

**CONCERNING THE MERGER OF
DEPARTMENT OF SCIENCE & ENGINEERING (DSE)
AND DIVISION OF MANAGEMENT (DoM)
(FORMERLY OGI GRADUATE PROGRAMS)
INTO OHSU SCHOOL OF MEDICINE GRADUATE STUDIES.**

It is the intent of the programs at the Department of Science & Engineering (DSE) and Division of Management (DoM) to fully adopt all SOM policies. However, there are a few differences between the Graduate Educational Programs that have been resolved as follows:

1. **Calendar.** DSE and DoM will adopt the SOM calendar at the beginning of Fall term 2008.
2. **Grades.** DSE and DoM will adopt the SOM grading policy at the beginning of Fall term 2008. This includes, but is not limited to, the addition of D grades to grading options, change so that all research toward a PhD or MS will be graded Pass/No Pass. SOM rules for Incomplete grades will apply.
3. **Insurance.**
 - a. All full-time students will be charged the student health services fee.
 - b. Part time students will not be required to participate in the OHSU student insurance program or the student health services fee. This will ease transition into the SOM and accommodate the current needs of their part time students since most are working adults with insurance through their employer. As the location and characteristics of DSE and DoM students change this decision is subject to reevaluation.
4. **Immunization.** All full time graduate students in DSE or DoM will need to be up to date with immunizations by September 1 2008, with significant effort applied to completing this objective earlier.
5. **Fees.** All student fees (except March Fee-see below) will increase to meet SOM fees at the beginning of Summer term 2008. Students in DSE or DoM who are located primarily at the West Campus will continue to pay the previously negotiated lower Incidental Fee. From the original merger of OGI and OHSU in 2001. DSE and DoM students located at the West Campus have paid a lower Incidental Fee, negotiated to exclude the March Wellness (or similar facility) portion of the fee in recognition that West Campus students don't have access to this facility. For the 2007/2008 academic year this lower Incidental Fee amount was \$45. The 2008/2009 Incidental Fee has not yet been recommended by the OHSU Student Council. DSE and DoM students located at Marquam Campus will pay the full Incidental Fee amount.
6. **PhD Student Stipends.** There are significant differences in PhD stipend levels across the programs. To address these differences, PhD Stipends over the SOM minimum stipend amount will not be decreased. However, all PhD student stipends in DSE and DoM that are under the SOM minimum stipend amount will be increased on the following schedule.
 - a. 1 July 2008 \$500.00 (or up to the current SOM stipend-which ever is less).
 - b. 1 January 2009 an additional \$500.00 (or up to the current SOM stipend-which ever is less).

- c. 1 July 2009 increased again by \$500.00 (or up to the current SOM stipend-which ever is less).
- d. 1 January 2010 increased again by \$500.00 (or up to the current SOM stipend-which ever is less).
- e. All stipends must be at the SOM levels by 1 July 2010.

7. Admission Requirements. The SOM admission requirements will be suspended for all students matriculating into DSE or DoM for one year (until 1 July 2009) to provide time for their review and possible revision.

8. Advanced Placement Admissions. The practice of advanced placement admissions into the Computer Science & Engineering (CSE) program and the Electrical Engineering (EE) program, both within the Division of Biomedical Computer Science, will continue. Under this program, applicants to the CSE and EE master's programs who have completed at least four program-required courses prior to admissions are exempt from the GRE, TOEFL and one letter of recommendation. Applicants must have an overall grade point average of 3.0 in all their non-matriculated OHSU coursework, with a "B" or better grade in each of the courses to be used for advanced placement admissions.

9. SOM requirement for continuous enrollment: The SOM requirement for continuous enrollment of students will be suspended for all students currently enrolled or matriculating into DSE or DoM for one year (until 1 July 2009) to provide time for their review and possible revision.

10. Time to Degree Limits. It is current SOM policy that all MS students must complete degree requirements within 6 years and all PhD students must complete by 7 years from term of matriculation. Every student may petition for a one time, one year extension. These limits will apply to all DSE and DoM students who matriculate after Fall term of 2008. All current DSE and DoM current students and those matriculating before Fall 2008, will have a guarantee of 1 year from 1 July 2008 to complete their degrees before being subject to the SOM time limits. By 1 July 2009, if a DSE or DoM student is over the limits, then they still have the opportunity to petition for an additional year extension, in accordance with current SOM policy.

11. Time limit for courses to count toward a degree. It is current SOM policy that all courses must be taken within 7 years for MS students and within 8 years for all PhD students. These limits will apply to all DSE and DoM students who matriculate after Fall term of 2008. All currently matriculated and matriculating before Fall 2008 students in DSE or DoM will have a guarantee 9 (MS) and 10 (PhD) years before their course work expires.

12. All students in DSE or DoM who matriculate during or after Fall term 2008 will be required to take a course on ethics (minimum 1 credit). DSE and DoM curriculum will be updated to include this requirement.

13. Credits to degree.

- a. All full time programs will be in compliance with SOM requirements of 45 minimum credits for MS degree, and 135 minimum credits for PhD degree, by Fall term 2009. Minimum credit requirements will be written into degree requirements for future matriculating students. Minimum credit requirements will not be applied to students matriculated prior to effective term of revised degree requirements.

b. All credit hour requirements for the CSE and EE part-time PhD programs will be suspended until Fall term 2009 while the programs plan for the needs of their students.

14. **Post-thesis defense time to degree completion.** All post-defense MS and PhD graduate students in DSE or DoM will have 6 months, starting 1 July 2008 to complete degree requirements. After 1 January 2009 all students within DSE or DoM will be subject to SOM policy mandating degree completion within 6 months of thesis defense.


15. **Leave of Absence.** Any student currently on Leave of Absence within DSE or DoM must resolve their status (return or withdraw) prior to 1 July 2009, or they will be administratively withdrawn for their program. All students requesting a Leave of Absence after 1 July 2008 will follow current policies of SOM.

16. **Graduate Faculty status required to advise or participate in student committees.** The requirement that a faculty have graduate faculty status in order to advise a MS-thesis or PhD student, or participate in student committees will be suspended until the earliest time that the Graduate Council has the opportunity to review and approve DSE and DoM faculty applications for graduate faculty status. The timing of such review and approval is expected before the October 2008 Graduate Council meeting.

It will be the responsibility of Department of Science & Engineering and Division of Management to notify all their current and future matriculating students of these changes and time limits.



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