1. ADMISSIONS

1.1 Professional Programs. To be admitted to the School of Dentistry in either the dental hygiene (undergraduate professional) or dental (graduate professional) curriculum, an applicant must:
   a. Be eligible for admission to the University in accordance with the requirements for undergraduate admission (SR 470-492);
   b. Complete the total required transferable units in college as approved by the faculty;
   c. Meet the minimum grade point average;
   d. Pass with satisfactory scores any required admission tests;
   e. Be recommended to the Faculty Council by the Admissions Committee;
   f. Be accepted by the Faculty Council.

1.1.2 Postgraduate Specialty and Residency Programs. To be admitted to a post-graduate specialty or residency program, an applicant must:
   a. Have a professional or graduate degree from an approved institution;
   b. Meet the criteria for admission as established by the program;
   c. Be evaluated and recommended to the Faculty Council by the department in which the training is to be completed;
   d. Be accepted by the Faculty Council.

1.2.1 Applicants to these programs may concurrently file a separate application to a graduate academic program.

2. REGISTRATION

2.1 A student must register and meet the requirements for registration as defined in the Academic Senate regulations (SF 540-544).

3. DEGREE REQUIREMENTS AND CURRICULA

3.1 Authority. The faculty will recommend the awarding of degrees in accordance with Academic Senate regulations (SF bylaw 95(D)).

3.2 Bachelor of Science in Dental Hygiene. Candidates for the degree of Bachelor of Science in Dental Hygiene are required to:
   a. Complete a minimum of 110 required units in the dental hygiene curriculum;
b. Meet the University requirements governing Subject A (SR 636) and American History and Institutions (SR 638);
c. Complete all work prescribed in the dental hygiene curriculum with passing grades. With the approval of the faculty of the School of Dentistry, part of this work may be taken in the upper division of some other school or college of the University of California, or in the Graduate Division, or in another institution of equivalent standing. Units, but not grade points, for such courses may be applied toward the degree.

3.2.1 Provided satisfactory clinical competence has been demonstrated, the faculty may approve individual petitions of students to graduate with minor curricular adjustments under suspension of the regulations (SFR 95C).

3.2.2 Courses taken before admission to the School of Dentistry that are deemed equivalent to those in the dental hygiene curriculum by the instructor concerned may be credited toward the requirements for the BS degree in dental hygiene. Such units must be in excess of the 90 units required for admission if they are to be credited towards the degree. The maximum credit allowed for individual courses in the curriculum shall not exceed that assigned for the equivalent course in the dental curriculum.

3.2.3 The University residence requirement (SR 612) specifies that the last three terms, consisting of not less than 12 units per term, must be completed in the School of Dentistry at San Francisco.

3.3 **Bachelor of Science in Dental Science.** Candidates for the Bachelor of Science in Dental Science are required to:

a. Meet University requirements governing Subject A (SR 636) and American History and Institutions (SR 638);
b. Complete a minimum of 135 transferable college quarter units before admission to the School of Dentistry;
c. Complete 90 units in the School of Dentistry, including all required basic science courses, with a grade point average of 2.0 or better.

3.3.1 Courses taken before admission to the School of Dentistry that are deemed equivalent to those in the dental curriculum by the instructor concerned may be credited toward the requirements for the BS degree in Dental Science. Such units must be in excess of the 135 units required for admission if they are to be credited towards the degree. The maximum credit allowed for individual courses will not exceed that assigned for the equivalent courses in the curriculum.

3.3.2 The University residence requirement (SR 612) specifies that the last three terms, consisting of not less than 12 units per term, must be completed in the School of Dentistry at San Francisco.

3.4 **Doctor of Dental Surgery.** Candidates for the degree Doctor of Dental Surgery are required to:

a. Complete a minimum of 218 units in the dental curriculum with a grade point average of 2.0 or better. With the approval of the faculty of the School of Dentistry, part of this work may be taken in some other school or college of the University, or in the Graduate Division, or in another institution of equivalent standing;
b. Complete all required clinical disciplines with a grade point average of 2.0 or better.

3.4.1 Provided that satisfactory clinical competence has been demonstrated, the faculty may approve individual petitions of students to graduate under suspension of the regulations with minor curricular adjustments (SF Bylaw 95C).

3.4.2 Courses taken before admission to the School of Dentistry that are deemed by the instructor concerned to be equivalent to those in the dental curriculum may be credited toward the DDS degree. The maximum unit credit allowed for any individual course will not exceed that assigned to the equivalent course in the dental curriculum.

4. **CLASSIFICATION OF COURSES**

4.1 **Undergraduate professional and graduate professional courses**
4.1.1 The second (tens) numeral designates the following:

a. 0: courses not restricted to a particular year's class;
b. 1 through 4: first, second, third, or fourth year students in the dental curriculum;
c. 5 or 6: first and second year students, respectively, in the dental hygiene curriculum;
d. 8: elective courses;
e. 9: special individual studies centered on research.

4.1.2 The third (units) numeral designates the following:

a. 0 through 4: lecture courses;
b. 5: laboratory courses;
c. 6 through 8: seminars and courses that combine lecture, laboratory, or clinic;
d. 9: clinical courses.

4.1.3 Further differentiations in course offerings within a single division may be indicated by a numeral after a decimal point; thus, the first divisional clinic course might be numbered 129, and a second clinic course in the same division 129.1.

4.1.4 Courses offered in a sequence are designated by numerals in the second decimal place. Thus, a series of clinical courses for third year students would be numbered 139.01, 139.02, 139.03, 139.04, assuming it began in Summer session and continued through the Fall, Winter, and Spring quarters. A course series so numbered indicates that a grade is given for each course; that the courses must be taken in the order prescribed; and that each is prerequisite to the others that follow. 4.1.4.1 Courses that extend over more than one quarter within an academic year are given a single course number and are considered as a single course, rather than a sequence. Thus, a single clinical course for third year students that extended over four quarters, but was graded once at the end of the Spring Quarter, would be numbered 139.

4.2 **Graduate Division Courses.** Courses, with a 2 in the hundreds digit and offered in programs leading to graduate academic degrees, are authorized by the Graduate Division. These courses may be incorporated in programs offering postgraduate professional degrees.

4.4 **Postgraduate professional courses.** Courses that are given in postgraduate professional certificate programs within the School of Dentistry have a four in the hundreds digit. Numbering in the tens, ones, and decimal digits should follow the same principles indicated for undergraduate professional and graduate professional courses (4.1.1 through 4.1.4).

5. **PROGRAM OF STUDY**

5.1 Students must complete the curriculum of the School of Dentistry as prescribed by the Faculty. Variations for individual students are permitted only with the approval of the Faculty.

5.1.1 A student may repeat no more than one academic year to make up for academic deficiencies [Amended 2/98].

5.2 Any student who requires more than the designated number of terms to complete requirements for the year in which he/she is enrolled must petition the Faculty Council for approval to register. This approval must be obtained before registration in each succeeding term.

5.3 **Elective Courses**
5.3.1 Elective courses may be included in a student's program with the approval of the instructor and the Dean or the Dean's designated representative.

5.3.2 In the last three quarters of the dental curriculum, students are required to enroll in a specified number of courses, as determined by the Educational Policy Committee of the School of Dentistry.

5.4 **Graduate Courses**

5.4.1 Qualified students may receive credit for graduate academic courses, subject to the approval of the Dean or the Dean's designated representative.

5.4.2 Professional and postgraduate professional students may work concurrently toward a Master's Degree or a Ph.D. Degree in the Graduate Division, subject to the approval of the Dean of the School of Dentistry and the Dean of the Graduate Division, or their designated representatives.

5.5 **Honors Program**

5.5.1 A special limited enrollment program is available in the last three quarters for students who have demonstrated superior professional competence and potential to develop as dental educators.

5.5.2 With the approval of the Faculty, the clinical programs of students in this program will be adjusted to fit the needs of the individual students.

6. **CREDIT IN COURSES**

6.1 **Unit Credit**

6.1.1 The regulations of the School of Dentistry governing unit credit are authorized by SR 760.

6.1.2 Unit credit for clinical courses in the School of Dentistry will be assigned on the basis of course work completed.

6.2 **Examinations**

6.2.1 Final examinations are required in all lecture and laboratory courses taught in the School of Dentistry except as provided elsewhere in this Regulation. Preclinical laboratory course final examinations maybe given prior to the designated final examination period.

6.2.2 In accordance with general policies established by the Divisional Committee on Courses, the Faculty of the School of Dentistry may designate courses in which a final examination may be omitted.

6.3 **Grades**

6.3.1 In accordance with the Divisional Regulation on Grades (SFR 775), the work of all students in the School of Dentistry will be reported in terms of the following grades: 6.3.1.1 Passing: A (excellent), B (good), C (fair), D (poor), P (passed)
6.3.1.2 Not Passing: F (failure), NP (not passed)
6.3.1.3 In Progress: SP (Satisfactory Progress) UP (Unsatisfactory Progress) [en 7 May 92]
6.3.1.4 Provisional: I (incomplete), Y (not passing)
6.3.2 Grade points per unit are assigned by the Registrar as follows: A-4, B-3, C-2, D-1, F-0. The grades P, NP, SP, UP, I, and Y are disregarded in computing the grade point average.

6.3.3 The grade P and those grades for which at least 2 grade points per unit are assigned denote satisfactory progress toward a degree. The grade D denotes progress toward a degree but must be offset by grades for which proportionately more than 2 grade points per unit are assigned.

6.3.4 **Grades of P and NP:**

6.3.4.1 The grade of P will be awarded only for work that would otherwise receive a grade of C or better; the grade NP is assigned wherever a grade of D or F would otherwise be given. The grade I may be assigned when a student's work is of passing quality but is incomplete for good cause.

6.3.4.2 The grade NP must be removed and replaced by a grade of P, in a manner designated by the course instructor and the Student Status Committee, before appropriate credit may be given.

6.3.4.3 All current first, second, third, and fourth year dental and first and second year dental hygiene courses will be assigned a letter grade with the exceptions indicated under sections 6.3.4.4 through 6.3.4.7.

6.3.4.4 The course director will have the option of requesting that a course be graded "P/NP only" based upon insufficient objective grading criteria. A course form specifying "P/NP only" grading will be submitted to the School of Dentistry's Educational Policy Committee (EPC) for approval.

6.3.4.5 Students in a particular course may petition the course director to change the grading to "P/NP only" through their class president. Such a petition will require approval of 2/3 of the enrolled members of the class. If the change to "P/NP only" is acceptable to the course instructor, a course form requesting that change will be submitted through the department's EPC to the School of Dentistry's EPC. If the change is not acceptable to the course instructor, the students may submit their petition to the department chair.

6.3.4.6 Course forms requesting a change to "P/NP only" grading will be submitted via the departmental EPC to the School of Dentistry's EPC for approval. If the school's EPC approves the change, it will take effect the next time the course is offered after the date of approval.

6.3.4.7 Courses Graded "P/NP only" will remain in this classification unless the course director or appropriate student representatives request reclassification to letter grade only. The request for such a change will follow the procedure described in sections 6.3.4.4 through 6.3.4.6.

6.3.4.8 Postgraduate professional students may elect to have up to 25% of their total required units graded P/NP.

6.3.4.9 The Registrar will indicate on the Course Report those students who elected P/NP grades. The instructor will then record each student's grade accordingly.

6.3.4.10 Units earned on a Passed basis are counted in satisfaction of degree requirements, but are disregarded in determining a student's grade point average.

6.3.5 **Grades of SP and UP:**
The grades of SP and UP will be used only in courses that extend over more than one academic quarter. A final passing grade (as described in 6.3.1.1) or not passing grade (as described in 6.3.1.2) will be assigned at the end of the course in the designated terminal quarter. The UP grade indicates that progress to date is not up to the usual standard; however, student performance by the end of the course may achieve the passing standard and be reflected in the terminal grade. The UP grade will be automatically changed to SP if the terminal grade is passing; it will remain on the academic record if the terminal grade is not passing. Grades of SP remain on the academic record in addition to the terminal grade. [en 7 May 92]

6.3.6 Grade of I (incomplete)

6.3.6.1 The grade I is assigned when a student's work is of passing quality but is incomplete for good cause (SFR 775-E).

6.3.6.2 A student having an I grade must petition the Office of the Registrar for removal of the grade during the quarter following completion of the course requirements. Failure to remove an I grade as required will result in the instructor of record changing the grade to F [Amended 2/98].

6.3.6.3 Units for a course in which the grade of I is given are not included in the computation of the student's grade point average until that I is removed.

6.3.7 Grade of Y (not-passing)

The grade Y is a not-passing provisional grade which may be raised to a D in the manner, and by the time designated by the instructor and the Student Status Committee. A student having a Y grade must petition the Office of the Registrar for removal of the grade during the quarter following completion of the requirement. Failure to remove a Y grade as required will result in the instructor of record changing the grade to F [Amended 2/98].

6.3.8 All grades except I, Y and NP are final when filed by an instructor in the end-of-term course report. However, a clerical or procedural error may be corrected by the supervisor of the course.

6.3.8.1 No term grade except I, Y or NP may be revised by examination.

6.3.8.2 Except as provided in 6.3.8 and 6.4 below, a student may repeat only those courses in which a grade of D, NP, or F was given. An exception to the rule may be authorized by the Faculty for a student who received the grade of I or Y.

6.3.9 Except as approved by the Dean, no student may repeat more than once a course in which the student has received a grade of D, NP, Y or F.

6.4 When a student is required by the Faculty to repeat a year, a term, or specifically named courses, the units will be counted only once and the more recent grade will be used in computing the grade point average.

7. ACADEMIC STATUS OF STUDENTS
7.1 **Student Status Committees.** Student Status Committees will review the academic progress of students in the School of Dentistry. This includes postgraduate and specialty programs, whose accreditation requires that faculty maintain academic standards, follow their prescribed evaluation procedures, and keep students informed of their academic progress.

7.1.2 **Membership.** For every academic term in which grades are recorded, a separate committee will be formed for each class of dental and dental hygiene students to review the academic progress of that class. In postgraduate specialty and residency programs, student status is determined by the Program Director in consultation with the faculty.

7.1.2.1 Each committee will be composed of all instructors in charge of courses that term for the specific year and program.

7.1.2.2 The Chair of the Faculty Council, with the concurrence of the Council, will approve the membership of each committee and will designate one of the members to chair each of the committees for the academic year.

7.1.2.3 In addition to the instructors in charge of courses, the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs will be *ex officio* members of the student status committees.

7.1.2.4 The Chair of the Faculty Council may, with concurrence of the Council, appoint other faculty to specified committees.

7.1.3 **Attendance.** Instructors in charge of courses are required to attend all meetings of the Student Status Committee(s) to which they are appointed.

7.1.3.1 Instructors in charge of courses may appoint an alternate to attend a meeting in their place, provided that the alternate has a faculty appointment at UCSF and is a member of the teaching staff for the course in question.

7.1.3.2 If no qualified alternate is available, and if any deficient or provisional grade was assigned, the instructor in charge must submit a written report to the Chair in advance of any scheduled meetings.

7.1.4 **Meetings.** All student Status Committees will meet at least once at the end of each term when grades are assigned, and will meet no later than the first week of the new academic term.

7.1.5 **Voting.** Voting members of the Student Status Committees will consist of the instructors in charge of courses, or their qualified alternates.

7.1.5.1 A quorum will consist of not less than three voting members who are instructors in charge of courses, or their qualified alternates.
7.1.6 **Functions.** Student Status Committees will review the status of students whose records indicate any of the following:

a. a cumulative grade point average below 2.0;
b. a grade point average below 2.0 in the most recent term;
c. a provisional (I,Y) or deficient (D,F,NP,UP) grade;
d. academic warning, academic probation, or repetition of one or more terms.

7.1.6.1 Student Status Committees will issue the following academic restrictions on students:

a. **Academic Warning:** a student who acquires a deficiency of 1-6 grade points or who receives 1-3 units graded F, NP, or UP will be placed on academic warning [Amended 2/98].

b. **Academic Probation:** a student who acquires a deficiency of 7 or more grade points; who receives 4 or more units graded F, NP, or UP; who is on academic warning and fails to remove the deficiencies; or whose cumulative grade point average falls below 2.0 will be placed on academic probation [Amended 2/98].

7.1.6.2 Student Status Committees will determine if a student who has been on probation for two or more terms, or who has accumulated a deficiency of 14 or more grade points, or who has received 8 or more units graded F, NP, or UP will be [Amended 2/98]:

a. required to repeat one or more terms, or
b. be barred from further registration in the School of Dentistry.

7.1.6.3 Only the Student Status Committee shall recommend to the Faculty Council changes in the terms of any student's academic warning or probation.

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7.1.7 **Notification.** The Chairperson of the Student Status Committee will notify within five working days all students who have been placed on academic warning or probation, including the reason for the action, the terms of academic warning or academic probation, and any consequences of the action. 7.1.7.1 The Chairperson of the Student Status Committee will notify, orally and in writing, within three working days any students who must repeat one or more terms or who have been barred from further registration in the School of Dentistry. Such notification will include information about the student's right to appeal either of these actions in person before the Student Status Committee.

7.1.8 **Appeals.** Appeals of the decisions of Student Status Committee decisions are limited to academic or procedural matters. The question is one of academic substance. They are distinct from grievance procedures,* which concern discriminatory behavior that causes harm to a student.

*(See Procedure for Student Grievances in Academic Affairs)*

7.1.8.1 If a student chooses to appeal, the Student Status Committee must be notified in writing of this decision within three working days of the student's receipt of the Committee's notification. If students appeal decisions to repeat terms or be barred from registration, these actions will not be in effect during the appeal process.
However, the student should be notified that he/she may proceed with no assurance of acceptance of work done in the event of an unfavorable decision on the appeal.

7.1.8.2 The first meeting to consider the appeal will be scheduled within five working days of the student's decision to appeal. If both the ChairpersonChair and the student agree, the ChairpersonChair may, with good cause, postpone the first meeting at the request of either the Committee or the student. In the event of a postponement, the ChairpersonChair will notify both the Committee and the student in writing, and send a copy of the notification to the ChairpersonChair of the Faculty Council.

7.1.8.3 The student who appeals has the right to select an advisor to accompany him or her at the appeals session, providing that the student has notified the Committee in writing at least three working days in advance of the meeting of the intention to have an advisor present. If this advisor is the student's legal representative, the Student Status Committee will also have legal representation.

7.1.8.4 The student who chooses to appeal a Student Status Committee action has the right to present all pertinent evidence, including affidavits, exhibits, and the oral testimony of witnesses.

7.1.8.5 After reviewing all pertinent information, the Student Status Committee may sustain or modify its original action.

7.1.8.6 The student will be notified of the outcome of an appeal orally and in writing within three working days of the appeals decision.

7.1.9 Reviews. If evidence supports a student's belief that the rights of procedural due process (as adapted from Policies Applying to Campus Activities, Organizations, and Students, Part A, sections 52.110 through 52.113) have not been granted during the appeal procedure, the student may submit this evidence to the ChairpersonChair of the Faculty Council, no later than 15 calendar days after the written appeal decision has been received.

7.1.9.1 After considering the evidence, the ChairpersonChair of the Faculty Council will appoint a Review Panel chaired by the Vice ChairpersonChair of the Faculty Council and composed of the chairs of the all Student Status Committees except the one whose decision is under review.

7.1.9.2 If other members of the resulting Review Panel have conflicts of interest, they will be excused by the ChairpersonChair of the Faculty Council, who will then appoint new members to replace them.

7.1.9.3 The Vice ChairpersonChair of the Faculty Council will notify the ChairpersonChair of the Faculty Council and the student, orally and in writing, of the outcome of the review within three working days of the decision.

7.1.9.4 If the Review Panel finds that the procedural due process was observed, the decision of the appeal process is upheld and is final.

7.1.9.5 If the Review Panel finds that procedural due process was not observed, the Vice ChairpersonChair of the Faculty Council will reconvene the appropriate Student Status Committee and will ensure that the student's rights of procedural due process are fully observed during a rehearing of the appeal. The outcome of the rehearing will be final.
7.1.9.6 Students who believe they have been harmed by discriminatory treatment during the appeal or review process have the right to grieve such action (see 7.1.8).

7.2 Withdrawal and Readmission

7.2.1 Under the provisions of SR 912, a registered student who withdraws from the University before the end of the term without authorization duly certified by the Registrar will receive a grade of F or, where appropriate, NP in each course in which the student is enrolled.

7.2.2 A former student who was on academic warning or academic probation at the time of withdrawal may petition the Admissions Committee for readmission.

7.2.3 Any student seeking readmission may be required by the Faculty to repeat part or all of the curriculum.

**NOTE:** Administrative matters, such as student misconduct, student grievances, and professional disqualification are described in the Dean's Administrative Manual.

Amended February 19, 1998
These regulations may be amended by a majority vote of the Faculty.