



General Procedures for Completing a Non-Thesis Master's Program

School of Medicine Graduate Studies Program

This section describes the procedures needed to receive a non-thesis Master's 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. 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>

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

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

- 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.