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Course Information

Classrooms

There is no guarantee that your classroom will be assigned to SOLES. Many factors are taken into account when scheduling classrooms like class size, class times, meeting pattern, and back-to-back scheduling. Classrooms are not final until roughly the second week of the semester, however, please check your class schedule well in advance to see what has tentatively been assigned to you. Please make sure to scout out the classroom to ensure requirements are met.

If a change in classrooms is deemed necessary, please submit your request to your executive assistant explaining why you need to change rooms, as well as your course name, number, and enrollment. The executive assistant will then coordinate with Academic Scheduling, Nikki Cibrian (ncibrian@sandiego.edu) at 619-260-2201. If you will not be in class and/or have a speaker or substitute, the Program Director or Department Chair should be notified. If for any reason your class is not meeting in the scheduled classroom, your Program Director, or Department Chair, and executive assistant must be notified. This includes finals.

Please pick up your media keys from Instructional Media Services located at Information Technology Services located at the University Center, Room 117. You will need to present your USD ID.

If you are assigned to a classroom located in the Shiley Center for Science and Technology, please contact their Building Manager, Starla Tudor (studor@sandiego.edu) at 619-260-8885 for your building and classroom access.

Canceled Classes

1. If you foresee the necessity of canceling a class, please notify the students the week before. Notify by phone or e-mail any student not present at the time you notify the class of the expected cancellation. These classes should be rescheduled for another date. The cancellation of one class may amount to the loss of a full week of instruction for the students who are paying considerable tuition.
2. If an emergency arises so that you unexpectedly must cancel a class, ask your program area administrative assistant to contact the students. It is a great inconvenience to those who travel a considerable distance to arrive only to learn that the class has been cancelled.
3. Whenever a class is to be cancelled or has been cancelled, please notify your Department Chair, indicating what arrangements have been made for the make-up of the class.

Changes in Assigned Classrooms

If a change in classrooms is deemed necessary, please submit your request to your program assistant explaining why you need to change rooms, as well as your course name, number, and enrollment. Program assistants will then coordinate with the Academic Scheduler. If you will not be in class and/or have a speaker or substitute, the Department Chair should be notified. If for any reason your class is not meeting in the scheduled classroom, your Department Chair, and program assistant must be notified. This includes finals.

Children of Faculty in Classes

Because faculty members' first responsibility when teaching is to students, children of faculty are not permitted to attend class or course activities except in the case of a last-minute, unforeseen emergency.

SOLES offers family oriented activities throughout the school year and encourages faculty to participate with children in these extra-curricular events.

Children of Students in Classes

SOLES provides a supportive environment for parents attending SOLES programs and classes. However, children of students are not permitted to attend class or course activities except in the case of a last-minute, unforeseen emergency.

SOLES offers family-oriented activities throughout the school year and encourages students to participate with children in these extra-curricular events.

Early Final Examinations

There can be no changes from the examination schedule without the prior written authorization of the Department Chair.

Obtaining Course Information Online

For information regarding your courses, including course rosters, log into your MySanDiego account with your USD username and password (<http://my.sandiego.edu>). The Faculty Dashboard located on the "Teach/Advise" tab will list all the courses you are scheduled to teach in the current and/or coming semester(s). Click on each course to view information such as meeting time, location, units, etc. To view the roster of students who have enrolled in the course, click on "Enrollment" under "Enrollment Counts."

Blackboard

Blackboard is an integrated set of course management tools that enable faculty members to easily design, develop and manage web based enhanced courses. Once you have created a new course through Blackboard, students who register for the class and have a valid USD email address will be given access to Blackboard within 24-48 hours of registering (you do NOT have to upload your roster).

For more information about Blackboard, including training schedules and course activation requests, visit <http://www.sandiego.edu/its/teaching/blackboard/>.

Remember: A valid USD student email account is required before students can be given access to a CE6 course via the roster upload process. If a student does not yet have an account established or has forgotten his/her USD email access information, they will need to go to Serra 205 or UC 117 to obtain an account.

Student Course Evaluation Procedures

- **All SOLES courses** - traditional, online, weekend, condensed, fieldwork, and student teaching supervision - as well as non-traditional courses, will be evaluated by students each semester. Exceptions are independent study, thesis, and dissertation courses.
- Because the **end-of-term date** determines the course evaluation window, the scheduler of courses must be notified if courses start or end on dates different from the University term start or end dates.
- Course evaluations for students in the **M.Ed. Online program** are administered via a Qualtrics web link posted on the course's Blackboard website during the final two weeks of the course.
- Course evaluations for **Continuing Education** students can be offered via a Qualtrics web link if arrangements are made with the Office of Assessment in advance.
- Each semester, **Department Executive Assistants** send a reminder email to faculty regarding the course evaluation period, so that faculty can direct students to complete the course evaluations. Evaluations become available two weeks prior to the end-of-term date recorded for the course. Department Executive Assistants will provide faculty with the link to the **Student Course Evaluation Instructions**:
<https://lib.sandiego.edu/soles/documents/Student%20Instructions%20for%20Course%20Evaluation%2005.22.14.pdf>
- **Faculty should provide students** with the step by step student course evaluation instructions (please see link above). To ensure **higher response rates**, faculty may provide students with a specified date to complete the evaluation or take students to a computer lab for 10 minutes to complete the evaluation (labs must be booked in advance).
- **Please note that once Instructors have submitted grades for a course**, that course will no longer show on the student's Active Registration link, thereby eliminating course evaluation

access via that link. Students will then have to follow the steps for completing the course evaluation via the *Registration History* link. Both sets of instructions are contained in the student course evaluation instructions referenced above.

Faculty Access to Course Evaluation Data

- **Faculty** can access completed course evaluations via their *MySanDiego* accounts after grades are posted (please see link below for instructions).
- Department Executive Assistants are responsible for sending instructions to faculty members for how to access course evaluation results. The link to **Faculty Instructions for Accessing Course Evaluations** is:
<https://lib.sandiego.edu/soles/documents/Faculty%20Instructions%20for%20Accessing%20Course%20Evaluations.pdf>
- For M.Ed. online courses or Continuing Education courses, **Department Executive Assistants** should request course evaluation reports from the SOLES Office of Assessment.

Syllabi

All faculty are required to file a syllabus within the first two weeks of each semester for every course he/she teaches. You must submit your syllabi by e-mail to the administrative assistant for your program. Please refer to the sample course templates below. The following should be included in the syllabus:

- a. Instructor contact information (phone and email address)
- b. Office Hours
- c. Date/Term of Course
- d. Course description
- e. Course Objectives and Student Learning Outcomes– Aligned with SOLES, department/program learning objectives
- f. Course Outline of topics
- g. Assignments and methods of evaluation
- h. Required and recommended readings and websites.
- i. Statements about grade of incomplete and requests for accommodation
- j. Statement regarding course evaluations
- k. Optional sustainability statement

All syllabi must include the elements listed on the SOLES syllabus template located at:

https://www.sandiego.edu/soles/documents/Syllabus_Template_2014-15.doc

The template for online courses is located at:

https://www.sandiego.edu/soles/documents/2013_0304_Online_Syllabus_Template.docx

All syllabi should include the following:

Requests for Accommodation:

Reasonable accommodations in accordance with the Americans with Disabilities Act will be made for course participants with disabilities who require specific instructional and testing modifications. Students with such requirements must identify themselves to the University of San Diego Disability Services Office (619.260.4655) before the beginning of the course. Every effort will be made to accommodate students' needs, however, performance standards for the course will not be modified in considering specific accommodations.

Grade of Incomplete:

The grade of Incomplete ("I") may be recorded to indicate (1) 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, (2) that the record of the student in the course justifies the expectation that he or she will complete the work and obtain the passing grade by the deadline. It is the student's responsibility to explain to the instructor the reasons for non-completion of work and to request an incomplete grade prior to the posting of final grades. Students who receive a grade of incomplete must submit all missing work no later than the end of the tenth week of the next regular semester, otherwise the "I" grade will become a permanent "F."

A Petition for a grade of incomplete must accompany all requests for an incomplete at the end of the course term. Criteria for changing a grade of incomplete to a letter grade must be negotiated with the instructor before the final class. The criteria must be outlined on the signed Incomplete Request Form. A completed form with both the instructor and student signature must be turned in by the last session of the class. Without a student signed form the registrar requires assignment of a grade of F. A student must complete an incomplete by the 10th week of the next session or a grade of F is permanently calculated in the overall grade point average. Any attempts to complete an incomplete after the 10-week deadline requires the approval of the Associate Dean of the School of Education.

SOLES On-line Course Evaluation

SOLES Course Evaluations are collected via an on-line system that maintains student anonymity. SOLES uses these evaluations for continuous improvement of course content and instruction and as a component of its regular performance review of faculty members, so please take them seriously. Course evaluations are available to students in their MySanDiego accounts via the Active Registration link on the My Academics tab. The course evaluation window opens two weeks prior to the end-of-term date for the course. Instructions for accessing course evaluations can be found at:

<https://lib.sandiego.edu/soles/documents/Student%20Instructions%20for%20Course%20Evaluation%2005.22.14.pdf>

Statement on Plagiarism

The complete plagiarism policy is available for your review at:

<http://www.sandiego.edu/associatedstudents/branches/vice-president/academics/honor-council/integrity-policy.php>

All members of the University community share the responsibility for maintaining an environment of academic integrity since academic dishonesty is a threat to the University.

Acts of academic dishonesty include: a) unauthorized assistance on an examination; b) falsification or invention of data; c) unauthorized collaboration on an academic exercise; d) plagiarism; e) misappropriation of resource materials; f) any unauthorized access of an instructor's files or computer account; or g) any other serious violation of academic integrity as established by the instructor.

It is the responsibility of the instructor to determine whether a violation has occurred. An act of academic dishonesty may be either a serious violation, or, if unintentional, an infraction (a non-serious violation of course rules). If the instructor determines that an infraction (as opposed to a serious violation) has occurred, the instructor can impose penalties that may include: a) reduction in grade; b) withdrawal from the course; c) requirement that all or part of the course be retaken; and d) a requirement that additional work be undertaken in connection with the course or exercise. Students may formally challenge the instructor's determination of infraction (see below).

Instructors shall report all violations, whether, infractions or serious violations, both to the Dean's office and the student using the Academic Integrity Violation Preliminary Worksheet. The Associate Dean will contact the student and ensure she or he is aware of the Academic Integrity policy. The Associate Dean will appoint a hearing committee only when: 1) the instructor reports that a serious violation occurred, or 2) the instructor reports that an infraction occurred and the student wishes to appeal the determination of infraction.

The hearing committee will include, in addition to the Associate Dean, a faculty member and two students from the School of Leadership and Education Sciences, and a faculty member from outside the School of Leadership and Education Sciences. If the hearing committee determines that a serious violation has occurred it also will determine sanctions to be applied which may include: a) expulsion from the University; b) suspension from the University for up to one year; c) a letter of censure; and d) imposition of a period of probation. If the hearing committee determines an infraction has occurred the penalty imposed by the faculty member will be upheld. If the hearing committee determines that no serious violation or infraction has occurred, it will request the instructor to take action consistent with that determination. If the hearing committee determines that expulsion is the appropriate sanction the student may appeal to the Provost.

Sustainability (optional)

As higher education professionals, it is our responsibility to advance sustainable practices in our business operations and the education of our students. In collaboration with the University-wide sustainability efforts, we are committed to developing sustainable practices. Copies of this syllabus will not be printed for distribution by the instructor and handouts will be avoided whenever possible. Recycling is always encouraged.

Student Information

School of Leadership and Education Sciences (SOLES) Graduate Student Association (SGSA)

Address: SOLES Graduate Student Association
School of Leadership and Education Sciences, MRH 101 H University of San Diego
5998 Alcalá Park
San Diego, CA 92110-2492

Fax Number: (619) 260-6835

Web Site: <http://www.sandiego.edu/soles/gateways/current-students/student-life/sgsa/>

Executive Council 2014-2015

Devin Gregory	President Communications Director Special Events Director
Karen Freidlander	Financial Director

Representatives

Eboni Wyatt	Graduate Student Council Rep School, Family and Mental Health Professions Leadership Studies Learning and Teaching
Sean Green	Doctoral First Year Representative

Graduate Student Policy Handbook

All Graduate Student Policies can be found in the 2013-2014 Graduate Student Policy Handbook found in Appendix D of this handbook, or on the following website:

[http://www.sandiego.edu/soles/documents/Graduate Student Policies.pdf](http://www.sandiego.edu/soles/documents/Graduate_Student_Policies.pdf)

***Please Note:** All forms related to the policies listed below can be found on the SOLES Faculty Forms and Policies Page: <http://www.sandiego.edu/soles/gateways/faculty-and-staff/handbooks-policies-forms.php>

Add/Drop Procedures

Students who wish to change their registration must do so on the appropriate form <http://www.sandiego.edu/registrar/documents/ADD-DROPform2014.pdf> within the stipulated time period.

Students are allowed to add and/or drop courses during the pre-registration period at the One-Stop Student Center.

Online Students:

For students in the Online M.Ed. Program, both courses must be dropped prior to the first day of the semester to receive a 100% refund and within the first three days of class to receive a 95% refund. No refund will be provided after the third day of the semester.

Courses officially dropped between the third day of class and the start of Week 5 will receive a grade of “W” (not included in GPA).

Students who wish to withdraw from the University can access the [Notice of Withdrawal E-Form](#) through the SOLES website.

During the fall and spring semesters, courses may be added during the first eight days of class (adviser's signature required), dropped until the tenth week of the semester (adviser's signature not required), and withdrawn until the tenth week of the semester (adviser's signature not required). Courses officially dropped between the last day to add classes and the last day to withdraw from classes will receive a grade of “W” (not included in GPA). After the withdrawal deadline the student will receive a grade for the course. Withdrawal after the deadline (with a “W”) is only granted when there is written documentation of a major injury, serious illness or similar factor beyond the student's control which precludes her or his continuing in the class.

Students who discontinue class attendance and neglect to withdraw (“drop”) officially from the course are subject to failing the class. Registered students who withdraw from the University (i.e. terminate all courses in progress) must officially drop their courses by filing a [Notice of Withdrawal E-Form](#). The same drop policies and deadlines apply to students who withdraw from the University as for those who drop only one course.

Tuition is fully or partially refundable only when a student officially withdraws. The student must file a [Notice of Withdrawal E-Form](#) with the One Stop Student Center which will be date stamped. The following tuition refund schedule applies to the regular academic semester:

- 100% refund for withdrawal during the first two weeks of classes;
- 90% refund for withdrawal during the third week of classes;

- 80% refund for withdrawal during the fourth week of classes;
- 70% refund for withdrawal during the fifth week of classes;
- 60% refund for withdrawal during the sixth and seventh weeks of classes;
- 50% refund for withdrawal during the eighth week of classes; and
- No refund will be made for withdrawal after the end of the eighth week of classes.

The date of withdrawal for refund purposes is considered the date the “[Notice of Withdrawal E-Form](#)” is received and date stamped.

For deadlines and tuition refund policies during Summer and Intersession, see the relevant Summer and Intersession bulletins. Condensed or abbreviated sessions (e.g. five week, one week, weekend, etc.) also require that students register and/or withdraw by the posted deadlines in the relevant summer or intersession bulletin. Read semester course schedules carefully. Posted deadlines may differ for undergraduate and graduate students. For details please contact the One Stop Student Center, Hahn University Center, Room 126, (619) 260-2700.

Students who receive any form of financial aid must consult with the Office of Financial Aid if their registered units drop below the required number of units for continuation of aid.

Students withdrawing from their current classes will lose eligibility for Federal financial aid, and depending on the time of their withdrawal, will be required to return either all, or part, of the Federal financial aid they received for that semester.

Change of Program

Graduate students who have been admitted into a specific SOLES program, or area of specialization within a program, who wish to transfer to another program or specialization within the same department must complete the USD graduate students’ “Change of Program Petition.” A sample of this form is available in the appendix. Departments reserve the right to require additional documentation for internal transfers, such as a statement of purpose addressing the student's intended program, or they may require students to complete a full application using standard admissions deadlines.

Students wishing to transfer to a program in a different SOLES department must complete a full graduate admissions application for the program they wish to transfer to. They must use the standard application deadlines required of all new applicants. Admission to one program in the School of Leadership and Education Sciences does not guarantee admission to another program area in the school. The online application for graduate admission may be found at www.sandiego.edu/admissions/graduate

Grade Grievance Procedure

Grading criteria, course content, assignments and other requirements are set by instructors and provided to students in writing. The presumption is that students have been given ample opportunity for clarification of class requirements, including assessment, at the beginning of a given course. The instructor's judgment regarding assessment and grading is presumed to be correct. Therefore, the burden of qualifying a grievance rests with the student. At every level in the grievance procedures all participants should understand this presumption.

A student has the right to question a final grade given by a faculty member.

1. Any student may at any time consult her or his instructor about a grade. The exercise of this right does not require a fixed procedure nor is it subject to procedural conditions.
2. If a student feels that she or he has been given an unjust grade, the student should first approach her or his instructor to resolve the difficulty. However, if the student believes she or he has reason not to approach the instructor, the Department Chair (or her or his delegate) shall be the judge of the advisability or inadvisability of making this first step.
3. In cases where the Department Chair has ruled that direct consultation with the instructor is inadvisable, the student may present her or his case, along with any graded work, to the Chair. The student may request that the instructor provide the student with a copy of the work in question. The Chair shall review the disputed grade in consultation with the instructor. After this review, the instructor may decide to change the original grade or not. The Chair will communicate the instructor's decision to the student.
4. If the matter is not satisfactorily settled at number "3" above, the student may present his/her case to the Associate Dean for review.
5. If the efforts described in steps "2" through "4" do not resolve the dispute, the student may formally challenge the assigned grade. The policy regarding a formal challenge of a grade in the School of Leadership and Education Sciences is as follows:
 - a. An academic grade may only be formally challenged on grounds that it reflects other than appropriate criteria as stated on the course syllabus.
 - b. Students may only challenge grades when they claim to have earned a grade at least one full letter higher than the grade assigned by the instructor (e.g., the student is assigned a grade of C+ and alleges that the actual grade should have been B+ or higher).
 - c. A written petition presenting evidence concerning step "5.a." must be submitted to the School of Leadership and Education Sciences Associate Dean no later than the end of the seventh full week of instruction in the semester following that in which the grade was given.
6. The procedure following submission of the petition by the student is as follows:
 - a. On receipt of the petition, the Associate Dean will promptly appoint a committee consisting of two faculty members and one student. The student and at least one of the faculty members will be associated with the student's program. The committee's membership is privileged information.

- b. The committee will promptly decide whether the evidence presented by the student warrants an investigation. If it does not so find, the committee will take no further action on the case and the student will be so notified. If the committee so finds, it will conduct an investigation.
- c. During the investigation, the committee must provide a fair proceeding for instructor and student, including information as to the character and object of the proceedings, knowledge of the allegations and evidence produced by the student in making out her or his case, and an opportunity for both parties to respond in writing and/or orally.
- d. If, during the course of this investigation, the instructor voluntarily decides to change the original grade assigned the instructor will report this decision to the student and the Associate Dean, and the committee will take no further action.
- e. If no agreement is reached, the committee must decide whether the grade reflected criteria other than those stated on the syllabus, and if so, the criteria that were reflected.
- f. Their conclusions shall be made in the form of a preliminary written report, copies of which are to be sent to the Associate Dean, the instructor and the student. The instructor and the student will have the opportunity of submitting written responses to the committee within ten days of receipt of the preliminary report. The committee will review the written responses, if any, before issuing its final report to the Associate Dean.
- g. Submission of the final written report to the Associate Dean will be the final action taken by the committee.

NOTE: All other student academic appeals in SOLES will follow a similar process.

Incompletes, Withdrawals, Change of Grades

1. The grade of Incomplete is available only when the requirements for the course have been substantially completed; the reason for an Incomplete is legitimate only if a small fraction of work remains, and the progress of the student in the course gives promise of a passing grade upon completion.
2. The Incomplete grade is not counted in the computation of GPA for the semester for which the Incomplete grade was authorized.
3. A student who receives a grade of Incomplete must complete all missing work by the end of the tenth week of the next regular semester; otherwise, the Incomplete grade remains in the record permanently, with the same effect on the Grade Point Average as if it were an F.
4. W for Withdrawal is the allowable designation until the end of the tenth week of a semester; after that date, there is no possibility of withdrawal; the student will receive a grade for the course.

5. A faculty member assigning a grade of Incomplete must file a “Removal of Incomplete or Change of Grade” notice using the Teach and Advise tab located in the my.sandiego.edu portal.
6. The student is ineligible for honors or awards until the work for the semester in question is completed, at which time “honors” may be applied retroactively.

When the work is completed, a [Removal of Incomplete or Change of Grade form](#) must be completed in the instructor’s teach/advise lab.

Internationalization Requirement

All SOLES degree students are required to complete an international experience as defined by their respective programs. Please see student handbooks for details and click here to view the [SOLES International Experience Requirement Application Form](#).

Leave of Absence

Upon matriculation, students are expected to register in at least 1 unit of coursework every fall and spring semester until all degree requirements have been completed. Doctoral students who have advanced to candidacy must continue to enroll in at least one unit of dissertation every fall and spring semester until the dissertation is completed. Master degree candidates working on a thesis must also enroll in one unit of thesis each fall and spring semester. Students are not required to enroll during intersession or summer, although some courses may only be taught during those sessions.

Students who are unable to maintain continuous enrollment need to complete a [Petition for Leave of Absence form](#). The advisor, Department Chair, and the School of Leadership and Education Sciences Dean must approve the leave of absence. Failure to maintain continuous enrollment may result in suspension from the program and students must apply for readmission unless this form is on file and current. Leaves may be granted for up to one year, and only under extreme circumstances will a student be granted a second leave of absence. Students in the dissertation or thesis stage are not eligible to take a leave of absence. In extreme cases, students may need to withdraw from current classes by completing a [Notice of Withdrawal E-form](#). If they wish to remain in the program, they must also file a [Leave of Absence form](#). Students withdrawing from their current classes will lose eligibility for federal financial aid, and depending on the time of their withdrawal, will be required to return either all, or part, of the federal aid they received for the semester.

Participation in Commencement Ceremonies

Commencement participation and program listing at the annual May ceremony are limited to graduates who have completed the degree in the previous summer, fall, or Intersession and to May candidates who met the graduation petition deadline and have completed all work for the degree prior to Commencement. There is the following exception: Graduate students scheduled to receive their degree in the following August who have 9 units or fewer of remaining work may participate if their work falls in the category of coursework, portfolio, practicum, fieldwork or student teaching, or internship. Such August graduates must take the remaining summer work at USD and they must register and pay for their remaining units in the One Stop Student Center by May 1.

Students scheduled to graduate in August whose remaining program requirements include any of the following will not be allowed to participate in the preceding May Commencement: foreign language or comprehensive exam; final project or integration paper; master's thesis; or doctoral dissertation. August graduates whose work falls into the latter categories and all students who finish in the subsequent fall semester and Intersession may participate in Commencement the following May, at which time their names will be listed in the program. In every case, all necessary papers and petitions must be filed prior to the deadlines specified in the Academic Calendar.

Probationary Graduate Students

The following are the procedures for dealing with probationary students each semester:

1. The Registrar determines which students are to be considered for probation and which students could be dismissed.
2. The Office of the Registrar sends to the School of Leadership and Education Sciences a list of probationary students and their grade reports.
3. Once the Associate Dean receives this list and the grade reports, she may consult with the appropriate Department Chair to discuss an appropriate course of action.
4. The Associate Dean, upon consultation, determines whether probationary status is appropriate. If the case is clearly a probationary one, she informs the student, the advisor, the Department Chair, the Registrar's office, and the Graduate Records office by letter, placing a copy in the student's file. Consideration will be given to GPA, unusual circumstances, recommendations from instructors, and the influence of the "I" grade.
5. Students who remain on probation for more than one semester may be dismissed from the School of Leadership and Education Sciences.

SOLES Student Disciplinary Procedures

The majority of our students are fine people, and discipline is not something that normally requires our attention. However, there are situations when students exhibit behavior that is problematic. This seems to be more of an issue with our undergraduate students, but we have had similar problems with graduate students. In these situations, we recommend the following action be taken to avoid more severe problems in the future:

1. At the beginning of class, communicate with all your students what you expect of them. Be very clear about your expectations for student conduct in your classroom.
2. If there is a problem, communicate privately with the student what your concerns are regarding his or her behavior. Work with the student to assist in modifying his or her behavior, if possible.
3. If the behavior does not change, meet with the student outside of class and document (in writing) the behavior that you feel is inappropriate. Let the student know that your written observation of his or her behavior will be placed in his or her student file. Send a copy to the Department Chair of any written documentation placed in the student's file.

If the behavior still does not change, notify your Department Chair. He or she will work with you to solve the problem. He or she may do one of the following (depending on the particular events surrounding the situation):

- Meet with the student to discuss the nature of the concern.
- Have a meeting with you and the student to discuss the behavior.
- Have a meeting with the student and the Dean to discuss the situation and future action.

The Department Chair or Dean will communicate with you following any meeting in which you are not present.

At this point, if there is no change, the Dean's office will be notified, and the situation will be handled accordingly.

Student Progress

It is the responsibility of each faculty member to inform the appropriate chair about students whose progress should be reviewed. This includes any student who receives a "C" grade during any semester.

Mid-Term Grades for Undergraduate Students

If you have undergraduate students in any of your classes you will need to submit these grades via WebGrades on My.Sandiego.edu at midterm. You can access WebGrades by logging into My.Sandiego and clicking on the “WebGrades” link on the Teach/Advise tab.

Student Complaint Process

SOLES encourages students to give voice to concerns that arise in the course of their programs of study.

The SOLES Graduate Student Association (SGSA), consisting of elected student representatives, is one vehicle for raising issues of general concern to students. The SGSA President’s report of student activities and issues is a standing agenda item at monthly SOLES faculty/administrator meetings. When individual student complaints are governed by another University or SOLES policy, the complaint will be handled in a manner consistent with that policy. Examples include but are not limited to grade grievances, complaints of harassment, discrimination, or research misconduct. Complaints about courses, other than grade grievances, should be brought directly to the instructor of the class in question to seek resolution through a face-to-face discussion. If this meeting does not resolve the student’s concern he or she should meet with the appropriate department chair to seek assistance. If, after taking this step, the student’s concern is still unresolved, he or she should contact the Associate Dean of SOLES who will work to resolve the issue in conformance with the policies of USD, SOLES, and the student’s program. There is no appeal beyond this level.

Complaints of a non-academic nature, as well as personal issues that are interfering with academic progress should be brought directly to the Assistant Dean of SOLES.

Summary on Academic Integrity

The complete University of San Diego Integrity Policy is located here:

<http://www.sandiego.edu/associatedstudents/branches/vice-president/academics/honor-council/integrity-policy.php>

All members of the University community share the responsibility for maintaining an environment of academic integrity since academic dishonesty is a threat to the University. Acts of academic dishonesty include: a) unauthorized assistance on an examination; b) falsification or invention of data; c) unauthorized collaboration on an academic exercise; d) plagiarism; e) misappropriation of resource materials; f) any unauthorized access of an instructor’s files or computer account; or g) any other serious violation of academic integrity as established by the instructor.

It is the responsibility of the instructor to determine whether a violation has occurred. An act of academic dishonesty may be either a serious violation, or, if unintentional, an infraction (a non-serious violation of course rules). If the instructor determines that an infraction (as opposed to a serious violation) has occurred, the instructor can impose penalties that may include: a) reduction in grade; b) withdrawal from the course; c) requirement that all or part of the course be retaken;

and d) a requirement that additional work be undertaken in connection with the course or exercise. Students may formally challenge the instructor's determination of infraction (see below). Instructors shall report all violations, whether, infractions or serious violations, both to the Dean's office and the student using the Academic Integrity Violation Preliminary Worksheet. The Associate Dean will contact the student and ensure she or he is aware of the Academic Integrity policy. The Associate Dean will appoint a hearing committee only when: 1) the instructor reports that a serious violation occurred, or 2) the instructor reports that an infraction occurred and the student wishes to appeal the determination of infraction.

The hearing committee will include, in addition to the Associate Dean, a faculty member and two students from the School of Leadership and Education Sciences, and a faculty member from outside the School of Leadership and Education Sciences. If the hearing committee determines that a serious violation has occurred it also will determine sanctions to be applied which may include: a) expulsion from the University; b) suspension from the University for up to one year; c) a letter of censure; and d) imposition of a period of probation. If the hearing committee determines an infraction has occurred the penalty imposed by the faculty member will be upheld. If the hearing committee determines that no serious violation or infraction has occurred, it will request the instructor to take action consistent with that determination. If the hearing committee determines that expulsion is the appropriate sanction the student may appeal to the Provost.

Transfer of Graduate Credit

Students may petition to transfer credit from another university under the following conditions. It is recommended that students petition during their first semester in order to plan their academic program accurately. Transfer petitions for previous work will not be accepted in the student's final term unless the transfer course is being taken in the final term. Upon matriculation at USD, students must receive approval prior to taking coursework outside USD if they plan to transfer it into a degree program. Students may petition the Associate Dean for an exception to the following regulations, but should do so only after consulting with the adviser and department chair, whose recommendations must appear on the Petition for Transfer of Graduate Credit.

1. Credit must be from an accredited, USD-approved university.
2. Credit must be at the graduate-level at the university of origin. The student is responsible for submitting acceptable supporting documentation.
3. Credit must be relevant to the USD degree program and be approved by the department chair.
4. Transfer courses cannot repeat essentially the same content of work taken at USD.
5. Credit may not be used (or have been used) toward any other degree.
6. Credit earned more than five years prior to matriculation at USD will not be accepted.
7. A grade of "B" or higher must have been earned (grade of "pass" or "satisfactory" ordinarily is not acceptable).
8. Students must supply satisfactory documentation regarding course content for independent study or self-directed courses.

9. The number of credit hours transferred will be based on USD's semester credit system (multiply the number of quarter hours by 2/3). For example, 4 quarter-hours $\times 2/3 = 2.67$. It is the student's responsibility to make up the difference if the total number of degree credits falls short of the requirement for the degree. The amount of USD credit awarded may not exceed the equivalent amount on the originating transcript.

Quarter Hours Converted to Semester:

- 1 quarter unit = 0.67 semester units
- 2 quarter unit = 1.33 semester units
- 3 quarter unit = 2.00 semester units
- 4 quarter unit = 2.67 semester units
- 5 quarter unit = 3.33 semester units
- 6 quarter unit = 4.00 semester units

10. Although transfer credit from other universities will be posted on the USD transcript, grades will not be posted or computed in the USD grade point average for probation or disqualification review.
11. See table for the maximum number of non-USD credits allowed: Maximum Number of Program Semester Units Transferable:

- 6 IMBA and MBA
- 6 30-44 unit Master's
- 9 45-53 unit Master's
- 12 54-63 unit Doctorate

No exception to these limits will be made without the explicit written permission of the dean.

Procedure for Transfer of Credit

Courses Taken Prior to Enrollment at USD

The student should discuss the possibility of credit transfer with the adviser and department chair. Any exceptions to transfer credit policies must also have the approval of the dean. The student should secure the appropriate signatures on the [Petition for Transfer of Graduate Credit](#) and submit it to the One Stop Student Center. The student must also request that an official transcript of the course be sent to the Office of the Registrar if the transcript was not included among the admission documents. When both the petition and transcript are on file they will be reviewed for conformity to USD policies and posted appropriately.

Courses Taken After Enrollment at USD

USD students planning to take a degree requirement or elective at another university must process the transfer petition as described above prior to taking the course. Immediately upon completion of

the course, the student must request that an official transcript be sent to the USD Office of the Registrar. A grade of “B” or better is required in order to receive credit (units only) when transferring a course from another institution. Grade(s) awarded by the issuing institution will not be calculated in the student’s overall grade point average. After the petition and transcript are on file they will be reviewed by the Registrar’s Office for conformity to USD policies.

Waiver of Requirements

Students who have taken an equivalent course prior to enrollment at USD may petition to waive a course requirement; however, the number of required credit hours remains the same. Consequently, students must enroll in approved coursework to make up the difference in the total number of units required. USD has discretion to approve or deny course waivers based on the content of the course and when or where it was taken.