

Proposed Edits to UCSF Appendix IV Bylaws, Regulations, and Procedures of the SOM

Introduction

Last year, the UCSF SOM education deans in partnership with the Committee on Curriculum and Educational Policy (CCEP) proposed major revisions to the [UCSF Appendix IV Bylaws, Regulations, and Procedures of the SOM](#), which were approved by the Academic Senate.

Further review of Appendix IV by the SOM educational leadership has resulted in a few further proposed revisions for the purpose of clarification, correcting omissions, and aligning the bylaws with the new SOM Bridges Curriculum. Four recommendations are detailed below. The page numbers referenced correspond to the PDF version of Appendix 4 that follows this summary.

1. CCEP Membership

In **Section II.2.A.2.d** regarding permanent guests on the CCEP (p. 4), we recommend deleting: “iii. Chairs of the UME curriculum subcommittees.” In the new Bridges governance system, the education subcommittee structure has changed dramatically so there is now one Executive Committee chaired by the Associate Dean for Curriculum and 11 subcommittees that report to the Executive committee. It would be unwieldy and would have a negative impact on discussion (due to such a large group) to invite the 11 subcommittee chairs to CCEP meetings. We believe it is sufficient for the Associate Dean for Curriculum to represent the Executive Committee and its subcommittees at CCEP.

2. Committee on Admissions

In **Section II.2.B** regarding the Committee on Admissions (pp. 5-6), we have amplified the description of Membership and Procedures to provide more details about the committee’s practices.

Section II.2.B.2.c, p.5: We have provided an explicit description of the individual components of the Admissions Committee (Interviewers, an Executive Committee, and an Alternate List Subcommittee).

Section II.2.B.3.a, p.5: We have been explicit that the Associate Dean for Admissions is a non-voting participant in the selection process.

Section II.2.B.3.b, p.5: We have moved the description of the Associate Dean’s role in orienting members of the committee from Section 3a to 3b.

Section II.2.B.3.c, p.6: We have added an explicit description of the quorum and the majority required for a final decision on admission.

Section II.2.B.3.d and e, p.6: We have added an explicit description of the terms of appointment to the Admissions Committee.

The proposed new text of Section II.2B, with changes tracked is shown on the next page:

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 recommend and the School of Medicine Council of Faculty will appoint 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. ¶
- c. → The Committee on Admissions will consist of three components: ¶
 - i. → Interviewers: The sole responsibility of a panel of interviewers will be to conduct candidate interviews and submit interview reports. ¶
 - ii. → Executive Committee on Admissions: A group of approximately 20 faculty and students will serve as the Executive Committee on Admissions (Executive Committee), with faculty members predominating in a ratio of at least 2:1. ¶
 - iii. → Alternate List Subcommittee: The Executive Committee will delegate authority to three of its faculty members to make decisions on candidates who have been designated by the Executive Committee as alternates for admission. ¶

3. → Procedures ¶

- a. → The Associate Dean for Admissions will coordinate all aspects of the admissions process and will serve as the non-voting Chair of the Executive Committee and the Alternate List Subcommittee. ¶
- b. → The Associate Dean for Admissions is responsible for orienting members of the committees and 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 or, in the case of the alternate list, by the Alternate List Subcommittee. Each member has one vote. The quorum is 2/3 of committee members. A simple majority is required for a decision to be made. ¶
- d. → The term of service for members of the Executive Committee will be 4 years, renewable once. ¶
- e. → Service on the Alternate List Subcommittee will rotate annually among members of the Executive Committee. ¶

Susan Masters
Deleted: appoint

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Deleted: confirm

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Deleted: 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.

Susan Masters
Deleted: 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.

3. **Committee on Academic Standards Membership Term Renewability**

In **Section II.2.D.2** regarding membership on the Committee on Academic Standards (pp. 6-7), we recommend adding the option for one renewal for members and changing the number of renewals for the Chair from one to two. The actual change in language would be (change underlined, in purple font):

Section II.2.D.2.a.ii, p. 6: “Members will serve an eight-year term, renewable once, contingent on satisfactory annual performance as judged by the Committee Chair.

Section II.2.D.2.b, pp. 6-7: The Chair will serve in the role for a term of three years, renewable twice.

The reason for proposing an extension of potential terms for members and the chair has to do with the unique nature of this committee. The committee meets on an ad hoc basis to complete an in-depth review of a student’s entire academic record. This is a high-stakes review that may lead to a mandated leave of absence, repetition of a curriculum segment, or dismissal. It is important to have members and a chair with experience in these types of review. Because the committee meets infrequently, sometimes with a year or more between meetings, membership stability over a long period of time is extremely helpful. We decided to propose increases in renewability rather than increases in base terms to provide flexibility.

4. **Committee on Student Welfare**

Section II.2.E (p. 7) defines the functions and membership of a Committee on Student Welfare (p. 7). We recommend that this section be deleted. This ad hoc committee has not been convened as far as the institutional memory of current SOM educational leadership goes back, meaning at least 20 years. It seems inefficient to appoint yearly a committee of faculty and students who do not ever meet and, in fact, such appointments have not been consistent. There are other established avenues for faculty and student discussions of academic freedom, including the SOM governance committees and the Student Faculty Liaison Committee, a monthly meeting of SOM education deans, faculty and the student [Associated Students of the School of Medicine](#) leadership. There are UCSF offices with expertise and authority to handle potential intersections between academic freedom and protected rights against discrimination, racism, and sexual harassment. The [100.00 Policy on Student Conduct and Discipline](#) regulates student conduct potentially related to issues of freedom speech. Additionally, we believe that the SOM Dean and the Dean’s designees have the authority to appoint a committee to educate issues of academic freedom. With all of these alternatives, we do not see the need to include this standing committee in the SOM bylaws.

5. **Consistency of Reference to the SOM Faculty Council**

We noted that Appendix IV lacks consistency in referring to the SOM Faculty Council, sometimes calling it “Faculty Council” and other times call it the “Council of Faculty.” We recommend a decision of the correct title and then the editing of Appendix IV to attain consistency.



Appendix IV Bylaws, Regulations, and Procedures of the School of Medicine

Bylaws of the Faculty of the School of Medicine

Section I. General Provisions

1. Functions

- A. The Faculty of the School of Medicine shall govern and supervise the School in accordance with San Francisco Division Bylaw 95.
- B. The officers and committees of the Faculty shall take appropriate steps to inform the entire teaching staff about the affairs of the School. They shall encourage expression by the entire teaching staff of their views on matters of policy affecting the School.

2. Membership and Voting Privileges

- A. When the Faculty is functioning as a Committee of the Division of the Academic Senate, the membership of the Faculty is as specified in Division Bylaw 100, namely:
 1. The President of the University,
 2. The Chancellor,
 3. The Dean of the School,
 4. All members of the Faculty who are members of the School of Medicine.
Only members of the Faculty who are voting members of the Academic (Am. 6/93) Senate are eligible to vote.
- B. All members of the teaching staff of the School, including those holding titles in the Adjunct (Am. 6/93), Clinical, Lecturer, and Research series, may attend meetings of the Faculty, may make and second motions, and may have the privilege of the floor for discussion.
- C. When acting as a Committee of the Faculty, the Committee's membership shall include all full-time faculty members of the School of Medicine. All members may have privilege of the floor and may participate on any voting actions pertaining to the school.

3. Officers

- A. The Chair and Vice Chair of the Council of the Faculty are Chair and Vice Chair of the Faculty.
- B. Duties of Officers
 1. The Chair shall preside at all meetings of the Faculty and of the Council of the Faculty. The Chair shall serve as liaison officer of the Faculty to the Dean.
 2. The Vice Chair shall preside in the absence of the Chair at meetings of the Faculty and of the Council of the Faculty.
- C. Duties of the Executive Office

The Executive Office of the San Francisco Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaw 25). Its duties shall include:

1. Maintaining proper records
2. Sending advance notice (call) for meetings and presentation to the faculty, in advance of any meetings, of adequate information regarding matters to be considered.
3. Minutes of each Faculty Meeting
4. Conducting all elections
5. Keeping a valid roster of voting members of the Faculty

4. Meetings

- A. Frequency - The Faculty shall meet at least once during each Fall, Winter, and Spring academic term and at the call of either of its officers, the Dean, the Faculty Council, or upon written request of ten members of the Faculty.
- B. Quorum - Twenty members of the Faculty constitute a quorum.
- C. Order of Business - The order and conduct of business of Faculty meetings shall be guided by the provisions of the Bylaws of the San Francisco division, Chapter IV, Sections I, II, and III.
- D. General Conferences - The Dean or the Chair of the Faculty may call conferences of the entire teaching staff to discuss matters of general concern. Legislation shall not be adopted at such conferences.

Section II. Committees

1. Council of the Faculty

- A. Members. The Council of the Faculty shall have ten elected members, five ex officio members, and one representative member. (Am. 9/91, 4/92, 6/93 & 7/13)
 1. Elected: Representing the broad interests and activities of the School of Medicine, the Faculty shall elect six members from the Ladder Rank, In Residence and Clinical X series, and four members from the Health Science Clinical and Adjunct series. No more than two members from one department and its divisions may serve simultaneously. (Am. 9/91, 4/92, & 7/13)
 2. Ex Officio - The ex officio members shall be: The Dean, the Vice Dean for Education, Vice Dean for Academic Affairs, Associate Dean for Graduate Medical Education, and the Chair of the Committee on Curriculum and Educational Policy.
 3. Representative – The Council shall include one representative from the UCSF Fresno Campus
- B. Terms of Office
 1. The elected members are each to have a three-year term, staggered such that three or four members of the Council shall be elected every year.
 2. The representative shall serve a three-year term.
 3. No elected member may serve more than two consecutive elected terms.
- C. Nominations and Elections

1. Procedures for nominating and electing the Council of the Faculty shall be guided by those described in the Division Manual, Ch. V, Bylaw 65.
 2. UCSF Fresno Representative – The faculty at the Fresno campus shall have the right to nominate and elect a representative.
- D. Officers - The Council of the Faculty shall select from its elected members a Chair and a Vice Chair, subject to confirmation by the Faculty.
- E. Replacements - If an elected member is unable to serve for four months or longer, the Council of the Faculty shall appoint a replacement member from the appropriate constituency to serve during that period subject to confirmation by the Faculty. (Am. 9/91 & 4/92)
- F. Meetings - The Council of the Faculty shall meet at least once in each academic term. Meetings may be called by the Chair, the Dean, or any three members of the Council of the Faculty.
- G. Quorum - A quorum shall consist of any five elected members provided that one of the officers or the Dean is present.
- H. Duties and Powers
1. In accordance with Division Bylaw 95, the Council of the Faculty shall have authority to act for the Faculty, or to delegate to the Dean authority to act, in the following matters:
 - a. in approving petitions of students to graduate under suspension of the Regulations;
 - b. in approving the awarding of degrees, certificates and honors at graduation;
 - c. in exercising its jurisdiction over scholastically disqualified students;
 - d. in dismissing students for causes other than scholastic disqualification.

All actions carried out under these provisions shall be reported to the Faculty at least once annually.
 2. The Council of the Faculty may act for the Faculty with respect to any subject delegated to it by the Faculty and may advise the Dean upon his/her request.
 3. The Council of the Faculty shall approve all appointments of the Standing Committees of the Faculty established by these Bylaws. New Standing Committees of the Faculty shall be authorized by vote of the Faculty. Special committees of the faculty may be authorized by the Council of the Faculty or by the Faculty. Such special committees shall be appointed by the Council of the Faculty.
 4. The Council of the Faculty may establish and maintain liaison with the Faculties of the other Schools of the Division and of other Divisions of the Senate.
 5. The Council of the Faculty shall report to the Faculty at least once each Fall, Winter, and Spring academic term.

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.
 - 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.
- b. Members will include
 - i. 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].
 - ii. Two student representatives from the MD curriculum.
 - iii. Two graduate medical education trainees.
- c. The following shall serve as voting ex officio members:
 - i. Vice Dean for Education.
 - ii. Associate Dean for Assessment and Professional Standards, Associate Dean for Curriculum, Associate Dean for Students, Associate Dean for Admissions, Associate Dean for CME and GME, and Associate Dean for Medical Education.
 - iii. Director of the Medical Student Training Program (MSTP), Director of the Program in Medical Education – Urban Underserved (PRIME-US), Director of the UCSF/UC Berkeley Joint Medical Program (JMP), and Director of the Academy of Medical Educators (AME).
- d. The following will be permanent guests:
 - i. Dean of the School of Medicine.
 - ii. GME Director of Curricular Affairs, and GME Director of Resident and Fellow Affairs
 - iii. ~~Chairs of the UME curriculum subcommittees~~
- e. 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.

1. With the new governance system, this is not feasible as there are 10 chairs. With the Associate Dean for Curriculum serving as chair of the governance Executive Committee, that provides governance representation to CCEP.

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.
- 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 (For SOM Students in Class 2019 and earlier, please **click here** (/appendix-IV-2019) for earlier version of Screening and Promotions Committee governing your enrollment.)

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).

See the first two pages of the introductory part of this document for suggested rewriting of the Committee on Admissions section.

- 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.
- c. 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.

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

The Committee on Academic Standards meets infrequently and yet the work it does is complex and highly benefited by experience. For this reason, we propose that the terms be increased to: for membership, "... an eight-year term, renewable, contingent...."

serve in the role for a term of three years, renewable once.

2. New "c." The Associate Dean for Curriculum will serve as a non-voting member.

- 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.
- 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.

E. Committee on Student Welfare

1. Functions

- a. The Committee shall study and investigate any special concerns of academic freedoms of a student or a group of students, the curricula of the School of Medicine, upon the request of the Faculty, or upon petition by the student(s) or the Faculty.
- b. The Committee shall advise the Dean, the Faculty and the petitioner(s) regarding its findings and may make recommendations as requested.

2. Membership

- a. The committee shall be appointed by the Council and shall consist of the Associate Dean for Students and shall consist of members who are familiar with the MD program and two student members.

3. Suggest deleting this standing committee, which has not been activated in our memory. This is a good summary of academic freedom: <https://www.insidehighered.com/views/2010/12/21/defining-academic-freedom>.

We have systems in place to adjudicate concerns about academic freedom of students – governance committees, SFLC, education deans meetings.

Removal of this bylaw does not preclude the Dean from creating an ad hoc committee to investigate concerns about academic freedom. This would make more sense than appointing members to a standing committee that has not met in over a decade.

Section III. Modification of Bylaws

- 1. Except for Bylaw Section 1.2.A., these Bylaws may be modified and amended in accordance with the procedures prescribed in Division Bylaw 35.

Regulations of the Faculty of the School of Medicine, UCSF

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.

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.

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).

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.

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.

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.

- 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.
 - 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.

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