

**School of Pharmacy Faculty Council
Cathi Dennehy, PharmD, Chair**

Modifications to Faculty Regulations

Appendix VI Bylaws, Regulations, and Procedures of the School of Pharmacy

Section I. Admission to the Professional Program

*CURRENT LANGUAGE	PROPOSED LANGUAGE
To be admitted to the School of Pharmacy, an applicant must:	To be admitted to the School of Pharmacy, an applicant must:
A. be eligible for admission to the University (SR*418-460). B. complete the college subject requirements, meet the minimum grade point average, and complete the total required units as approved by the Faculty and published annually in the Announcements of the School of Pharmacy, and C. be evaluated and accepted by the Committee on Admissions.	A. be eligible for admission to the University (SR*418-460). B. complete the college subject requirements, meet the minimum grade point average, and complete the total required units as approved by the Faculty and published annually in the Announcements of the School of Pharmacy. C. <u>meet the Technical Standards of the School of Pharmacy, with or without institutionally approved accommodations, as listed on the School of Pharmacy website under 'Minimum Eligibility Requirements'.</u> D. be evaluated and accepted by the Committee on Admissions.

Section II. Registration

Students must and meet the requirements for registration as defined in the SR 540.

Section III. Requirements and Curriculum um for the Degree of Doctor of Pharmacy

*CURRENT LANGUAGE	PROPOSED LANGUAGE
A. The candidate shall have completed at least 190 units as prescribed in the curriculum of the School of Pharmacy with a grade point average of 2.0 or better. B. All required courses or their equivalents must be completed with a passing grade. The last 45 of the 190 units must be earned in the School of Pharmacy at San Francisco and the student must satisfy the University residence requirement of three terms (SR-612). C. Courses taken before admission to the School of Pharmacy and which are deemed by the appropriate instructor concerned to be equivalent to required courses in the curriculum may be credited toward the Pharm.D. degree.	A. <u>Students will be awarded the degree of Doctor of Pharmacy when they have satisfactorily completed all required coursework and have been judged by the Subcommittee on Student Progress to have met or exceeded all graduation requirements and recommended to Faculty Council.</u> 1. <u>Satisfactory completion of coursework is defined as completion with passing grade as established by policies from the Curriculum and Educational Policy Committee.</u> B. Elective courses to fulfill the unit requirement for the PharmD degree must be taken after admission to the School of Pharmacy, from courses in any of the schools at UCSF, or from courses under the jurisdiction of the School of Pharmacy. Additional electives beyond the

Units in such courses may also be credited toward the degree to the extent that they are in excess of the 90 units required for admission. The maximum unit credit allowed for any individual course shall not exceed that assigned for the equivalent course in the curriculum. The provision specifically excludes credit for elective courses taken before admission to the School of Pharmacy. D. Elective courses to fulfill the unit requirement for the Pharm.D. degree must be taken after admission to the School of Pharmacy from courses in any of the schools at UCSF or from courses under the jurisdiction of the School of Pharmacy. Additional electives beyond the minimum units required for the degree may be taken after admission to the School of Pharmacy at other divisions of the University, or at other collegiate institutions in the San Francisco Consortium and will be included in the student's record. E. The candidate shall possess satisfactory professional qualifications (see VI. B. and SFR 905) and be recommended for the degree by the Faculty of the School of Pharmacy (SFB 95D).	minimum units required for the degree may be taken after admission to the School of Pharmacy at other divisions of the University, or at other collegiate institutions in the San Francisco Consortium and will be included in the student's record. C. The candidate shall possess satisfactory professional qualifications (see VI. B. and SFR 905) and be recommended for the degree by the Faculty of the School of Pharmacy (SFB 95D).
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Section IV. Courses

Courses in the School of Pharmacy are available to all registered students in the San Francisco Division who have met the prerequisites and have the consent of the instructor.

*CURRENT LANGUAGE	PROPOSED LANGUAGE
A. Graduate Professional. The courses in the curriculum leading to the degree, Doctor of Pharmacy, are classified either as required or as elective courses and are designated by numbers continuing three digits; the hundreds digit, the tens digit, and the units digit. In addition, when necessary for purposes of identification, a course may be numbered with decimals from 0.00 to 0.99. All such courses contain a one (or zero) in the hundreds digit. The units digit designates courses as follows: 0-4, lecture, and 5-9, combinations of lecture, laboratory and conference. Prerequisites for courses must be satisfied by completion with a passing grade or may be waived by permission of the instructor. 1. Required Graduate Professional Courses. a. Required courses are numbered 1-4 in the tens digit. The number refers to the year in the curriculum. Courses numbered 8 in the tens digit may be elective or required. b. In case a student's absence of a year or more interrupts the sequence of clinical coursework, the student shall be required to pass a comprehensive examination on the necessary didactic material before being admitted to a subsequent required clinical course. 2. Elective Graduate Professional Courses. Elective courses are classified as either regular electives or special study courses, and are designated by the numbers 5-9 in the tens digit. a. Regular Elective Courses. These courses are differentiated from special study courses by the use of the numbers 5 and 6 in the tens digit. b. Clinical Experience Courses and Clerkship Courses. These courses are numbered from 175 to 179. c. Special Study Courses. These courses are intended to allow a student or a group of students to earn credit for supervised study of topics which extend their professional and academic education. A student may not register for more than one special study course having the same name and number from the same instructor in a given term. Except as approved by the Dean, the total number of special study units to be credited toward the Doctor of Pharmacy degree shall not exceed 15% of the total unit requirement for the degree. 3. Independent Study Courses. These courses are offered only on an individual student basis. (This does not preclude two or more students from studying different aspects of the same topic.) A student may take independent study courses of the same name and number from different instructors but is limited to a total of eight units in any given term. a. The course number 199 is reserved for Independent Laboratory Study courses. Enrollment is limited to outstanding students with prior consent of the	A. Graduate Professional. The courses in the curriculum leading to the degree, Doctor of Pharmacy, are classified either as required or as elective courses and are designated by numbers containing three digits; the hundreds digit, the tens digit, and the units digit. 1. Required Graduate Professional Courses. a. Required courses are numbered 1-3 in the tens digit. The number refers to the year in the curriculum. 2. Elective Graduate Professional Courses. Elective courses are classified as either regular electives or special study courses, and are designated by the numbers 5-9 in the tens digit. a. Regular Elective Courses. These courses are differentiated from special study courses by the use of the numbers 5 and 6 in the tens digit. b. Special Study Courses. These courses are intended to allow a student or a group of students to earn credit for supervised study of topics which extend their professional and academic education. A student may not register for more than one special study course having the same name and number from the same instructor in a given term. Except as approved by the Vice Dean, the total number of special study units to be credited toward the Doctor of Pharmacy degree shall not exceed <u>15% of the total unit requirements</u> <u>a total of eight credit units</u> for the degree. 3. Independent Study Courses. These courses are offered only on an individual student basis. (This does not preclude two or more students from studying different aspects of the same topic.) A student may take independent study courses of the same name and number from different instructors, but is limited to a total of eight units in any given term. a. The course number 199 is reserved for Independent Laboratory Study courses. Enrollment is limited to outstanding students with prior consent of the instructor who is to supervise the study and with the approval of the Associate Dean for Student Affairs. The student may earn up to 5 units of credit in any single 199 course. The topic may be selected by the student or may arise out of mutual interest with the instructor. b. The course number 198 designates independent study courses of 1-5 units, without formal laboratory. The student, after consultation with the instructor with whom the student wishes to enroll, will present to the adviser and to the instructor a

instructor who is to supervise the study and with the approval of the Associate Dean for Student Affairs. The student may earn up to 5 units of credit in any single 199 course. The topic may be selected by the student or may arise out of mutual interest with the instructor. b. The course number 198 designates independent study courses of 1-5 units, without formal laboratory. The student, after consultation with the instructor with whom the student wishes to enroll, will present to the adviser and to the instructor a written statement that contains the substance of the course with unit value to be assigned for its completion. This statement will be filed in the student's folder at the beginning of the term. A final examination is not required. 1. Group Student Courses. The course number 170 designates a special study course which is offered to a group of students. Each Group Study Course is to be identified by a specific title. This course may be offered by an instructor upon his or joint student initiative. An outline of the general course contents, the instructional procedure which is to be followed, and the units of credit to be offered (1-4) must be presented to the chairman of the department in which the course is to be given and the Educational Policy Committee for review and approval. A group Study course of specific title and content may not be offered for more than two successive year. Each student must obtain the approval of the adviser. A final examination is not required and the course is graded n a passed or not passed basis. 2. Clinical Study Courses. The course numbers from 185 to 189 designate a clinical study course which is offered to a group of students. Each clinical study course is to be identified by a specific title. This course may be initiated by an instructor or jointly with the students. An outline of the general course contents, the instructional procedure which is to be followed, and the units of credit to be offered (1-8) must be presented to the chairman of the department in which the course is to be given and to the Educational Policy Committee for review and approval. A clinical study course of specific title and content may not be offered for more than two successive years. A. Postgraduate Professional. The courses in the Residency program leading to a certificate in Hospital and Clinical Pharmacy are numbered with a 4 in the hundreds digit.	written statement that contains the substance of the course with unit value to be assigned for its completion. This statement will be filed in the student's folder at the beginning of the term. A final examination is not required. c. <u>The course number 196 designates study courses in academia/education. The max number of units is 2 units.</u>
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Section V. Grades and Credit

Candidates for the PharmD. Degree

Except for the following, the regulations of the School of Pharmacy governing grades shall be as authorized by SFR 775.

*CURRENT LANGUAGE	PROPOSED LANGUAGE
A. Grades Y and I 1. A student receiving a grade of Y in any course must raise it to grade D by the end of the next term in which the student is registered and in which the course is regularly given. Grade Y is automatically changed to grade F if the above-stated requirements are not met, unless a petition for extension of time has been approved by the Dean and filed with the Registrar before the end of the above-stated term. 2. A student receiving a grade I (Incomplete) should normally complete the work of the course by the end of the next term in which the student is registered. a. Required Course – If the grade I in a required course is not removed by the end of the next term in which the student is registered, the student may be required to repeat it as a “specifically named course” SFR 775 E) the next time it is possible for the student to register in the course unless a petition prior to that time had been approved for a further delimited period by the Dean and filed with the Registrar. If the grade I is not then removed, the student is subject to disqualification. (See VI. A. 3., these Regulations.) b. Other – If a student does not remove an I grade in a course and the course is not needed by the student to satisfy the graduation requirements, the grade I will remain permanently on the record without prejudice. B. Grades P and NP 1. The grade NP is a nonpassing grade, without prejudice, which may be raised to grade P, a passing grade, if the student satisfactorily completes the work of a course in a way authorized by the instructor responsible for the course. Grade points are not assigned for the grades P and NP. The grade NP in a course required for graduation must be removed by examination (see SFR 775H) or by successful repetition of the course, by the end of the next term in which the student is registered and in which the course is regularly given, unless a petition has been approved by the Dean and the Registrar. This petition must be filed prior to the beginning of the term in which the course is next regularly given. If the NP grade is not then removed, the student is subject to disqualification. (See VI. A. 3., these Regulations.) 2. The faculty may designate courses to be graded on a passed-not-passed (P/NP) basis when such grading is deemed more appropriate to the course objectives, subject to the limitations of 4 below. A student may not petition for a letter grade in a course designated to be grades P/NP. 3. A student in good standing (SR 902D) may petition to undertake any elective course on a passed-not-passed basis. The petition must be approved by the student's instructor, adviser, and Dean and must be filed with the Registrar on or before the last day to add or drop courses. 4. The maximum total number of units of elective and	A. <u>The work of all students pursuing a PharmD degree enrolled in courses designated by the School of Pharmacy will be reported in terms of the following grades: H (honors), P (pass), NP (no pass), I (incomplete), Y (provisionally unsatisfactory), and IP (in progress).</u> B. <u>Grades of successful coursework completion, meriting the awarding of coursework credit:</u> 1. (P): Pass a. <u>Faculty will assign a grade of P when the student's performance is of passing quality and the student has met all requirements for an established block.</u> 2. (H): Honors a. <u>Faculty may assign a grade of H when the student's overall performance is considered to be outstanding.</u> b. <u>A grade of H is limited to required didactic courses and may not be assigned to electives or experiential courses.</u> C. <u>Grades indicating incomplete coursework and not meriting the awarding of coursework credit:</u> 1. (I): Incomplete passing provisional grade a. <u>Faculty may assign an I grade under the following circumstances:</u> i. <u>When 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.</u> ii. <u>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.</u> b. <u>Faculty will determine the requirements for conversion of the I grade to a final grade of P, or H when such grade is available in a course. Requirements will include the nature and quality of work expected and the timeframe in which the work must be completed.</u> c. <u>The time period for satisfactory completion of the course requirements should not extend beyond four consecutive quarters in which the student is enrolled subsequent to the assignment of the I grade, the start of the next academic year, unless a petition, prior to that filed prior to the beginning of the term in which the course is next regularly offered, has been approved by the Associate Dean for Student Affairs allowing a further specified period.</u>

required course grades P/NP that may be credited toward the Doctor of Pharmacy degree is 40% of the unit requirement for the degree.

C. In Progress Grade

1. For a course extending more than one term, where evaluation of the student's performance is deferred, a provisional grade of In Progress shall be assigned for the intervening terms for courses so authorized. Provisional grades shall be replaced by the final grade, when the student completes the full sequence.
2. If the student does not complete the full course sequence for cause (refer to section VII. on Withdrawal), the In Progress grade may be changed to the final grade by the student's completion of the sequence in the next term (or sequential terms) in which he is registered and in which the In Progress course sequence is regularly given.
3. If a student does not remove an In Progress grade, as in 2 above, the student may petition for a grade for the terms of the sequences which have been completed, providing the instructor can assign a grade, including P or NP.

D. Repetition of Courses

1. A student may repeat only those courses in which he/she has received a grade of D, F, I, or NP.
2. Except as authorized by the Dean, a student may not repeat more than once a course in which he has received a grade of D, F, or NP.
3. When a course is repeated, the units shall be credited toward a degree only once, but a student's grade point average shall be computed in terms of the total number of units attempted, except as provided in SFR 775H.

* Abbreviations

SR - Academic Senate Regulations (Statewide)
SFR - San Francisco Division Regulations
SFB - San Francisco Bylaw

d. If the student fails to meet any requirement for conversion of the I grade to a P or H grade, the I grade will convert to a grade of NP.

2. (Y): Initial non-passing provisional grade

a. Faculty will assign a Y grade in the following circumstance:

- i. When, at the completion of a course, a student has not performed to passing quality, a satisfactory level but the faculty wishes to provide for an additional finite period of time for the student to demonstrate competency.

b. Faculty will determine the requirements for conversion of the Y 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.

c. The time period for satisfactory completion of the course requirements should not extend beyond four consecutive quarters in which the student is enrolled subsequent to the assignment of the Y grade, unless a petition, filed prior to the beginning of the term in which the course is next regularly offered, has been approved by the Associate Dean for Student Affairs allowing a further specified period. The time period for satisfactory completion of the course requirements should not extend beyond the start of the next academic year, unless a petition, prior to that time, has been approved by the Associate Dean for Student Affairs allowing a further specified period.

de. If the student fails to meet any requirement for conversion of the Y grade to a P grade, the Y grade will convert to a grade of NP.

3. (IP): In progress grade

a. Faculty will assign an IP grade for courses extending over more than one academic quarter and in which evaluation of a student's performance is deferred.

b. The IP grade shall be replaced by a final grade when the student completes the block course.

D. Grades indicating unsuccessful coursework completion:

1. NP: non-passing, permanent grade

a. Faculty will assign a grade of NP when the student's performance is not of passing quality.

ba. Faculty may assign a NP grade when a student displays behavior ~~compatible~~ which constitutes 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.

b. Faculty will assign a NP grade if a student who has earned a Y grade fails to meet any

	<u>requirement for conversion of the Y grade to a P grade in the timeframe specified by the faculty.</u> <u>ce. A student who receives a grade of NP and is eligible for continuation in the curriculum must complete an educational experience comparable to the coursework in which the NP grade was received and demonstrate performance of passing quality.</u>
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