

May 31, 2017

Lydia Zablotska, MD, PhD, Chair  
School of Medicine Faculty Council  
UCSF Academic Senate  
500 Parnassus Avenue, MUE 231  
San Francisco, CA 94143

Re: Request for Amendment to Senate Regulation 775(G)

Dear Chair Zablotska:

Pursuant to Division Bylaw 120(B)(5), the Rules & Jurisdiction Committee (RJC) requests SOM Faculty Council clarify if the proposed amendment to *SF Regulation 75(G). Grades* is accurate.

RJC members noted that bylaw revisions made summer of 2016 to both SOM Appendix IV and SF Regulations were due to the launch of the Bridges curriculum. Yet said changes have left *SF Regulations 775(G) Grades* and *785 Grades – Candidates for the MD Degree* unaligned. This communication and request for confirmation of clarification aims to correct that inherent conflict.

This core of this discussion stems from SFR 785.A.2.b. that states:

SFR 785.A.2.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 correct or amend final grades when appropriate.

RJC determined that this is contrary to SFR 775(G), which limits the circumstances in which the Registrar may change a final grade to conditions such as clerical or procedural error. That states:

SFR 775. Grades

G. Correction of grades: All grades, except I, IP, NP, and Y are final when filed by an instructor in the end-of-term course report. However, the Registrar is authorized to change a final grade.

1. Upon written request of an instructor, provided that a clerical or procedural error is the reason for the change, or
2. Upon written request of the Chairman of the Division in cases where it has been determined by the Procedure for Student Grievances in Academic Affairs that an instructor has assigned a grade on other than academic grounds. No term grade except I, Y, or NP may be revised by reexamination. Any grade change request made more than one year after the original filing must be validated for authenticity of the instructor's signature by the department chair. Any grade change request made by an instructor who has left the University must be countersigned by the department chair. [am 16 June 77] for the reasons described in SFR 785 Section C

RJC proposes the creation of SFR 775.G.3. to read as follows:

3. Upon written request of the Course Director, after consultation with the course instructor, provided that the requested change pertains to the conversion of the E grade to the final grade of P. Requirements will be confirming that both the nature and quality of the work expected and timeline of it to be fulfilled was met. The course instructor will be copied on such written requests.

RJC request SOM FC provide clarification language to eliminate the conflict between 785 and 775 (G). Upon receipt of this, RJC will approve as a committee and move onto final vote of the School of Medicine faculty.

Sincerely,

**Committee on Rules & Jurisdiction**

Marek Brzezinski, MD, PhD, Chair  
Linda Angin, DDS  
Dorothy Apollonio, PhD  
Michele Bloomer, MD  
Sheila Brear, BDS

Mark Seielstad, PhD  
Katherine Yang, PharmD, MPH  
Douglas Carlson, JD, Registrar, *ex officio*  
Jae-Woo Lee, MD, Parliamentarian and UCRJ  
Representative, *ex officio*

Cc: Artemio Cardenas  
Senior Senate Analyst, SOM Faculty Council