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Academic Calendars

Please refer to the Undergraduate Academic Calendar for important deadlines such as last day to enroll in classes and to drop without a 'W', last day to withdraw from classes and removal of Incompletes from the prior semester. The Calendar can be found at:

http://www.sandiego.edu/academics/academic_calendars/

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.

The Academic Integrity Policy (4.8) applies to Arts and Sciences and outlines procedures and sanctions. The policy can be found online at: http://www.sandiego.edu/legal/policies/faculty. Note: Access to this link requires a valid MySanDiego username and password.

A copy of the Academic Integrity form can also be downloaded through the following: http://www.sandiego.edu/cas/faculty_and_staff.php (Academic Integrity Form 1 and 2)
Adding/Dropping Courses

Adding

Class reservation begins on or about November 1st for the following Spring semester and April 1st for the following Fall semester. A directory of classes is made available online through the MySanDiego portal (select the Teach Advise or the One Stop Services tab) prior to the class reservation period. Dates for when students are eligible to register can also be found through the Teach Advise or One Stop Services tab. Students can add classes to their schedule using the online Banner system (accessed by the One Stop Services tab through the MySanDiego portal). After the Add/Drop deadline, students can only add courses with the approval of the instructor and the Dean’s Office.

Registration, which includes payment of tuition and fees if not already completed, must take place prior to the deadline on the Academic Calendar (http://www.sandiego.edu/academiccalendar) or a late fee will be assessed. Questions regarding registration can be directed to the One Stop Student Center, in the UC 126, by phone (619) 260 2700, or via e-mail onestop@sandiego.edu

Dropping a Course

Students may drop a course during the first eight class days of a semester through the MySanDiego portal. Courses dropped during this time period do not appear on the student’s transcript. 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. Withdrawal within that time limit will be recorded as a W. After that date there is no possibility of withdrawal; the student will receive a grade for the course. Note, for all deadlines, please refer to the Academic Calendar (http://www.sandiego.edu/academiccalendar). A grade of W will not enter into the computation of the GPA. Unofficial withdrawal from a course results in a grade of F.

Center for Educational Excellence

The Center for Educational Excellence supports the university in all phases of pedagogical development. The Center is committed to assisting in promoting the institution’s core values of academic excellence, knowledge, community, ethical conduct, and compassionate service. The Center provides a series of integrated programs and events and a variety of resources to assist faculty in creating an intellectually challenging environment for learning. The Center is staffed by the
director, and the CEE staff, and is advised by the CEE Advisory Committee with academic representatives.

Please refer to The Center for Educational Excellence website at: www.sandiego.edu/cee for more information.

**Center for Student Success; University Center 114**

In partnership with the Associate Dean for Advising and Curriculum in the College of Arts & Sciences, the CSS provides leadership and direction for the university-wide **First Year Experience** (FYE) and **Second Year Experience** (SYE) initiatives.

The CSS offers **Student Success Coaching** where professional staff and peer advisors are available to meet with any undergraduate student experiencing challenges at USD that impact academic performance and persistence.

The CSS also processes undergraduate leave of absence requests as well as undergraduate withdrawals.

Please visit their website for more information on the programs that are offered through the CSS: http://www.sandiego.edu/usdcss.

The Center for Student Success is located in University Center, Room 114. The office can be reached at: (619) 260-5995. Hours of operation are Monday-Friday 9:00am-5:00pm.

**Center for Wellness and Health Promotion; Hahn University Center 161**

The University of San Diego’s Center for Wellness and Health Promotion serves the USD community through educational opportunities, outreach events, individual and group services, campus-wide programs, and research initiatives to enhance student wellness.

More information about the Center for Health and Wellness Promotion is available at: www.sandiego.edu/chwp.

**Competency Examinations**

Students who wish to fulfill specific competency requirements for graduation may do so by taking Competency Examinations administered by the Departments of
Languages and Literatures, English, Mathematics and Philosophy. The dates for these examinations are announced in the Academic Calendar ([http://www.sandiego.edu/academiccalendar](http://www.sandiego.edu/academiccalendar)). Students should pay their fees at the Cashier’s Office (Hughes 211) 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.

Copley Library

The Helen K. and James S. Copley Library, located on the west end of the campus, currently houses over 500,000 volumes. Collections include books, journals, reference works, databases, government documents, newspapers and electronic journals in many languages, as well as maps, videos, sound recordings, microforms and rare books. Copley Library is open over 100 hours each week. Library faculty with subject specialties offer extensive reference, research and instructional services.

The libraries at USD are members of the San Diego Circuit Library Consortium, which maintains a database linking university libraries in the region. Through this consortium, USD students and faculty can easily access library materials from other campuses.

In addition to its own collection and the San Diego Circuit, Copley Library has connections to libraries throughout the world.

Refer to the Copley Library website for additional information and services at: [http://www.sandiego.edu/library/](http://www.sandiego.edu/library/)

Counseling Center; Serra Hall 300

Consistent with the University of San Diego’s philosophy of developing the whole person, the Counseling Center’s core purpose is to enhance the emotional, relational, and psychological well-being of students. They strive to facilitate students’ personal growth and enhance their academic success through accessible, culturally congruent clinical and outreach services. They work in collaboration with other Wellness and university departments and community partners.
The easiest way to secure services is by referring students to the center (located in Serra 300) during walk-in hours, but initial appointments can also be arranged by telephone (call 619-260-4655).

For additional information on the Counseling Center hours of operation and services refer to: [http://www.sandiego.edu/usdcc/](http://www.sandiego.edu/usdcc/)

**Degree Audit System (DARS)**

As a registration aid for students, the University of San Diego offers a computerized record of their academic progress. It shows courses completed and those yet to be completed by individual students within each undergraduate program.

The DARS is an advising tool, an unofficial "road map," to keep students informed of their required and optional coursework and other degree requirements. The audit is automatically updated each semester, showing courses completed, grades earned, GPAs and other useful information.

The audit is of considerable value in planning and monitoring degree progress and students should refer to this before beginning the class reservation process each semester or at any time by going to the One Stop Services tab on their MySanDiego portal (Registration Channel). Faculty may access DARS through the Teach/Advise tab in their MySanDiego portal or by going to [http://www.sandiego.edu/DARS](http://www.sandiego.edu/DARS).

**Disability Services; Serra Hall 300**

Disability Services is committed to helping students with verified disabilities obtain meaningful academic accommodations and support and to help improve access to the many excellent programs and activities offered by the University.

Their services include evaluating disability documentation, arranging academic accommodations and providing disability management/counseling to students with disabilities. For more information about the resources that they provide, please refer to Disability Services website at: [http://www.sandiego.edu/disability/](http://www.sandiego.edu/disability/)
FERPA

The Family Educational Rights and Privacy Act of 1974, as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of education records of all students enrolled in schools beyond the high school level. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

More information about FERPA can be found at the following website http://www.sandiego.edu/registrar/ferpa/, including details on FERPA issues for both students and faculty. The FAQ section (FERPA Issues for Faculty) contains information on posting class grades, accessing student records and what to do if parents call requesting information.

Final Examinations

Final examinations are held in all courses at the end of each semester. Dates and schedules for the final examinations are not to be changed without the approval of the appropriate Dean. Exceptions for individual students can be made at the discretion of the instructor. In such cases, the Dean will support an instructor’s decision to allow, or not to allow, an exception for any given student. In Fall and spring semesters, examinations are limited during the week prior to final examinations. There may be no major examinations; minor quizzes are permitted as long as they are listed on syllabi at the beginning of a semester and do not count for more than 10 percent of the course grade. Laboratory practica, papers, oral reports, and make-up examinations are permitted. Students are responsible for class attendance and material presented during the week before final examinations. Final Examination schedules for Arts and Sciences, Business Administration, and Leadership and Education Sciences courses can be found on the MySanDiego portal (Teach/Advise or One Stop Services tabs).
Forms; Signatures and Procedures Required for Dean’s Office/Registrar Forms.

All of the forms required by the Dean’s office or the Office of the Registrar can be found at the following link http://www.sandiego.edu/registrar/forms.php, or through the One Stop Services tab in the MySanDiego portal. Please note, faculty can enter a preapproval or override for students into their courses through the online system on the Teach/Advise tab. Instructions on how to do this can be found through the following link: http://my.sandiego.edu/sandiego/faculty/Faculty_Registration_Override.pdf

Add/Drop Forms:
1. Override limit- Requires instructor’s signature and does not need Dean’s signature prior to the Add/Drop deadline. Student takes completed form to One Stop Center. For Honors courses, override limits need a signature from the instructors and the Honors Program Director.

2. Override pre-requisites- Requires instructor’s signature and does not need Dean’s signature prior to the Add/Drop deadline. Student takes completed form to One Stop Center.

3. Upper Division- Requires instructor’s signature and does not need Dean’s signature prior to the Add/Drop deadline. Student takes completed form to One Stop Center. Upper division Honors courses require a signature from the instructor and the Honors Program Director.

4. Late Add (after the Add/Drop deadline)- Requires instructor’s signature and Dean’s signature. Student drops off form with instructor’s signature in Dean’s office. Once processed, the form is then routed to the One Stop Center.

5. Overload- Requires Dean’s signature, and the signature of the Honors Program Director if it is an Honors course. Student drops off form in Dean’s office. Once processed, the form is then routed to the One Stop Center.

6. Late drop of a class without a ‘W’ (after Add/Drop deadline) or with a ‘W’ (after withdrawal deadline)- requires Dean’s signature and Honors Program Director for Honors courses. Student drops off form in Dean’s office.
7. **Independent study form**—requires Faculty supervisor, Department Chair and Dean’s signatures and the signature of the Honors Program Director for courses that will count for Honors in a student’s major.

8. **Petition to Transfer of Credit**—Student obtains all relevant signatures and takes the form to the One Stop

9. **Substitution/Waiver of Residency**—Requires Departmental Chair and Dean’s signature. (for waiver of residency, requires signature of student’s declared major Departmental Chair). Student drops off the form in the Dean’s office.

**Grade Grievance Procedures**

The instructor’s/professor’s judgment is presumed to be correct. Therefore, the burden of qualifying a grievance rests with the student. Thus, at every level in the proposed grievance procedures this “presumption” should be understood by all participants. It is assumed that grievances will be resolved by the instructor and student. Grading criteria, requirements, content, etc. are established by the instructor. The presumption is that students have been given ample opportunity for clarification of class requirements at the beginning of a given course.

The procedure for a grade grievance is:

1. Initial grade/grievance must be addressed to the instructor in the course

2. In those rare circumstances when no agreement is reached in phase 1, the student may seek advice from the department chair.

3. If the matter is not satisfactorily settled at phase 2, the student then may seek advise from the Dean who will refer the matter to a standing faculty committee (i.e., academic affairs)

4. The committee will hear the student’s grievance and make its recommendations to the parties involved. At every level in this grievance procedure, the instructor must be apprised of the situation.
Grading System

At the end of each semester, a student’s work in each course is recorded with one of the following grades: A, superior; B, very good; C, average; D, inferior; F, failure; P, credit awarded, but units do not enter into computation of grade point average; W, withdrawal; Inc., incomplete. Grade points are assigned to the above grades as follows: A = 4.0; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; D- = 0.67; F = 0.00. A plus adds 0.33 points to a grade (except for A and F); a minus subtracts 0.33 points from a grade (except for F).

Professors may not change final grades unless there is a computational error. To do so, the professor can access the electronic change of grade form on the MySanDiego portal, through the Teach/Advise tab (Registrar E-forms channel).

The grade of Inc. (Incomplete) may be recorded to indicate that the requirements of a course have been substantially completed, but for a legitimate reason, a small fraction of the work remains to be completed and the record of the student in the course justifies the expectation that he or she will obtain a passing grade upon completion. The instructor who gives an Incomplete should know the reason for non-completion of the work in order to ascertain the legitimacy of that reason. The responsibility is on the student to come forth with the request for an Incomplete prior to the posting of final grades. The Incomplete grade is not counted in the computation of the grade point average for the semester for which the Incomplete grade was authorized. The ‘Notice of Grade of Incomplete’ form can be found on the MySanDiego portal, through the Teach/Advise tab (Registrar E-forms channel).

Leave of Absence/Withdrawal Forms

Leaves of Absence

A student who will not be registered at the university during a regular semester, but would like to return without applying for readmission, must request a leave of absence by the last day to enroll in classes for that semester. Students must file the official Undergraduate Student Leave of Absence form with the Center for Student Success located in the University Center, Room 114. The form is available in the Center for Student Success.

To incur no tuition charges, students should request a leave of absence before the
first day of classes. The request must state the reason for which the leave is requested and the semester in which the student will again register at the university. Requests for leaves of absence must be approved by the Center for Student Success. Leaves of absence are granted for a maximum of two consecutive semesters.

To request an undergraduate leave of absence, students should visit the Center for Student Success between 9am-5 pm, Monday-Friday in University Center, Room 114. They should bring their USD ID card and allow approximately 15-20 minutes to complete the required form and for the processing of their request.

Withdrawal

A student withdrawing from the university during a semester or for a future semester must file an official Undergraduate Student Withdrawal Form with the Center for Student Success located in the University Center, Room 114. Forms are available in the Center for Student Success.

A student whose registration at the university is interrupted for one or more semesters must apply for readmission through the Office of the Registrar, unless a leave of absence has been granted in writing.

To request an undergraduate leave of absence, students should visit the Center for Student Success between 9 am-5 pm Monday-Friday in University Center, Room 114. They should bring their USD ID card and allow approximately 15-20 minutes to complete the required form and for the processing of their request.

Please contact the Center for Student Success (619 260 5995) with any questions regarding undergraduate leave of absences and withdrawals.
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 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.

One Stop Student Center; University Center 126

The One Stop welcomes all students who need assistance with their registration, student account, or financial aid. Their mission is to consolidate the business transactions of the Financial Aid, Registrar, and Student Accounts offices into one location.

The One Stop Student Center is located in UC 126. Hours of operation are Monday-Friday 9:00am-5:00pm. Students can reach the One Stop Student Center at (619) 260-2700 and make an appointment to meet with a counselor.

For more information visit the One Stop Student Center website at: www.sandiego.edu/onestop

Petition to Graduate

Undergraduate students should petition to graduate one full year prior to their graduation ceremony in order to have time to receive confirmation from the Registrar's office that they can fulfill all requirements for the Bachelors degree and schedule courses appropriately. The petition form is located at http://www.sandiego.edu/Registrar, and selecting ‘Forms’. Petition deadlines are published in the Undergraduate Course Catalog (http://www.sandiego.edu/bulletin/)
Please note, Seniors graduating in August may participate in the previous May ceremony, provided that: 1) they take their remaining courses in USD's Summer Session; and 2) they have registered (including payment) in USD's Summer Session for their remaining courses by May 1, and have given to the Registrar's Office written evidence of such completed registration.

**Prohibiting Discrimination and Harassment**

The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the university to maintain an educational and work environment free from all forms of unlawful discrimination and harassment. To that end, the university prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

All members of the university community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the university.

1. **Complaints against Administrators or Staff:**
   Associate Vice President for Human Resources
   Maher Hall, Room 101
   5998 Alcalá Park
   San Diego, CA 92110
   (619) 260-4594

2. **Complaints against Students:**
   Vice President for Student Affairs
   Hahn University Center 232
   5998 Alcalá Park
   San Diego, CA 92110
   (619) 260-4590

Dean of Students
Hahn University Center 232
5998 Alcalá Park
3. Complaints against Faculty:
Vice President for Academic Affairs and Provost
Hughes Administration Center 328
5998 Alcalá Park
San Diego, CA 92110
(619) 260-4553

Dean, College of Arts and Sciences
Founders Hall 114
5998 Alcalá Park
San Diego, CA 92110
(619) 260-4545

Protocol for Advisor Holds

1) Preceptorial advising.

All incoming freshmen will have advisor holds placed on their registration until they meet with their Preceptor during the Torero Days orientation. Holds will prevent incoming students from making damaging changes to their schedules, since many students do not yet fully understand the academic requirements at USD. One of the purposes of the Torero Days Preceptorial meeting is to introduce students to the Core Curriculum and the major and to trouble-shoot student schedules (math and foreign language placement, AP credit, etc.). Immediately following the Torero Days meeting, all freshmen advisor holds will be lifted automatically. **During subsequent registration periods advisor holds will be used for all undeclared students, but lifted and remain lifted once a student has declared a major (with the exception of tardy graduation petitioners as outlined in point 5 below).**

NOTE: Undeclared freshmen and sophomores will continue to be advised by their Preceptor. Undeclared juniors and seniors will be advised by the Dean’s Office, College of Arts and Sciences.

Preceptor Responsibilities: Explain Core requirements, introduce students to DARS, check math and foreign language placement and AP credit, review individual student schedules and monitor changes to their schedules.
During the Fall and spring semesters Preceptors are required to advise their Preceptees for the subsequent semester. As is the case in the current Banner system, freshmen eligibility for enrollment is determined by number of units completed.

2) First semester transfers.
All incoming transfer students will have advisor holds placed on their registration. If transfers have determined a major at the point of enrollment, they should meet with a faculty advisor in that major and complete a declaration of major form. If transfers are undeclared, they will be advised by the College Dean’s office. Once transfers have been advised the designated advisors will lift their holds. Advisor Responsibilities: Provide contact information (office phone # and e-mail), explain major requirements, review academic progress, and map out an estimated plan for graduation.

3) Students with 45 or more units completed.
All students who have completed 45 or more units and who have not declared a major will be sent an electronic notification urging them to declare a major and outlining the procedural steps for doing so. Reminders will be sent out periodically until the declaration occurs. These students will also be encouraged to meet with an advisor in the Dean’s office, who can assist these students in developing an effective academic plan.

4) Declaration of major.
Students will be assigned to a faculty advisor by the department chair/program or area director upon the submission of a declaration of major form. The current forms have been modified so that they also require the signature of the assigned advisor. Students are not officially declared until they meet with their faculty advisor to discuss the major and outline a plan for completing it. Advisor Responsibilities: Provide contact information (office phone # and e-mail), explain major requirements, review academic progress, and map out an estimated plan for graduation. (NOTE: The requirement to obtain the signature of the assigned advisor also applies to transfer students if they have determined a major at the point of enrollment and declare their major at that time).

5) Petition to graduate.
All students who have reached second semester junior status will be sent an electronic communication urging them to file a graduation petition and outlining the steps for doing so. The current form has been modified so that an advisor’s signature is required rather than optional. Students should also be directed to obtain
the advisor’s signature prior to delivering the form to the chair/program or area
director. Once a student has completed 90 or more units and has not yet filed
a graduation petition, an advisor hold will be placed on that student’s
registration. Hence, these students will not be permitted to enroll in classes until
the petition has been processed. Advisor Responsibilities: Review progress towards
graduation, delineate a plan for graduation, trouble-shoot any potential problems,
and sign the student’s graduation petition before it goes to the department/program
Chair for approval.

6) Students at risk.
Students on academic probation are required to attend a Probation Workshop led by
one of the Associate Deans during the first week of the probation semester. At this
workshop, students are introduced to various resources to support their academic
success, strongly encouraged to meet with their academic advisors, and tasked with
completing an academic assistance plan. Advisors are also notified if an advisee is
placed on academic probation. Advisor Responsibilities: Contact students on
probation and assist the student in developing an improvement strategy. Check
midterm grades for all advisees each semester, contact student in jeopardy, and assist
in developing an improvement strategy. (NOTE: Midterm grade reports sent to
advisors should contain appropriate student contact information. In addition,
student grade reports should urge students in jeopardy to contact their advisors
immediately).

Updated 4/8/09

Rosters
Class rosters are available online by logging in to the MySanDiego account (select the
Teach/Advise tab).

Transfer of Credit

Academic courses from other accredited institutions are normally transferable if the
grades are C- or better, and if the institution from which the grades were received is USD
approved. However, students should be aware that the University of San Diego has full
discretion concerning which credits are applicable to its curricula and are therefore
transferable. In addition to transcripts, students may need to provide documentation of
courses taken. All courses transferred to USD are transferred for unit credit and are not
calculated into the GPA.
A course will not be accepted if it duplicates work taken at USD, except in cases where a grade of D or F was received in the USD course.

Students also should be aware that the core curriculum requirement in human values may be affected by the number of credits transferred at entry to USD. For example, a student entering USD at junior standing (60-90 units) needs only two theology and religious studies classes after entrance. A student entering at 90 credits or over need take one (upper-division) theology and religious studies class and one (upper-division) philosophy ethics course after entrance.

Students who wish to take courses at other institutions should obtain advance written approval by filling out a Petition to Transfer of Credit form. The student will get the signature of their advisor, the department chair in the comparable department in which the course is being taken, and the transfer analyst or the dean if they expect such courses to be accepted in fulfillment of degree requirements at the University of San Diego. Coursework taken at another university after a student leaves USD is not posted to the official transcript unless the student is readmitted to the university.

**Note: the College of Arts and Sciences and the Business school do not accept online courses at the Undergraduate level**

Tutoring Centers

Logic Center; Founders Hall 160

The Logic Center provides tutoring for students enrolled in logic classes at USD. It is staffed with tutors who have been recommended by their logic instructors and is an informal, drop-in center for students who need extra help in completing their assignments or preparing for their exams. The Logic Center is located in Founders Hall, Room 160. For more information about the Logic Center please refer to the website:

http://www.sandiego.edu/cas/phil/logic_center/

Mathematics Center; Serra Hall 310

The mathematics center provides peer tutoring to students in lower level mathematics courses. In addition, although the tutors have been asked to give priority to students in the lower level classes, those tutors with advanced training will help with other mathematics questions whenever they have time available.

The goal of the Mathematics Center is to provide short-term assistance as they help students become independent learners. The tutors are selected through an application
process and recommendations by faculty members. For more information about the Center, please refer to the website:

http://www.sandiego.edu/cas/math-cs/student_resources/math_center.php

**Writing Center; Founders Hall 190B**

USD Writing Center tutors help students improve their academic writing. Students are tutored individually by their peers in all phases of the writing process. Students may bring work in any stage of completion to the Writing Center, from brainstorming notes to rough drafts to graded essays. The staff includes tutors experienced in working with students for whom English is a second language and with graduate students working on small and large writing projects. The Writing Center provides services free to all USD students. For more information about the Center, please refer to the website:

http://www.sandiego.edu/cas/english/writing_center/
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