



## General Procedures for Completing a Graduate Certificate Program

### School of Medicine Graduate Studies Program

This section describes the procedures needed to receive a Graduate Certificate in the School of Medicine. 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.

Forms referenced in this document and specific policies can be accessed at:  
<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

Unless otherwise noted, all forms should be returned to the Graduate Studies Office.

#### 1. Complete Program Requirements

- Students must complete a minimum of 18 and no more than 28 approved graduate credits are required for Graduate Certificate. Graduate certificate programs in a designated professional field with external accreditation requirements may exceed the 28 credit limit.
- All coursework applied towards degree requirements must meet the minimum cumulative grade point average of at least 3.0.

#### 2. Apply for Degree

- Submit *Application for Degree* form in the Student Information System (SIS). Must be completed and submitted one term prior to completing degree requirements.

#### 3. Graduating

- Information regarding graduation and hooding ceremonies will be emailed to students who have submitted an *Application for Degree*. Degrees are awarded at the end of each term when all academic requirements are met. Debts and other unmet obligations prevent the release of diplomas and transcripts, including the graduation fee.