

BY-LAWS OF THE GRADUATE COUNCIL

THE OREGON HEALTH & SCIENCE UNIVERSITY
SCHOOL OF MEDICINE

as approved by the Faculty Council of the School of Medicine OHSU, March 1983
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CONTENTS

GRADUATE COUNCIL BY-LAWS

		<u>Pages</u>
Article I	FUNCTIONS OF THE GRADUATE COUNCIL	1
Article II	COMPOSITION OF THE GRADUATE COUNCIL	1
Article III	MEETINGS AND QUORUM	2
Article IV	THE GRADUATE FACULTY	2
Article V	APPROVAL OF NEW GRADUATE PROGRAMS	4
Article VI	CURRICULUM CHANGES OF EXISTING GRADUATE PROGRAMS	5
Article VII	STANDARDS AND PROCESS FOR ADMISSION TO THE GRADUATE STUDIES PROGRAM	6
Article VIII	GRADUATE COUNCIL STUDENT RECORDS	10
Article IX	GENERAL SCHOLASTIC REGULATIONS	10
Article X	STUDENT CONDUCT	19
Article XI	STUDENT GRIEVANCES	22
Article XII	AMENDMENTS	23
Article XIII	PARLIAMENTARY PROCEDURE	23

**BY-LAWS OF THE GRADUATE COUNCIL
SCHOOL OF MEDICINE
OREGON HEALTH & SCIENCE UNIVERSITY**

**ARTICLE I
FUNCTIONS OF THE GRADUATE COUNCIL**

- Section A** The Graduate Council of the School of Medicine of the Oregon Health & Science University (OHSU) shall advise the Dean of the School of Medicine on all matters pertaining to education of graduate students toward the Master's and Doctor of Philosophy degrees within the School of Medicine. This advice shall include: standards for admission to a graduate program, graduate curricula, progress towards a degree, admission to candidacy, thesis/dissertation preparation and defense, and requirements for graduation.
- Section B** The Graduate Council shall be responsible for the standards listed under Article I, Section A, as applied to the graduate portion of combined degrees such as the M.D./Ph.D., M.D./M.P.H. or M.D./M.S. programs.
- Section C** The Graduate Council shall be responsible for providing the Dean of the School of Medicine the list of the candidates proposed for the Master's and Ph.D. degrees at the next commencement exercises.
- Section D** The Graduate Council shall be responsible for advising the Dean on appointments to the Graduate Faculty. The Associate Dean for Graduate Studies shall maintain a list of Graduate Faculty and their departmental affiliations.
- Section E** The Graduate Council shall have the authority to appoint committees from the Graduate Faculty for matters concerning graduate education. The appointment of committee members shall be done in consultation with the chairs of their departments.
- Section F** The Graduate Council shall be responsible for administration of conjoint graduate courses within the School of Medicine. The Associate Dean for Graduate Studies with the approval of the Graduate Council shall appoint course directors for the conjoint courses.
- Section G** The Graduate Council shall be responsible for establishing the stipend policy for graduate students within the School of Medicine.

**ARTICLE II
COMPOSITION OF THE GRADUATE COUNCIL**

- Section A** **Definitions.** The word "Program" shall refer 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. A Program with a single administrative structure that oversees training for more than one degree (e.g., Master's and Ph.D.)

shall be considered to be one program. "Program Director" shall refer 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 B **Members.** The Graduate Council shall be composed of one member from each graduate Program, selected by the Program Director, subject to the approval of the Dean of the School of Medicine. Two graduate students selected by the Graduate Student Organization of the School of Medicine shall also be members of the Graduate Council. Each member of the Graduate Council shall have one vote.

Section C **Officers.** The Graduate Council will be chaired by the Associate Dean for Graduate Studies of the School of Medicine.

ARTICLE III MEETINGS AND QUORUM

Section A **Regular Meetings.** The Graduate Council shall hold regular monthly meetings during the Fall, Winter and Spring terms.

Section B **Special Meetings.** Special meetings of the Graduate Council may be called by the Associate Dean for Graduate Studies or whenever three or more members request in writing that the Associate Dean convene a meeting. The agenda of special meetings shall be provided in advance to all Council members by the Associate Dean for Graduate Studies.

Section C **Quorum.** Two-thirds of the Graduate Council's members shall constitute a quorum at all Council meetings.

ARTICLE IV THE GRADUATE FACULTY

Section A **Eligibility for Graduate Faculty Membership.** Any OHSU faculty member or faculty-level scientist, who possesses a M.S., M.P.H., Ph.D., D.Sc., M.D., D.V.M., or equivalent degree, who demonstrates evidence of scholarly activity, and who is a member of an approved academic graduate degree program within the School of Medicine shall be eligible for membership on the **Graduate Faculty**.

Faculty with affiliate appointments at OHSU, are eligible for **Affiliate Graduate Faculty** Membership. These faculty will have the same privileges and responsibilities as Graduate Faculty, but their activities shall be limited to activities with the graduate program that sponsored them and their term shall be limited to 3 years (though it can be renewed at the program's request).

Section B **Privileges and Responsibilities of all Graduate Faculty Members.** Graduate Faculty shall teach in graduate level courses, serve on oral thesis or dissertation examination committees and on advancement to candidacy examination

committees, will interact with graduate students in seminars and conferences, and serve on other committees concerning graduate education. The mentor or advisor of a graduate student shall guide the student on matters concerning his or her thesis or dissertation. This will be done in consultation with an advisory committee of members of the graduate Program's faculty and other experts.

Section C Appointment to the Graduate Faculty and Affiliate Graduate Faculty. The appointment of a scientist to the Graduate Faculty shall originate from the Director of an approved graduate program. The Program Director may nominate scientists with appointments in the Program by submitting a letter and the nominee's curriculum vitae to the Associate Dean for Graduate Studies. Nominations must also have the written approval of the director of the faculty member's primary administrative unit (i.e., the OHSU or School of Medicine unit with primary responsibility for administering salary) when appropriate. Confirmation of the nomination to the Graduate Faculty will occur by a majority vote of Graduate Council who will recommend appointment by the Dean of the School of Medicine.

Section D Graduate Student Mentors and Advisors and Their Appointments

1. ***Responsibilities of Graduate Student Mentors and Advisors.*** The mentor or advisor of a graduate student shall advise and guide the student on matters concerning his or her graduate studies program. This may be done in consultation with an advisory committee of members of the Graduate Faculty and other experts. If the student's graduate studies program requires a Master's thesis or doctoral dissertation, the mentor shall also be responsible for directing the student's thesis or dissertation research. Some programs require that the mentor provide support for the student and the thesis or dissertation research.
2. ***Guidelines for Appointment as Graduate Student Mentors or Advisors.*** The determination of whether a faculty member should serve as a student's mentor or advisor is the decision of the student's graduate studies program Director and should be made according to the following guidelines.
 - a. The mentor or advisor must be a member of the Graduate Faculty of OHSU and hold an equal or higher degree than the student's proposed degree.
 - b. The mentor or advisor must be capable and willing to accept responsibility for advising and guiding graduate students in academic matters.
 - c. The mentor or advisor must demonstrate active research scholarship within his or her discipline through peer-reviewed presentations and publications.
 - d. When a thesis or dissertation is required by the student's program, the mentor must be capable and willing to accept responsibility for directing the student's thesis or dissertation research.
 - e. When required by the student's program, the mentor or advisor, with the support of their program or departments, must assume responsibility for supporting the student and the thesis or dissertation research.
3. ***Research and Thesis/Dissertation Credits.*** Instructors for Research

(501/601) and Thesis/Dissertation (503/603) credits must be members of the Graduate Faculty who have been approved to serve as mentors or advisors by the student's graduate program.

Section E Duration of Graduate Faculty Membership. Appointment to the Graduate Faculty, once approved, will continue unless specifically revoked by the Program Director, the director of the faculty member's primary administrative unit, or the Dean of the School of Medicine. It is the responsibility of the Office of the Associate Dean for Graduate Studies to maintain a current list of Graduate Faculty and to update this list by conducting a yearly survey of the graduate programs. Affiliate Graduate Faculty will be appointed for renewable, 3 year terms.

Section F Status of Emeritus and Other Retired Graduate Faculty Including Those Whose Time is Reduced to 0.28 FTE or Less. Emeritus faculty and other retired faculty including those whose time is reduced to 0.28 FTE or less shall retain their appointment on the Graduate Faculty unless this appointment is terminated by the Program Director or the director of the faculty member's primary administrative unit. These faculty shall be allowed to serve on graduate student advisory and final examination committees but may no longer serve as mentors for graduate students unless specifically approved by the Graduate Council.

ARTICLE V APPROVAL OF NEW GRADUATE PROGRAMS

Section A Definition of "New Graduate Program". A program leading to the Doctor of Philosophy and/or Master of Science degree or equivalent degree in a discipline not previously approved by the Oregon University System, or to the Doctor of Philosophy where only the Master of Science degree had been previously approved, or to the Master of Science degree where only the Doctor of Philosophy degree had been previously approved, shall be considered as a new graduate program for which the submission of a proposal for approval by the Oregon University System is required.

Section B Proposals for New Graduate Programs. A written proposal describing in detail the program, including:

- a. The Program objectives, competencies, and justification including the need for a new program.
- b. Degrees to be offered
- c. Proposed curriculum with course descriptions, their competencies and objectives, credit hours, frequency of offering of each course, and statement of assurance that course is not duplicating any course currently offered. The mechanism for evaluating each course.
- d. Mechanism for evaluating the program as a whole.
- e. A list of proposed faculty, accompanied by the required documentation for appointment to the Graduate Faculty for faculty who do not hold such an appointment.
- f. The administrative structure, and financing of the program.

Section C Submission of New Graduate Program Proposals. Proposals for new graduate programs must be submitted to the Graduate Council by:

1. The Program Director responsible for the proposed program. The proposal must be signed and dated by the Director of the involved OHSU administrative unit.

OR

2. An Interdepartmental committee of the Graduate Faculty, in which case the proposal must be signed and dated by the committee members and the directors or chairs of the involved OHSU administrative units.

Section D After initial consideration by the Graduate Council, the proposal shall be forwarded to the Dean of the School of Medicine with a recommendation. The Dean may then take appropriate action for its approval by the Oregon University System.

Section E **Appointment of the Director of an Interdepartmental Program.** The Director of an interdepartmental program shall be appointed by the Dean of the School of Medicine upon the recommendation of the program and the Associate Dean for Graduate Studies.

ARTICLE VI CURRICULUM CHANGES OF EXISTING GRADUATE PROGRAMS

Section A The specific course requirements for a specific degree are the responsibility of each graduate Program. However, changes of the customary frequency of offering of courses should be done in consultation with Graduate Council to avoid disruption of other graduate programs.

Section B Curriculum changes involving addition of new courses, deletion of courses, course numbers, and changes of > than one credit in credit hours of courses, must be submitted to the Graduate Council, for review and recommendation for final approval by the Associate Dean. New course proposals should be submitted with a syllabus that includes: the course title, objective, course number, term, number of credit hours, frequency of offering, course director(s), course description, method for evaluating the course, anticipated impact on other programs, and competencies that students will have acquired by the conclusion of the course. The Associate Dean for Graduate Studies will notify the Registrar of new courses that have been approved by the Graduate Council.

Minor changes in the description of previously approved courses (including, but not limited to, course titles, change in credit hours of one hour or less, change in course director, or change in class size) may be made without resubmission for approval. The Graduate Council must approve significant changes in the content of a previously approved course. All minor and major changes must be documented in the biannual review and report to Graduate Council.

Proposed changes in Journal Club (course number 506/606) and Seminar (course number 507/607) courses may be approved by the Associate Dean for Graduate Studies. It is generally expected that the specific topics covered in these courses will vary from term to term. If the content of a 506/606 or 507/607 course remains the same for more than two terms, the program must request Graduate Council

approval of the course under a unique course title and number.

Section C The Graduate Council shall conduct a review of each graduate program every 5 years.

**ARTICLE VII
STANDARDS AND PROCESS FOR ADMISSION OF APPLICANTS
TO THE GRADUATE STUDIES PROGRAM**

Section A **Admission Standards.** *It is the prerogative of each approved graduate studies program to determine the standards for admission to its program. The minimum requirements may be raised, but not lowered. Additional specific requirements for admission may be added.* For admission to a graduate program the applicant must meet the following requirements:

1. A baccalaureate or equivalent degree from a recognized academic institution (accredited U.S., or equivalent foreign institution);
2. Thorough training and background in the quantitative sciences including the specific courses required by the Program to which the applicant wishes to be admitted;
3. A cumulative grade-point average of all undergraduate courses of at least 3.0 (based on a letter grade system of A-4 points, B-3 points, C-2 points, D-1 point, F-0 points), or its equivalent in other grading systems.
4. All applicants must take the general test portion of the Graduate Record Examination (GRE); the exception being applicants to the MBA (Division of Management) and Physician Assistant programs. Programs may choose to waive this requirement for applicants with advanced degrees. A Program may decide to accept the Medical College Aptitude Test as a substitute for the GRE. Verbal, Quantitative and Analytical Writing GRE scores of 500, 600 and 4.5 or above, respectively, will generally be considered acceptable for admission. Programs may recommend admission of an applicant with one or more scores below these standards on a provisional status (see Section C). However, Programs that recommend admission with regular status for an applicant with one or more scores below these standards must also submit a written justification explaining how other aspects of the application outweigh the low GRE score(s). Recommendations with justifications deemed satisfactory by the Associate Dean for Graduate Studies will be approved if all other criteria for admission are met. In cases where the Associate Dean has concerns, the recommendation will be referred to Graduate Council for approval.
5. All foreign applicants for whom English is not a native language must take the test for English as a foreign language (TOEFL). Programs may petition the Associate Dean for Graduate Studies to waive this requirement for applicants who have completed an undergraduate or graduate degree at an accredited college or university in the United States. A waiver may also be requested in cases where there is strong evidence that the applicant is fluent

in reading and writing English. The Associate Dean for Graduate Studies will approve petitions with satisfactory supporting documentation. However, in cases where the Associate Dean has concerns, the petition will be referred to the Graduate Council for approval.

Section B Exceptions. Applicants who do not meet certain of the requirements listed under Article VI, Section A, may be admitted in special circumstances only when considerations of: differences in background, culture and language; marked improvement of academic performance in later years of study; various experiences, accomplishments and letters of recommendation, indicate a strong potential of the applicant to succeed in graduate studies. In these cases, a letter explaining the reasons for admitting the applicant must be sent to the Associate Dean for Graduate Studies by the Director of the program to which admission of the applicant is requested. The program's representative to the Graduate Council shall present the reasons for the decision at a subsequent meeting of the Graduate Council, and action shall be taken on the admission of the applicant by majority vote.

Section C Admission Status. The decision to recommend admission of a student in a Regular, Provisional, or Non-Degree status is the prerogative of the admitting graduate studies program and requires evidence of the applicant's ability for satisfactory graduate work, as well as commitment and potential in the applicant's field of choice. The number of available positions for graduate students in the program may be decisive factors in the decision to admit the applicant or not. Applicants may be admitted to graduate studies programs under the following categories:

1. **Regular Graduate Student.** This category of students has been granted full graduate status to work toward an advanced degree.
2. **Provisional Graduate Students.** Admission on a provisional status may be offered to two types of applicants.
 - a. Applicants whose records indicate a good potential for success as graduate students, but contain inconsistencies justifying a trial period before full graduate status is granted. Transfer of these students from provisional to full graduate status may be granted by the Graduate Council at the end of the first academic year of study, on the basis of satisfactory academic performance, and upon recommendation from the Director of the program to which the student has been admitted. Failure to achieve the change to full graduate status at the end of the first academic term year of study will result in a recommendation for dismissal of the student. It is the responsibility of the student's graduate studies Program to monitor the student's performance and to initiate action for transfer to full graduate status, or for dismissal from the program.
 - b. Applicants whose records are incomplete in some minor respect, but are otherwise acceptable, may be offered admission on a provisional basis. The provisional status in such cases will be automatically converted to full graduate status upon submission of the completed records, which must be done prior to matriculation of the student.

3. **Matriculated Status.** Once students enroll for credits they will be considered as matriculated students.
4. **Non-degree Students.** Applicants with baccalaureate degrees who wish to take courses offered in the graduate studies program of the School of Medicine may be admitted as non-degree students but they are not considered to be matriculated students. These applicants need furnish only the basic information in the admission application showing receipt of the baccalaureate degree. The application must be approved by the Program Director offering the desired courses and by the Course Director(s). The Associate Dean for Graduate Studies must approve applications for students who wish to take conjoint courses.

Section D Graduate Admissions Process. The process for admission to full or provisional graduate status shall be as follows:

1. **Contacts.** Prospective students seeking program specific information should contact the programs directly. Inquiries received by the Registrar or Graduate Studies Office will be forwarded to the appropriate program.
2. **Applications.** Applicants must submit admission materials through each program's approved application process including: a completed application form (available online for many programs), official transcripts, three recommendations, GRE and TOEFL scores (as applicable) and any other required Program-specific materials. The program must assure that any deficiencies in the application are addressed.
3. **Acceptances.** If an applicant is accepted by a Program, the Associate Dean for Graduate Studies must approve the application by signature. This authority will be delegated when deemed appropriate by the Associate Dean for Graduate Studies. The original application is returned to the Registrar. The applicant is then notified of the Program's recommendation for acceptance by letter from the Program Director. The admission offer letter must conform to guidelines established by the Associate Dean for Graduate Studies and a copy of the letter should be submitted to the Graduate Studies Office for all matriculating students. This acceptance is contingent upon receipt of degrees, accuracy of transcripts, etc. The official letter of acceptance will be sent to the applicant by the Registrar when all of his/her materials are complete and verified. Applicants for admission to graduate school who sign the admissions application thereby certify the accuracy of the statements made on the application and documents that accompany the application. Submission of false statements or false documents may subject the applicant/student to penalties, including refusal of admittance/ dismissal.
4. **Non-Admissions.** If the decision is not to admit, the Program Director will inform the applicant by letter. Admissions materials and correspondence concerning rejected applicants or non-matriculating students should be retained for 3 years by the Program after which all credentials should be destroyed.

Section E Transfers Between Programs. A student who has already been admitted to a graduate program in the School of Medicine may petition the Associate Dean for Graduate Studies to transfer to a different graduate program in the School of Medicine without re-applying for admission under the following circumstances:

1. The student is not on academic probation.
2. The transfer has the written approval of the current Program Director.
3. The transfer has the written approval of the new Program Director.
4. The new Program Director provides a written summary of program-specific degree requirements that must be completed by the student upon transfer to the new program. This summary should also indicate the source of stipend support in programs where stipends are required.

The Associate Dean will approve petitions that meet all of these requirements. Petitions that do not meet these requirements may be referred to the Graduate Council for approval, but only at the request of the new Program Director.

Section F Transfer to a different degree within the Same Program. A student who has been admitted to the Ph.D. or Masters degree track in a School of Medicine graduate program may petition the Associate Dean for Graduate Studies to transfer to the other degree within the same program under the following circumstances:

1. The student must be in good academic standing.
2. The transfer must have written approval of the Program Director.
3. The Program Director provides a written summary of program-specific requirements that must be completed to earn the Master's or Ph.D. degree. This must include a timeline to completion not exceeding 12 months after a transfer to a M.S. degree program, or for Ph.D. degree programs the maximum time limit for Ph.D. students (see By-Laws of the Graduate Council Article IX. Section I)
4. Ph.D. students who transfer to a M.S. degree and who have received a stipend may continue to do so but for no more than a maximum of 12 months and only with their advisor's consent.

The Associate Dean will approve petitions that meet these requirements. Petitions that do not meet these requirements will be referred to the Graduate Council for approval.

ARTICLE VIII GRADUATE COUNCIL STUDENT RECORDS

Records for all students that have been accepted and matriculated shall be kept and maintained by the Registrar and the Program to which the student belongs. The following student record files shall be maintained in the office of the Associate Dean for Graduate Studies:

Section A All Student List. This is an annually updated list of all regular and provisional graduate students and of non-degree students, showing the name, status (regular or provisional, and if advanced to candidacy) of each student. This list should be sent to the Associate Dean for Graduate Studies at the beginning of each academic year by the Registrar.

Section B Individual Student File. This file is initiated for graduate students in the office of the Associate Dean for Graduate Studies and contains the documents relevant to the student's progress towards the advanced degree. This file includes, where applicable, the following:

1. Copy of admission offer letter.
2. Advancement to Candidacy form (Ph.D. students only) - This form is signed by the Ph.D. Program Director, certifying that the student has been advanced to candidacy for the doctoral degree.
3. Mentor/Advisor Assignment form for thesis and dissertation students.
4. Thesis or Dissertation Advisory Committee Form.
5. The signed and dated Request for Oral Thesis/Dissertation Examination Form.
6. The signed and dated Oral Thesis/Dissertation Examination Certification Form or culminating experience completion form, if applicable.
7. Other correspondence and communication to the Graduate Council or Graduate Studies Office concerning the student. This would include correspondence related to academic probation, leaves of absence, withdrawal or dismissal from the Program.
8. Exceptions to maintaining individual student files in the Graduate Studies office may be approved by the Associate Dean.

ARTICLE IX GENERAL SCHOLASTIC REGULATIONS

Section A Grading System. Student performance in graduate courses shall be evaluated using a letter grade system in which A is Exceptional, B is Superior, C is Average, D is Inferior and F is Failure. A "plus" (+) may be added to the letter grades B, C or D to indicate a higher level of performance at each grade level. A "minus" (-) may be added to the letter grades A, B, C or D to indicate a lower level of performance at each grade level. In calculating grade point average, the letter grades shall be converted to grade points as follows: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0.0). Research registrations (course number 501/601) and thesis/dissertation registrations (course number 503/603) shall be graded on a Pass (P) or No Pass (NP) basis. Journal Club (course number 506/606) and Seminar registrations (course number 507/607) may be graded on either a letter grade or a P/NP basis, with the restriction that all students in that course must be graded on the same basis in any given term. For courses graded on a P/NP basis, the grade P shall indicate that the student received graduate credit for the course; a grade NP shall indicate that no credit has been given for the course. Courses graded on a P/NP basis shall not be used for the computation of grade point average.

1. **Retaking a course.** When a student chooses to retake a course, the grades

from both registrations will appear on the transcript. However, the grade from the first registration will be excluded from the calculation of the grade point average. Moreover, only credits earned from the second registration will be applied toward degree requirements.

2. **Incompletes.** The notation "Incomplete" (I) may be entered on the student's record if part of the required work in a course is not completed within the allotted time. The grade of Incomplete should be used only when a student's work during a term cannot be completed because of unforeseen circumstances beyond the student's control. Conversion of the Incomplete to a letter grade may be made if the student completes the required work within a period specified by the instructor of the course, but not to exceed one term. Students who receive a mark of Incomplete must complete the required work before the end of the next term following the course and the instructor must file an amended term grade report for the course, otherwise the Registrar shall convert the grade to an F or No Pass, as applicable.
3. **Withdrawal.** The notation "Withdrawal" (W) will be entered on the student's record when a student withdraws from a course within 3 weeks after the first class meeting. After 3 weeks, a student may withdraw from a course only by written permission of the course director. The notation "Withdrawal-Satisfactory" (W-S) will be entered on the student's record when the student's performance at the time of withdrawal is judged to be the equivalent of an A or B grade. The notation "Withdrawal-Unsatisfactory" (W-U) will be entered on the student's record when the student's performance at the time of withdrawal is judged to be below the equivalent of a B grade. No course credit shall be given when a student withdraws from a course.

Section B Standard of Performance. Superior academic performance is expected of every graduate student.

1. **Graduate credit.** Shall be granted for course work in which grades of a C or better (C- and less will not earn credit) are earned and for the grade P.
2. **Failing grades.** Students who earn a D, F or NP will be considered to have failed a course and may be immediately recommended by their program for dismissal without being placed first on academic probation.
3. **Grade Point Average.** A grade point average of at least 3.0 must be maintained. A student whose cumulative grade point average falls below 3.0 shall immediately be placed on academic probation by the Associate Dean for Graduate Studies. The student and his or her Program shall be notified in writing by the Associate Dean for Graduate Studies of the probationary status. Academic probation is intended to provide a student whose performance is less than satisfactory, a period of time to correct the deficiency. A student placed on academic probation because of grades must obtain a cumulative grade point average of at least 3.0 within one academic term. A student that fails to do so may be recommended for dismissal for inadequate scholarship, at the discretion of the graduate studies program in which he or she is enrolled.

A graduate studies program may choose to allow a student up to four academic terms to correct deficiencies that resulted in academic probation. Probationary students who fail to achieve a cumulative grade point average of 3.0 within four terms shall be recommended for dismissal from the graduate program for inadequate scholarship. A student will be removed from probation as soon as his/her cumulative grade point average is raised to 3.0 or above.

A student on academic probation shall not be permitted to take the qualifying examination or oral examination, nor may the student receive the Master's or Ph.D. degree.

4. ***Failure to Progress.*** A student may be placed on academic probation for failure to meet the academic or professional standards according to the Professional Conduct Policy for Graduate Programs of the School of Medicine and requirements of his or her Program. It is the responsibility of the student's graduate studies Program to monitor the performance of the student and initiate appropriate action if the expected standards are not maintained by the student. The Program Director shall notify the student and the Associate Dean for Graduate Studies in writing of deficiencies in academic progress. The notification shall specify in what way(s) the student is failing to meet standards and specify time limits for correcting the deficiencies. A Program may choose to allow a student up to four academic terms to correct deficiencies that resulted in academic probation for failure to progress academically. A student that fails to do so within the time limit specified by the Program may be recommended for dismissal at the discretion of the Program in which he or she is enrolled. The recommendation shall be submitted to the Associate Dean for action under Article X. Section B.

Section C Program Policies and Guidelines. Each Program shall prepare written policies, requirements and guidelines that describe the standards and procedures for completion of a graduate degree in that program. The policies shall include a description of the curriculum including required courses, the procedures for advancement to candidacy (Ph.D. programs only), and the criteria used to evaluate the advancement to candidacy exam (Ph.D. programs only). Information should also be provided about Program policies concerning stipend support, time limits to achieve specific standards, formal evaluations and Program-specific regulations concerning probation. The policies and guidelines statements will notify students that they are subject to the policies of the Graduate Council as outlined in these By-Laws. Copies of the policies and guidelines shall be available on the School of Medicine website and on file in each Program office and in the office of the Associate Dean for Graduate Studies. Copies of the policies and guidelines shall be available for students in the Program office and the Program shall make all reasonable efforts to inform students of the policies. Changes in the policies and guidelines shall be communicated promptly to students and the Associate Dean for Graduate Studies. Changes in the Program policies and guidelines shall not apply retroactively to the disadvantage of those already in the Program.

Section D Course Work. The decision on the specific graduate course work that must be completed by a given graduate student to fulfill the course requirement for earning

the desired advanced degree is the responsibility of the student's graduate studies program. A normal course load is considered to be 9-16 credit hours per term. The Associate Dean for Graduate Studies must approve workloads in excess of 16 hours per term.

Students are expected to register for a normal, full-time course load each term, but they may register for course loads that are less than full time if allowed by the student's program. However, students should be advised that reduced course loads may affect eligibility for scholarships, stipends, tuition waivers and financial aid.

Unless approved by the graduate program and Associate Dean, no courses in the School of Medicine with identification numbers in the 700 range may be taken for graduate credit. Students may also not register for courses in the School of Medicine outside their degree track without approval from the Associate Dean (i.e. Masters students must take 500 level courses and Ph.D. students must take 600 level courses).

For every credit hour that a student registers for in a term, he/she should expect to receive at least 10 contact hours with the instructor per term. A student registered for thesis/dissertation research is expected to spend at least three hours of research effort per credit hour per week of the term.

Section E Requirement for Continuous Enrollment. All students admitted to the graduate program must be continuously enrolled until graduation, except for periods in which they are absent for an approved leave of absence (Section K). Taking a minimum of 1 credit per term during the regular academic year (fall, winter and spring terms) will constitute continuous enrollment. Registration during the summer term is not required to meet the continuous enrollment requirement, although it may be required by the student's graduate program. Failure to register without an approved leave of absence will result in administrative withdrawal of the student's admission to a graduate program (Section M).

Section F Advancement to Candidacy (Ph.D. programs only). Admission to a Ph.D. program does not automatically identify a student as a degree candidate. Students must first be admitted to candidacy for the Ph.D. degree. Advancement is granted only after the student has demonstrated knowledge of the fundamentals of his or her field and the ability to do work of graduate caliber.

Request for advancement to Ph.D. candidacy is made to the Graduate Council. The advancement to candidacy form must be signed by the student's Program Director and sent to the Associate Dean for Graduate Studies who will forward the approved form to the Office of the Registrar for official certification that the student has met all academic requirements.

A qualifying examination is required of students desiring to become candidates for the Ph.D. degree and may be required of students working toward the Master's degree. Students may not take the qualifying examination if they are on academic probation or if an incomplete grade remains on their transcript. The qualifying examination is given by the Program in which the student is registered and covers the broad field of his or her background preparation. Students working toward a Ph.D. degree are expected to take the examination for advancement to candidacy by

the end of their 12th term of graduate study; or they will be recommended for dismissal for failure to progress academically.

In the event of a report of unsatisfactory for the qualifying examination, the Program will provide the student and Associate Dean for Graduate Studies with a written description of the student's deficiencies on the examination within 2 weeks of the examination. The Program will also notify the student of policies concerning re-examination.

Section G Requirements for Advanced Degrees.

1. **Residence.** Academic residence is established by registering for credit in the graduate studies program. For the Master's degree, residence is not required. For the Ph.D. degree, a minimum of six full-time academic terms in residence is required.
2. **Duration of Candidacy.** Students working toward a Ph.D. degree must be candidates for at least three academic terms. There is no candidacy requirement for students working toward a master's degree.
3. **Hours of Graduate Work Required.** For a Master degree, a minimum of 45 term credit hours of are required. More credits may be required if needed for a specific program. Graduate credit toward Master's degree requirements shall be granted only for course work and research completed during the 7 calendar year (28 terms) period prior to completing all degree requirements.

For the Ph.D. degree, 135 term hours of approved graduate credits are required. Graduate credit toward Ph.D. degree requirements shall be granted only for course work completed during the 8 calendar years (32 terms) prior to completing all degree requirements.

Required courses must be completed before these time limits or they must be re-taken. These limits include an allowance for a one year degree extension (Article IX Section I).

All coursework applied toward degree requirements must meet the minimum grade standards described in Section B.

4. **Training in Ethics and Professional Conduct.** All graduate students are required to successfully complete at least one course in ethics and professional conduct. Courses that meet this requirement may vary across Programs, but all such courses must be specifically approved by Graduate Council for this purpose.
5. **Thesis/Dissertation Requirement.** The candidate for an advanced degree may be required to present a graduate thesis or dissertation. The Master's thesis, if required by the student's graduate studies program, should be a report of original scientific work conducted by the student under close supervision of a faculty mentor. The doctoral dissertation, required of all Ph.D. candidates, must show evidence of originality on the part of the candidate in the planning and execution of independent experimental work, and the results must represent a meaningful contribution to knowledge.

Doctoral candidates must be the primary contributor to the design of the experiment(s), 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 candidate. Similarly, the source of any special materials used in the project (e.g., antisera, probes, reagents, cell lines) 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 candidate.

Master's degree candidates must be the primary author of literature reviews and author of data analyses and interpretation and writing of the thesis document.

Regulations concerning the format of the document, and deadlines for thesis/dissertation defense will be established by the Associate Dean for Graduate Studies and approved by the Graduate Council. Specific instructions on the preparation of the Master's thesis and doctoral dissertation and deadlines for their defense can be obtained from the office of the Associate Dean for Graduate Studies.

6. ***Culminating Projects.*** For programs requiring a non-thesis type of culminating project, the project should be a synthesis and demonstration of competencies acquired in the program. Regulations regarding culminating projects will be established by the respective programs.
7. ***Thesis/Dissertation Advisory Committee.*** If a thesis or dissertation is required by the student's graduate studies program, a thesis/dissertation advisory committee shall be appointed by the Program Director to guide and advise the student in the thesis/dissertation research and preparation of the thesis/dissertation document. The committee shall be appointed within one year after advancement to Ph.D. candidacy or upon commencement of the thesis or dissertation research, whichever is earlier. The Associate Dean for Graduate Studies must approve the appointment of each Advisory Committee based upon the recommendation of the Program Director. The committee shall consist of no fewer than four members of the Graduate Faculty for a Ph.D. dissertation committee or three members of the Graduate Faculty for an M.S. or M.P.H. thesis committee except that permission may be requested from the Associate Dean to replace one of the committee members by a recognized scholar who is not a member of the Graduate Faculty. Requests to appoint a committee member who is not a member of the OSHU School of Medicine Graduate Faculty should include a copy of the individual's curriculum vitae. The mentor or advisor of the candidate may be included as a member of the committee. The advisory committee shall meet at least annually to evaluate progress toward completion of the thesis or dissertation. 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. The Program Director shall notify the student and the Associate Dean for Graduate Studies in writing of the probationary status and specify in what way(s) the student is failing to meet standards and specify time limits for correcting the deficiencies. If the student fails to correct the deficiencies within the specified time limits, the Program Director may recommend dismissal of the student.

8. ***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.

Section H Oral Examination. The oral examination committee shall be appointed by the Associate Dean for Graduate Studies upon the recommendation of the student's Program Director. The oral examination committee shall consist of no fewer than four members of the Graduate Faculty for a Ph.D. dissertation committee or three members of the Graduate Faculty for an M.S. or M.P.H. thesis committee except that Programs may request permission to replace one of the committee members by a person with recognized expertise who is not a member of the Graduate Faculty. Requests to appoint a committee member who is not a member of the OSHU School of Medicine Graduate Faculty should include a copy of the individual's curriculum vitae. The mentor or advisor of the candidate may be included as a member of the committee. The members of the examination committee must not all have primary appointments in the same department or institute. Moreover, the examination committee for a Ph.D. candidate must include at least one member who was not a member of the student's dissertation advisory committee.

The Chair of the Oral Examination Committee shall be appointed by the Associate Dean for Graduate Studies, based upon the recommendation made by the defending student's Program Director. The Chair of the Oral Examination Committee must be a member the Graduate Faculty.

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 specific date, time and place for the oral examination and to post notices of the examination on campus.

At least four weeks before the date of the final exam, the Program Director in consultation with the mentor will submit a completed Request for Oral Examination Form to the Associate Dean for Graduate Studies. On this form, the Program recommends to the Associate Dean for Graduate Studies persons who would be suitable to serve on the Oral Examination Committee. Following the approval of the examination committee, the Associate Dean for Graduate Studies will return a copy of the signed form to the Program for distribution with the thesis or dissertation.

At least two weeks before the final exam, the student must distribute unbound copies of the document, the approved Request for Oral Examination Form, and Oral Examination Instructions to committee Members to the members of the examining committee. The Chair of the committee should also receive a copy of the Oral Examination Certification Form and the Oral Examination Instructions for Chairs from the Registrar.

The Oral Examination Certification Form should be submitted to the Associate Dean

for Graduate Studies within two working days after the oral examination. It is possible to submit a faxed copy if a committee member must be out of town and participates in the examination by telephone or videoconference. The oral examination will be evaluated by each member of the examining committee as either satisfactory or unsatisfactory. The examination is considered to be satisfactory if a majority of the 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 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. Programs can determine procedures for remedial action.

Students must be registered for a least one hour of Thesis/Dissertation (503/603) credit during the term in which the Oral Examination occurs.

Section I

Time Restraints. The academic calendar consists of four terms.

1. **Ph.D. Degree.** The time period from matriculation to granting the Ph.D. degree shall be limited to 28 consecutive terms (seven academic years) unless waived for a leave of absence under Section K below.
2. **M.S. Degree** The time period from matriculation to granting the Master's degree shall be limited to six academic years unless waived for a leave of absence under Section K below. Masters Degree programs do not all require summer registration. Thus, the time period from matriculation to granting the M.S. degree shall be 18 terms without summer term or 24 terms including summer, whichever is greater. Students who have not completed degree requirements within the specific time limit will be recommended for dismissal. In special circumstances, in which strong justification exists, Graduate Council may grant a one-time extension of up to one year at the recommendation of the student's Program Director. In these cases the Program may require the student to retake the advancement to candidacy examination.

Section J

Credit for Studies at other Institutions.

1. **Transfer of Graduate Credits.** Graduate credits may be transferred from another accredited institution for use in completing the requirements for Master's or Ph.D. degrees. Credits must be from formal coursework, not research or independent study and must not have been used towards completion of a previous degree at another institution. The number of transferable credits shall be determined within the first year following admission to graduate school and shall not exceed 20 credit hours for Master's degrees and 45 credit hours for Ph.D. degrees. Only those courses in which the student's performance was satisfactory (B grade or better) will be acceptable for transfer. Transfer coursework applied toward degrees at OHSU is subject to the same time limits as specified for credits earned at OHSU (Section G.3). Transfer of graduate credits from another institution must be approved by the student's Program Director, the Associate Dean for Graduate Studies (who may consult Graduate Council), and the Registrar.
2. **Appointment to Advanced Standing.** Under special circumstances, candidates for the doctorate, who have passed their qualifying exam or its

equivalent at another institution, may request appointment to advanced standing when their mentors move to Oregon Health & Science University. Under these circumstances, courses in which the student obtained a grade of at least 3.0 may be used in partial fulfillment of the requirements for the Ph.D. degree. In these cases, transfer coursework applied toward the Ph.D. degree at OHSU is subject to the same time limits as specified for credits earned at OHSU (Section G.3). Appointment to advanced standing must be approved by the Program Director, Associate Dean for Graduate Studies and Graduate Council.

Section K **Leave of Absence.** A student in good standing may petition for Leave of Absence. The cumulative amount of leave may not exceed 4 terms. Leave of absence status assures the student a continuation of admission in the program during the period of the leave of absence. A leave of absence is granted only to students in good standing and may, with program approval, constitute a waiver of the time limit for completion of the graduate degree (Section I). The student's Program Director and the Associate Dean for Graduate Studies must approve petitions for a leave of absence. Students who fail to return to the graduate program within 12 months of initiating a leave of absence will be administratively withdrawn from the program.

Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to university or program facilities and services and use of faculty or staff time may be restricted according to policies established by the university and each program.

Section L **Voluntary Withdrawal from a Graduate Program.** Students may petition for withdrawal from the graduate program, which officially severs the student's connection with the graduate program and the university. The Program Director and Associate Dean for Graduate Studies must approve petitions for withdrawal before forwarding to the Registrar. Students who wish to return to the program after voluntary withdrawal must apply for readmission to the program, which will require re-examination of the student's credentials and approval by the Program Director, the Graduate Council and the Associate Dean for Graduate Studies.

Section M **Administrative Withdrawal from a Graduate Program.** Students will be administratively withdrawn from graduate programs if they fail to meet requirements for continuous enrollment (Section E) or if they fail to return from an approved leave of absence within 12 months (Section K). Students who wish to return to the program after administrative withdrawal must apply for readmission to the program, which will require re-examination of the student's credentials and approval by the Program Director, the Graduate Council and the Associate Dean for Graduate Studies.

Section N **Exceptions.** No exceptions from the regulations described in this article shall be made except upon approval by the Graduate Council. In matters related to coursework, exceptions must first be approved by the course director and the Program Director. Other exceptions must first be approved by the Program Director.

ARTICLE X STUDENT CONDUCT

Section A Professional Conduct Policy. The Graduate Council shall establish a Professional Conduct Policy that applies to all students enrolled in School of Medicine graduate programs. This policy must describe conduct expected of all graduate students, conduct considered to be meritorious, and conduct considered to be unacceptable. Further, this policy must establish procedures for addressing complaints of unacceptable student conduct or other concerns related to violations of OHSU policies, including procedures for recommending or imposing sanctions. In cases where suspension or dismissal is the recommended sanction, the Professional Conduct Policy must defer to policies and procedures described in the remaining sections of this Article.

Section B Suspension or Dismissal of Students from a Graduate Studies Program. Students may be suspended or dismissed from graduate programs only by the Dean of the School of Medicine.

1. **Academic Performance:** Programs may recommend a student for dismissal for the following reasons:
 - a. Failure of any required course (Obtaining a D, F or NP).
 - b. Failure to pass the examination for advancement to candidacy.
 - c. Failure to pass the oral thesis/dissertation examination.
 - d. Failure to complete all requirements within the time limits specified in Article IX Section I without having an extension from the Graduate Council.
 - e. Failure to achieve a cumulative grade point average of 3.0 within the time limits specified in these bylaws.
 - f. Failure to correct deficiencies which led to academic probation within the specified time limit for reasons other than cumulative grade point average.
 - g. Failure to satisfactorily complete clinical, research or professional rotations as judged by established professionalism and/or practice-based competencies.
2. **Professional Conduct:** Programs may recommend a student for dismissal, suspension or other sanctions for Unacceptable Conduct as described in the Graduate Council Professional Conduct Policy. Failure to comply with the terms of sanctions imposed under the Professional Conduct Policy may be used as the basis of a recommendation for suspension or dismissal.
3. **Suspension/Dismissal Procedure.** To recommend suspension or dismissal of a student, a graduate program shall inform the Associate Dean for Graduate Studies in writing of the reasons for its recommendation. The Associate Dean may return the recommendation to the program for further consideration, deny the recommendation or appoint a committee to evaluate the recommendation. The suspension/dismissal review committee will include at least three members of the Graduate Faculty. The Associate

Dean will select one of the committee members to serve as chair. The chair of the committee will convene a meeting to evaluate the proposed recommendation for suspension or dismissal. The student shall be informed in writing at least 10 weekdays prior to the meeting of the time and place of the meeting and the reasons that led to the consideration of a recommendation for suspension or dismissal. The chair will supervise a meeting to review matters relevant to the recommendation for suspension or dismissal. In addition to the committee members and representatives of the student's Program, the meeting may be attended by the student and an advisor of his or her choice. The advisor may counsel the student concerning responses to questions or recommend questions to be asked of the committee. The advisor will not be permitted to speak on behalf of the student or to participate in any other manner not approved by the committee. The committee may, at any time, request additional information or documentation from the student and/or others and may request that individuals appear before it during the hearing process, to provide information. The chair may recess the meeting whenever he or she considers it appropriate. All committee sessions, except for the committee's deliberations will be tape-recorded.

At the completion of the hearing, the committee will deliberate in private and recommend a decision concerning suspension or dismissal. The standard for decision making shall be the preponderance of evidence. A recommendation should be reached within 20 weekdays of the conclusion of the hearings process. The committee will prepare a report summarizing the committee's findings and decision concerning suspension or dismissal. The findings and recommendation of the committee will be communicated in writing to the Dean and Associate Dean for Graduate Studies of the School of Medicine and to the Program Director. The decision of the Dean will be the final action of the School of Medicine. The Dean shall reach a final decision concerning suspension or dismissal within 10 weekdays of receipt of the committee report. A copy of the decision will be sent to the student and members of the suspension/dismissal committee, the Associate Dean for Graduate Studies, and the Program Director. Suspension and dismissal may be appealed to the Provost in accordance with the OHSU Policy Manual on Student Affairs, 02-03-050. A suspended or dismissed student may not register while such an appeal is pending.

Suspended students are not eligible for the privileges and services provided to currently enrolled students, including registering, attending class, receiving a stipend or health insurance, or using other University services or facilities. The suspension may be specified for any length of time. If a student is suspended, fees will be refunded in accordance with the refund schedule adopted by Oregon Health & Sciences University. The conditions of suspension take effect immediately after the student has been informed of the decision. If an appeal is filed, the imposition of the suspension will be stayed until the conclusion of the appeal process. However, if a pending misconduct hearing or appeal may result in suspension, awarding of an academic degree sought will be postponed pending the outcome of the hearing. Upon expiration of the period of suspension, the student may submit in writing to the Associate Dean for Graduate Studies a request for

permission to re-enroll in the Graduate Studies Program. The request should include a description of the student's activities since the suspension went into effect and should include a letter of support by the Program Director. If the Associate Dean for Graduate Studies decides that the terms of suspension have been met, the student may re-enroll. If the terms of suspension have not been met, the student may be subject to dismissal proceedings.

ARTICLE XI STUDENT GRIEVANCES

- Section A** Students have the right to grieve matters related but not restricted to the following areas: rights of authorship on scientific publications, student-mentor relationships, laboratory safety concerns, and grading policies. Students may not grieve disciplinary action, grades (including failure of the qualifying exam or failure of the oral thesis/dissertation exam), dismissal or other action taken under the Professional Conduct Policy or Article IX above. If the grievance involves discrimination on the basis of race, color, religion, marital status, national origin, sex, sexual orientation, age or disability, it will be referred to the office of Affirmative Action/Equal Opportunity.
- Section B** **Informal Procedure.** Students who wish to grieve a matter are encouraged to first discuss the problem with the individual(s) directly involved in the issue and see whether the matter can be resolved informally. Students who do not feel comfortable doing so, or otherwise choose not to, should discuss the potential grievance with the Program Director. If the student feels that the situation is such that the Program Director cannot be approached, the student should communicate with the Associate Dean for Graduate Studies. The individual who is initially approached will meet with the grievant and/or the person or persons complained against and try to reach an informal resolution of the matter.
- Section C** **Grievance Hearing.** If the parties are unable to resolve the issue to their mutual satisfaction through the informal resolution process, the grievant may file a written grievance with the Associate Dean for Graduate Studies within 20 business days after the termination of the informal grievance resolution procedures. The document should describe the nature of the grievance, the circumstances under which the grievance took place, previous efforts to resolve the problem and the nature of the redress the grievant is seeking. The Associate Dean for Graduate Studies will appoint, within 20 business days, a committee consisting of at least three members of the Graduate Faculty and one graduate student. The Associate Dean for Graduate Studies will designate one of the members to serve as chair of the committee. The committee will first meet within 10 business days of its appointment, if feasible. The committee will set a time and place for the grievance hearing and send written notification to the parties involved. The hearing may consist of a series of meetings between the committee and individuals involved in the grievance or a single meeting with all parties present. At any stage of the proceeding, each party to the grievance may be accompanied by an advisor of that party's choice. The advisor will not be permitted to speak on behalf of the party or participate in any other manner not approved of by the committee. The committee may, at any time, request additional information or documentation from the grievant and/or others, and may

request that individuals appear before it during the hearing process to provide information. All committee sessions, except for the committee's deliberations, will be tape-recorded.

At any stage of the proceeding, the committee may attempt to resolve the grievance. If an acceptable resolution is reached, the committee will prepare a Statement of Understanding for all parties to sign. A copy of the statement will be provided to the parties and the Associate Dean for Graduate Studies.

If a resolution is not reached before the conclusion of the hearings process, the committee will deliberate in private and reach a decision with respect to the grievance. A decision should be reached within 20 weekdays of the conclusion of the hearings process. The committee will prepare a report summarizing the committee's factual findings, the committee's conclusions based on the evidence presented at the hearing and the committee's recommended solution or determination of the grievance. A copy of the report will be forwarded to the Associate Dean for Graduate Studies, the Dean of the School of Medicine, the student's Program Director and to the parties to the grievance. The Dean shall reach a final decision on the grievance within 10 business days of receipt of the report. A copy of the decision will be sent to the parties, members of the grievance committee, the Associate Dean for Graduate Studies and the Program Director. The Dean's decision may be appealed to the Provost in accordance with OHSU policy.

ARTICLE XII AMENDMENTS

- Section A** **Manner of Presentation.** Any member of the Graduate Council may initiate proposals for amending, repealing, or adding new By-Laws. Such proposals must be submitted in writing to the Associate Dean for Graduate Studies at least two weeks prior to the meeting at which they are to be considered.
- Section B** **Notice of Intended Amendments.** The Associate Dean for Graduate Studies shall supply each member of the Council copies of the proposed amendments at least one week prior to the meeting at which they are to be considered.
- Section C** **Adoption of Amendments.** Adoption of the proposed amendments shall require a majority of affirmative votes of Council members whose votes were either received by mail prior to the meeting, or cast personally following discussion of the amendments at the meeting. Final approval of amendments to the By-Laws is contingent upon approval by the School of Medicine Faculty Council and Dean.

ARTICLE XIII PARLIAMENTARY PROCEDURE

All proceedings at the meetings of the Graduate council and any questions of order not provided by these By-Laws shall be governed by the most recent edition of Robert's Rules of Order.

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Approved by Graduate Council *12 May 2009*

Allison D Fryer
Professor
Associate Dean Graduate Studies, School of Medicine OHSU



Approved by Faculty Council



Mark A Richardson
Professor
Dean, School of Medicine OHSU