

College Policies For Consideration at the Beginning of the Semester Updated September 23rd, 2008

DROPPING COURSES

Students may drop a course during the first eight class days of a Semester using the Banner system. Courses dropped during this time period do not appear on the student's transcript. After the eighth day (date) any student who wishes to drop a course must complete the Add/Drop form and take this to the One Stop Student Center. Unofficial withdrawal from a course results in a grade of F. Withdrawing from a course after the first eight days of class in the semester, without risk of academic penalty, will be allowed until the end of the tenth week of the semester (date). Withdrawal within that time limit will be recorded as W. After that date there is no possibility of withdrawal; the student will receive a grade for the course. A grade of W will not enter into the computation of the GPA.

COMPETENCY EXAMS

Students who wish to fulfill specific competency requirements for graduation may do so by taking Competency examinations that are run through the Departments of Languages and Literatures, English and Mathematics. The dates for these examinations are announced in the Academic Calendar. Students should pay their fees at the Cashier's Office (Hughes 207) and take their receipt to the department running the exam. Here they can also obtain information on the location/time of the exam and how the results will be made available to them. A copy of the exam results are sent to the Dean's office and to the Registrar. No academic credit will be given for these examinations.

ACADEMIC INTEGRITY POLICY

The University is an academic institution, an instrument of learning. As such, the University is predicated on the principles of scholastic honesty. It is an academic

community all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community. Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning. To maintain its credibility and uphold its reputation the University procedures to deal with academic dishonesty should be uniform and understood by all.

There are two academic integrity policies at USD. The Academic Integrity Policy (2.4.8) applies to Arts and Sciences, Business Administration, Leadership and Education Sciences, and Nursing and Health Science. The Law School Honor Code (2.4.9) applies to the School of Law. Both policies can be found online in the USD Policy and Procedure Manual at <http://www.sandiego.edu/administration/financeadmin/humanresources/policy.php>.

MISSED CLASS POLICY FOR STUDENT-ATHLETES

Adopted by the College of Arts and Sciences of the University of San Diego, March 11,
2008

RATIONALE

The University of San Diego sponsors intercollegiate athletic programs. Participants in these programs are bound to the same standard of academic excellence expected of all undergraduate students. To ensure this standard, the University recruits and enrolls student-athletes who have the intellectual abilities necessary to succeed in the classroom and obtain a baccalaureate degree.

Since the pursuit of both academic and athletic excellence is a time-intensive activity, it is inevitable that student-athletes will face conflicts between their class and athletic schedules. The purpose of this policy is to set forth principles and procedures aimed at reducing conflicts, negotiating those that remain unavoidable, and ensuring both the integrity of the academic process as well as the just treatment of student-athletes.

PRINCIPLES

1. In accord with NCAA and the USD's conference regulations, the athletics program will take every measure to minimize the number of classes student-athletes must miss due to athletic competition.
2. Athletic Supervisors and Coaches will take the academic calendar and schedule into account when scheduling athletic contests, practices and team meetings.
3. No practice session or team meeting may be scheduled during *mandatory* Orientation sessions
4. No student-athlete may absent him/herself from class to attend a practice session (NCAA Rule 17.1.6.6.1)
5. When an athletic competition takes place at USD (i.e, a 'home-game'), no student-athlete is authorized to be absent from any class prior to two hours before the scheduled start of the competition.
6. Student-athletes will not be penalized academically when they miss a class due to inter-collegiate athletic competition. However, certain academic activities which cannot be rescheduled or which comprise a core component of the course (e.g. field trips) demand the student-athletes' presence. These academic activities must be identified on the course syllabus as "mandatory for all students."
7. Authorized absences for official athletic competitions do not relieve student-athletes of their class responsibilities. They are responsible for any course material covered during a missed class.

8. Faculty should indicate on the course syllabus, available to students on the first day of class, the dates of all major exams, due dates for paper or project submissions, and dates of field trips and other mandatory class-related activities. Faculty retain the right to announce adjustments to a syllabus during the semester.

PROCEDURES

A. In the first week of class, preferably by the end of the first class, student-athletes must give each of their professors a copy of the 'travel letter' issued by the Athletic department which details the anticipated missed class dates for the student-athlete.

B. Student-athletes are responsible to review the syllabus, note potential conflicts, bring them to the attention of their professors and request reasonable accommodations in the event of missed quizzes, exams and assignments.

C. The faculty member will determine the accommodations which shall neither penalize the student-athlete nor unfairly advantage or disadvantage him/her relative to other students. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through the Athletics program.

D. The process of negotiating accommodations should be concluded within the first ten days of the semester.

E. Faculty should take into consideration the schedules of student-athletes when scheduling graded activities that are in addition to those already listed on the syllabus.

F. In the event that there is a conflict between missed class dates and core academic activities which cannot be avoided or resolved, the student-athlete shall immediately contact his/her academic advisor.

G. No faculty member is obligated to excuse a student-athlete in the case of excessive absences. If, in the judgment of a faculty member and after sincere efforts to reach agreement about course work and expectations, the number of missed classes projected would jeopardize the student-athlete's successful completion of the course, the faculty member may recommend that the student-athlete enroll in another course where fewer scheduling conflicts would occur.

H. If a student-athlete is advised to select another course, he/she may ask for assistance from the Dean's office in order to find a course that will incur fewer conflicts.

Approved by the Academic Assembly, March 11, 2008

Approved by Dean Nicholas Healy, April 22, 2008. Effective September 1, 2008.

HUMAN RESOURCES 2.4.12

FACULTY RIGHTS AND RESPONSIBILITIES Cabinet 4/74 P.A.C. 2/99

SUBJECT OFFICE HOURS

It is a primary duty of each faculty member to be available to students for help and guidance. Consequently, the faculty member will be on campus and available beyond the hours of actual classroom instruction. It is expected that the time set for formal office hours be a minimum of five hours per week. Faculty members should also be available at other times when special appointments are made in advance by students. Part-time faculty members shall have office hours proportionate to their teaching load.

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