

**Committee on Rules and Jurisdiction**  
**Marek Brzezinski, MD, PhD, Chair**

Tuesday, June 7, 2016  
10am-11:30am  
Parnassus CL-216

**AGENDA**

1. **Approval of Minutes from May 10, 2016 meeting (Attachment 1)**
2. **Chair's Report**
3. **Second Discussion on SOM Dean's Office Revisions to SF Regulation 785 and Appendix IV (Attachments 2 and 3)**
4. **Review of proposed SOP bylaw additions: new Committee on Assessment (Attachment 4)**
5. **SOP Faculty Council Request for Parliamentary Ruling re: Division bylaw 35F (Attachment 5)**
6. **Old Business**
7. **New Business**

Senate Staff:  
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<http://senate.ucsf.edu>

**Committee on Rules & Jurisdiction**  
**Marek Brzezinski, MD, PhD, Chair**

**MINUTES**

**Tuesday, May 10, 2016**

PRESENT: Marek Brzezinski (Chair), Dorie Apollonio, Doug Carlson, Mark Seilestad, Katherine Yang

ABSENT: Linda Angin, Michele Bloomer, Sheila Brear, Jae Woo Lee

The Rules & Jurisdiction Committee (RJC) was called to order by Chair Brzezinski on March 8, 2016 at 10:05am in room CL-216. A quorum of five was present.

**Chair's Report**

None.

**Review of proposed revisions to SOM Regulation 785 and to SOM Appendix IV (Attachment 1 & 2)**

SOM Associate Deans Masters and Papadakis presented on the proposed revisions. The revisions were initiated due to internal consistencies found in the documents as well as inaccuracies in terms of actual SOM practices.

RJC members discussed the submitted documents. Committee members commended the SOM Dean's Office for their detailed revision, and for submitted the documents through legal review in advance to them coming to the SOM Faculty Council and then to the Rules & Jurisdiction Committee.

A lengthy discussion on Appendix IV was held which resulted in recommended revisions to that document, as well as one additional proposed revision to SFR 785.

*ACTION: SOM Associate Deans Masters and Papadakis will make the relevant revisions to the presented documents. RJC will re-review these documents at its June 7, 2016 meeting in room CL-216.*

**Review of Proposed Bylaw Revisions to the Clinical Affairs Committee (Attachment 3)**

CAC Vice Chair and RJC member Yang presented on these proposed bylaw revisions. They were intended to simplify membership. Revisions also intended to broaden the committee's reach by added ex officio members from various UCSF campuses linked to the UC Health System.

RJC members reviewed and discussed the proposed bylaw revisions. Overall, committee members agreed to the proposed revisions, although post-meeting additional edits were found.

Upon receipt of the edited bylaw revisions, Analyst Cleaver developed a Qualtrics survey and circulated it for a committee vote.

*VOTE: Revisions approved via second Qualtrics vote. CAC justification and proposed bylaw revisions will be added to the July Coordinating Committee for review and hopeful approval.*

### **Update on Faculty-centric Website (M. Brzezinski)**

RJC Chair Brzezinski updated RJC members on the development of a faculty-centric website. There has been much support for this idea from UCSF CIO J. Bengfort. It is recognized that the Academic Senate is not the right group to develop or maintain such a webportal.

The University and Medical Center are currently developing such a site for patients.

A general discussion was held focusing on what faculty would want to see on such a site. Points raised included:

- The fewest clicks possible to arrive at it
- One-stop shop for most information
- Social aspect – what's happening in SF tonight, laundry, Campus Life Services information including fitness and weight loss plus child care information
- An open sidebar allowing faculty to drop into it their own quick links – for example, CHR, PubMed, etc.

### **Upcoming Business**

None

### **Old Business**

None

### **New Business**

None

Meeting was adjourned by RJC Chair Brzezinski at 10:45am.

Academic Senate Staff:  
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**Proposal Revisions for Appendix IV of the UCSF Bylaws**

Edited on May 14, 2016

**Comment May 14, 2016:** The edits noted with track changes were made today based on discussion with the R&J committee on 5/10/16.

**Background**

Below is the text of the proposed revision of Appendix IV Bylaws, Regulations, and Procedures of the School of Medicine Bylaws of the Faculty of the School of Medicine (University of California, San Francisco) <http://senate.ucsf.edu/0-bylaws/somb.html>. Only certain elements if the existing Appendix IV will be affected by the proposed revision. The table that proceeds the proposed revision is intended to assist with review of the proposed changes by indicating which elements of the existing Appendix IV will be affected and, for affected elements, comparing the existing Appendix IV with the proposed revision. Hyperlinks in the “Revised Appendix IV Reference” will take the reader to the relevant proposed revision text.

Current Appendix IV Reference	Revised Appendix IV Reference	Summary
<b>Appendix IV</b> <b>Bylaws, Regulations, and Procedures of the School of Medicine</b> <b>Bylaws of the Faculty of the School of Medicine</b> <b>(University of California, San Francisco)</b>		
Section I. General Provisions	NA	No proposed changes
Section II. Committees		
1. Council of the Faculty	NA	No proposed changes
Section II. Committees; 2. Standing Committees		
A. General Provisions	<u>NA</u>	<u>No proposed changes</u>
B. Committee on Academic Standards	<u>D. Committee on Academic Standards</u>	<ol style="list-style-type: none"> <li>1. Re-sequenced to follow Committee on Academic Progress (formerly Screening &amp; Promotions Committee)</li> <li>2. Here and elsewhere in the revision, referenced the critically important and relevant <a href="#">University of California 100.00 Policy on Student Conduct and Discipline</a></li> <li>3. Incorporated role of newly created Associate Dean for Competency Assessment and Professional Standards</li> <li>4. Clarified role of Associate Dean for Students</li> <li>5. Instead of repeating process and appeal details, revisions more appropriately references <a href="#">Appendix VII of the bylaws</a>.</li> </ol>
C. Committee on Admissions	<u>B. Committee on Admissions</u>	<ol style="list-style-type: none"> <li>1. Revised subsections to be Function; Membership; Procedures</li> <li>2. Distributed existing text into the new structure</li> <li>3. Added language for the Executive Committee that is now being used</li> <li>4. Made procedures more explicit</li> </ol>
D. Committee on	<u>A. Committee on</u>	Re-sequenced and added as ex officio the

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Curriculum and Educational Policy	<a href="#">Curriculum and Educational Policy</a>	Associate Dean for Assessment and Professional Standards  <a href="#">In response to the R&amp;J committee query, several more edits are proposed for this section, all indicated with tracked changes.</a>
E. Screening and Promotions Committees for Years One, Two, Three and Four	<a href="#">C. Committee on Academic Progress</a>	<ol style="list-style-type: none"> <li>1. Renamed the committee to better reflect its function</li> <li>2. Subsections follow Function, Membership, Procedures structure</li> <li>3. Made clear it is looking at ALL students; some with consent agenda and others with detailed review</li> <li>4. Incorporated role of newly created Associate Dean for Competency Assessment and Professional Standards</li> </ol>
F. Committee on Student Welfare	NA	No proposed changes
Section III. Modification of Bylaws		
Section III. Modification of Bylaws	NA	No proposed changes
<b>Appendix IV</b>		
<b>Regulations of the Faculty of the School of Medicine, UCSF (University of California, San Francisco)</b>		
NA	<a href="#">I. Definitions</a>	New section to provide clarity by defining specialized terms
I. Admissions	<a href="#">II. Admissions</a>	<ol style="list-style-type: none"> <li>1. Simplified and also generalized admissions requirements</li> <li>2. Added that matriculants must meet the <a href="#">SOM Technical Standards</a></li> <li>3. Omitted the references to <a href="#">SR 418-480</a>, which is for undergraduate UC admissions and does not relate to SOM admissions</li> <li>4. For section B. Postgraduate Professional, modernized the language to better fit with current GME language</li> </ol>
II. Registration	<a href="#">III. Registration</a>	<ol style="list-style-type: none"> <li>1. No proposed changes for section A</li> <li>2. Section B about approval of study lists (which we don't do) was changed to indicate that failure to register may result in discontinuation</li> </ol>
III. Degree and Certificate Requirements and Curricula	<a href="#">IV. Degree and Certificate Requirements and Curricula</a>	<ol style="list-style-type: none"> <li>1. Simplified this section and removed details about extramural coursework that are no longer current</li> <li>2. Removed section on the Degree of Bachelor Sciences in Medical Sciences, as it is no longer offered</li> <li>3. Renumbered Certificate of Completion of</li> </ol>

		<p>Postgraduate Medical Study. Simplified and modernized the text to fit current GME language</p> <p>4. Removed the long section on posthumous degree awarding and moved to first section</p>
IV. Classification of Courses	<a href="#">V. Classification of Courses</a>	1. Simplified and generalized this section
V. Grades and Credit	<a href="#">VI. Grades and Credit</a>	<p>1. This section is currently largely a repetition of SFR 745. All such repetitions have been removed and a reference to SFR 754 added. What remains are important aspects NOT in SFR 754.</p> <p>2. Role of Associate Dean for Curriculum specified</p> <p>3. Physicianship evaluation forms are introduced and conditions for their issuance are described</p> <p>4. Repetition of a curricular element described</p>
NA	<a href="#">VII. School of Medicine Student Progress Requirements</a>	<p>1. This new section consolidates elements that are misplaced in the current version, mainly as part of the VI. Disqualification section (eg, academic probation, promotions, examinations)</p> <p>2. Information added about Time to Graduation, and Technical Standards.</p>
VI. Disqualification	<a href="#">VIII. Temporary or Permanent Separation of Students from the School of Medicine</a>	<p>1. This newly named and configured section replaces the current sections on Disqualification and Withdrawal.</p> <p>2. It includes temporary and permanent separation</p> <p>3. It very carefully distinguished the type of permanent separation and references campus policies where applicable.</p>
VII. Withdrawal		

**Proposed new text for: Appendix IV Bylaws, Regulations, and Procedures of the School of Medicine Bylaws of the Faculty of the School of Medicine (University of California, San Francisco)**

**Section II Committees**

**2. Standing Committees**

A. Committee on Curriculum and Educational Policy

1. Functions

- a. The committee shall provide oversight for the continuum of medical education at the UCSF school of medicine. This includes direct oversight and accountability for undergraduate medical education. Graduate medical education (GME) and continuing medical education (CME) shall participate in the CCEP as described below and report to CCEP for informational purposes.
- b. The committee shall establish educational policy, plan future directions for educational programs and environments, evaluate educational programs, and promote educational innovations and scholarship.

**Deleted:** GME and CME will continue to report to the Vice Dean for Education for oversight.

- c. The chair of the committee shall work closely with the Vice Dean for Education to direct the continuum of medical education.
- 2. Membership and Voting Privileges
  - a. Members will be appointed by the Vice Dean for Education and confirmed by the School of Medicine Council of the Faculty. Members will include eight at large faculty members who will be chosen to provide, so far as possible, liaison with the basic science departments, the clinical departments, and the affiliated teachings hospitals. [Am. 9/91]; two student representatives from the MD curriculum; and two graduate medical education trainees.
  - b. The following shall serve as voting ex officio members: the Vice Dean for Education; the Associate Dean for Assessment and Professional Standards; the Associate Dean for Curriculum; the Associate Dean for Students; the Associate Dean for Admissions, the Associate Dean for CME and GME; the Directors of the Medical Student Training Program (MSTP), the Program in Medical Education – Urban Underserved (PRIME-US), the UCSF/UC Berkeley Joint Medical Program (JMP); and the Academy of Medical Education (AME).
  - c. The following will be permanent guests: The Dean of the School of Medicine, GME Directors of Curricular Affairs, and Resident and Fellow Affairs; Chairs of the UME curriculum subcommittees.
  - d. CCEP members eligible for the position of Chair of CCEP include any non-Dean’s staff members of CCEP who have completed one term on CCEP. The Chair will be appointed by the Vice Dean for Education and confirmed by the Council of the Faculty. The Chair will serve two years as Chair and one year as immediate past chair.
- 3. Terms
  - a. At large (non ex officio) faculty members shall be appointed for a term of three years, renewable once and staggered such that no more than half of the at large members rotate off at once. Members may be removed if they have repeated absences from meetings or fail to carry out appointed responsibilities.
  - b. Student and Resident members shall be appointed for a two-year, non-renewable term.
- 4. Reporting Relationship
  - a. The CCEP reports jointly to the Vice Dean of Education for the School of Medicine for strategic visioning and to the Council of the Faculty for curricular oversight and educational policy changes.
  - b. The CCEP Chair is an ex-officio member of the Council of the Faculty and is expected to attend all meetings of the Council of the Faculty.
- B. Committee on Admissions
  - 1. Functions
    - a. The Committee on Admissions shall review and evaluate all applicants to the School of Medicine Undergraduate Medical Education program, leading to the degree of Doctor of Medicine (MD).
    - b. The Committee on Admissions is responsible for and has the sole authority to evaluate candidates and select matriculants to the School of Medicine.
  - 2. Membership
    - a. The Associate Dean for Admissions will appoint and the School of Medicine Council of Faculty will confirm members to the School of Medicine Committee on Admissions.
    - b. Membership will include faculty and students who represent the diversity of UCSF School of Medicine. Faculty members will predominate in a ratio of at least 2:1.

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- c. The Associate Dean for Students will serve as a non-voting ex officio member of the committee.
  - d. A subset of the Committee on Admissions will serve as the Executive Committee on Admissions. The Executive Committee on Admissions may include students, with faculty members predominating in a ratio of at least 2:1.
3. Procedures
- a. The Associate Dean for Admissions will serve as the Chair of the Committee on Admissions and Chair of the Executive Committee on Admissions and will orient the members of the committees.
  - b. The Associate Dean for Admissions is responsible for establishing operational policies that ensure that the admissions process and the Committee on Admissions conducts its work in a manner consistent with California law, with UC and UCSF policy, and in accordance with requirements from relevant external accreditation and regulatory bodies.
  - c. The final decision for admission will be made through a vote of the Executive Committee on Admissions. Each member has one vote.
- C. Committee on Academic Progress for the School of Medicine Undergraduate Medical Education Programs
1. Functions
- a. The Committee on Academic Progress is charged with assessment of the performance of all students at the completion of any phase of the curriculum and no less frequently than annually.
  - b. For each student, the Committee on Academic Progress will make one of the following recommendations to the Dean or Designee.
    - i. Promotion to the next phase of the curriculum.
    - ii. Promotion to the next phase of the curriculum with conditions (such as remediation), with or without a probationary status (see Section VII D, below, of these bylaws).
    - iii. Graduation from the School of Medicine.
    - iv. Formal repetition of one or more parts of the curriculum on a probationary status.
    - v. Referral to the Committee on Academic Standards.
2. Membership
- a. The Committee on Academic Progress is comprised of all School of Medicine Coursework Directors.
  - b. The Committee on Academic Progress will be chaired by the Associate Dean for Competency Assessment and Professional Standards. In the event that the Associate Dean for Competency Assessment and Professional Standards is absent, a designated associate dean may stand in.
3. Process
- a. The Committee on Academic Progress will use consent agendas to advance, promote, or graduate students who meet all criteria for academic promotion without conditions (such as remediation), or graduation. Students not meeting criteria for promotion without conditions or graduation will be reviewed by the committee.
  - b. Deliberation on the decision to refer a student to the Committee on Academic Standards requires a quorum of 51% of Coursework Directors in the relevant phase of the curriculum for a student under consideration.

- i. Decisions will be made by a simple majority vote of the quorum.

D. Committee on Academic Standards

1. Functions

- a. The Committee on Academic Standards is the School of Medicine committee charged with the in-depth review of the performance of a student who meets one or more of the following criteria:
  - i. The student does not meet standards for promotion to the next phase of the curriculum.
  - ii. The student meets the criteria for dismissal or disqualification.
  - iii. The student has or is alleged to have violated University policies or campus standards of conduct, as described in the University of California 100.00 Policy on Student Conduct and Discipline.
- b. A student may be referred to the Committee on Academic Standards by the Committee on Academic Progress.
- c. In exigent circumstances, a School of Medicine associate dean with designated authority for student assessment or curricular oversight may refer a student directly to the Committee on Academic Standards.

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2. Membership

- a. There will be seven at-large faculty members on the Committee for Academic Standards.
  - i. Members will be appointed by the Vice Dean for Education and confirmed by the School of Medicine Council of Faculty.
  - ii. Members will serve an eight-year term contingent on satisfactory annual performance as judged by the Committee Chair.
- b. A Committee Chair will be appointed by the Vice Dean for Education and confirmed by a vote of the Academic Standards Committee. The Chair will serve in the role for a term of three years, renewable once.
- c. The Associate Dean for Competency Assessment and Professional Standards will serve as a non-voting member.
  - i. It is the responsibility of the Associate Dean for Competency Assessment and Professional Standards to orient the Committee members to their roles and responsibilities.
  - ii. The Associate Dean for Competency Assessment and Professional Standards will prepare materials for the committee and communicate the logistics of the committee process to the student.
  - iii. In the event that the Associate Dean for Competency Assessment and Professional Standards is unavailable, the Associate Dean for Curriculum may assume this role.

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- d. The Associate Dean for Students will attend all deliberations of the Committee on Academic Standards as a permanent guest.

3. Process

- a. The process of the Committee on Academic Standards is described in the UCSF Academic Senate Bylaws Appendix VII: 4.0 Step 2: In-Depth Review and Dismissal Action.

4. Appeal

- a. A student for whom the Committee on Academic Standards has recommended dismissal is entitled to appeal the decision in accordance with the UCSF Academic Senate Bylaws Appendix VII: 5.0 Appeal.

**Proposed new text for: Appendix IV: Regulations, of the Faculty of the School of Medicine, UCSF (University of California, San Francisco)**

**I. DEFINITIONS**

- A. Coursework: Course, clerkship or any unit of educational experience that leads to the awarding of a grade and/or credit. Coursework also encompasses educational experiences while on Programmatic Leave of Absence (VIII. A.1.a.i)
- B. Curriculum Phase: A distinct set of related coursework that is followed by a major transition to a new set of coursework or to graduation.
- C. Designated associate dean(s): One or more associate deans in medical student education who have been designated by the Vice Dean for Education as having authority to issue, oversee, and adjudicate issues of grades, credit, and remediation.
- D. Physicianship Evaluation Form: A performance evaluation documenting student behavior that does not sufficiently demonstrate the professional and personal attributes of professionalism inherent in being a physician.

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**II. ADMISSIONS**

- A. Graduate Professional: Curriculum leading to the degree of Doctor of Medicine
  - 1. Admission to Regular Status: To be admitted to the School of Medicine, an applicant must:
    - a. Meet School of Medicine admission requirements and the requirements of any unique program to which the candidate is applying.
    - b. Meet the Technical Standards of the School of Medicine, with or without institutionally approved accommodations.
    - c. Be evaluated and recommended for acceptance in accordance with the policies and procedures of the Committee on Admissions.
  - 2. Admission to Advanced Standing
    - a. The School of Medicine does not admit students to advanced standing.
- B. Postgraduate Professional (Graduate Medical Education, GME)
  - 1. To be admitted to a GME education program, an applicant must be evaluated and recommended for acceptance by the appropriate GME review committee.

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**III. REGISTRATION**

- A. Students must register and meet the requirements for registration as defined in the Academic Senate Regulations 540-546.
- B. Students who fail to register may be subject to discontinuation, (see Section VIII.B.2).

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**IV. DEGREE AND CERTIFICATE REQUIREMENTS**

- A. Degree of Doctor of Medicine
  - 1. Students will be awarded the degree of Doctor of Medicine when they have satisfactorily completed all required coursework and have been judged by the Committee on Academic Progress to have met or exceeded all graduation requirements.
  - 2. Students must be registered in the quarter in which they graduate. (AM 4/90)

3. The Vice Dean for Education in the School of Medicine has the authority to review and [approve](#) requests for posthumous awarding of the degree of Doctor of Medicine.
- B. Certificate of Completion of Postgraduate Medical Study
1. A candidate who has satisfactorily fulfilled the requirements of a UCSF graduate medical education program that is recognized by the Office of Graduate Medical Education is eligible for a certificate of completion of postgraduate medical study.
  2. The Chair or designee of the appropriate Department will recommend eligible candidates for a certificate of completion, based on documentation that the candidate has satisfactorily met the program requirements.
  3. The certificate will be affixed by a seal and signed by the Dean of the School of Medicine or designee.

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#### V. CLASSIFICATION OF COURSES

- A. Graduate Professional: Courses designed primarily for graduate professional students are identified by the numbers 100-199 in accordance with School of Medicine convention.
- B. Graduate Academic: Courses designed primarily for graduate academic students are identified by numbers 200-299 in accordance with Graduate Division convention.
- C. Post Graduate Professional: Courses designed primarily for postgraduate medical study are identified by numbers 400-499.

#### VI. GRADES AND CREDITS FOR CANDIDATES FOR THE DEGREE OF DOCTOR OF MEDICINE

- A. The Associate Dean for Curriculum will establish which coursework may be taken for credit towards completion of the degree and what amount of credit will be granted for satisfactory completion of each element of coursework, [in alignment with the University of California Regulations of the Academic Senate SR 760](#).
  1. Directors of approved coursework will establish and publish the criteria for grades and will assign a grade for each student at the conclusion of the educational experience.
  2. The Office of the Registrar will maintain a record of each student's course completion, grade, and credit.
- B. [The work of all professional students who are candidates for the MD degree shall be reported using the grades and descriptors defined in the Regulations of the San Francisco Division: SFR 785](#).
- C. Physicianship Evaluation Forms
  1. Coursework Directors may issue a Physicianship Evaluation Form for a student who fails to meet the professionalism standards of the coursework.
  2. Designated associate dean(s) may issue a Physicianship Evaluation Form for a student who exhibits unprofessional behavior outside of regular coursework, including while on a programmatic leave of absence from UCSF.
- D. Repetition of Course or Curriculum
  1. A designated associate dean may allow or require a student to repeat coursework, a term or a year if a student is eligible to continue in the curriculum.

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#### VII. SCHOOL OF MEDICINE STUDENT PROGRESS REQUIREMENTS

- A. Time to Graduation
  1. The School of Medicine will publish its requirements for the maximum time to graduation, which may be amended periodically.
  2. A student whose pace of progress in the MD curriculum precludes the completion of all required coursework for the degree of Doctor of Medicine within the maximum time to

graduation designated by UCSF School of Medicine policy is subject to dismissal from medical school.

B. Technical Standards

1. The School of Medicine will publish its Technical Standards, which will be revised when indicated and may be amended from time to time.
2. Medical students must meet Technical Standards at all times with or without institutionally approved accommodations.
3. Matriculants to the School of Medicine will be required to affirm their ability to meet the Technical Standards.
4. A student seeking accommodations for protected disabilities must register with the responsible UCSF Office to seek institutionally approved accommodations.
5. Accommodations for protected disabilities must be sought in advance of the educational activities for which the accommodations are relevant.
6. Failure to seek or to use institutionally approved accommodations will not be accepted as sufficient grounds to circumvent adverse action.
7. A student who is unable to meet Technical Standards may be subject to adverse actions, including dismissal, disqualification or discontinuance from medical school.

C. Student Conduct During Performance Assessments

1. Faculty or designees who are responsible for student performance assessment must inform the student prior to the assessment what materials are necessary, what may be in the student's possession or vicinity during the assessment, and what student conduct is required while undergoing the assessment.
2. Access to all other materials or information that may act as an unauthorized aid during the assessment is expressly prohibited.
3. Violation of this rule or other substantive evidence of academic misconduct related to performance assessment shall subject the student to academic disqualification, in accordance with the University of California 100.00 Policy on Student Conduct and Discipline.

D. Student Academic Standing

1. There are three categories of student academic standing:
  - a. Good Academic Standing
    - i. A student is considered to be in good academic standing if eligible to return to or continue in the curriculum.
  - b. Good Academic Standing on Academic Probation
    - i. A student whose performance is described in one of the following ways is on Academic Probation:
      - a) A student has earned E or F grade(s) in coursework totaling six or more credit units in any quarter.
      - b) A student has earned E or F grade(s) in coursework totaling 10 or more credit units in 3 consecutive quarters.
      - c) A student has received Physicianship Evaluation Forms in excess of the number allowed by UCSF School of Medicine Policy.
    - ii. Students on Academic Probation are eligible to continue in the curriculum and are considered to be in good academic standing.
    - iii. The status of Academic Probation will remain in effect until removed by definitive action of the Committee on Academic Progress, under the following circumstances:
      - a) A student on academic probation resulting from E or F grades who successfully repeats all educational experiences in which a grade of E or F was received and

- who then earns P or H grades in all coursework in a subsequent quarter of school.
    - b) A student on academic probation resulting from excessive Physicianship Evaluation Forms who completes a subsequent three quarters of enrollment without additional Physicianship Evaluation Forms.
  - c. Not in Good Academic Standing, Eligible for Dismissal
    - i. Under the following circumstances, a student on Academic Probation is eligible for dismissal:
      - a) A student on academic probation for coursework grades receives an E or F grade.
      - b) A student on academic probation for excessive Physicianship Evaluation Forms receives an additional physicianship evaluation form.
    - ii. A student previously on academic probation for excessive Physicianship Evaluation Forms is eligible for dismissal if the student receives a subsequent Physicianship Evaluation Form.
    - iii. A student who is eligible for dismissal is not in good academic standing and is precluded from participating in direct patient care activities and in extramural electives.

### VIII. TEMPORARY OR PERMANENT SEPARATION OF STUDENTS FROM THE SCHOOL OF MEDICINE

- A. Temporary Separation of Students from the School of Medicine: Leaves of Absence
  - 1. Voluntary Leaves of Absence: a temporary separation of a student from the School of Medicine, with the expectation that the student will return to the School of Medicine within an assigned timeframe, subject to the approval of a designated UME Associate Dean.
    - a. Voluntary Leaves of Absence may be granted in accordance with School of Medicine policies under the following circumstances:
      - i. Programmatic Leaves of Absence may be granted to allow students to participate in educational experiences at UCSF or other institutions or to appropriately time their graduation.
      - ii. Personal Leaves of Absence may be granted if a student requests time off for personal issues.
  - 2. Involuntary Leaves of Absence: An involuntary leave of absence is a separation of a student from the School of Medicine for reasons related to performance, with the expectation that a student will return to School of Medicine within an assigned timeframe having addressed performance issues.
    - a. Mandated Leaves of Absence
      - i. The Committee on Academic Standards may mandate a leave of absence for a student whose academic progress is unsatisfactory, as described in the UCSF Academic Senate Bylaws Appendix VII: 4.0 Step 2: In-Depth Review and Dismissal Action.
      - ii. In exigent circumstances, a designated associate dean may mandate a leave of absence for a student whose academic progress is unsatisfactory.
    - b. Administrative Leave of Absence
      - i. The Dean or designee may place a student on Administrative Leave of Absence if a student has engaged in or is alleged to have engaged in behavior that is dangerous or deleterious to the educational, research, clinical, or community environment.
  - 3. Return to the School of Medicine Following a Leave of Absence.

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- a. The School of Medicine may require that a student on a leave of absence meet specific criteria to reenter the curriculum. The Committee on Academic Standards or a designated associate dean may identify these criteria. Such criteria may include but are not limited to:
    - i. The requirement that a licensed professional attest that the student is able to meet the UCSF Technical Standards.
    - ii. The requirement for the student to meet specific academic readiness criteria.
  - b. Failure to meet required criteria may result in discontinuation without notice.
  - c. Regardless of the nature of the leave, all students must return from one or more leaves of absence in time to meet the School of Medicine time to graduation requirements.
- B. Permanent Separation of Student from the School of Medicine
1. **Professional Disqualification** is an administrative action that permanently separates a student from the School of Medicine in accordance with the University of California 100.00 Policy on Student Conduct and Discipline.
    - a. Disqualification may result when the student is found to have manifested:
      - i. Non-academic misconduct, including but not limited to sexual misconduct, or manifest or threatened violence against any individual.
      - ii. Egregious breach of professional privileges including but not limited to improper advantage of professional relationships with patient or others.
      - iii. Negligence in carrying out professional responsibilities.
      - iv. Egregious disrespect of or harm to the reputation of the UCSF.
      - v. Felony conviction.
    - b. Prior to disqualification, the student is entitled to procedural minima of due process, in accordance with the University of California 100.00 Policy on Student Conduct and Discipline.
      - i. At the discretion of the Dean or designee, students may be placed on administrative leave of absence during the due process proceedings.
    - c. Disqualification decisions are not subject to appeal beyond that afforded by university policy.
    - d. Students who are disqualified are not eligible for readmission to the School of Medicine.
  2. **Discontinuance** is an administrative action taken by the School of Medicine that permanently separates the student from the school.
    - a. Discontinuance is used for administrative circumstances in which the student fails to complete administrative requirements for registration, enrollment, matriculation, or course completion.
    - b. Discontinuance will result when a student:
      - i. Fails to register for any required term within one calendar month of its beginning date.
      - ii. Fails to report to the School of Medicine after a leave of absence.
      - iii. Fails to meet criteria for readmission and registration following a leave of absence.
      - iv. Withdraws from the School of Medicine without notice.
    - c. Discontinuance decisions are not eligible for appeal.
    - d. Students subject to discontinuance are eligible to apply for readmission in accordance to School of Medicine readmission policy.
  3. **Dismissal** is an academic action taken by the School of Medicine that permanently separates the student from the School of Medicine.

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- a. Dismissal may occur for any of the following reasons:
    - i. Student receives a non-passing grade while on academic probation.
    - ii. Student meets criteria for dismissal due to a pattern of unprofessional behavior as evidenced by excessive physicianship evaluation forms.
    - iii. Student is unable to meet the Technical Standards of the School of Medicine with or without institutionally approved accommodations.
      - a) Failure to seek or to use institutionally approved accommodations will not be accepted as sufficient grounds for circumventing this adverse academic action.
    - iv. Student's pace of progress in the MD curriculum precludes the completion of all required coursework for the degree of Doctor of Medicine within the maximum time to graduation designated by UCSF School of Medicine policy.
  - b. Students are entitled to appeal a dismissal decision in accordance with the UCSF Academic Senate Bylaws Appendix VII Section 5.0 Appeal.
  - c. Students dismissed from the School of Medicine are not eligible for readmission.
4. **Withdrawal** is a voluntary action taken by a student that results in permanent separation from the School of Medicine.
- a. Students may request a Withdrawal in Good Academic Standing if they would otherwise be eligible to continue in the curriculum.
    - i. Students who withdraw in good academic standing are eligible to apply for readmission in accordance to School of Medicine readmission policy.
  - b. Students who are eligible for dismissal may only request a Withdrawal Not in Good Academic Standing.
    - i. Students who withdraw Not in Good Academic Standing are ineligible for readmission.
  - c. Withdrawal decisions are voluntary and thus are not eligible for appeal.
- C. All permanent separations of students from the School of Medicine are required by the Association of American Medical Colleges ([AAMC](#)) to be reported to [the AAMC](#) Student Records System.

**Deleted:** (Bylaws Appendix IV Section D, above)

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## Proposal Revisions for SFR 785

May 14, 2016

### Background

The proposed revision of the [Regulations of the San Francisco Division SFR 785. Grades -- Candidates for the M.D. Degree](#) promotes clarity by grouping all possible grades into two categories: grades of successful coursework completion and grades indicating incomplete or unsuccessful coursework. Then, each grade is described in detail. Major changes within this proposed revision are identified and explained in the purple-colored at the bottom of page 2. During the 5/10/15 Academic Senate Committee on Rules and Jurisdiction meeting, this committee approved the SFR 785 revisions with the caveat that a clause be added back to the description of the E grade (B.2.b.) saying that "Coursework Directors may require a student to repeat the course." The rationale is that current SFR 775. Grades section H, which addresses the repetition of courses does not address courses in which a student receives an E grade. Without the clause concerning the E grade in the School of Medicine SFR 785, the ability of a student to repeat a grade in which the student receives an E grade would be left in limbo. The insertion of this clause is included with tracked changes below.

### Proposed new text for: Regulations of the San Francisco Division SFR 785. Grades -- Candidates for the M.D. Degree

- A. Grades of successful coursework completion, meriting the awarding of coursework credit:
  - 1. P: Pass
    - a. Coursework Directors will assign a grade of P when the student's performance is of passing quality and the student has met all course requirements.
  - 2. H: Honors
    - a. The honors grade will not be assigned in any course in the first phase of the curriculum, but may be assigned in all required and elective courses of more than two units in second and third phases of the curriculum. A curriculum phase is a distinct set of related coursework that is followed by a major transition to a new set of coursework or to graduation.
    - b. The Associate Dean for Curriculum will identify which required and elective courses of more than two units after the first phase of the curriculum are eligible to offer an honors grade.
    - c. An honors grade may only be awarded for coursework supervised by UCSF Faculty and is only awarded for student performance that is measurably outstanding.
- B. Grades indicating incomplete or unsuccessful coursework, indicating no credit:
  - 1. I: Incomplete
    - a. Coursework Directors may assign an I grade under either of the following circumstances:
      - i. A student's participation in an educational experience is interrupted prior to the conclusion of that experience and the performance at that point is of passing quality.
      - ii. At the conclusion of the educational experience, a student's overall performance is of passing quality but the student has not satisfactorily completed final assessment requirements.
  - 2. E: Initial non-passing provisional grade
    - a. Coursework Directors will assign an E grade in any of the following circumstances:
      - i. When, at the completion of coursework, a student's performance is not of passing quality.
      - ii. When a student's performance in one or more quarter of a multi-quarter coursework experience is unsatisfactory.
      - iii. If a student's participation in an educational experience is interrupted prior to the conclusion of that experience and the student's performance during their participation is not of passing quality.

- b. Coursework Directors will determine the requirements for conversion of the E grade to a final grade of P. Requirements will include the nature and quality of work expected and the timeframe in which the work must be completed. [Coursework Directors may require a student to repeat the course.](#)
  - c. If the student fails to meet any requirement for conversion of the E grade to a P grade, the E grade will convert to a grade of F.
3. F: Fail
- a. An F is a permanent grade
  - b. Coursework Directors may assign an F grade when a student displays behavior compatible with a violation of University of California 100.00 Policy on Student Conduct and Discipline that is grounds for discipline, as described in section 102 of the policy.
  - c. Coursework Directors will assign an F grade if a student who has earned an E grade fails to meet any requirement for conversion of the E grade to a P grade in the timeframe specified by the coursework director.
  - d. A student who receives a grade of F and is eligible for continuation in the curriculum must complete an educational experience comparable to the coursework in which the F grade was received and demonstrate performance of passing quality.
4. IP: In progress
- a. A student whose performance is satisfactory during an intervening quarter of a multi-quarter course will be assigned a grade of IP.
  - b. An IP grade is a temporary grade
  - c. The IP grade will be replaced with a final or provisional grade once the student completes the entire course.

#### Notable Changes Contained Within the Proposed SFR 785 Revision

1. Honors grades
  - a. Newly identifies responsibility for deciding which courses may give an honors grade;
  - b. Shifts designation of courses eligible for honors from years to phases in the curriculum, which is more consistent with major curricular elements.
2. Incomplete grade
  - a. Identified two scenarios – one in which the performance within all elements of coursework is of passing quality and another in which the student’s overall performance is of passing quality but there are elements of the performance that have not been satisfactorily completed.
    - i. An example is that in an integrated course with multiple assessment elements, a student does pass an anatomy lab exam but the student passes all other elements of the course’s assessments. The student’s work in large sum is of passing quality but they would receive an Incomplete grade pending remediation of the anatomy lab exam.
    - ii. This is in contrast to a student who does not obtain a satisfactory grade on multiple elements of the same course and thus would receive an E grade.
    - iii. Each course or clerkship has policies clearly identifying criteria for I and E grades with respect to assessment elements within the course that must receive a satisfactory grade.
3. Initial non-passing grade
  - a. Added the element of unsatisfactory performance in “one or more quarter of a multi-quarter coursework experience” to allow for the complexity of grading in longitudinal integrated clerkships such as PISCES, KLIC, Model SFGH and LIFE, and for other longitudinal educational experiences that may be developed.
4. Fail grade

- a. Added the element of assigning an F when a student behaves in violation of University of California 100.00 Policy on Student Conduct and Discipline <https://studentlife.ucsf.edu/policies/campus-activities-orgs-students/10000-policy-on-student-conduct-and-discipline>. Examples of what this policy covers include academic misconduct, acts against others, and misuse of educational setting physical and electronic resources. The rationale for adding this element to the SFR 785 revision is that it makes explicit that a student who displays egregious behavior in the context of an educational experience may receive an F grade.



<http://senate.ucsf.edu>

## School of Pharmacy Faculty Council

Patrick Finley, PharmD, Chair

### **Draft Version 3; 5.11.16**

## **Proposed Bylaw Amendments 8.2.1; Educational Policy Committee (EPC)**

### **Statement of Purpose:**

The purpose of these bylaw amendments is as follows:

1. To clarify the role, responsibilities, and accountability of EPC
2. To provide explicit language that describes the dual governance of the curriculum by administration and faculty

### **Effect of amendments:**

Upon implementation, the effect of the amendments include:

1. A decrease in the committee's membership from 6 to 4
2. Clarity and strength of EPC's duties and responsibilities
3. Clarity and closer alignment of the PharmD curriculum's design and implementation within the context of shared governance.

**8.2.1 Educational Policy Committee.** Membership shall consist of not less than four ~~six~~ members (including a Chair and Vice Chair, at least one faculty a minimum of three members must be appointed from each of the three School of Pharmacy departments), (Clinical Pharmacy, Bioengineering and Therapeutic Sciences and Pharmaceutical Chemistry)). to be appointed by the Faculty Council with input from the Vice Dean. The faculty department representatives will serve as liaisons to their respective departments. The following will serve as ex officio members: the Vice Dean; at least ~~two~~ one Education Associate Deans; and the Director of the Office of Education and Instructional Support. The Dean of the School of Pharmacy is a non-voting, permanent guest. The EPC reports jointly to the Vice Dean for the School of Pharmacy for strategic visioning and to the Faculty Council for curricular oversight and educational policy changes.

This committee is charged with continuous study of the long range plans of the School as these relate to the profession of pharmacy and the educational program leading to the Doctor of Pharmacy (PharmD) degree. providing direct oversight for the continuum of pharmacy education at the UCSF School of Pharmacy. This includes direct oversight and accountability for the Doctor of Pharmacy degree program.

The committee shall establish educational policy, plan future directions for educational programs as they relate to the profession of pharmacy, evaluate educational programs, and promote educational innovations and scholarship. EPC# shall maintain liaison with other long-range educational planning bodies within the University. This committee shall review and make recommendations regarding the PharmD curriculum and subsidiary questions including the

initiation, alteration, or discontinuance of courses of instruction. All proposed significant changes to the PharmD curriculum must be submitted to the ~~Committee~~ EPC for approval.

The Committee shall also consider any matters in the jurisdiction of the Faculty submitted to it by the Faculty, any officer or committee of the Faculty, the Dean, or any Department. At least once each year, the committee shall ~~meet~~ confer with representatives of the student body. The Committee shall report its findings and recommendations to the Faculty at each regular meeting. All ~~substantive actions of the Committee~~ deemed substantive by the Chair of EPC and with the concurrence of Faculty Council will require approval by the Faculty and must be submitted to the membership of the Faculty in writing at least five days prior to Faculty action. Approval requires an affirmative vote by the majority of faculty (electronic vote). Each department will assume the responsibility to carry out EPC policies and recommendations.

**From:** Goodbody, Karla  
**Sent:** Thursday, May 12, 2016 12:46 PM  
**To:** Cleaver, Alison  
**Cc:** Finley, Patrick  
**Subject:** Request for parliamentary rule re: Divison bylaw 35F

Dear Alison,

At the request of the School of Pharmacy Faculty Council, I am requesting the Rules and Jurisdiction Committee issue a parliamentary ruling on Modification of Legislation Division bylaw 35F, specifically addressing these issues:

1. Direction on whether the Council's draft bylaw amendment to its Educational Policy Committee (EPC) requires a full Senate review and approval, or if final approval rests with the faculty of the School of Pharmacy.
2. Guidance in determining the extent to which a faculty's modification of its curricula and educational policies "affects" the faculty of another school responsible for implementing and delivering portions of said curricula.

Context:

Council has drafted bylaw amendments to its EPC, a standing committee that includes representatives from the School of Pharmacy and one member from the School of Medicine(SOM). At issue is the extent to which the School of Medicine faculty that deliver portions of the PharmD curriculum are "affected" by the Council's bylaw amendments to warrant a full Senate review and approval, rather than final action on the amendments resting with the School of Pharmacy's Faculty.

In January 2016, the SOP Dean's office provided the names of 9 SOM faculty responsible for delivering a portion of the PharmD curricula. According to *Advance*, 7 of the faculty have 100% appointment to the SOM while 2 faculty have a 60% and 61% appointments to the SOM.

Legislation relevant to this ruling includes but is not limited to:

- I. **SOP Faculty Council bylaws:**
  - a) 2.5: Membership and Voting Eligibility
  - b) 8.2.1: Educational Policy Committee
- II. **SF Division bylaws:**
  - a) 7C&D: Areas of Responsibility
  - b) Modification of Legislation

Thanks,  
Karla

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