



School of Medicine  
Graduate Studies Program  
Request for Oral Examination

**Note** - The oral examination committee shall be appointed by the Associate Dean for Graduate Studies upon the recommendation of the student's Program Director. **Please allow time for Graduate Program processing and signature as the form must be submitted to the Associate Dean for Graduate Studies at least four weeks prior to examination.**

*Form must be typewritten. Handwritten forms will not be accepted.*

Student	Student ID U
titled: <span style="margin-left: 100px;"><i>Master's Thesis</i></span> <span style="margin-left: 100px;"><i>Ph.D. Dissertation</i></span>	
submitted to the program	
as candidate for the degree	
is approved for submission to the Graduate Council for the oral examination.	

**The undersigned thesis/dissertation committee members have each determined that the thesis/dissertation written by the above named student is substantially complete and defensible at the date and time designated below.**

	<u>Faculty Name and Degree</u> <small>(ie Frank Jones, PhD)</small>	<u>Primary Department or Institute</u>	<u>Faculty Signature</u>
• cannot be mentor			
Chair ★			

- ✓ *Not a member of the students' thesis/dissertation advisory committee*
- ◆ *Indicates recognized scholar-not a member of the graduate faculty ( CV MUST be attached)*

On _____ <small>mm/dd/yy</small>	the committee will meet fifteen minutes before the seminar
The seminar will begin at _____	in building/room _____
The examination will begin at _____	in building/room _____

<hr/> Program Director Name (please print)  <b>Allison Fryer, PhD</b> <hr/> Associate Dean for Graduate Studies	<hr/> Program Director Signature  <hr/> Associate Dean for Graduate Studies	<hr/> Date  <hr/> Date
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Please submit to:

**Office of Graduate Studies**  
**Mackenzie Hall 4th Floor**  
**Mailcode L102GS**

For Office of the Registrar use only

Date Received:

# Request for Oral Exam Committee INSTRUCTIONS

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**STOP!** Have you submitted the *Advancement to Candidacy (PhD only)* & *Request for Advisory Committee* forms? If yes, please proceed. If no, please complete and submit those forms first.

## FORM COMPLETION:

- All forms are expected to be **TYPED**, handwritten forms will be returned.
- The student will provide: Student ID#, thesis title, Graduate Program, their name and degree.
- The student is expected to provide the names, degrees, and primary administrative unit/institute information.
- The student is expected to obtain the committee Chair's signature and, if required by the program, signatures of all committee members.
- The form must include the proposed date, time and location for the seminar and defense.
- The form must be turned into the Program Coordinator to allow time for processing & signatures
- The exam request form must be approved by the mentor & graduate program director before submission to the Office of Graduate Studies.
- The form must be received in the Office of Graduate Studies at least four weeks prior to the exam date.

## INSTRUCTIONS:

**PhD students:** The Oral Exam Committee must include no fewer than four (4) members of the Graduate Faculty who do not all have primary appointments in the same department or institute. The committee must also include at least one (1) member who is not a member of the student's dissertation advisory committee.

**Master students:** The Oral Exam Committee must include no fewer than three (3) members of the Graduate Faculty who do not all have primary appointments in the same department or institute.

A list of SoM Graduate Faculty can be found on the Graduate Studies web page (<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/index.cfm>).

- A) The committee must be chaired by a member of the Graduate Faculty.
- B) The student's mentor should serve on the exam committee but may not serve as Chair.
- C) Programs may request permission to replace one of the committee members by a recognized scholar who is not a member of Graduate Faculty.
  - a. Requests to appoint an outside member to the Advisory Committee must be supported by a letter from the Program Director and a copy of the individual's curriculum vitae.
- D) Students must be registered for a minimum of 1 hour of dissertation (503/603) credit during the term in which the Oral Exam occurs and every term thereafter until the Thesis is turned in for binding.
- E) Students may NOT take the oral exam if they are on academic probation or if an Incomplete (I) grade remains on their transcript.
- F) Upon approval of this form by the Associate Dean for Graduate Studies, the Office of Graduate Studies will return an electronic copy to the Exam Committee Chair, Program Coordinator, and the student.
- G) Students should also complete the *Application for Degree* & submit to the Registrar.