BYLAWS AND REGULATIONS
OF THE FACULTY OF THE UCSD
SKAGGS SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

(Amended by the Skaggs School of Pharmacy and Pharmaceutical Sciences on 1/4/08)

BYLAWS

I. FUNCTIONS

The Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) shall govern and supervise the School (SBL 50). The Faculty shall authorize and supervise all courses and curricula for Doctor of Pharmacy students and advise the Dean on resources necessary to implement the curriculum. The Faculty shall be responsible for determining the conditions for admission, for testing and promotion of students, for determining the requirements for being awarded the Doctor of Pharmacy degree, and recommending to the President candidates for the degree.

The Faculty shall be responsible for selecting, training, and certifying students in Graduate Pharmacy Education Programs. The Faculty shall participate in selecting, training, and certifying graduate students to the Graduate Dean, for research degrees. The Faculty shall also participate in the training of other professionals.

The Faculty shall engage in teaching, research and service in the biomedical and pharmaceutical sciences, health care or related fields, so as to fulfill the responsibility of the University to develop, transmit and apply new knowledge in the health sciences.

II. MEMBERSHIP

The Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences shall consist of:

(A) The President of the University
(B) The Chancellor of the San Diego Campus
(C) The Vice Chancellor for Health Sciences
(D) The Dean of the Skaggs School of Pharmacy and Pharmaceutical Sciences
(E) Members of the Academic Senate who hold appointments in the departments affiliated with the Skaggs School of Pharmacy and Pharmaceutical Sciences and are engaged primarily in instruction for the School.
(F) Other faculty who hold appointments in the Skaggs School of Pharmacy and Pharmaceutical Sciences and who devote most of their professional effort in support of the School.
(G) Other faculty who devote a significant proportion of their professional effort to the programs of the Skaggs School of Pharmacy and Pharmaceutical Sciences; subject to annual approval by the Educational Policy and Academic Oversight Committee on the recommendation of the Department and Division Chairs or the Dean.

All other individuals who hold academic titles in the Departments or Divisions of the Skaggs School of Pharmacy and Pharmaceutical Sciences shall be designated Associate Faculty. The Associate Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences shall be invited to attend all meetings of the Faculty and to participate in all discussions. Associate members may be appointed as voting members of Standing Committees or Subcommittees of the Faculty, including the Educational...
Policy and Academic Oversight Committee, in which case voting privileges are restricted only as indicated in Bylaw III.

III. VOTING MEMBERSHIP

Faculty as defined in Bylaw II shall have the privilege of voting, with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may vote only on questions that will be referred for final Senate action to another Senate agency.

IV. OFFICERS

Positions which must be filled by Senate-member faculty only are followed by the designation “Senate Faculty Only” shown as (SFO) in these bylaws. The officers of the Faculty shall consist of a Chair (SFO), Vice Chair (Chair Designate), and Secretary.

(A) The Chair for any year shall be the Vice Chair (Chair Designate) (referred to elsewhere in these Bylaws as Vice Chair) of the preceding year. The Chair will serve for a term of one year. The Chair of the Faculty will also serve as Chair of the Educational Policy and Academic Oversight Committee and as the designated representative to the Health Sciences Faculty Council. In case the Vice Chair (Chair Designate) is not able to serve as the Chair in the succeeding year, a Chair shall be elected by the Faculty from a slate of two nominees proposed by the Nominating Committee. Additional nominations may be made by petition of five members of the Faculty.

(B) The Vice Chair of the Faculty shall be elected each year by a simple majority of all eligible Faculty. Nominees shall be proposed by the Nominating Committee. Additional nominations may be made by petition of five members of the Faculty. The Vice Chair of the Faculty will serve as Vice Chair of the Educational Policy and Academic Oversight Committee. Upon completion of the term of office of the preceding Chair, the Vice Chair will assume the office of Chair. In the event of a vacancy in the office of the Chair, the Vice Chair shall become Chair for the balance of the term of the Chair and for the succeeding term, provided that the total service as chair does not exceed 18 months. At the time of ascension to the Chair, an election shall be held to select a new Vice Chair as specified in this article.

(C) The Secretary of the Faculty, who shall also serve as the Secretary of the Educational Policy and Academic Oversight Committee, shall be appointed annually by the Dean from the administrative staff. The Secretary shall not have the privilege of vote, and shall be responsible for the recording and distribution of minutes and other administrative duties as deemed appropriate by the Chair and Dean.

Department Chairs of the School of Medicine or the Skaggs School of Pharmacy and Pharmaceutical Sciences, should it form departments, shall be ineligible for nomination as either Chair or Vice Chair of the Faculty. All officers of the Faculty and chairs of the Faculty committees (except those serving in ex officio capacity) shall serve from July 1 of each year.

V. MEETINGS

The Faculty shall meet at least twice during the academic year and, in addition, on written request of at least five members of the Faculty. Notice of a faculty meeting must be given at least five days in
advance of each meeting. The number equal to 25% of the voting faculty shall be considered a quorum. The Associated Faculty shall be invited to attend all faculty meetings of the School. The Educational Policy and Academic Oversight Committee shall meet every other month during the regular academic year.

VI. COMMITTEEES

For all standing committees of the Faculty, a quorum shall consist of one half of the voting membership, plus one.

The standing committees of the Faculty shall consist of:

(A) Educational Policy and Academic Oversight Committee

The Educational Policy and Academic Oversight Committee shall consist of the Chair (SFO), Vice Chair, and Past Chair of the Faculty, the chairs of the standing committees, and three members of the faculty at large. Unless otherwise specified in these Bylaws, standing committee chairs will be appointed by the Educational Policy and Academic Oversight Committee following submission of a slate of at least two nominees by the Nominating Committee. For each at-large member, the Nominating Committee shall prepare a slate of candidates that shall offer two names for each vacant position. Election will take place by mail ballot to all voting members of the Faculty. The at-large members shall serve staggered three-year terms. The Dean of the School shall serve on the Educational Policy and Academic Oversight Committee ex officio without the privilege of vote.

The Educational Policy and Academic Oversight Committee shall represent the Faculty on matters related to the education, research, and service missions and programs of the School. The Educational Policy and Academic Oversight Committee shall have oversight of all faculty committees. It shall also resolve all tie votes in connection with elections specified in the Bylaws. The committee’s role in educational policy shall be limited to matters that must (by regulation) receive final action by the Academic Senate, or to resolve problems that are contested by the committees listed in Articles (B) through (H). All germane actions and policy decisions of the Educational Policy and Academic Oversight Committee shall be reported in writing to the faculty.

Elected members of the Educational Policy and Academic Oversight Committee may not send substitutes to attend meetings.

The Educational Policy and Academic Oversight Committee shall review and evaluate the curriculum leading to the Doctor of Pharmacy degree and the Postgraduate Pharmacy Education programs. The Educational Policy and Academic Oversight Committee shall represent the Faculty in its role in all educational matters, especially regarding the curriculum for undergraduate, graduate, and continuing pharmacy education and other aspects of educational policy. The Educational Policy and Academic Oversight Committee shall maintain an ongoing evaluation of the curriculum leading to the Doctor of Pharmacy degree and Postgraduate Pharmacy Education programs. The Educational Policy and Academic Oversight Committee shall appoint subcommittees, as necessary to achieve its goals of review. The Educational Policy and Academic Oversight Committee shall make recommendations to the Faculty of the School, regarding initiation or discontinuance of core courses of instruction. The Educational Policy and Academic Oversight Committee shall have authority to take action on educational matters which do not require a vote of the Faculty. On request of more than one member, specific committee actions or decisions of the
Educational Policy and Academic Oversight Committee shall be reviewed by the committees listed in Articles (B) through (H). The Educational Policy and Academic Oversight Committee shall establish liaison and coordination with the Academic Senate, Faculty Council and School of Medicine Committee on Educational Policy, the Graduate Council, and appropriate student organizations.

During the inception of the School, and while the number of faculty is small, the following committees will act as subcommittees of the Educational Policy and Academic Oversight Committee.

(B) Nominating Committee

The Nominating Committee shall consist of four full-time faculty members, broadly representing the various disciplines, nominated by the Educational Policy and Academic Oversight Committee (usually two nominees for each open position) and elected by the Faculty. The Chair shall be elected each year by the members of the committee. The members shall serve staggered two-year terms.

The committee shall submit a slate of nominees from which the faculty officers shall be elected, as specified in Bylaws III and VIII.

The committee shall submit a slate of nominees to the Educational Policy and Academic Oversight Committee for all chairs and members of standing committees except those specified to be elected by the Faculty as a whole. Appointment of chairs and members of these committees is subject to approval by a majority of the Educational Policy and Academic Oversight Committee. The Nominating Committee shall also recommend to the Dean the names of faculty for service on administrative and ad hoc committees, as required. It shall make other nominations from time to time as required by the Educational Policy and Academic Oversight Committee or Dean.

(C) Admissions Committee (AC)

The Admissions Committee shall consist of a chair (SFO) appointed as specified in Bylaw VI. Article (A) and at least four faculty members appointed as specified in Bylaw VI. Article (B). In addition, an Associate Dean and members of the Associate Faculty may serve with the privilege of vote on this committee. Members will serve staggered two-year terms.

The AC will develop and implement the terms and conditions for the admission of Doctor of Pharmacy students, including the educational requirements, policies, and procedures for their selection. The Educational Policy and Academic Oversight Committee will determine such terms and conditions annually. AC shall have responsibility for determining the sequence or admission of qualified candidates, and shall participate in and oversee all aspects of the admissions process. AC shall report to the Educational Policy and Academic Oversight Committee on a quarterly basis.

(D) Academic Oversight Committee (AOC)

The Academic Oversight Committee shall consist of a chair (SFO) appointed as specified in Bylaw VI. Article (A) and four members appointed as specified in Bylaw VI. Article (B). Members will serve staggered three-year terms.

The committee will be concerned with the academic performance of students. The AOC is charged with examining the records, at the end of each quarter, of all students and
determining if a student is in good academic standing and is ready for promotion. Prior to graduation, the committee will review all student records to certify to the Educational Policy and Academic Oversight Committee that each graduating student has met the requirements for the Doctor of Pharmacy degree at the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences.

(E) Skaggs School of Pharmacy and Pharmaceutical Sciences Committee on Academic Personnel (SSPPSCAP)

The School of Pharmacy and Pharmaceutical Sciences Committee on Academic Personnel SSPPSCAP shall consist of a chair (SFO), a vice chair, and six members of the full-time faculty. At least five members of the committee must be members of the Academic Senate. The Educational Policy and Academic Oversight Committee shall recommend two candidates for each open position on the committee. The Divisional Committee on Committees will appoint the members. The chair shall be a Senate member. Members will serve staggered three-year terms.

The SSPPSCAP will review all faculty in the School of Pharmacy and Pharmaceutical Sciences for appointments, appraisals, promotions, and accelerations. The SSPPSCAP will advise the Skaggs School of Pharmacy and Pharmaceutical Sciences Dean on academic personnel matters.

(F) Associate Faculty Committee (AFC)

This committee will be composed of at least five volunteer faculty and one full time faculty member (SFO) who are active in UCSD clinical teaching programs. The membership should reflect the diversity of practice type and locations of the volunteer faculty. Members will be nominated by the Nominating Committee and appointed by the Educational Policy and Academic Oversight Committee. Members will serve staggered two-year terms.

This committee will be concerned with issues of the Associate Faculty and will advise the Educational Policy and Academic Oversight Committee on those issues in the curriculum that relate to clinical teaching. AFC will help the School address the needs and concerns of the local pharmacy community and will assist the School in its academic missions.

(G) Committee on Educational Policy

The function of the Committee on Educational Policy shall be to represent the Faculty in all educational matters, especially regarding the curriculum for undergraduate, graduate and continuing education and other aspects of educational policy. It has authority to take action on all educational matters that do not require a vote of the Faculty. The committee is charged with continuous study of the curriculum leading to the Doctor of Pharmacy degree and of the postgraduate professional programs.

(H) Ad Hoc Committees

The Educational Policy and Academic Oversight Committee may appoint ad hoc committees for specific purposes and identified short-term needs. All appointments to ad hoc committees shall expire at the end of one year unless reappointed by the Educational Policy and Academic Oversight Committee.
VII. PARTICIPATION OF STUDENTS ON COMMITTEES

Students play a major role in their own professional education; therefore, it is desirable to have student representation on all faculty committees that directly affect student life. Students in good academic standing may be appointed to standing and ad hoc committees of the Faculty. Student representatives will be appointed by the student association or other duly constituted group representing the students. In the absence of students so identified, students may be nominated by the Associate Dean for Student Affairs (or equivalent) and approved by the committee on which they will serve.

VIII. ELECTIONS

Elections will be by mail ballot to all voting members of the Faculty. Except for special elections, election of officers of the Faculty for any given academic year will be held prior to June 1 of the preceding year. In the election of the Vice Chair of the Faculty or membership on the Educational Policy and Academic Oversight Committee, whenever there are more than two candidates and no candidate obtains a majority of the votes cast, a runoff election shall be conducted between the two candidates with the greatest number of votes. The runoff election results will be available by September 1.

IX. VACANCIES

Unless otherwise specified in these bylaws, if for any reason a vacancy occurs among the elected officers or representatives of the Faculty, the vacancy will be filled by the candidate, from the appropriate group for whom the vacant position represents, who received the next largest number of votes in the most recent election. If that candidate declines to serve, the position will be filled by vote of the Educational Policy and Academic Oversight Committee.

X. AMENDMENTS

Initiative for amendments to these bylaws may be taken by the Educational Policy and Academic Oversight Committee or by petition signed by five or more members of the Faculty. Such amendments are to be submitted to the Faculty at least five days prior to a meeting at which the proposed amendment will be discussed. Approval of the amendment requires a two-thirds majority vote of the Faculty by mail ballot.

No change in the Bylaws may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University or of the San Diego Division.

REGULATIONS

100. Requirements of the Doctor of Pharmacy Degree (Pharm.D)

Requirements for the Doctor of Pharmacy (Pharm.D) Degree shall be determined by the Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences. The following minimum requirements pertain to the award of the Pharm.D. Degree.

(A) Admission

To be admitted to the program an applicant must

(1) be eligible for admission to the University of California
(2) complete the pre-requisite subject requirements as determined by the faculty and published annually by the Skaggs School of Pharmacy and Pharmaceutical Sciences

(3) meet the minimum grade point average requirement established by the faculty

(4) demonstrate a high level of academic achievement, leadership and professional potential, as evidenced by transcripts and letters of recommendation, and

(5) be evaluated, and accepted for admission by the Admissions Committee of the School.

(B) Residency

(1) The minimum residence requirement is twelve (12) academic quarters.

(C) Time Limitations

(1) The normative registered time to complete the requirements for the degree is four years. Extensions to this limitation may be granted by the Dean in unusual circumstances.

(2) The maximum registered time to complete the requirements for the degree is five years. Extension beyond the five-year maximum must be approved by the Dean following a recommendation from the Committee on Educational Policy and Academic Oversight and the Standing and Promotion Committee.

(3) Coursework in any year may not be repeated more than once.

(D) Program

(1) Students must complete the required curriculum as determined by the faculty of the School.

(2) Students must complete each required curriculum course with a grade of (H) honors or (P) pass except where the required courses are cross-listed with School of Medicine courses and only graded P (pass) or F (fail). Such courses must be completed with a grade of (P) pass.

(3) Courses taken prior to admission to the School which are deemed by the instructors of record for a particular required curriculum course to be equivalent to the required course, and for which the student demonstrates required competencies, may be credited toward the degree. The maximum number of units credited for a course may not exceed the number of units assigned for the course in the curriculum.

(4) Elective courses to fulfill the unit requirement for the degree must be taken after admission to the School. Courses taken prior to admission to the School may not be applied toward the elective requirements.

(E) Satisfactory Professional Qualifications

(1) Students must demonstrate throughout the curriculum that they possess the professional, ethical, and moral characteristics necessary for professional practice.
150. Evaluation
   (A) Student evaluation is based on the following:
       (1) Oral and written examinations
       (2) Performance in laboratory and discussion group activities
       (3) Clinical performance
       (4) Other tools deemed appropriate by the Faculty

200. Grading Policy
   (A) Grades
       (1) The work of all students in those courses designated by the Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences as required courses will be reported in terms of the following grades: H (honors), P (pass), F (fail), Y (provisionally unsatisfactory), I (incomplete), IP (in progress).
       (2) The work of all students in those courses designated by the Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences as elective courses will be reported in terms of the following grades: S (satisfactory), U (unsatisfactory), Y (provisionally unsatisfactory), I (incomplete), IP (in progress).
       (3) No grade points per unit shall be assigned.
   (B) The H (honors) Grade
       (1) The grade H (honors) shall be assigned to those students whose overall performance in a required course is considered to be outstanding.
       (2) Honors will not be granted in those required courses cross-listed with the School of Medicine courses that are only graded (P) pass or F (fail) or in elective courses.
   (C) The P (pass) Grade
       The grade P (pass) shall be assigned to those students whose overall performance in a required course meets at least the minimum standard established by the faculty and is considered satisfactory.
   (D) The F (fail) Grade
       (1) The grade F (fail) shall be assigned to those students whose overall performance in a required course is unsatisfactory. The F grade will remain on the transcript.
       (2) In order to progress through the curriculum, all grades of F must be remediated by repeating the course by the end of the next term in which the course is normally given, unless a petition, prior to that time, has been approved by the Associate Dean for Student Affairs allowing a further specified period. If a course is repeated, the course will appear a second time on the transcript.
   (E) The S (satisfactory) Grade
       The grade S (satisfactory) shall be assigned to those students whose overall performance in an elective course meets at least the minimum standard established by the faculty and is considered satisfactory.
   (F) The U (unsatisfactory) Grade
(1) The grade of U (unsatisfactory) shall be assigned to those students whose overall performance in an elective course is unsatisfactory. The U grade will remain on the transcript.

(2) The U grade in an elective course may be remediated by repeating the course. If a course is repeated, the course will appear a second time on the transcript.

(3) Courses in which a student receives a final grade of U will not be applied toward meeting the requirements for the Pharm.D. degree.

(G) The Y (provisionally unsatisfactory) Grade

(1) The grade Y (provisionally unsatisfactory) shall be assigned as an initial grade when a student has not performed to a satisfactory level in a course but the instructor wishes to provide for an additional finite period of time for the student to demonstrate competency in the course.

(2) The Y grade is replaced with a P (pass) grade for required courses or a S (satisfactory) grade for elective courses when the course requirements have been satisfied within the time determined by the instructor.

(3) The Y grade is replaced with an F (fail) grade or U (unsatisfactory) grade if the requirements have not been satisfied within the time determined by the instructor.

(4) The time period for satisfactory completion of the course requirements should normally 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. Should a student not complete the work to the satisfaction of the instructor by the end of the specified period or not be granted an extension by the Associate Dean, a grade of F (fail) or U (unsatisfactory) shall be assigned. In order to progress through the curriculum, all grades of F must be remediated.

(H) The I (incomplete) Grade

(1) The grade I (incomplete) shall be assigned when a student’s work is of passing quality but is incomplete.

(2) The student should normally complete the work of the course by the end of the next term in which the student is registered unless a petition, prior to that time, has been approved by the Associate Dean for Student Affairs allowing a further specified period.

(3) Should the student not complete the work by the end of the next term or not be granted an extension by the Associate Dean, a grade of F (fail) or U (unsatisfactory) shall be assigned. In order to progress through the curriculum, all grades of F must be remediated.

(I) The IP (in progress) Grade

The grade IP (in progress) shall be assigned for courses extending over more than one quarter and in which evaluation of a student’s performance is deferred until the end of the final quarter of the course. The IP grade shall be replaced by a final grade when the student completes the course sequence.

(J) The W (withdraw) Grade
(1) The grade W (withdraw) shall be assigned when a student has completed some portion of the course and for personal or other reasons, must withdraw from the course.

(2) For required courses, the W (withdraw) grade must be approved by the Associate Dean of Students. The W grade will remain on the transcript.

(3) For elective courses, the W (withdraw) grade shall be assigned for courses dropped after the beginning of the fourth week of instruction.

250. Academic Review

(A) A student with an F (fail) grade in a required course or a student experiencing continued academic difficulties or first time difficulties in multiple courses in a given year may be referred to the Academic Oversight Committee for either an informal academic review or an in-depth academic review, as deemed appropriate by the Associate Dean for Student Affairs.

(B) Failure to pass a required course normally results in a one-year deceleration of a student’s progress in the curriculum.

300. Dropping Courses

(A) Students may drop a required course only with the approval of the Associate Dean for Student Affairs. If a student drops a required course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.

(B) Students may drop a pre-clinical elective course prior to the beginning of the fourth week of instruction with no course entry appearing on the transcript. If a student drops a pre-clinical elective course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.

(C) Students may drop a clinical elective course prior to the beginning of the fourth week of instruction with no course entry appearing on the transcript. If a student drops a clinical elective course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.

350. Withdrawal, Leaves of Absence, and Discontinuance Without Notice

(A) A student wishing to withdraw from all classes may request of the Dean of the School a leave of absence or an honorable withdrawal.

(B) Brief Leave of Absence. Permission to be absent from the University for a brief period of time may be granted by the Dean of the School to a student in case of illness or other emergency. Such leaves shall not exceed six weeks in any academic year. Approval of a leave of absence shall not exempt a student from satisfactorily completing all work in progress for each course in which the student is enrolled. If the student is unable to complete the work by the end of the term, the I (incomplete) grade shall be entered for each course.

(C) Prolonged Leave of Absence. Permission to be absent from the University for a prolonged period of time may be granted by the Dean of the School to a student in good academic standing who does not wish to retain class status. A student in good standing is entitled to a certificate of honorable withdrawal. To be eligible for consideration for readmission, the student must provide an annual status report and the leave must be approved annually by the Dean.
(D) Discontinuance without Notice. A student who (1) withdraws from the School without notice, or (2) fails to report after a specified leave of absence, or (3) fails to register for any term within one month after the beginning of that term, is considered academically dismissed from the School.

400. Academic Disqualification

(A) Academic Probation. A student shall be placed on academic probation

1. Upon receipt of one grade of F (fail) in a required course
2. Upon receipt of two Y (provisionally unsatisfactory) grades in one academic year.
3. Upon failure to remediate a Y grade to a P grade before another Y grade is received.
4. If the student’s overall performance at any time is determined by the Academic Oversight Committee to be unsatisfactory.
5. A student placed on probation is subject to supervision by the Faculty.

(B) Academic Dismissal. A student is subject to dismissal

1. Upon receipt of the F (fail) grade for a course that the student had taken previously and had earned a grade of F (fail), or
2. Upon receipt of two F (fail) grades in one year, or
3. Upon being placed on academic probation a second time, or
4. If the student has not completed the requirements for the degree within five (5) years of the date he/she entered as a first year student, or
5. If the student is pursuing a program of study that, upon projection, cannot be accomplished within five years of the date he/she entered as a first year student, or
6. If in the opinion of the Academic Oversight Committee the student, while on academic probation, is continuing to perform in a marginal or unsatisfactory manner.

(C) Academic Misconduct. Upon discovery of substantive evidence of academic misconduct, a student may be subject to suspension or dismissal. The procedures leading to discipline will guarantee procedural minima of due process in accordance with Faculty, School, Academic Senate, and University policies.

450. Professional Disqualification

(A) A student shall be subject to professional disqualification, leading to probation or dismissal, if after a hearing by a committee of the Faculty of the alleged charges, it is found that the student:

1. Has manifested or threatened violence against a patient, a fellow student, a fellow professional, staff personnel, faculty member, or others in carrying out his/her professional assignments, and/or
2. Has abused professional privileges by taking advantage of professional relationships with patients or others, or has abused other privileges of the profession, such as access to drugs and equipment, and/or
(3) Has failed to meet professional responsibilities by reason of being mentally incompetent, and/or being under influence of alcohol and/or controlled substances, and/or

(4) Has been negligent in carrying out professional duties in such a way that harm to a patient has or could result.

500. Grade and Evaluation Appeals

(A) Time Limits

Grade appeals, for both required and elective courses, must be made within 90 calendar days after the grade has been assigned.

(B) First Step: Appeal to the Instructor(s)

(1) Students may appeal in writing to the instructor(s) within the 90 calendar day period cited in (A) above. In the written appeal, the student should specify the grounds and/or facts for the appeal.

(2) The instructor(s) should respond in writing to the student within 14 calendar days of receiving the student’s written appeal. Possible responses may include:

(a) Denial of the appeal, or
(b) Granting of the appeal, or
(c) Granting of the appeal with contingency, as deemed appropriate, or
(d) Acknowledging receipt of appeal, with a state plan for investigation to be concluded no later than 30 calendar days after receipt of the appeal.

(C) Final Step: Appeal to the Academic Oversight Committee

(1) If the student believes that the matter is not yet resolved to his/her satisfaction, he/she may appeal in writing to the Academic Oversight Committee through the Office of Student Affairs.

(2) At its first regularly scheduled meeting following receipt of the appeal, the committee will review the written appeal from the student and the written report from the instructor(s).

(3) Written notification of the decision of the committee will be mailed to the student within 14 calendar days following the meeting where the appeal was discussed.

550. Policy on Evaluation of Professionalism

Pharmacy students are required to demonstrate professionalism as part of the requisite clinical competency. Many attributes of professionalism cannot be observed on one rotation, thus patterns of behavior, as observed throughout the continuum of training and within the education environment, play an important role in making these determinations. The demonstration by a pharmacy student of satisfactory professional and personal attributes is necessary to successfully complete the curriculum. Therefore, these attributes will be evaluated throughout the student’s enrollment.

It is the intent of the School, in placing this policy into effect, to give all manner of assistance to the student to remedy any deficiencies. It is the School’s hope that the student may, subsequently, be successful and move forward in his/her profession with utmost confidence.
(A) Students who have not demonstrated adequate professional and personal attributes or who demonstrate unprofessional behavior will be identified by instructors and reported to the Associate Dean for Student Affairs as follows:

(1) The instructor will prepare a statement describing in detail the unprofessional behavior demonstrated by the student.

(2) The instructor will discuss the contents of the statement with the student, and the student will be given the opportunity to submit a written response.

(3) The Associate Dean for Student Affairs will evaluate the statement and student response and if the incident(s) or issue(s) is severe or the behavior is repetitive in nature the student will be presented to the Academic Oversight Committee.

(4) The Associate Dean for Student Affairs will have the responsibility to evaluate the student’s professional performance as a continuum throughout the student’s enrollment and to present the evaluation to the Subcommittee.

(5) Upon presentation to the committee and following discussion of the student, the Associate Dean for Student Affairs will prepare a Professionalism Remedia tion Summary (PRS) that, depending on the severity of the unprofessional behavior, may include, but is not limited to:

   (a) Restriction of clerkship enrollment
   (b) Completion of additional clerkship assignments
   (c) Counseling
   (d) Suspension
   (e) Dismissal

(6) Upon completion of remediation, a final Professional Remediation Report (PRR) will be prepared by the Associate Dean for Student Affairs describing the improvements demonstrated by the student.

600. Amendments

(A) The Regulations of the School may be amended at any meeting of the Faculty provided the proposed modification has been distributed to the Faculty at least five days before the meeting. Approval requires a majority of the voting members present.

(B) Amendments of Regulation 100 (Requirements of the Pharm.D. Degree) and Regulation 200 (Grades) are subject to approval by the San Diego Division Representative Assembly.

(C) No change in the Regulations may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University or of the San Diego Division.