



General Procedures for Completing a Master's Degree with Thesis

School of Medicine Graduate Studies Program

This section describes the procedures and documentation needed to receive a Master's degree with thesis requirement in the OHSU School of Medicine. Students and mentors should note relevant deadlines. Unless otherwise noted, all forms should be returned to the School of Medicine Graduate Studies Office. Individual programs may have additional course requirements as described in your program handbook.

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>

1. Complete Program Requirements

- Students must complete a minimum of 45 and no more than 55 credit hours to obtain a Master's degree. Master's degree programs in a designated professional field with external accreditation requirements may exceed the 55 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

- The Office of the Registrar requires an *Application for Degree* be submitted one term prior to completing degree requirements. This can be submitted online by logging into the Student Information System (SIS).

3. Request for Oral Examination

- Students may not take the oral examination if they are on academic probation or if an Incomplete (I) grade remains on their transcript.
- The oral examination must be held at OHSU, shall be open to the public, and advertised.
- A signed *Request for Oral Examination* form must be submitted to the Office of Graduate Studies at least 4 weeks before the scheduled oral defense date.
- Students must be registered for at least 1 thesis credit during the term in which the Oral Examination occurs.

4. Distribute a Copy of the Thesis to Your Oral Examination Committee at Least Two Weeks Prior to the Oral Exam

5. Recording the Outcome of 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 members record votes of satisfactory
- If for some reason either the preparation or defense of the thesis is not approved, the student may petition the Program for the opportunity to be re-examined.

6. After the Thesis Defense

- Signing of the approval page indicates that all required corrections have been completed.
- If necessary, make corrections to the thesis. All required corrections must be completed and approved by the examination committee within 6 months after the oral exam. Failure to submit an approved thesis within this time limit will void the oral exam and the oral examination will need to be retaken.
- Students must be registered for at least 1 thesis credit until the thesis is approved.
- The original of the signed *Certificate of Approval* page must be taken to the Office of Graduate Studies

7. Thesis Submission

- Your final thesis will be electronically submitted to the OHSU Library for publication. Please see the OHSU Library's website for current instructions on how to electronically submit: <http://www.ohsu.edu/xd/education/library/services/theses-thesis/index.cfm>

8. Graduating

- Students must submit an *Exit Contact & Information Form* to the Office of Graduate Studies.
- Information regarding graduation 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.