BYLAWS OF THE FACULTY OF THE SCHOOL OF DENTISTRY  
(University of California, San Francisco)

1. FUNCTIONS

1.1 The faculty of the School of Dentistry will govern and supervise the School in accordance with San Francisco Divisional Bylaw 95, Powers of the Faculties.

1.2 Delegation. The faculty may delegate portions of its authority to its committees or its executive officers (Senate Bylaw 38).

1.3 Responsibility to Inform. The officers and committees of the faculty will be responsible for keeping the entire faculty of the school informed about the affairs of the School, and will encourage expression of views of the faculty on matters of policy affecting the School.

2. MEMBERSHIP AND VOTING PRIVILEGES

2.1 Membership. The faculty of the School of Dentistry consists of academic appointees who hold titles in the Professor, Professor of Clinical X, Professor in Residence, Clinical Professor, Adjunct Professor, or Lecturer series. 2.1.1 Should any additional titles be established in the professor or Lecturer series, appointees holding the new title(s) will be members of the faculty of the School of Dentistry.

2.2 Voting Privileges. The faculty of the School of Dentistry, functioning as a committee of the Academic Senate (SF Bylaw 100), consists of the following persons:
   a. The President of the University
   b. The Chancellor at UC San Francisco
   c. The Dean of the School
   d. All members of the faculty of the School who are also members of the Academic Senate;
   e. 2.2.1 When the faculty of the School of Dentistry functions as a Committee of the Academic Senate; only eligible faculty members (School of Dentistry Bylaw 2.2, a-d) may vote (SF Bylaw 100); all other members of the faculty have the privilege of the floor for discussion. In all other matters, all faculty have full voting privileges.

3. OFFICERS AND THEIR DUTIES

3.1 Chair. The Chair of the Faculty Council will serve as Chair of the faculty. 3.1.1 Duties. The Chair will consult with the Dean in the preparation of the agenda and preside at all meetings of the faculty and of the Faculty Council. The duties of the Chair, when presiding, will be restricted to the role of the Presiding Officer as described in the Sturgis' Standard Code of Parliamentary Procedure, 2nd Edition. Questions of order not covered there will be governed by Robert's Rules of Order. The Chair and the Dean will represent the School on the Coordinating Committee of the Academic Senate.

3.2 Vice Chair. The Vice Chair of the Faculty Council will serve as the Vice Chair of the faculty.
3.2.1 Duties. The Vice Chair will preside in the absence of the Chair at meetings of the faculty and of the Faculty Council and attend the Coordinating Committee of the Academic Senate.

3.3 Secretary. The Secretary of the Faculty Council will serve as Secretary of the faculty. 3.3.1 Duties. The duties of the Secretary, in concert with the Office of the UCSF Academic Senate, are as follows:

a. Keep a valid roster of the faculty;
b. Prepare the call and the minutes for meetings of the faculty and of the Faculty Council;
c. Present to the faculty in advance of any meeting of the faculty or the Faculty Council adequate information regarding matters to be considered at the meeting;
d. Keep a permanent record of the proceedings of all meetings of the faculty and of the Faculty Council;
e. Conduct all faculty elections that require ballots;
f. Disseminate a report of Faculty Council actions to the faculty at least quarterly

g. The UCSF Academic Senate Office fulfills these functions for Faculty Council

4. MEETINGS

4.1 Frequency. Meetings of the full faculty will be held at least once each half-year, based on the start of the Fall term. Other meetings may be held as necessary at the request of the Dean, or upon the written request of six members of the faculty, or when called by any of its Officers.

4.2 Attendance. Attendance at faculty meetings will be governed in accordance with San Francisco Divisional Bylaw 31.

4.3 Quorum. Fifteen School of Dentistry members of the Academic Senate constitute a quorum.

4.4 Order of Business. Meetings of the faculty will be guided by the provisions of the current edition of Sturgis’ The Standard Code of Parliamentary Procedure. Questions of order not covered there will be governed by Robert's Rules of Order.

5. FACULTY COUNCIL

5.1 Membership. The Faculty Council of the School of Dentistry consists of the following members:

5.1.1 Elected Members

a. One Academic Senate member from each department of the School;
b. Four Academic Senate Members At-Large; with no more than two members from the same department
c. Two faculty representatives At-Large who hold appointments for 50% or more and who are not members of the Academic Senate.

5.1.2 Ex-Officio Members

a. The Dean of the School of Dentistry or a representative designated by the Dean in the Dean's absence;
b. The Chair of the School of Dentistry Admissions Committee;
c. The Chair of the School of Dentistry Educational Policy Committee;
d. The Chair of the School of Dentistry Research Committee;
e. The Chair of the School of Dentistry Scholarship Committee;
f. The Chair of the School of Dentistry Committee on Academic Planning and Budget;
g. The Assistant Dean for Curricular Affairs

5.1.3 Student Representative. The President of the Associated Dental Students may attend all meetings of the Faculty Council as official representative of the students.

5.1.4 Other Representatives. Recognized organizations within the School may present their credentials to the Council, and send a representative who would be permitted to attend Council meetings and have the right of the floor for discussion of matters before the Council. Representatives of recognized organizations cannot vote. Such organizations should have a defined function or mission, a constitution, defined categories of members and voting rights and a regular schedule of meetings with recorded official minutes. Said representative to Faculty Council should be duly elected for a term not to exceed two years and does not have to be a member of the Academic Senate

5.2 Voting Privileges. When the Faculty Council functions as a committee of the Academic Senate, only members of the Academic Senate may vote; all other members and representatives of the Faculty Council may have the privilege of the floor for all discussions. However, the vote of the entire Council will be recorded alongside the Academic Senate vote. All ex-officio members can vote. While the Administration has two ex-officio members, collectively they only have one vote; thus, if their votes are contradictory, no vote will be counted. In all other matters, all members have full privileges. Votes may be conducted electronically (e.g. via email).

5.3 Nominations and Elections
5.3.1 Departmental and At-Large Representatives. Candidates for election as Departmental and At-Large representatives to the Faculty Council must be nominated and seconded by their respective constituents and where possible two nominees should be selected. All nominees must sign the nomination form, indicating their willingness to serve their full term if elected. Nominations must be received by June 1 and elections take place by July 1. The Secretary of the faculty will verify the nominations, and will ensure the UCSF Academic Senate Office prepares, mails, collects, verifies, and counts the ballots. One-third of the Departmental and At-Large members will be chosen at annual elections. Voting for each category will be limited to the relevant constituents. Results of annual elections will be reported promptly to the faculty.

5.3.3 Terms of Office. All elected members of the Faculty Council will serve three-year terms that take effect as of September 1. Elected officers may serve no more than 2 consecutive 23 year terms.

5.3.4 Vacancies. Vacancies in elected terms will be filled by vote of the Faculty Council if the unexpired term is less than one year. If the unexpired term is more than one year, the place will be filled by a special election.
5.3.5 Attendance: All elected members of Faculty council are expected to attend meetings. Four or more unexcused absences in one 3 year term may result in replacement by a majority vote of Faculty Council with the vacancy filled as in Section 5.3.4.

5.4 Officers

5.4.1 Eligibility. Members of the Faculty Council who are also members of the Academic Senate are eligible to serve as officers of the Faculty Council.

5.4.2 Election of Officers. The Faculty Council will annually elect a Chair, a Vice Chair, and a Secretary no later than July 31 each year. These Officers will serve one-year terms, and may be re-elected to a consecutive term.

5.5 Meetings. The Faculty Council must meet at least once each regular academic term. Additional meetings may be called as necessary by the Dean, the Chair, or any three members of the Council. Attendance at meetings will be governed by the provisions of SF Divisional Bylaw 31.

5.5.1 Quorum. Six Academic Senate members of the Faculty Council constitute a quorum.

5.6 Duties and Powers

5.6.1 Authority. In accordance with Academic Senate Bylaw 50 and SF Bylaw 95, the faculty of the School of Dentistry delegates to the Faculty Council its authority and responsibility for educational matters within the School, including but not restricted to educational policy, conditions of admission, academic status of students, and recommendation of candidates for degrees (Senate Bylaw 312). Ultimate authority rests with the Faculty Council, but the full faculty can appeal with a written petition from at least 15 full time faculty members. The Faculty Council, when acting as a Committee of the Academic Senate, may review policies, procedures and other matters relating to the Academic Senate’s role in shared governance.

5.6.2 Reporting. The Faculty Council will report to the faculty all germane actions and policy decisions at least twice each academic year.

6. COMMITTEES

6.1 Ad Hoc Committees. Ad Hoc Committees of the faculty may be authorized by the Faculty Council and their members will be appointed by the Chair, subject to concurrence by the Faculty Council.

6.2 Standing Committees

6.2.1 General Provisions

6.2.1.1 Membership. The Chair of the faculty will consult with the Dean and, with the concurrence of the Faculty Council, appoint the standing committees of the faculty as established by these Bylaws. Members of the faculty, including elected members of the Faculty Council, are eligible for appointment to standing committees, but only an Academic Senate member may serve as Chair of a standing committee. Chairs and Vice Chairs of standing committees are appointed by the Chair of Faculty Council.
6.2.1.2 Terms of Office. Members of standing committees will serve one-year terms taking effect September 1. The Chair and members of the standing committees may be reappointed for up to 3 consecutive 1-year terms or 2 consecutive 3 year terms (for Admissions) unless otherwise specified.

6.2.1.3 Subcommittees. Each standing committee may appoint, with concurrence of the Faculty Council, such subcommittees as it deems necessary to conduct its business.

6.2.1.4 Reports. Each standing committee will present an oral report of its activities at each regular Faculty Council meeting. The committee Chair will submit a written report of its activities to the full faculty meeting.

6.2.1.5 New Committees. New standing committees of the faculty may be authorized by amendment of these Bylaws.

6.2.2 Admissions Committee

6.2.2.1 Membership. This committee will consist of 15 members, including a Chair and a Vice Chair. At least three members from each department shall serve on the committee. Members of the committee must have at least a 50% appointment and serve a period of three years. The Dean or his designate will serve as an ex-officio member.

6.2.2.2 Functions
a. Evaluate the records of all applicants to the school;
b. Recommend to the Faculty Council the selection of students for the dental, dental hygiene and International Dental Program curricula;
c. Maintain a continuous study of admissions policies and procedures, and recommend changes to the Faculty Council.

6.2.3 Educational Policy Committee

6.2.3.1 Membership. This committee will consist of at least six members, including a Chair and a Vice Chair. At least one member shall serve from each department. The Dean will serve as an ex-officio member (in addition to the minimum 6 members).

6.2.3.2 Functions
a. Maintain continuous study of the curricula for Doctor of Dental Surgery, Bachelor of Science in Dental Sciences, and Bachelor of Science in Dental Hygiene.

6.2.4 Research Committee

6.2.4.1 Membership. This committee will consist of at least one representative from each department in the School.

6.2.4.2 Functions
a. Assist the faculty in preparing grant proposals;
b. Encourage students to develop proposals for summer fellowships;
c. Evaluate proposals and recommend funding for research as funds are made available for this purpose;
d. Recommend the recipient of the faculty research award

6.2.5 Scholarship Committee

6.2.5.1 Membership. This committee will consist of at least five members, including a Chair. At least one member shall serve from each department. A representative of the Admissions Committee will serve as ex-officio member.
6.2.5.2 Functions
a. Award undergraduate scholarships and honors, including competitive awards, according to the terms of the individual programs.
b. Include awards and recipients in their reports to the faculty.

6.2.6 Committee on Academic Planning and Budget [Am. 1/23/96]

6.2.6.1 Membership. This committee shall consist of at least six members, five of whom shall be eligible to vote. The five voting members shall be members of the Academic Senate and be at the rank of Associate level or higher; there shall be at least one member from each department in the School. The Vice Chair of the Faculty Council and Deans for Academic Affairs and Administration shall serve as non-voting representatives. The Chair shall be elected by majority vote of Academic Senate members present at a Faculty Council meeting. Insofar as possible, the School’s representative to the Academic Senate Divisional Committee on Academic Planning and Budget shall be a member of this committee.
6.2.6.2 Functions
As directed by the Faculty Council, this committee shall:
a. Confer with and advise the Dean and administrative officers on academic planning, budgets, resource allocations, physical planning, and teaching environments affecting the School.
b. Pursue budget and planning matters as directed by the Faculty Council and advise the Faculty Council of matters which require study and/or action.
c. Maintain liaison with the Academic Senate Divisional Committee on Academic Planning and Budget.
d. Maintain liaison with the School Educational Policy Committee.
6.2.6.3 Meetings
The Dean or representative shall be invited to meetings as needed to consult with and provide information to this committee. This committee shall meet quarterly or more frequently as required.

7. AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting of the faculty by a two-thirds vote of the faculty present, provided that written notice of amendment be sent to each member of the faculty at least five days before the meeting at which the vote is held.

Approved by the faculty on March 5, 1986.

Revised as recommended by the Committee on Rules and Jurisdiction:
Proposed

REGULATIONS OF THE FACULTY OF THE SCHOOL OF DENTISTRY, UCSF  
(University of California, San Francisco)

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 postgraduate 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 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 
Proposed

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.

4.3 **Professional courses for teachers.** These courses have a three in the hundreds digit.

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:

- **Passing:** A (excellent), B (good), C (fair), D (poor), P (passed)
- **Not Passing:** F (failure), NP (not passed)
- **In Progress:** SP (Satisfactory Progress) UP (Unsatisfactory Progress) [en 7 May 92]
- **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.

7.1.7 **Notification.** The Chair 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 Chair 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 Chair and the student agree, the Chair 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 Chair will notify both the Committee and the student in writing, and send a copy of the notification to the Chair 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 Chair 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 Chair of the Faculty Council will appoint a Review Panel chaired by the Vice Chair 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 Chair of the Faculty Council, who will then appoint new members to replace them.

7.1.9.3 The Vice Chair of the Faculty Council will notify the Chair 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 Chair of the Faculty Council will reconvene the appropriate Student Status Committee
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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.