

OREGON HEALTH & SCIENCE UNIVERSITY

SCHOOL OF MEDICINE – GRADUATE STUDIES

Guidelines and Regulations for Completion of Master’s and Ph.D. Degrees

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NOTE: These Guidelines incorporate amendments to the Graduate Council By-Laws approved in 2005.

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Introduction

This document summarizes general policies and procedures related to completing requirements for the master’s degree or Ph.D. degree in the School of Medicine at the Oregon Health & Sciences University (OHSU). This document implements policies specified in the School of Medicine Graduate Council By-Laws. It is intended to reflect the By-Laws, but should not be considered a replacement for policies specified in the By-Laws. In accord with the By-Laws, the word “Program” in this document refers to a department, interdepartmental committee or other School of Medicine administrative unit that has received approval from the Faculty Council and has been accredited to offer an educational program leading to the Master’s or Ph.D. degree. “Program Director” refers to the department chair, chair of the interdepartmental committee, or director of the administrative unit responsible for overseeing the Program. Responsibility for representing the program may be delegated to a member of the program faculty when deemed appropriate by the Program Director.

Section 1

General Procedures for Completing the Master’s Degree without Thesis Requirement

The following Master’s programs do not require completion of a thesis:

- Master in Biomedical Informatics
- Master of Clinical Research
- Master of Physician Assistant Studies

This section describes the procedures and documentation needed to receive a Master’s degree in programs with no thesis requirement in the School of Medicine at OHSU. Students and mentors/advisors should note the relevant deadlines. Most actions are initiated by the student or Program Director, are approved by the Associate Dean for Graduate Studies and are recorded in the Registrar's Office.

NOTE: The current versions of all *FORMS* mentioned in this section are available for downloading from the Graduate Studies Program web page:

<http://www.ohsu.edu/som/graduate/forms.cfm> . Unless otherwise noted, all forms should be returned to the School of Medicine Graduate Studies Office (Room 4135 Mackenzie Hall, L102).

1. **Master’s Program Mentor/Advisor Assignment.** The student’s selection of a mentor/advisor must be approved by the Director of the student’s graduate program and by the Director of the mentor’s primary administrative unit. Documentation of these approvals will be obtained using the *MASTER’S PROGRAM MENTOR/ADVISOR ASSIGNMENT* form, which should be forwarded to the Associate Dean for Graduate Studies as soon as the mentor/advisor is assigned. A new form should be submitted whenever there is a change in the mentor/advisor assignment.
2. **Completion of Program Requirements.** Students in all master’s programs must complete an approved course in ethics and professional conduct and all other academic requirements specified by the Program (e.g., capstone project).
3. **Final Steps.** OHSU awards diplomas each term, based on the completion of final paperwork and thesis binding. The following requirements must be completed within six months following the completion of the Oral Examination. However, students must

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complete all requirements before May 20th in order to participate in the graduation ceremonies in June of the same year.

- a. **Application for Degree.** The Office of the Registrar requires that the *APPLICATION FOR DEGREE* form be completed to prepare the printed diploma. Students should complete and submit this form to the Registrar’s Office during the term in which they expect to complete program requirements.
 - b. **Exit Photograph.** The School of Medicine Exit Photo consists of one (1) black and white digital image at a cost of \$20.00
 - i. Students may request that a copy of their exit photo be sent, free of charge, as an internet file transfer to their OHSU GroupWise e-mail account.
 - ii. Students may also request one (1) 2 x 3 black and white reprint of the exit photo for an additional \$5.00. These options may not be combined with other Medical Photography services.
 - iii. Students are responsible for the cost of the photography unless the Program agrees to cover this expense.
 - iv. To schedule the 15-min appointment, contact Medical Photography at (503) 494-8040, Monday – Friday from 8:00 a.m. - 4:30 p.m.
 - v. Students should take the completed *EXIT PHOTO REQUEST* form to a scheduled appointment with Medical Photography located in Baird Hall - Room 10.
 - vi. Medical Photography will give students a receipt for the services selected. A photocopy of this receipt must be sent to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102) after they have completed all other degree requirements. Student cooperation in completing these forms as completely as possible is appreciated.
 - c. **Exit Contact Information Form.** Complete and send this required form to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102) after they have completed all other degree requirements. Student cooperation in completing these forms as completely as possible is appreciated.
4. **Graduation**
- a. **School of Medicine Hooding Ceremony.** This is a special event for those who received a graduate degree from the School of Medicine during the prior academic year. Family and friends are encouraged to attend and no ticket is required. For more information contact the Office of Graduate Studies: 503-494-6222.
 - b. **Commencement.** Graduate degrees are formally conferred at this ceremony. Admission to Commencement is by ticket only. For more information, contact the Office of Graduate Studies (503-494-6222) or the Community Relations Office (503-494-7686).
 - c. **Degrees will not be awarded** until all academic requirements have been met and the student pays all debts and discharges all other obligations he or she has to the University.

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Section 2

General Procedures for Completing the Master’s Degree with Thesis Requirement

A thesis is currently required to complete the master’s degree in the following programs: MS in Biomedical Informatics, MS in Clinical Nutrition and Master of Public Health (MPH). This section describes the procedures and documentation needed to receive a Master’s degree in programs requiring a thesis in the School of Medicine at OHSU. Students and mentors/advisors should note the relevant deadlines. Most actions are initiated by the student or Program Director, are approved by the Associate Dean for Graduate Studies and are recorded in the Registrar's Office.

NOTE: The current versions of all *FORMS* mentioned in this section are available for downloading from the Graduate Studies Program web page: <http://www.ohsu.edu/som/graduate/forms.cfm>. Unless otherwise noted, all forms should be returned to the School of Medicine Graduate Studies Office (Room 4135 Mackenzie Hall, L102).

1. **Master’s Program Mentor/Advisor Assignment.** The student’s selection of a mentor for the master’s thesis must be approved by the Director of the student’s graduate program and by the Director of the mentor’s primary administrative unit.
 - a. The Mentor must be a member of the Graduate Faculty
 - i. A listing of all members of the School of Medicine Graduate Faculty can be found on the Graduate Studies web page
http://www.ohsu.edu/som/graduate/faculty_search.cfm
 - b. Documentation of these approvals will be obtained using the *MASTER’S PROGRAM MENTOR/ADVISOR ASSIGNMENT* form, which should be forwarded to the Associate Dean for Graduate Studies as soon as the mentor is assigned.
 - c. A new form should be submitted whenever there is a change in the mentor assignment.
2. **Request for Appointment of a Thesis Advisory Committee.** The Thesis Advisory Committee is appointed by the Program Director to guide and advise the student in the thesis research and preparation of the thesis document.
 - a. The committee must be appointed within 1 year after admission to the program or upon commencement of the thesis research, whichever is earlier.
 - b. The committee must consist of no fewer than three members of the graduate faculty (from any program or administrative unit).
 - c. The Programs may request permission to replace one of the committee members by a recognized scholar who is not a member of the Graduate Faculty. This individual may not serve as Chairperson of the examination committee. Requests to appoint an outside member to the examination committee must be supported by a letter from the Program Director and a copy of the scholar’s curriculum vitae.
 - d. Appointment of an outside member may be used to meet the requirement that not all members have primary appointments in the same department or institute.
 - e. The candidate’s mentor may be included as a member of the committee.

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- f. The Program Director's recommendation for appointment of the Advisory Committee will be sent to the Associate Dean for Graduate Studies for approval using the *REQUEST FOR ADVISORY COMMITTEE* form.
- g. The Advisory Committee is expected to meet at least annually to evaluate progress toward completion of the thesis.
 - i. With the approval of the Program Director, the committee may place a student on academic probation if it is determined that progress has not been adequate.
 - ii. In such cases, the Program Director will notify the student and the Associate Dean for Graduate Studies in writing of the probationary status, specify in what way(s) the student is failing to meet standards and specify time limits for correcting the deficiencies.
 - iii. If the student fails to correct the deficiencies within the specified time limits, the Program Director may recommend dismissal of the student.
- 3. **Completion of Program Requirements.** Students in all master's programs must complete an approved course in ethics and professional conduct and all other academic requirements specified by the Program. These requirements must be completed before or during the term in which the final oral examination is scheduled.
- 4. **Request for Oral Examination.** The Program Director must submit a signed *ORAL EXAMINATION REQUEST* form to the Associate Dean for Graduate Studies at least 4 weeks before the scheduled oral defense date.
 - a. This form lists the Program's recommendations of individuals who would be suitable to serve on the Oral Examination Committee.
 - b. According to the Graduate Council By-Laws, the Oral Examination Committee for a thesis defense:
 - i. Must include no fewer than three (3) members of the Graduate Faculty who do not all have primary appointments in the same department or institute
 - ii. Must be chaired by a member of the Graduate Faculty
 - iii. May include the student's mentor
 - iv. Programs may request permission to replace one of the committee members by a recognized scholar who is not a member of the Graduate Faculty
 - a) This individual may not serve as Chairperson of the examination committee.
 - b) Requests to appoint an outside member to the examination committee must be supported by a letter from the Program Director and a copy of the scholar's curriculum vitae
 - c) Appointment of an outside member may be used to meet the requirement that not all members have primary appointments in the same department or institute
 - c. The Oral Examination Committee is appointed by the Associate Dean for Graduate Studies based upon the recommendation of the student's Program.
 - i. The examination request form must be signed by Program Director and by the student's mentor.
 - ii. It must also include the proposed date, time and place of the seminar and defense.
 - d. Upon approval by the Associate Dean for Graduate Studies, the Office of Graduate Studies will forward the approved form to the Office of the Registrar and return a

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- copy to the Program for distribution with the thesis. The Office of the Registrar will send official certification that the student has met all academic requirements to the examination committee Chair.
- e. Students must be registered for at least 1 hour of thesis (503) credit during the term in which the Oral Examination occurs.
 - f. Students may not take the oral examination if they are on academic probation or if an Incomplete (I) grade remains on their transcript.
 - g. In order for a student to participate in graduation ceremonies within a particular academic year, the thesis defense must take place on or before May 1st and all other degree requirements must be completed before May 20th.
5. **Post Notices Announcing the Oral Examination.** The oral examination must be held on campus and shall be open to the public.
- It is the responsibility of the Program to set the date, time and place of the oral examination and to post notices of the examination on campus.
 - A copy of the Oral Examination notice should be sent to the Office of Graduate Studies at somgrad@ohsu.edu for posting on the Graduate Studies website calendar.
6. **Distribution of Thesis to Oral Examination Committee.** At least 2 weeks before the oral examination, the thesis must be distributed by the student to the members of the Oral Examination Committee. All members of the Examination Committee must receive the following:
- A copy of the approved *ORAL EXAMINATION REQUEST FORM*,
 - A copy of the “Instructions for Members of the Oral Examination Committee”
 - An unbound copy of the thesis.
 - Upon approval of the Request for Oral Examination form, the Office of Graduate Studies will prepare the *ORAL EXAMINATION CERTIFICATION* form for forwarding to the Chairperson of the Examination Committee with the “Instructions for the Chair of the Oral Examination Committee”
 - The *ORAL EXAMINATION CERTIFICATION* form includes student’s name, thesis title, degree sought and names of committee members
7. **Recording the outcome of the oral examination.** The Chairperson of the Examination Committee is responsible for submitting the *ORAL EXAMINATION CERTIFICATION* form to the Graduate Studies Office within 2 working days after the oral examination.
- Each member of the committee evaluates the student’s examination performance as either satisfactory or unsatisfactory on the certification form.
 - The examination is considered to be satisfactory if a majority of the committee members record votes of satisfactory.
 - A tie vote will be considered as an unsatisfactory score for the oral examination.
 - In the event of a report of unsatisfactory on the oral examination, the examination committee will provide the student and the Associate Dean for Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination.

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8. **Petition for Re-examination.** If for some reason either the preparation of the student is deemed inadequate or the thesis is disapproved, the student may petition the Program for the opportunity to be re-examined.
9. **Final Steps After the Thesis Defense.** OHSU awards diplomas each term, based on the completion of final paperwork and thesis binding. The following requirements must be completed within six months following the completion of the Oral Examination. However, students must complete all requirements before May 20th in order to participate in the graduation ceremonies in June of the same year.
 - a) **Corrections to Thesis.** If necessary, make corrections to the thesis. All members of the Examination Committee who recorded a satisfactory vote for the oral examination must sign the *CERTIFICATE OF APPROVAL* page (see sample page 4-6 in this guide). Signing of the approval page indicates that all required corrections have been completed.
 - i) All required corrections must be completed and approved by the Examination Committee within 6 months after the oral exam.
 - ii) Failure to submit an approved thesis within this time limit will void the oral exam and the oral examination would have to be retaken.
 - iii) The ORIGINAL of the signed *CERTIFICATE OF APPROVAL* page must be delivered to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102).
 - b) **Thesis Binding.** At least three copies of the thesis must be bound: one copy is deposited in the OHSU Library, one copy is for the Program, and one copy is for the student’s mentor. The OHSU Library arranges for binding of the copy deposited in the Library.
 - i) The student must set up a brief appointment with library staff to process the thesis for binding. Contact Summer Steele at 503-494-3499 or steeles@ohsu.edu to make an appointment.
 - ii) The student must bring a copy of the thesis on acid-free bond paper (20-24 lb weight). The required signatures must be obtained on the *CERTIFICATE OF APPROVAL* (see sample page 4-6) before binding.
 - iii) The Library currently charges \$30.00 per copy for binding, which may be paid by cash, check, credit card (Visa or MasterCard) or charged to an OHSU account. Students are responsible for the cost of binding unless their Program agrees to cover the expense.
 - iv) It generally takes about 3 weeks for binding. The librarian will notify the student by phone or e-mail when the copies are ready to be picked up.
 - v) The ORIGINAL binding receipt must be sent to the Graduate Studies Office (Mackenzie Hall Room 4137 or mail code L-102). Please do not send your credit card receipt.
 - c) **Application for Degree.** The Office of the Registrar requires that the *APPLICATION FOR DEGREE* form be completed to prepare the printed diploma. Students should complete and submit this form to the Registrar’s Office after passing the oral examination.
 - d) **Exit Photograph.** The School of Medicine Exit Photo consists of one (1) black and white digital image at a cost of \$20.00.

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- i) Students may request that a copy of their exit photo be sent, free of charge, as an internet file transfer to their OHSU GroupWise e-mail account. Students may also request one (1) 2 x 3 black and white reprint of the exit photo for an additional \$5.00. These options may not be combined with other Medical Photography services.
- ii) Students are responsible for the cost of the photography unless the Program agrees to cover this expense.
- iii) To schedule the 15-min appointment, contact Medical Photography at (503) 494-8040, Monday – Friday from 8:00 a.m. - 4:30 p.m.
- iv) Students should take the completed *EXIT PHOTO REQUEST* form to a scheduled appointment with Medical Photography located in Baird Hall - Room 10.
- v) Medical Photography will give students a receipt for the services selected. A photocopy of this receipt must be sent to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102).)
- e) **Exit Contact Information Form.** Complete and send this required form to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102) after completing all other degree requirements. Student cooperation in completing these forms as completely as possible is appreciated.
- f) After all of the preceding requirements have been completed, the Associate Dean for Graduate Studies will notify the Office of the Registrar of final approval of the thesis and acceptance for graduation.

10. Graduation

Information regarding graduation will be posted to the Graduate Studies website at www.ohsu.edu/som/graduate

- **School of Medicine Hooding Ceremony.** This is a special event for those who received a graduate degree from the School of Medicine during the prior academic year. Family and friends are encouraged to attend and no ticket is required. For more information contact the Office of Graduate Studies: 503-494-6222
- **Commencement.** Graduate degrees are formally conferred at this ceremony. Admission to Commencement is by ticket only. For more information, contact the Office of Graduate Studies (503-494-6222) or the Community Relations Office (503-494-7686).
- **Degrees will not be awarded** until all academic requirements have been met and the student pays all debts and discharges all other obligations he or she has to the University.

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Section 3

General Procedures for Completing the Ph.D. Degree

This section describes the procedures and documentation needed to receive a Ph.D. degree in the School of Medicine at OHSU. Students and mentors should note relevant deadlines. Most actions are initiated by the student or Program Director, are approved by the Associate Dean for Graduate Studies and are recorded in the Registrar's Office. Unless otherwise noted, all forms should be returned to the School of Medicine Graduate Studies Office (Room 4135 Mackenzie Hall, L102).

NOTE: The current versions of all *FORMS* mentioned in this section are available for downloading from the Graduate Studies Program web page: <http://www.ohsu.edu/som/graduate/forms.cfm> . Unless otherwise noted, all forms should be returned to the School of Medicine Graduate Studies Office (Room 4135 Mackenzie Hall, L102).

1. **Ph.D. Mentor Assignment.** The student’s selection of a mentor for the doctoral dissertation must be approved by the Director of the student’s graduate program and by the Director of the mentor’s primary administrative unit.
 - a. The Mentor must be a member of the Graduate Faculty
 - i. A listing of all members of the School of Medicine Graduate Faculty can be found on the Graduate Studies web page http://www.ohsu.edu/som/graduate/faculty_search.cfm
 - b. Documentation of these approvals will be obtained using the *MASTER’S PROGRAM MENTOR/ADVISOR ASSIGNMENT* form, which should be forwarded to the Associate Dean for Graduate Studies as soon as the mentor is assigned (typically at the end of first year).
 - c. A new form should be submitted whenever there is a change in the mentor assignment
2. **Advancement to Ph.D. candidacy.** Advancement to Ph.D. candidacy requires the successful completion of CON 650: The Practice and Ethics of Science (or an approved alternative course), the program’s Qualifying Examination and all other academic requirements specified by the Program.
 - a. Students may not take the Qualifying Examination if they are on academic probation or if an Incomplete (I) grade remains on their transcript.
 - b. Upon completion of all requirements, the Program Director will submit the *ADVANCEMENT TO CANDIDACY* form to the Associate Dean for Graduate Studies for approval. The Associate Dean will forward the approved form to the Registrar.
 - c. The Advancement to Candidacy form must be on record in the Registrar's office at least three (3) terms before the final oral examination for the Ph.D. degree.
3. **Request for Appointment of a Dissertation Advisory Committee.** The Dissertation Advisory Committee is appointed by the Program Director to guide and advise the student in the dissertation research and preparation of the dissertation document.
 - a. The committee must be appointed within 1 year after advancement to candidacy or upon commencement of the dissertation research, whichever is earlier.
 - b. The committee must consist of no fewer than four members of the graduate faculty (from any program or administrative unit).

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- c. A listing of all members of the School of Medicine Graduate Faculty can be found on the Graduate Studies web page (http://www.ohsu.edu/som/graduate/faculty_search.cfm).
- d. The Program Director may request permission to replace one of the committee members by a recognized scholar who is not a member of the graduate faculty. Requests to appoint an outside member to the Advisory Committee should include a copy of the individual’s curriculum vitae.
- e. The candidate’s mentor may be included as a member of the committee.
- f. The Program Director’s recommendation for appointment of the Advisory Committee will be sent to the Associate Dean for Graduate Studies for approval using the *REQUEST FOR APPOINTMENT OF ADVISORY COMMITTEE* form.
- g. The Advisory Committee is expected to meet at least annually to evaluate progress toward completion of the dissertation.
 - i. With the approval of the Program Director, the committee may place a student on academic probation if it is determined that progress has not been adequate
 - ii. In such cases, the Program Director will notify the student and the Associate Dean for Graduate Studies in writing of the probationary status, specify in what way(s) the student is failing to meet standards and specify time limits for correcting the deficiencies.
 - iii. If the student fails to correct the deficiencies within the specified time limits, the Program Director may recommend dismissal of the student.
4. **Request for Oral Examination.** The Program Director must submit a signed *REQUEST FOR ORAL EXAMINATION* form to the Associate Dean for Graduate Studies at least 4 weeks before the scheduled oral defense date.
 - a. This form lists the Program’s recommendations of individuals who would be suitable to serve on the Oral Examination Committee.
 - b. According to the Graduate Council By-Laws, the Oral Examination Committee for a dissertation defense:
 - i. Must include no fewer than four (4) members of the Graduate Faculty who do not all have primary appointments in the same department or institute
 - ii. Must include at least one (1) member who is not a member of the student’s Dissertation Advisory Committee
 - iii. Must be chaired by a member of the Graduate Faculty
 - iv. May include the student’s mentor.
 - v. Programs may request permission to replace one of the committee members by a recognized scholar who is not a member of the Graduate Faculty.
 - a) This individual may not serve as Chairperson of the examination committee.
 - b) Requests to appoint an outside member to the examination committee must be supported by a letter from the Program Director and a copy of the scholar’s curriculum vitae.
 - c) Appointment of an outside member may be used to meet the requirement that:
 - not all members have primary appointments in the same department or institute, and/or
 - That the committee includes at least one member who was not a member of the student’s Advisory Committee.

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- c. The Oral Examination Committee is appointed by the Associate Dean for Graduate Studies based upon the recommendation of the student’s Program.
 - i. The examination request form must be signed by Program Director and by the student’s mentor.
 - ii. It must also include the proposed date, time and place of the seminar and defense.
 - d. Upon approval by the Associate Dean for Graduate Studies, the Office of Graduate Studies will forward the approved form to the Office of the Registrar and return a copy to the Program for distribution with the dissertation. The Office of the Registrar will send official certification that the student has met all academic requirements to the examination committee Chair.
 - e. Students must be registered for at least 1 hour of dissertation (603) credit during the term in which the Oral Examination occurs.
 - f. Students may not take the oral examination if they are on academic probation or if an Incomplete (I) grade remains on their transcript.
 - g. In order for a student to receive a diploma and participate in graduation ceremonies within a particular academic year, the dissertation defense must take place on or before May 1st, and all other degree requirements must be completed before May 20th.
5. **Post Notices Announcing the Oral Examination.** The oral examination must be held on campus and shall be open to the public.
- It is the responsibility of the Program to set the date, time and place of the oral examination and to post notices of the examination on campus
 - A copy of the Oral Examination notice should be sent to the Office of Graduate Studies at somgrad@ohsu.edu for posting on the Graduate Studies website calendar.
6. **Distribution of Dissertation to Oral Examination Committee.** At least 2 weeks before the oral examination, the dissertation must be distributed by the student to the members of the Oral Examination Committee. All members of the Examination Committee must receive the following:
- a. A copy of the approved *REQUEST FOR ORAL EXAMINATION* form
 - b. A copy of the “Instructions for Members of the Oral Examination Committee”
 - c. An unbound copy of the dissertation.
 - d. Upon approval of the Request for Oral Examination form, the Office of Graduate Studies will prepare the *ORAL EXAMINATION CERTIFICATION* form for forwarding to the Chairperson of the Examination Committee with the “Instructions for the Chair of the Oral Examination Committee
 - e. The *ORAL EXAMINATION CERTIFICATION* form includes student’s name, thesis title, degree sought and names of committee members
7. **Recording the outcome of the oral examination.** The Chairperson of the Examination Committee is responsible for submitting the *ORAL EXAMINATION CERTIFICATION* form to the Graduate Studies Office within 2 working days after the oral examination.
- Each member of the committee evaluates the student’s examination performance as either satisfactory or unsatisfactory on the certification form.
 - The examination is considered to be satisfactory if a majority of the committee members record votes of satisfactory.
 - A tie vote will be considered as an unsatisfactory score for the oral examination.

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- In the event of a report of unsatisfactory on the oral examination, the examination committee will provide the student and the Associate Dean for Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination.
8. **Petition for Re-examination.** If for some reason either the preparation of the student is deemed inadequate or the dissertation is disapproved, the student may petition the Program for the opportunity to be re-examined
 9. **Final Steps After the Dissertation Defense.** OHSU awards diplomas each term, based on the completion of final paperwork and thesis binding. The following requirements must be completed within six months following the completion of the Oral Examination. However, students must complete all requirements before May 20th in order to participate in the graduation ceremonies in June of the same year.
 - a. **Corrections to Dissertation.** If necessary, make corrections to the dissertation.
 - i. All members of the Examination Committee who recorded a satisfactory vote for the oral examination must sign the *CERTIFICATE OF APPROVAL* page (see sample in this guide). Signing of the approval page indicates that all required corrections have been completed.
 - ii. All required corrections must be completed and approved by the Examination Committee within 6 months after the oral exam.
 - iii. Failure to submit an approved dissertation within this time limit will void the oral exam and the oral examination would have to be retaken.
 - iv. The original of the signed *CERTIFICATE OF APPROVAL* page must be taken to the Library to bind the dissertation.
 - b. **Dissertation Binding.** At least three copies of the dissertation must be bound: one copy is deposited in the OHSU Library, one copy is for the Program, and one copy is for the student’s mentor.
 - i. The OHSU Library arranges for binding of the copy deposited in the Library. The student must meet with a Reference Librarian to process the dissertation for binding. Contact Summer Steele at 503-494-3499 or steeles@ohsu.edu to make an appointment.
 - ii. The student must bring a copy of the thesis on acid-free bond paper (20-24 lb weight).
 - iii. The required signatures must be obtained on the *CERTIFICATE OF APPROVAL* (see sample page 4-6) before binding.
 - iv. The Library currently charges \$30.00 per copy for binding, which may be paid by cash, check, credit card (Visa or MasterCard) or charged to an OHSU account.
 - v. Students are responsible for the cost of binding unless their Program agrees to cover the expense.
 - vi. It generally takes about 3 weeks for binding. The librarian will notify the student by phone or e-mail when the copies are ready to be picked up.
 - vii. The ORIGINAL of the binding receipt must be taken to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102).
 - c. **Application for Degree.** The Office of the Registrar requires that the *APPLICATION FOR DEGREE* form be completed to prepare the printed diploma. Students should

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complete and submit this form to the Registrar’s Office after passing the oral examination.

- d. **Exit Photograph.** The School of Medicine Exit Photo consists of one (1) black and white digital image at a cost of \$20.00.
 - i. Students may request that a copy of their exit photo be sent, free of charge, as an internet file transfer to their OHSU GroupWise e-mail account. Students may also request one (1) 2 x 3 black and white reprint of the exit photo for an additional \$5.00. These options may not be combined with other Medical Photography services.
 - ii. Students are responsible for the cost of the photography unless the Program agrees to cover this expense.
 - iii. To schedule the 15-min appointment, contact Medical Photography at (503) 494-8040, Monday – Friday from 8:00 a.m. - 4:30 p.m.
 - iv. Students should take the completed *EXIT PHOTO REQUEST* form to the scheduled appointment with Medical Photography located in Baird Hall - Room 10.
 - v. Medical Photography will give students a receipt for the services selected.
 - vi. A photocopy of this receipt must be sent to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102).
- e. **Exit Contact Information Form** Complete and send this required form to the Graduate Studies Office (Mackenzie Hall Room 4135 or mail code L-102) after completing all other degree requirements. Student cooperation in completing these forms as completely as possible is appreciated.
- f. **Survey of Earned Doctorates.** The Survey of Earned Doctorates can be found at <http://survey.norc.uchicago.edu/doctorate>. Student cooperation in completing this required survey is appreciated. Student responses are confidential, except for the postgraduate placement information (institution and job title), which may be shared with the programs.
- g. After all of the preceding requirements have been completed, the Associate Dean for Graduate Studies will notify the Office of the Registrar of final approval of the dissertation and acceptance for graduation.

10. Graduation

- a. **School of Medicine Hooding Ceremony.** This is a special event for those who received a graduate degree from the School of Medicine during the prior academic year. Family and friends are encouraged to attend and no ticket is required. For more information contact the Office of Graduate Studies: 503-494-6222. b)
- b. **Commencement.** Graduate degrees are formally conferred at this ceremony. Admission to Commencement is by ticket only. For more information, contact the Office of Graduate Studies (503-494-6222) or the Community Relations Office (503-494-7686).
- c. **Degrees will not be awarded** until all academic requirements have been met and the student pays all debts and discharges all other obligations he or she has to the University.

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Section 4

Instructions for Preparing the Graduate Thesis

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Introduction

The awarding of the degrees of Master of Science (M.S.), Master of Public Health (M.P.H.) and Doctor of Philosophy (Ph.D.) provides recognition by OHSU that the student has performed creditable scientific investigation. The documentary evidence of this investigation is to be submitted as a master’s thesis or doctoral dissertation by the candidate for approval by the student’s advisor/mentor, the student’s Program and the faculty of the School of Medicine. The thesis or dissertation is presented not only to this faculty, but also to the scientific community as a whole. Therefore, it should attest to the student’s understanding and appreciation of the fundamental principles of the scientific method.

The student must present a written description of scientific work carried out during the course of graduate study. Usually, the master’s thesis is a report of original scientific work conducted by the student under close supervision of the faculty advisor/mentor. The doctoral dissertation must show evidence of originality on the part of the student in the planning and execution of independent scientific work and the results must represent a meaningful contribution to knowledge.

Students must be the primary contributor to the design of the project, in the collection, analysis and interpretation of the data, and in the writing of the thesis or dissertation document. Specific details of any technical assistance, together with acknowledgment of the individual(s) who provided the assistance, must be included in the text of the document. In the absence of such acknowledgments, it is assumed that all data presented in the document were collected directly by the student. Similarly, the source of any special materials used in the project (e.g., antisera, probes, reagents, cell lines, databases) must be specifically acknowledged in the text of the document. In the absence of such acknowledgments, it is assumed that all special materials described in the document were developed or prepared by the student.

Organization of the Thesis or Dissertation

The following is an outline of the structure of the thesis or dissertation in the order in which the various sections appear. If any major deviation from the following basic structure is necessary, permission should be obtained from the Graduate Council. The student should consult the advisor/mentor or the Program Director for information about any additional requirements that may be imposed by the student’s Program.

1) **Title and approval pages.** The first page of the thesis is the title page, which should not be numbered. A sample title page is included with these instructions (page 4-5). The second page of the document should be the *CERTIFICATE OF APPROVAL* page (page 4-6), which should not be numbered.

2) **Table of contents.** A table of contents, starting with page i using lower case Roman numerals, in which the subject matter is subdivided in logical sequence, should follow the approval page. The heading of the Table of Contents should be typed in capital letters not less than 2 inches from the top of the page. The pages on which subdivision headings appear should be indicated in the Table of Contents. If there are many tables, illustrations or abbreviations, the document should include a list of tables, a list of illustrations and/or a list of abbreviations typed on separate pages after the Table of Contents.

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3) **Acknowledgments.** This section follows Table of Contents and is also numbered with lower case Roman numerals.

4) **Abstract.** This section should briefly summarize the important elements of the thesis or dissertation. It should include a statement of the problem, a brief description of the work performed and a summary of the results and conclusions. It should be numbered with lower case Roman numerals and it should not exceed 500 words.

5) **Main section of the thesis.** The body of the document should be organized into chapters and include an introduction, methods, results, discussion and conclusions. There is flexibility in the way this information can be organized into chapters. If the work has been submitted for publication or has already been published, it may be desirable to use the manuscripts as the basis for preparing individual chapters. If manuscripts are used as the basis for preparing chapters, the overall style of each chapter should be similar. References should not be included with each chapter but rather included as a single listing following the main body of the document (usually after the Summary and Conclusions).

a) **Introduction.** The purpose of the introduction is to elucidate the nature of the problem addressed by the thesis or dissertation research. The problem should be clearly presented, and its history discussed through a survey of the literature. The author should explain the rationale behind the scientific approach to the problem.

b) **Material and Methods (or Subjects, Apparatus, Procedure).** This section should contain descriptions of the procedures employed in the project. The methods should be presented in detail sufficient to permit another investigator to repeat the procedures.

c) **Results.** This section should contain the summarized data from scientific work performed by the author. The results should consist of a written description accompanied by tables, graphs, drawings, photographs or theoretical and statistical analyses where appropriate.

d) **Discussion.** This section should contain a discussion of the findings, their significance and their relation to the findings of other investigators.

e) **Summary and Conclusions.** This section should contain an abbreviated statement summarizing the findings of the thesis or dissertation. This section should end with a clear statement of conclusions drawn from these findings.

f) **References.** References should be included in a single list following the main body of the document (usually after the Summary and Conclusions). References should include a full listing of authors and title of the article and conform to the style of a refereed journal.

g) **Appendices.** If desirable, additional data or detailed descriptions of techniques or methodology may be appended to the document.

6) **Tables.** Tables may be single or double-spaced but must conform to the margin requirements (see below). They should be numbered consecutively and should be inserted either at appropriate points in the text or following the main text and references.

7) **Illustrations.** Drawings, graphs or photographs should be reproduced or mounted on 8.5 x 11 inch paper. The figures should be numbered consecutively, and a figure legend should be placed underneath the figure or on a separate page inserted opposite the figure. The figures may be inserted in the text or may be grouped as plates following the main text and references.

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Graphs, inked diagrams or other forms of line drawings may be photocopied. Reproductions of photographs containing gradations of tone should retain the detail of the original. A high quality photocopy is acceptable if sufficient detail is retained. If photographs are included, precautions should be taken to avoid excessive curling or wrinkling of the mounted photographs. This problem is greatest with resin coated or double weight photographic paper.

8) **Abbreviations, symbols and units.** Abbreviations should not appear in the title. The full term for which an abbreviation stands should precede its first use in the text (unless it is a standard unit of measurement) and the abbreviation should follow in parentheses. Only standard abbreviations should be used. These may be found in the following:

- a) Uniform requirements for manuscripts submitted to biomedical journals (Ann. Int. Med. 1982; 96:766-771).
- b) Council of Biological Editors Style Manual: A Guide for Authors, Editors and Publisher in the Biological Sciences 4th ed. Arlington: Council of Biological Editors, 1978.
- c) Symbols for physical quantities should conform to the recommendations in "Quantities, Units and Symbols" published by the Royal Society, 1975. The International System of Units (SI) should be used where possible.

9) **Typing or printing.** All copies of the document must be of high quality. Acid-free bond paper (or equivalent), 20-24 lb weight, size 8.5 x 11 inches should be used. All typing or printing should be double-spaced except footnotes. Footnotes should be single-spaced with a double space between footnotes. The left-hand margin should be at least 1.5 inches wide, the top and right-hand margins 1.0 inch and the bottom margin not less than 1.0 inch. Pages preceding the main section of the document should be numbered consecutively using lower case Roman numerals centered at the bottom of the page. The remainder of the document, starting with page 1 of the Introduction, should be numbered using Arabic numerals inside the margin.

10) **Final approval, binding and submission.** Guidelines for scheduling the oral examination, binding the thesis and obtaining final approval for receipt of degree are provided in Section 2 (master’s programs with thesis) and Section 3 (Ph.D. programs) of this document.

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[Sample Title Page]

THE INFLUENCE OF PRENATAL NUTRITION UPON THE
DEPOSITION OF IRON IN THE LIVERS OF FETAL RATS

By

Ira A. Manville

A THESIS/DISSERTATION

[Select appropriate label]

Presented to the Department of Physiology & Pharmacology
and the Oregon Health & Science University
School of Medicine
in partial fulfillment of
the requirements for the degree of

Doctor of Philosophy/Master of Science/Master of Public Health *[Select only one]*

May 2005

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[Sample Certificate of Approval Page]

School of Medicine

Oregon Health & Science University

CERTIFICATE OF APPROVAL

This is certify that the Ph.D. dissertation [or] Master’s thesis of

[insert Student Name here]

has been approved

Mentor/Advisor

Member

Member

Member

Member

[add or delete signature lines as needed]

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Section 5

Instructions for the Chair and for Members of the Oral Examination Committee

General. The oral examination shall be open to the public and include the presentation of a seminar. Your principal role will be to conduct the examination in a fair and equitable fashion. You are the delegated representative of the Graduate Council, which expects the chair of the committee to oversee the oral defense to ensure that it is of the highest quality.

Form of the examination. You should plan to meet with the committee members in a closed session (in the absence of the candidate and of the public) 15 minutes before the scheduled time of the examination. In this session, you will make certain that all members of the committee have reviewed the student’s record. The student’s transcript will be sent to the Chair of the committee prior to the defense. The advisor or mentor should be given the opportunity to comment about the qualifications and preparation of the student.

Although these examinations have a traditional format, you should entertain suggestions during the closed session for departures from the traditional plan, including whether the audience will be allowed to ask questions. You will assume the responsibility for deciding, after discussion, which if any of these suggestions will be accepted. A decision to limit the duration of the examination or to leave it open-ended may be made at this time.

The examination will begin by the presentation of a public seminar by the candidate. The advisor or mentor will introduce the candidate. After the seminar, you will explain the procedure of the examination to the candidate and the formal questioning will begin. You will make certain that all committee members have an opportunity to ask questions and evaluate the candidate.

Following the examination and dismissal of the candidate and public, the committee will conduct a closed session during which each committee member should be given the opportunity to comment on the candidate and the thesis or dissertation.

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After discussion, the decision about the committee's recommendation shall be made by having each member of the committee sign his/her name in the columns indicating satisfactory or unsatisfactory performance on the *ORAL EXAMINATION CERTIFICATION* form. Each member will vote on the basis of his/her evaluation of:

- a) the adequacy of preparation of the candidate, and
- b) the acceptability of the thesis or dissertation as a documentary record.

The Chair is responsible for submitting the Oral Examination Certification form to the Associate Dean for Graduate Studies (Room 4135 Mackenzie Hall, L102) within 2 working days after the oral examination.

The examination is considered to be satisfactory if a majority of the examination committee members’ record votes of satisfactory.

A tie vote will be considered as an unsatisfactory score for the oral examination.

In the event of a report of unsatisfactory on the oral examination, the examining committee must provide the student and the Associate Dean for Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination.

The committee may require modification of the thesis or dissertation. Successful completion of the modifications and final approval of the document will be indicated when all members of the Examination Committee who recorded a satisfactory vote for the oral examination have signed the *CERTIFICATE OF APPROVAL* page, which will be bound with the thesis.

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Instructions for the Chair of the Oral Examination Committee

The Graduate Council will depend on your advice about the preparedness of this candidate to receive a graduate degree. Your vote should be based on your evaluation of the adequacy of preparation of the candidate and on the acceptability of the thesis or dissertation as a documentary record. Several questions should be considered in making this evaluation.

General Preparation

Does the candidate give evidence of having been adequately prepared, through course work and directed study, to continue the development of his/her career as a scholar in his/her chosen field? Is the candidate's level of knowledge in general and specific fields adequate to meet your standards of excellence? In making this evaluation, it is not essential that you personally be thoroughly conversant with the candidate's special area. Your observations of the way in which the candidate deals with problems presented by you and other members of the committee can lead to conclusions that are not critically dependent on your own familiarity with the subject area.

Thesis or Dissertation

The thesis or dissertation is presented not only to this faculty, but also to the scientific community as a whole. Therefore, it should attest to the student's understanding and appreciation of the fundamental principles of the scientific method. The student must present a written description of scientific work carried out during the course of graduate study. Usually, the master’s thesis is a report of original scientific work conducted by the student under close supervision of the faculty advisor or mentor. The doctoral dissertation must show evidence of originality on the part of the student in the planning and execution of independent scientific work and the results must represent a meaningful contribution to knowledge.

Students must be the primary contributor to the design of the project, in the collection, analysis and interpretation of the data, and in the writing of the thesis or dissertation document. Specific details of any technical assistance, together with acknowledgment of the individual(s) who provided the assistance, must be included in the text of the document. In the absence of such acknowledgments, it is assumed that all data presented in the document were collected directly by the student. Similarly, the source of any special materials used in the project (e.g., antisera, probes, reagents, cell lines, databases) must be specifically acknowledged in the text of the document. In the absence of such acknowledgments, it is assumed that all special materials described in the document were developed or prepared by the student.

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Does the candidate's thesis or dissertation describe a piece of work that meets your standards of excellence in the application of scientific principles to an inquiry? Are the observations relevant, reliable and free from uncontrolled influence? Are the inferences carefully and imaginatively drawn? Does the writing come up to acceptable standards of scientific exposition in English? It is probable that you have been asked to serve on this committee because of your special familiarity with the subject area of the student’s research. Even if this is not the case, your general reactions to the document and to the candidate's treatment of problems will be helpful.

Upon completion of the examination, each committee member will be given the opportunity to comment on the candidate and the thesis or dissertation during a closed session.

After discussion, you will be asked to sign your name in the columns indicating satisfactory or unsatisfactory performance on the *ORAL EXAMINATION CERTIFICATION* form. You should vote on the basis of your evaluation of:

- (a) the adequacy of preparation of the candidate, and
- (b) the acceptability of the thesis or dissertation as a documentary record

The examination is considered to be satisfactory if a majority of the examination committee members’ record votes of satisfactory.

A tie vote will be considered as an unsatisfactory score for the oral examination. In the event of a report of unsatisfactory on the oral examination, the examining committee must provide the student and the Associate Dean for Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination. The committee may require modification of the thesis or dissertation.

Successful completion of the modifications and final approval of the document will be indicated when all members of the Examination Committee who recorded a satisfactory vote for the oral examination have signed the *CERTIFICATE OF APPROVAL* page, which will be bound with the thesis. The Chair is responsible for submitting the Oral Examination Certification form to the Associate Dean for Graduate Studies (Room 4135 Mackenzie Hall, L102) within 2 working days after the oral examination.

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Section 6

Checklists

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Checklist for Doctoral Students with Dissertation 27

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Checklist for Master’s Students without Thesis

Master’s Program mentor/advisor assignment. A signed *MASTER’S PROGRAM MENTOR/ADVISOR ASSIGNMENT* form must be submitted to the Associate Dean for Graduate Studies as soon as a mentor/advisor is assigned and whenever there is a change in the mentor/advisor.

Complete Program Requirements. All program requirements must be completed before or during the term in which the application for degree is submitted.

Application for degree. The student must submit the *APPLICATION FOR DEGREE* form to the Registrar’s office during the term in which they expect to complete program requirements.

Exit photograph for class picture. Complete the *EXIT PHOTO REQUEST* form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office.

Exit Contact Information Form. Complete the *EXIT CONTACT INFORMATION* form and return it to the Graduate Studies Office.

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Checklist for Master’s Students with Thesis

Master’s Program mentor/advisor assignment. A signed *MASTER’S PROGRAM MENTOR/ADVISOR ASSIGNMENT* form must be submitted to the Associate Dean for Graduate Studies as soon as a mentor/advisor is assigned and whenever there is a change in the mentor/advisor.

Request for appointment of a thesis advisory committee. The *REQUEST FOR APPOINTMENT OF ADVISORY COMMITTEE* form must be submitted to the Associate Dean for Graduate Studies within 1 year of admission to the program or upon commencement of the thesis research, whichever is earlier.

Complete Program Requirements. All program requirements must be completed before or during the term in which the final oral exam is scheduled.

Request for oral examination. The Program Director must submit the *REQUEST FOR ORAL EXAMINATION* form to the Associate Dean for Graduate Studies at least 4 weeks before the scheduled thesis defense.

Posting notices announcing the oral exam. The exam must be held on campus and be open to the public. The Program is responsible for setting the date, time and place of the exam and for posting notices on campus.

Distribution of thesis to the examination committee. At least 2 weeks before the oral examination, the student must distribute the unbound thesis, a copy of the approved *REQUEST FOR ORAL EXAMINATION* form and the “Instructions” for committee members to the committee. In addition, the Chair of the committee should receive the *ORAL EXAMINATION CERTIFICATION* form and the “Instructions” for committee chairs.

Recording the outcome of oral exam. After the exam, the oral examination committee members should sign the appropriate column of the *ORAL EXAMINATION CERTIFICATION* form to document the outcome of the exam. The Committee Chair should send the signed form to the Associate Dean for Graduate Studies within 2 working days of the exam.

Corrections to thesis and final approval by the committee. If necessary, make corrections to the thesis within 6 months of the exam. The *CERTIFICATE OF APPROVAL* page must be signed by committee members to indicate that all required corrections have been completed, verifying final committee approval of the thesis. This original form is required by the library to bind the Thesis.

Thesis binding. A minimum of three copies must be bound; contact the OHSU Library to arrange for binding. Send a copy of the binding receipt to the Graduate Studies Office.

Application for degree. The student must submit the *APPLICATION FOR DEGREE* form to the Registrar’s office after passing the oral examination.

Exit photograph for class picture. Complete the *EXIT PHOTO REQUEST* form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office.

Exit Contact Information Form. Complete the required *EXIT CONTACT INFORMATION* form and return it to the Graduate Studies Office.

Final approval by Associate Dean for Graduate Studies. After the original binding receipt, the Exit Contact form and the medical photography services receipt are received by the Graduate Studies Office, the Associate Dean will sign final approval on the *ORAL EXAMINATION CERTIFICATION* form.

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Checklist for Doctoral Candidates

Ph.D. mentor assignment. A signed *Ph.D. MENTOR ASSIGNMENT* form must be submitted to the Associate Dean for Graduate Studies as soon as a mentor is assigned (usually at the end of the first year) and whenever there is a change in the mentor.

Advancement to Ph.D. candidacy. The *ADVANCEMENT TO CANDIDACY* form must be submitted to the Associate Dean for Graduate Studies at least three (3) terms before the oral defense.

Request for appointment of a dissertation advisory committee. The *REQUEST FOR APPOINTMENT OF ADVISORY COMMITTEE* form must be submitted to the Associate Dean for Graduate Studies within 1 year of advancement to candidacy or upon commencement of dissertation research, whichever is earlier.

Request for oral examination. The Program Director must submit the *REQUEST FOR ORAL EXAMINATION* form to the Associate Dean for Graduate Studies at least 4 weeks before the scheduled dissertation defense.

Posting notices announcing the oral exam. The exam must be held on campus and be open to the public. The Program is responsible for setting the date, time and place of the exam and for posting notices on campus.

Distribution of dissertation to the examination committee. At least 2 weeks before the oral examination, the student must distribute the unbound dissertation, a copy of the approved *REQUEST FOR ORAL EXAMINATION* form and the “Instructions” for committee members to the committee. In addition, the Chair of the committee should receive the *ORAL EXAMINATION CERTIFICATION* form and the “Instructions” for committee chairs.

Recording the outcome of oral exam. After the exam, the oral examination committee members should sign the appropriate column of the *ORAL EXAMINATION CERTIFICATION* form to document the outcome of the exam. The Committee Chair should send the signed form to the Associate Dean for Graduate Studies within 2 working days of the exam.

Corrections to dissertation and final approval by the committee. If necessary, make corrections to the dissertation within 6 months of the exam. The *CERTIFICATE OF APPROVAL* page must be signed by committee members to indicate that all required corrections have been completed, verifying final committee approval of the dissertation. This original form is required by the library to bind the Dissertation.

Dissertation binding. A minimum of three copies must be bound; contact OHSU Library to arrange for binding. Take the ORIGINAL of the binding receipt to the Graduate Studies Office, do not leave the credit card receipt attached..

Application for degree. The student must submit the *APPLICATION FOR DEGREE* form to the Registrar’s office after passing the oral examination.

Contact Information Form and Exit Survey Form. The *EXIT CONTACT INFORMATION* form and the *SURVEY OF EARNED DOCTORATES* (<http://survey.norc.uchicago.edu/doctorate>) are required. Return the EXIT CONTACT INFORMATION form to the Graduate Studies Office.

Exit photograph for class picture. Complete the *EXIT PHOTO REQUEST* form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office.

Final approval by Associate Dean for Graduate Studies. After the original binding receipt, the Exit Contact form and the medical photography services receipt are received by the Graduate Studies Office, the Associate Dean will sign final approval on the *ORAL EXAMINATION CERTIFICATION* form.

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