# TABLE OF CONTENTS

**WELCOME** .................................................................................................................. 5

**FOUR KEY RESOURCES** ............................................................................................... 6 - 7

  - Student Responsibilities .............................................................................................. 7

**GETTING ORIENTED** ................................................................................................... 8 - 9

  - USF Vision, Mission, and Core Values ....................................................................... 9
  - School of Management History, Vision, Mission, and Core Values ......................... 9
  - Directions to Branch Campuses .................................................................................. 9
  - Map of the Hilltop Campus ......................................................................................... 9

**ACADEMICS** ................................................................................................................ 10 - 12

  - Tuition Rate ................................................................................................................ 10
  - Bachelor of Science in Management Program Overview .......................................... 10 - 12
    - Program Goals & Learning Outcomes ....................................................................... 10 - 11
    - Curriculum Overview ............................................................................................... 11 - 12

**STUDENT RESOURCES** ............................................................................................... 13 - 25

  - Bookstore ................................................................................................................... 13
  - Counseling and Psychological Services (CAPS) ......................................................... 13-14
  - Career Services Center .............................................................................................. 15
  - Center for Academic and Student Achievement (CASA) .......................................... 15
  - Information Technology Services (ITS) ...................................................................... 15-17
  - Koret Health and Recreation Center .......................................................................... 17
  - Learning and Writing Center & Speaking Center ....................................................... 17 - 18
  - Library Facilities: Gleeson Library/Geschke Learning Resource Center ..................... 19
  - One Card ....................................................................................................................... 19 - 20
  - One Stop Enrollment and Financial Services ............................................................. 20 - 24
    - Financial Aid Office .................................................................................................. 20 - 21
    - Student Accounts ..................................................................................................... 21
    - Registrar ..................................................................................................................... 21
    - Change of Name, Address, or Phone Number ......................................................... 21 - 22
    - Degree Evaluation ..................................................................................................... 22
    - Transfer Credit .......................................................................................................... 22
    - Undergraduate Writing Competency ................................................................ ...... 23
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Completion</td>
</tr>
<tr>
<td>Student Status</td>
</tr>
<tr>
<td>Maintenance of Course Sequence</td>
</tr>
<tr>
<td>Student Disability Services (SDS)</td>
</tr>
<tr>
<td>Veterans</td>
</tr>
<tr>
<td>STUDENT CONDUCT POLICIES AND PROCEDURES</td>
</tr>
<tr>
<td>Statement of Responsibilities and Standards of Conduct</td>
</tr>
<tr>
<td>Student Conduct Code</td>
</tr>
<tr>
<td>Sanctions</td>
</tr>
<tr>
<td>USF Honor Code and Policies</td>
</tr>
<tr>
<td>ACADEMIC POLICIES AND PROCEDURES</td>
</tr>
<tr>
<td>Adding and Dropping Classes</td>
</tr>
<tr>
<td>Approvals Needed for Registering</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Class with a Tuition Refund</td>
</tr>
<tr>
<td>Leave of Absence</td>
</tr>
<tr>
<td>Withdrawal from the University</td>
</tr>
<tr>
<td>Grading System</td>
</tr>
<tr>
<td>Grade Points</td>
</tr>
<tr>
<td>Grade Point Average</td>
</tr>
<tr>
<td>Official Grades</td>
</tr>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>Changes of Grade</td>
</tr>
<tr>
<td>Grade Appeal Process</td>
</tr>
<tr>
<td>Dean’s Honor Roll</td>
</tr>
<tr>
<td>Academic Actions and Academic Probation Designations</td>
</tr>
<tr>
<td>Academic Probation</td>
</tr>
<tr>
<td>Academic Disqualification</td>
</tr>
<tr>
<td>Re-admission to USF</td>
</tr>
<tr>
<td>Filing for Graduation, Diplomas and Commencement</td>
</tr>
<tr>
<td>Commencement Ceremonies</td>
</tr>
<tr>
<td>Eligibility to Attend the December or May Commencement Ceremony</td>
</tr>
<tr>
<td>Invitation to the Commencement Ceremony</td>
</tr>
<tr>
<td>Section</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Diplomas &amp; Transcripts</td>
</tr>
<tr>
<td>Academic Honors at Commencement</td>
</tr>
<tr>
<td><strong>APPENDIX A</strong> – How to Find Your Registration Holds</td>
</tr>
<tr>
<td><strong>APPENDIX B</strong> – How to Find Your School of Management Academic Adviser</td>
</tr>
<tr>
<td><strong>APPENDIX C</strong> – Finding Your Degree Evaluation</td>
</tr>
<tr>
<td><strong>APPENDIX D</strong> – How to Look Up the Schedule of Classes</td>
</tr>
<tr>
<td><strong>APPENDIX E</strong> – How to Register with a CRN (Course Registration Number)</td>
</tr>
</tbody>
</table>
Dear Professional Bachelor’s Degree Program Students,

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

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

Please use this Fall 2017 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>
<thead>
<tr>
<th>Staff</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Takahashi, Ph.D.</td>
<td>Associate Dean, Undergraduate Programs</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:takahaship@usfca.edu">takahaship@usfca.edu</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 415.422.6884</td>
<td></td>
</tr>
<tr>
<td>Sarah Reed</td>
<td>Director, Undergraduate Studies</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:sjreed@usfca.edu">sjreed@usfca.edu</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 415.422.2369</td>
<td></td>
</tr>
<tr>
<td>Simone Jordan</td>
<td>Manager, Undergraduate Studies</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:shjordan@usfca.edu">shjordan@usfca.edu</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 415.422.2369</td>
<td></td>
</tr>
<tr>
<td>Anne Yumang</td>
<td>Program Assistant, Undergraduate Studies</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:aeyumang@usfca.edu">aeyumang@usfca.edu</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 415.422.2369</td>
<td></td>
</tr>
<tr>
<td>Sarah Eddie Steer</td>
<td>Program Assistant, Undergraduate Studies</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ssteer@usfca.edu">ssteer@usfca.edu</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 415.422.2369</td>
<td></td>
</tr>
</tbody>
</table>
FOUR KEY RESOURCES

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.

<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.

4. The Center for Academic Achievement & Your Academic Success Coach
   Your Academic Success Coach at the Center for Academic Achievement (CASA), will be your main contact and resource upon admission for all things related to academic credit, transferred units, degree evaluations, and will assist you with registration. It is important that you work closely with your Academic Success Coach, Denise Mostowfi, and promptly respond to her emails or telephone
FOUR KEY RESOURCES

Utilizing all three tools: the Fogcutter, University Catalogue, and the School of Management’s Undergraduate Handbook for the Professional Bachelor’s Degree 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 feel free to reach out to your CASA Success Coach, or contact the Office of Undergraduate Studies by emailing: somundergrad@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.

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

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

7. 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.
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 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, as well as the Association to Advance Collegiate Schools of Business (AACSB). AACSB accreditation is the highest standard of achievement, held only by 5% of business schools worldwide.

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

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.”

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.
**Tuition Rate**

As a student in the Professional Bachelor’s Degree Program in the School of Management, your tuition rate is locked in from the semester you start until one academic year from the end of your cohort’s ending semester. For example, if your cohort ends in Fall of 2018, your tuition rate will be locked in until Fall 2019. Students who are withdrawn from the University and re-apply are subject to current tuition and fees associated with the semester of re-entry. This is non-negotiable per University of San Francisco policy.

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

**Bachelor of Science in Management Program Overview**

USF’s Bachelor of Science in Management (BSM) program is designed for working professionals seeking to complete their unfinished bachelor’s degree.

Students learn to balance theory and practice to become effective managers within all sectors of organizational life.

**Program Goals & Learning Outcomes**

**PROGRAM GOAL 1 – DEVELOP EFFECTIVE AND ETHICAL LEADERS**

- Students will analyze the effective qualities of a leader using organizational behavior frameworks.
- Students will evaluate personal leadership capacities and areas for future personal growth.
- Students will identify and describe stakeholders across multiple sectors; connect ethical theory to stakeholder values; recognize and interpret societal context that influences stakeholders.
- Students will effectively communicate orally and in writing using various mediums across diverse situations.

**PROGRAM GOAL 2 – INNOVATIVE & CREATIVE DECISION-MAKING**

- Students will create, analyze and integrate relevant quantitative and qualitative information to develop and evaluate management decisions.

**PROGRAM GOAL 3 - DOMAIN CONCEPTS**

- **Accounting**
  Students will use accounting concepts and principles in creating and analyzing financial statements of organizations.

- **Finance**
  Students will demonstrate ability to identify relevant information and apply specific knowledge and analysis skills to assess the economic value of real/financial assets or investment opportunities and
• make appropriate decision to create value.

**Organizational Behavior**
Students will work effectively in groups and foster positive team dynamics.

**Technology**
Students will describe the intertwined relationship among technology, information, and the organizational structure and operations in order to assess and evaluate the core technology concepts that enable sound organizational decision-making.

**Marketing**
Students will be able to identify the core concepts of marketing – price, product, place, and promotion. Strategy Students will develop specific and actionable strategic options to enhance the organization’s position through analysis of the changes in its competitive environment, its industry/sector, and its internal resources.

**Strategy**
Students will develop specific and actionable strategic options to enhance the organization’s position through analysis of the changes in its competitive environment, its industry/sector, and its internal resources.

**PROGRAM GOAL 4 - GLOBAL ORIENTATION**

• Students will integrate diverse perspectives (e.g. cultural, religious, economic, political, historical, geographic, and environmental) in decision-making.

**Curriculum Overview**

Students take 44 credits of upper-division management coursework for the major. Students in the BSM program also have the opportunity to earn up to 21 tuition-free credits towards general elective and some University Core requirements through Interdisciplinary Studies Assessment (ISA).

The McLaren School of Management continually updates its curriculum to satisfy the latest AACSB requirements and to assure that its students receive the full experience of studying at an excellent liberal arts university. Recognizing our students as individuals with unique interests and talents, the faculty have 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. Management Core
3. Interdisciplinary Studies (including the Interdisciplinary Studies Assessment)
4. BSM Electives/Specialization
5. BSM Residence Requirement

**MANAGEMENT CORE (24 CREDITS):**

- **BSM 301 - Public Policy and the Regulatory Environment** (4 credits)
- **BSM 302 - Marketing Principles** (4 credits)
- **BSM 303 - Systems and Technology** (4 credits)
- **BSM 304 - Foundations of Organizational Behavior** (4 credits)
ACADEMICS

- **BSM 306 - Business Analytics Fundamentals** (4 credits)
- **BSM 309 - Financial Accounting Fundamentals** (4 credits)

INTERDISCIPLINARY STUDIES (8 CREDITS)

- **INTD 310 - Interdisciplinary Research and Writing** (4 credits)
- **INTD 311 - Ethics and Society** (4 credits)

INTERDISCIPLINARY STUDIES ASSESSMENT
The Interdisciplinary Research and Writing (INTD 310) course helps students develop experiential research-based essays that may be applied toward university core curriculum and general elective credits. Submitted research essays are evaluated by leading faculty and researchers in the areas of study. Essays are evaluated on a credit/no credit basis with students earning three credits for essays meeting the academic learning outcomes.

ELECTIVES (12 CREDITS)
BSM electives are offered in the areas of:

- Organizational Behavior & Leadership
- Public & Nonprofit Administration
- Information Systems
- Law Enforcement Leadership

Electives vary by campus

BSM RESIDENCE REQUIREMENT
Regardless of how many credits students transfer in with, students must earn a minimum of 44 units of credit taken and completed at the University of San Francisco in order to satisfy their residence requirement.
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)
Career Services Center

Alexander B. Hochman,  
Senior Director

Juli-Anne Brockway,  
Career Counselor

Location: University Center, 5th Floor
Phone: (415) 422-6216
E-mail: careerservices@usfca.edu
Web site: myusf.usfca.edu/csc
Hours: Regular Hours: Monday - Friday 8:30a.m. - 5:00p.m.

The USF Career Services Center provides support for students and alumni on writing resumes and cover letters, interview practice, finding a job or internship, exploring careers and majors, and applying to graduate school. To schedule an appointment with a counselor call 415-422-6216, 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 and Student Achievement (CASA)

Charlene P. Lobo Soriano  
Associate Dean,  
Student Academic Services for Branch Campuses
Phone: 415.422.6841
E-mail: lobo@usfca.edu

Denise Mostowfi  
Academic Success Coach for Branch Campuses
Phone: 415.422.5786
E-mail: dmostowfi@usfca.edu

Your CASA Academic Success Coach and administrative staff are a highly trained and professional team within CASA whose number one priority is to help students stay-on-track to graduate. They look forward to connecting with each and every student on a personal level, and pride themselves in providing their students with compassionate academic and personal support that promotes holistic student development.

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.

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

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

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

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

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

Your username and password will be assigned at the time you apply for admission to the University and will be sent to your home address. ITS is not able to provide passwords via E-mail. You can, however, look up your username and reset or change your password online: Go to the main myUSF login page: 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, your company’s corporate firewall may block access to Canvas, or USF Files through the myUSF single sign-on feature. If this is the case, use the following direct URLs to access the resources:

Canvas Access 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: Cowell Hall 215
Phone: 415.422.6713
E-mail: lwc@usfca.edu
Web site: https://myusf.usfca.edu/student-life/lwc
Hours: Hours vary by term.
**STUDENT RESOURCES**  
*listed in alphabetical order*

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Center</td>
<td>Monday - Friday, 10:00 a.m. - 5:00 p.m.*</td>
</tr>
<tr>
<td>Learning Center</td>
<td>Monday - Thursday, 8:00 a.m. - 7:30 p.m.*</td>
</tr>
<tr>
<td>Tutoring Hours</td>
<td>Friday: 8:30 a.m. – 5:30 p.m.*</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Monday - Thursday, 12:00 p.m. - 4:00 p.m.*</td>
</tr>
<tr>
<td>Speaking Center</td>
<td>Monday - Thursday, 8:30 a.m. - 8:00 p.m., Friday, 8:30 a.m. – 5:00 p.m.*</td>
</tr>
</tbody>
</table>

* = summer 2017 hours

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

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

**Student Services**

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

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.

For Branch Campus services provided by the Learning and Writing Center, please visit their web page at usfca.edu/lwc/
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.

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](http://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](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 [usfca.edu/onestop](http://usfca.edu/onestop).

Professional Bachelor's Degree Program students can access additional information on tuition, scholarships, and financial aid by visiting: [usfca.edu/management/undergraduate-programs/management/tuition-aid](http://usfca.edu/management/undergraduate-programs/management/tuition-aid)

**Financial Aid Office (a department within One Stop)**

Housed within Onestop, the Student Financial Aid Office assists with scholarships, grants, loans, employment opportunities, and Federal promissory notes related to Federal Perkins, NSL, and other University Loan Programs.
STUDENT RESOURCES
- listed in alphabetical order -

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.

**Applying for 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: [usfca.edu/one-stop](https://usfca.edu/one-stop).

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

Housed within Onestop, the main function of Student Accounts is to process payments for tuition and fees. Student Accounts also provides assistance and services to students in other areas, including:

- Promissory notes related to Federal Perkins, NSL, and other University Loan Programs
- Administration of Payment Plans for tuition and fees
- Refund of Title IV funds
- For information on payment due dates, methods of payment, and refunds, please visit [myusf.usfca.edu](https://myusf.usfca.edu) or the Student Accounts section of the One Stop Enrollment and Financial Services Web page at [usfca.edu/one-stop](https://usfca.edu/one-stop).

**Registrar (a department within One Stop)**

Housed within Onestop, the University Registrar’s Office is responsible for registration, the schedule of classes, student academic records, enrollment verification, official transcripts, graduation, academic scheduling, and the administration of the faculty evaluation system. Most services are offered through 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](https://myusf.usfca.edu/onestop)
**Hours:** Monday, Tuesday, Thursday, Friday 8:30 a.m. - 5:00 p.m.; Wednesday, 8:30 a.m. – 4:00 p.m.

*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 change 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 C on page 48 for instructions on how to find your degree evaluation.

### Transfer Credit

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

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

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

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

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

Degree Completion

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

Most undergraduate students will need additional courses/credits outside of their major coursework in order to satisfy the 128 semester credits required for degree completion. Undergraduate students may complete their University Core Curriculum and elective credits in various ways:

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

Interdisciplinary Studies Assessment

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

Courses Taken at Institutions Outside of USF (PEAI Approval)

- Once enrolled in a degree program, undergraduate students may petition to take a maximum of 24 semester/36 quarter credits at another institution through the PEAI (Petition to Enroll at Another Institution) process.
- To submit a PEAI form, please contact your Academic Success Coach, Denise Mostowfi.
- The Office of the Registrar will respond to the PEAI request within approximately five business days of the request being received. PEAI approval must be requested online at: myusf.usfca.edu/onestop/student-records/peai.
- Students must submit and receive course approval via the PEAI process PRIOR to taking a course at another institution.

Student Status

It is important that you maintain continuing (i.e., active) student status while working toward your degree.
If you do not enroll in any USF coursework for an academic period of one year or more, you will be withdrawn from the University and required to apply for re-admission under current University and School requirements.

**Maintenance of Course Sequence**

Due to the sequential nature of our programs, we do not allow students to take courses out of sequence, as courses taken out of sequence are not guaranteed to be offered in the semester or at the branch campus of the student’s choosing. This may result in a delay towards degree completion.

**Student Disability Services**

Tom Merrell, Assistant Dean and Director of SDS

Location:  
Gleeson Library, Lower Level 20

Phone:  
415.422.2613

Fax:  
415.422.5906

TDD:  
415.422.5834

E-mail:  
merrellt@usfca.edu

Web site:  
https://myusf.usfca.edu/student-life/sds

Hours:  
Monday – Friday 8:30 a.m. – 5:00 p.m.

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

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

**Step 1: Determine Eligibility for Services**

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

**Step 2: Use Accommodations and Services**

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

**Step 3: Review Effectiveness of Accommodations**

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

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

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

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

**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://www.usfca.edu/admission/veterans](https://www.usfca.edu/admission/veterans)
Statement of Responsibilities and Standards of Conduct

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

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

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

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

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

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

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

Student Conduct Code

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

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

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

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

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

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

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

6. Nonconsensual physical contact of a sexual nature

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

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

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

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

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

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

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

15. Lewd or indecent conduct

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Reimbursement may also be imposed for damage to the property of or injury to another person as a result of a violation of the Student Conduct Code. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.
Restitution may be imposed on any student acting alone, or through group or concerted activities, or on any campus organization that participates in causing the damages or expenses.

**Exclusion**

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

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

**Discretionary Sanctions**

The following are examples of discretionary sanctions:

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

**University Suspension**

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

**University Expulsion**

Permanent separation of the student from the University.

**Ineligibility for Graduation**

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

**Revocation of Admission and/or Degree:**

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

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

**Note:** More than one of the sanctions listed above may be imposed for any single violation.
USF Honor Code and Policies

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

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

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

Standards of Conduct in the Honor Code

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

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

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

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

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

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

Falsifying Academic Documentation
Forging or altering academic documentation (including transcripts, signatures, letters of recommendation, certificates of enrollment or standing, registration forms, and medical certifications) concerning oneself or others is academic fraud.
Abuse of Library Privileges
Depriving others of equal access to library materials constitutes a violation of academic integrity. This includes sequestering library materials for the use of an individual or group, refusal to respond to recall notices, and the removal or attempt to remove library materials from any University library without authorization.

Abuse of Shared Electronic Media
Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of campus computer systems.
In addition to the General Regulations stated in the University Catalog, the McLaren School of Management applies the following regulations to all students enrolling in the Bachelor of Science in Management (BSM) program.

### Adding and Dropping Classes

#### Approvals Needed for Registering

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

University policy regarding add/drop and related registration issues appear in the University Catalog. Registration forms are available through your Academic Success Coach, and are used for initial registration, changes to registration (adding and dropping courses), petitioning to enter a closed class and requesting an exception to normal grading for a course, when permitted. Please be mindful of all add/drop dates used on the academic calendar when submitted a registration form.

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

#### Add Classes*

There are two ways a student may ADD a class:

- Electronically, by going onto myUSF and enrolling online (recommended)
- Manually, with the use of the Add/Drop form
- Forms are available through your Academic Success Coach, and must be completed with all required signatures before the student brings the form to One Stop Enrollment and Financial Services for processing
- Please be mindful of the ‘Last Day to Add’ date listed in the academic calendar on myUSF.

#### Drop Classes*

A student may drop a course in the following ways:

- Electronically, by going onto myUSF and dropping a class online (recommended)
- Manually, with the use of the Add/Drop form
- Forms are available through your Academic Success Coach
- In order to drop classes and receive a 100% tuition refund for the course, please drop the course by the ‘Last day to Drop’ date listed on the academic calendar and your course schedule on myUSF.

#### Time Conflict

Students are not allowed to register for a course that has a time conflict with another course in which they are enrolled.

*It is recommended that all course changes be made online through myUSF. An Academic Success Coach’s signature is required for all in-person transactions except for section changes done before the last day to add.*
Last Day to Withdraw from a Class with a Tuition Refund

Per University policy, the “last day to withdraw with tuition refund” represents a calendar date in each term when the general enrollment statistics of the University are established. Particulars of these statistics are identified among colleges, classes and student levels. These dates are identified in the Schedule of Classes for each term. Following the “last day to withdraw with tuition refund” in any term, classes dropped will receive a "W" symbol representing the fact that the class was dropped after this refund date; the only exceptions to be made are classes canceled by the dean of the college, or a change from one section to another of the same course. Courses receiving a “W” grade will not impact the student’s GPA or class standing.

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

USF Academic Calendar: myusf.usfca.edu/onestop/registration/academic-calendar

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 One Stop Enrollment and Financial Services. Forms are available online at myusf.usfca.edu/onestop/registration/forms.

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 One Stop Enrollment and Financial Services.

All leaves of absence that result from a health or wellness issue may be handled collaboratively between the student’s school or college and the Office of Student Life. Leaves of absence are authorized case by case. BSM students should contact their Academic Success Coach, Denise Mostowfi.

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

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

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

Completed Leave of Absence forms must be received by One Stop Enrollment and Financial Services before 5:00 p.m. on the semester’s last day to withdraw with a refund. 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.
Withdrawal from the University

Students planning to withdraw from the University are encouraged to make an appointment with their Academic Success Coach prior to initiating the withdrawal process. Petition to Withdraw forms are available at One Stop Enrollment and Financial Services, through your Academic Success Coach, and online at myusf.usfca.edu/onestop/registration/forms/.

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

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

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

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

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

**Please Note the Following:**

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

**Student-Initiated Withdrawal**

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

- You must file a “Petition to Withdraw from the University” with the Registrar’s Office. This must be done by the semester’s last day to withdraw for a full tuition refund date in order to receive a full tuition refund.
  1. Obtain the “Petition to Withdraw from the University” online at myusf.usfca.edu/onestop/registration/forms/. Click “Student Records” on the column and select “Forms.”
2. Complete the student section of the form and then take the form to your CASA success coach for their signature.

3. If you are also seeking to drop or withdraw from your courses for the term, please complete an Add/Drop form. If you intend to drop the course after the “Last day to Drop the Course” (listed on your myUSF student schedule) you must also obtain your professor’s signature in order to withdraw from this course (note no tuition dollars will be refunded for this course).

- Notification must include the last date of your attendance in class and the reason for your withdrawal.
- Ceasing to attend classes or merely informing your classmates of your intent to withdraw does not constitute an official withdrawal.
- Instructors cannot award grades of “W.”
- You will receive grades for all courses completed prior to withdrawal.
- If you fail to notify the Registrar of your intent to withdraw, your monthly tuition charges will continue to accrue and a grade of “F” will be assigned by the Registrar’s Office for the last course you attended but did not complete. Grades of “W” will be assigned by the Registrar for the remaining course(s) in the semester.
- Except for special circumstances (e.g., serious and unanticipated health problems), students are not permitted to withdraw from their cohort for one or more courses and then re-enter the same cohort at a later date. See Leave of Absence.

Administrative Withdrawal
You may be administratively withdrawn for:

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

Grading System

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

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

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

In addition, the following notations are used:

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

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

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

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

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

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

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

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

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

### Grade Points

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Unit of Credit</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Unit of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>1</td>
<td>C</td>
<td>2.0</td>
<td>1</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>1</td>
<td>C-</td>
<td>1.7</td>
<td>1</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>1</td>
<td>D+</td>
<td>1.3</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>1</td>
<td>D</td>
<td>1.0</td>
<td>1</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>1</td>
<td>D-</td>
<td>0.7</td>
<td>1</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>1</td>
<td>F</td>
<td>0.0</td>
<td>1</td>
</tr>
</tbody>
</table>
Grade Point Average

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

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

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

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

Official Grades

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

Grades

Grading System

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

Grade Reports

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

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

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

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

Grade Reports for Employer Tuition Reimbursement Programs

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

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

- Click on the “Self-Service” button under the Banner Self Service header.
Grades of Incomplete

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

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

Repeated Courses

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

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

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

Changes of Grade

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

Grade Appeal Process

The Appeal Process for Change of Course Grade applies to students and both full-time and part-time faculty members in all schools and colleges except the School of Law. Language specific to the USFFA contract is noted as appropriate.

When a student believes that his or her final grade for a course was unfair, the student may use the process described herein to seek resolution of the matter. The burden of proving a claim of an unfair grade (e.g., discrimination, unjust treatment, or errors in calculation) rests with the student.

Grades are awarded or changed only by the course instructor or through this appeal process. An appealed grade may be raised or lowered during the course of this appeal process.
The parties should make every effort to achieve consensus and to resolve conflicts at the lowest level and as quickly as possible, especially in cases where a student's timely academic progress is in jeopardy.

The student must direct an appeal in writing to the course instructor involved within the first 30 days after the grade is available online for the semester. The appeal must include presentation of whatever evidence of unfair evaluation the student believes is relevant.

Once the time limit has expired, an appeal will not be taken forward unless the student could not reasonably have known about the alleged injustice within that time; in that case the student must appeal within 30 days of discovering the alleged injustice.

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

**Academic Dishonesty**

If at any stage of the grade appeal process an allegation of academic dishonesty becomes known for the first time, this Grade Appeal Process shall be suspended and the case referred to the Academic Honesty Hearing Committee.

The Academic Honesty Hearing Committee will make a written report of its findings to the parties involved. If the Academic Honesty Hearing Committee finds the student not guilty of academic dishonesty, the student shall then have the right to decide whether or not to return to the Appeal Process for Change of Grade.

If the Academic Honesty Hearing Committee finds the student guilty of academic dishonesty, then the instructor's grade will stand and the student will not have the right to return to the Appeal Process for Change of Grade.

The Academic Honesty Hearing Committee does not have the authority to alter a student's grade and should not consider in any way the merits of the grade itself; the only questions are whether academic dishonesty did occur, and if so, what the appropriate sanction(s) should be.

**Dean’s Honor Roll**

Inclusion on the Dean’s Honor Roll is based on all of the following three criteria: completion of 22 graded credits at USF, a cumulative grade point average of 3.70 or higher, and a minimum 3.70 grade point average or higher for the semester. Records indicating “I” (Incomplete) will make a student ineligible for the Dean’s Honor Roll.

The Dean’s Honor Roll is not associated with the School of Management Commencement Ceremony or School and University Commencement Honors (please see the policy section on Academic Honors at Commencement for further information).
Academic Actions and Academic Probation Designations

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

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

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

Academic Disqualification
The following categories of students are subject to Academic Disqualification:

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

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

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

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

1. Legal Name (and/or names used while enrolled at USF)
2. CWID, if available. If not available, Social Security Number
3. Contact information (address, email address, phone number)
4. Dates of attendance at USF
5. Indicate if any coursework was completed at any other institution since enrollment at USF. Please provide institution name, courses taken, and dates of attendance. Note that official transcripts from other institutions will be required if the petition to return is approved.
6. The letter must be typed and signed, OR if a student has an active @dons.usfca.edu email account, please submit the request via email to lobo@usfca.edu.

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

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

Commencement
Commencement ceremonies are held twice a year (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>
</thead>
<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.
Diplomas & Transcripts

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

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

Academic Honors at Commencement

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

- School of Management Honors requires that students achieve the following minimum cumulative grade point average in all courses taken at USF. (Please note that School of Management Honors is posted on the student's transcript, but not on the diploma):
  - High Honors for those earning a minimum 3.90 GPA or higher;
  - Honors for those earning a 3.70 – 3.89 GPA.
- Candidacy for academic honors is based on a preliminary review of the academic records of students who apply for graduation in the respective semester. Honors are considered official when all grades are received and all requirements for degree completion and/or honors are met.

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

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

2. Click on the “Student Records” link.

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

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

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

2. Click on “Registration”.

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

4. Select a term.

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

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

2. Click on “Student Records” then select “Degree Evaluation”. These steps will take you to this page:

3. Your Degree Evaluation is now displayed. Information related to you, your major, and all the classes you’ve taken and 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

   RELEASE: 8.8.USF

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

   Schedule of Classes

   Search by Term:
   None

   Submit  Reset

   RELEASE: 8.7.1.2
2. Select the subject of the course you are looking for.

3. The list of courses offered in that particular semester for that subject will appear.
How to Register with a CRN (Course Registration Number)
i.e. the fastest way to register

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

2. Next, click the “Registration” link.

3. To ensure you are registering for the correct term, click the ‘Select Term’ link.
4. Choose the term you want to register for from the drop-down menu and click ‘Submit’, you will then be brought back to the previous page.

5. Now select the ‘Drop and Add Classes’ link from the Registration page.

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

Next you will see your ‘Current Schedule’. You have now registered for your classes by only using the CRNs!