**W:** "Withdrawal" is 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:

- **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
- **D+** 1.3
- **D** 1.0
- **D-** 0.7
- **F** 0.0

**GRADE POINT AVERAGE**

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

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

**OFFICIAL GRADES**

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

**CHANGES OF GRADE**

Once grades have been recorded, they will not be changed unless there has been an evident injustice as determined by the faculty member's dean, and only after the faculty member's dean has received the faculty member's request giving the reason for the change. The change will become effective only after the Change of Grade Form has been approved by the dean and filed with the Office of the Registrar.
GRADE APPEAL PROCESS

“The burden of proving a claim of unfair grade (e.g. discrimination, unjust treatment, or errors in calculation) rests with the student” –The Fogcutter

Please review this general information that will assist you in the grade appeals process. Please note: This is a general guideline. Information here may be subject to change without notice. For the most up to date information about the appeals process, visit the Fogcutter Student Handbook online at: https://myusf.usfca.edu/fogcutter/student-conduct

Time to Appeal A Grade
Timing is important. Once the time limit has expired, an appeal will not be taken forward unless the student could not have known about the alleged injustice within that time; in that case the student must appeal within 30 days of discovering the alleged injustice.

<table>
<thead>
<tr>
<th>Term</th>
<th>Time Limit to Appeal Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Within the first 30 days of the following semester</td>
</tr>
<tr>
<td>Winter Intersession / Summer</td>
<td>30 days after grade is available online</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Within the first 30 days of the following semester</td>
</tr>
</tbody>
</table>

Academic Dishonesty
If it is suspected that academic dishonesty has occurred, please see the Fogcutter for information on the process for appealing a grade.

Option 1: Informal Appeal Process with your Professor
This is the first and preferred method for appealing a grade.

Step 1: Contact your professor to see if there can be a mutual resolution to the disagreement.

Step 2: If it can’t be resolved mutually, the student may choose Option 2, the Dean Consultation Process or Option 3, the Grade Committee Process.

• If the faculty member and student cannot resolve the matter between themselves within 30 days and do not agree to consult with the dean OR
• If the faculty member is absent or otherwise unavailable during the 30-day window
Then the student may appeal through Option 3: Grade Committee Process

Option 2: Associate Dean Consultation Process
When the parties wish to expedite the process.

Step 1: Consult the dean in the school or college within which the course resides for an informal consultation.

Step 2: The dean will review the materials in accordance to their school policies and determine if a grade appeal is warranted.

Decision: The process may or may not be a formal process HOWEVER, the decision will be final and binding.

Option 3: Grade Committee Process (Two Steps)
Adherence to the time requirements listed below in the formal process are the responsibility of the faculty member and the students. If the student does not adhere to them, the instructor’s grade will stand. For additional information about the process, please see the Fogcutter Handbook.
GRADE COMMITTEE PROCESS: STEP ONE

<table>
<thead>
<tr>
<th>Step 1A:</th>
<th>Step 1B:</th>
<th>Step 1C:</th>
</tr>
</thead>
<tbody>
<tr>
<td>After an appeal is presented, the student and faculty member will have two weeks to mutually select a third faculty member within the same school or college as the course instructor. <strong>IMPORTANT: See Fogcutter for additional information.</strong></td>
<td>Selected faculty member will have one week to examine all evidence presented and make a recommendation. <strong>See Fogcutter for information on time restrictions, student rights and responsibilities.</strong></td>
<td>Selected faculty will make their written recommendation to student and faculty simultaneously and complete a “Step One Grade Appeal Form.” <strong>Copies of the form distributed to the student, involved instructor and student’s official University file.</strong></td>
</tr>
</tbody>
</table>

If no consensus is reached at step one, the student may appeal within one week to the full-time faculty in the department of program in which the course was offered by notifying the department/area chair, program director or coordinator. See below for overview of Step 2. For FULL instructions. Please visit the Fogcutter Student Handbook online [https://myusf.usfca.edu/fogcutter/student-conduct](https://myusf.usfca.edu/fogcutter/student-conduct)
PASS-FAIL GRADE OPTION

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

The following general regulations are to be observed:

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

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

Honors and Awards

DEAN'S HONOR ROLL

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

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

In addition, the USF cumulative grade point average must be 3.5 or better. Students with a 3.7 or higher grade point average for two consecutive semesters are eligible for the Dean's Honor Roll irrespective of the cumulative grade point average. Records indicating "I" (Incomplete) will make a student ineligible for the Dean's Honor Roll.
Academic Actions and Academic Probation Designations

ACADEMIC PROBATION

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

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

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

The following category of students will be placed on Continued Probation after their semester on academic probation:
- Any student who fails to achieve a 2.0 Cumulative GPA by the end of their first semester on Academic Probation.

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

ACADEMIC DISQUALIFICATION

The following categories of students are subject to Academic Disqualification:

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

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

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

It is highly important that students on Academic Probation, Continued Probation, or Re-admitted on Contract check their myUSF email daily. Students who believe they may have been disqualified are welcome to contact CASA with any questions prior to receiving their letter.
ACADEMIC POLICIES & PROCEDURES

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

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

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

Students who leave the University after being Academically Disqualified or who leave the University while not in Good Academic Standing (GPA below 2.0) may be granted the opportunity to petition for re-admittance to the University. Students can request instructions for petitioning by contacting CASA.

FREQUENTLY ASKED QUESTIONS ABOUT ACADEMIC PROBATION AND RELATED ISSUES

Q: What do I need to do in order to be removed from Academic Probation?

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

Q: What is the lowest grade needed in order to pass a USF class?

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

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

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

Drops after the deadline are only considered in highly extenuating circumstances (e.g., serious personal injury or illness that required extended hospital stay). Petitions for Late Drops should be directed to CASA.
Note: Students who absent themselves from class or simply inform the instructor that they are withdrawing/dropping the course without filing the required drop form with all necessary signatures will receive an “F” for the course.

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

A: Students wishing to appeal a grade should contact their instructor for that course to discuss whether it would be possible to improve their grade. Please refer to the General Catalog under “Appeal Process for Change of Course Grade” for information regarding a grade dispute.

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 upon completion of eighty-eight (88) credit hours or by the following deadlines:

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

The Application for Graduation form is available online at myusf.usfca.edu/onestop/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 three of the 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.

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

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 who have completed their degree requirements approximately six to eight weeks after the degree has been posted to his/her transcript. Diplomas will not be issued to students who have not met their financial obligations to the University, including payment of outstanding fines.

Questions about diplomas should be addressed to the Graduation Center via email at gradcenter@usfca.edu or via telephone at 415.422.2020.

**Commencement**
Commencement ceremonies are held twice a year (December and May) 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.

**COMMENCEMENT CEREMONIES**
Participation in commencement ceremonies is not equivalent to degree completion. Please see the website at: myusf.usfca.edu/onestop/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.

<table>
<thead>
<tr>
<th>Students Who Complete Their Degree Requirements In:</th>
<th>Will Be Invited to participate In the following Commencement Ceremony</th>
</tr>
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<tbody>
<tr>
<td>Fall</td>
<td>December</td>
</tr>
<tr>
<td>Intersession</td>
<td>December</td>
</tr>
<tr>
<td>Spring</td>
<td>May</td>
</tr>
<tr>
<td>Summer</td>
<td>May</td>
</tr>
</tbody>
</table>

**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.
- File a Petition to Graduate when instructed to do so via their USF email account.

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: myusf.usfca.edu/onestop/graduation.
How to Find Your Registration Holds

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

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

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

4. If you have any holds, they will be displayed, such as this Hold. After meeting with either your faculty adviser or Academic Success Coach, your Hold will be lifted. For other holds, contact the referenced department to resolve and clear the hold. You may not register, add or drop classes until all your holds are cleared.
1. Log on to your myUSF account and click on the “Student” box under “Self-Service”.

2. Click on the “Student” tab, and then click on “Registration”.

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

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

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

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

3. Next, click on “Degree Evaluation”.
4. Your Degree Evaluation is now displayed. Information related to you, your major, and all the classes you've taken and need to take are shown. Each time you review the degree audit, select the “Refresh” button and then process new to pull in the most current data.
How to Look Up the Schedule of Classes

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

2. Next, click the “Registration” link and click “Look Up and Register for Classes”.

Registration

- Select Term
- Look Up and Register for Classes
- Drop and Add Classes
- Change Class Options
- Student Schedule
- Detailed Schedule
- Registration Status & Advisor Information
- View Holds
- Buy Textbooks Online

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APPENDIX D

3. Select the term of the semester (for example, “Spring 2017”).

Schedule of Classes

3. Select the term of the semester (for example, “Spring 2017”).

4. Select the subject of the course you are looking for.

5. The list of courses offered in that particular semester for that subject will appear.
Class Schedule Listing

Sections Found
Launch into Business - 21906 - BUS 100 - 01

Associated Term: Spring 2017
Last Day to Drop: 10-FEB-2017
Levels: Undergraduate
Attributes: Core CD Cultural Diversity, Tuition (Business)

Hilltop Campus
Lecture Schedule Type
Traditional Instructional Method
2,000 Credits
View Catalog Entry

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
</table>

Launch into Business - 21907 - BUS 100 - 02

Associated Term: Spring 2017
Last Day to Drop: 10-FEB-2017
Levels: Undergraduate
Attributes: Core CD Cultural Diversity, Tuition (Business)

Hilltop Campus
Lecture Schedule Type
Traditional Instructional Method
2,000 Credits
View Catalog Entry

Scheduled Meeting Times
Registering for Classes

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

2. Click on the “Student” tab again then click on “Registration”.

3. There are two ways to go about electronically registering for classes. First, click on the “Look Up and Register for Classes” link, then select a term. As an example, choose Business Administration under the “Subject” heading and Undergraduate under the ‘Course Level’ heading, then scroll down and click on “Class Search.” You can also type in the title, course number, or choose a teacher if you know that information.
5. Here, the student wants to add Launch Into Business (CRN: 21906), M, from 4:45 – 6:25 P.M. This course is capped at 32 students, with 27 actually registered and 5 remaining. Note: While there appears to be 5 available seats, the course is actually closed with 13 students on the waitlist. Therefore, the student can only add to the waitlist (2 waitlisted seats left).

When you have made your selection, check the box next to the course and scroll down to select the “Register” button. In this instance, after selecting “Register”, the course will indicate it’s closed with a waitlist. Select “Waitlisted”, scroll down and “Submit Changes”. This will add you to the waitlist.

*Note that a C signifies a class is Closed (where the actual enrollment matches the capacity).

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