



General Procedures for Completing a Doctor of Philosophy Degree School of Medicine Graduate Studies Program

This section describes the procedures and documentation needed to receive a Doctor of Philosophy (PhD) degree in the OHSU School of Medicine. Students and mentors should note relevant deadlines. Please refer to your individual program guide for additional requirements.

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

- A minimum of 135 approved graduate credits are required.
- All program requirements must be completed including coursework, advancement to candidacy, research credits, and any additional requirements. Progress towards completing course requirements can be checked in DegreeWorks.
- 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 dissertation credit during the term in which the Oral Examination occurs.

4. Distribute a Copy of the Dissertation 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 dissertation is not approved, the student may petition the Program for the opportunity to be re-examined.

6. After the Dissertation Defense

- ❑ Signing of the approval page indicates that all required corrections have been completed.
- ❑ If necessary, make corrections to the dissertation. All required corrections must be completed and approved by the Examination Committee within 6 months after the oral exam. Failure to submit an approved dissertation 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 dissertation credit until the dissertation is approved.
- ❑ The original of the signed *Certificate of Approval* page must be taken to the Office of Graduate Studies

7. Dissertation Submission

- ❑ Your final dissertation 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-dissertations/index.cfm>

8. Survey of Earned Doctorates

- ❑ The required *Survey of Earned Doctorates* can be found at: <https://sed-ncses.org/GradDateRouter.aspx>

9. 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.