

# BY-LAWS OF THE GRADUATE COUNCIL

## OREGON HEALTH & SCIENCE UNIVERSITY SCHOOL OF MEDICINE

As approved by the Faculty Council of the School of Medicine OHSU, March 1983 with amendments adopted in December 2005

Revised by the Graduate Council School of Medicine (June 2009) and approved by Faculty Council School of Medicine OHSU, September 3, 2009.

Revised by the Graduate Council School of Medicine (March 2015) and approved by Faculty Council School of Medicine OHSU, May 7, 2015.

## CONTENTS

ARTICLE I – FUNCTIONS OF GRADUATE COUNCIL .....	3
ARTICLE II – COMPOSITION OF GRADUATE COUNCIL.....	3
ARTICLE III – MEETINGS AND QUORUM .....	4
ARTICLE IV – THE GRADUATE FACULTY .....	4
ARTICLE V - GRADUATE PROGRAMS.....	5
ARTICLE VI – CURRICULUM CHANGES OF EXISTING GRADUATE PROGRAMS .....	6
ARTICLE VII - STANDARDS AND PROCESS FOR ADMISSIONS .....	6
ARTICLE VIII – GRADUATE COUNCIL STUDENT RECORDS .....	10
ARTICLE IX – GENERAL SCHOLASTIC REGULATIONS .....	10
ARTICLE X – STUDENT CONDUCT .....	16
ARTICLE XI – STUDENT GRIEVANCES .....	18
ARTICLE XII – AMENDMENTS.....	19
ARTICLE XIII – PARLIAMENTARY PROCEDURE.....	19
APPROVAL OF BY-LAWS.....	20

## ARTICLE I – FUNCTIONS OF GRADUATE COUNCIL

- Section A Graduate Council of the School of Medicine of Oregon Health & Science University (OHSU) shall advise the Dean of the School of Medicine on all matters pertaining to education of graduate students toward Graduate Certificates, Master's and Doctor of Philosophy degrees within the School of Medicine. This advice shall include: standards for admission to a graduate program, graduate curricula, progress towards a degree, admission to candidacy, thesis/dissertation preparation and defense, and requirements for graduation.
- Section B Graduate Council shall be responsible for the standards listed under Article I, Section A, as applied to the graduate portion of combined degrees such as the M.D./Ph.D., M.D./M.P.H. or M.D./M.S. programs.
- Section C Graduate Council shall be responsible for providing the Dean of the School of Medicine the list of the candidates proposed for Graduate Certificates, Master's and Ph.D. degrees at the next commencement exercises.
- Section D Graduate Council shall be responsible for advising the Dean on appointments to the Graduate Faculty. The Associate Dean for Graduate Studies shall maintain a list of Graduate Faculty and their departmental affiliations.
- Section E Graduate Council shall have the authority to appoint Graduate Faculty to thesis and dissertation advisory committees, thesis defense committees, and other committees concerning graduate education. The appointment of committee members shall be done in consultation with the chairs of their departments.
- Section F Graduate Council shall be responsible for administration of Conjoint Graduate Courses within the School of Medicine. The Associate Dean for Graduate Studies with the approval of Graduate Council shall appoint Course Directors for the Conjoint Courses.
- Section G Graduate Council shall be responsible for establishing the stipend policy for graduate students within the School of Medicine.

## ARTICLE II – COMPOSITION OF GRADUATE COUNCIL

- Section A **Program.** The word "Program" shall refer to a department, interdepartmental committee or other School of Medicine administrative unit that has received approval from the Faculty Council and has been accredited to offer an educational program leading to a Graduate Certificate, Master's or Ph.D. degree. A Program with a single administrative structure that oversees training for more than one degree shall be considered to be one Program. Graduate Program Director shall refer to the Graduate Faculty member leading an Academic Graduate Program with authority and accountability for the operation of the program. The director should have education and administrative experience and specialty expertise, and their appointment must be approved by the Dean.
- Section B **Members.** Graduate Council shall be composed of one member from each graduate Program, selected by the Program Director, subject to the approval of the Dean of the School of Medicine. Two graduate students selected by the Graduate Student Organization of the School of Medicine shall also be members of Graduate Council. Each member of Graduate Council shall have one vote.

- Section C **Officers.** Graduate Council will be chaired by the Associate Dean for Graduate Studies of the School of Medicine.

### ARTICLE III – MEETINGS AND QUORUM

- Section A **Regular Meetings.** Graduate Council shall hold regular monthly meetings during the Fall, Winter and Spring terms.
- Section B **Special Meetings.** Special meetings of Graduate Council may be called by the Associate Dean for Graduate Studies or whenever three or more members request in writing that the Associate Dean convene a meeting. The agenda of special meetings shall be provided in advance to all Council members by the Associate Dean for Graduate Studies.
- Section C **Quorum.** Two-thirds of Graduate Council's members shall constitute a quorum at all Council meetings.

### ARTICLE IV – THE GRADUATE FACULTY

- Section A **Eligibility for Graduate Faculty Membership.** Any OHSU faculty member or faculty-level scientist, who possesses a Master's or Doctoral-level degree who demonstrates evidence of scholarly activity, and is a member of an approved academic graduate degree program within the School of Medicine shall be eligible for membership on the Graduate Faculty.
- External faculty with involvement at OHSU, are eligible for Affiliate Graduate Faculty Membership. These faculty will have the same privileges and responsibilities as Graduate Faculty, but shall be limited to activities with the Graduate Program that sponsored them and their term shall be limited to 3 years (though it can be renewed at the Program's request).
- Section B **Privileges and Responsibilities of all Graduate Faculty Members.** Graduate Faculty shall teach in graduate level courses, serve on oral thesis or dissertation examination committees and on advancement to candidacy examination committees, will interact with graduate students in seminars and conferences, and serve on other committees concerning graduate education. The mentor or advisor of a graduate student shall guide the student on matters concerning his or her capstone project, thesis, or dissertation. This will be done in consultation with an advisory committee of members of the Graduate Program's faculty and other experts.
- Section C **Application to the Graduate Faculty and Affiliate Graduate Faculty.** Application to Graduate Faculty shall originate from the Director of an approved graduate program by submitting a new graduate faculty application to the Associate Dean for Graduate Studies. Nominations must also have the written approval of the Director of the faculty member's primary administrative unit (i.e., the OHSU or School of Medicine unit with primary responsibility for administering salary). Confirmation of the nomination to the Graduate Faculty will occur by a majority vote of Graduate Council who will recommend appointment by the Dean of the School of Medicine.
- Section D **Graduate Student Mentors and Advisors and Their Appointments**
1. **Responsibilities of Graduate Student Mentors and Advisors.** It is a privilege to mentor Graduate Students. The mentor or advisor of a graduate student shall advise and guide the student on matters concerning his or her Program. This may be done in consultation with an advisory committee of members of the Graduate Faculty and other experts. If the student's Program requires a Master's thesis or Doctoral dissertation, the mentor shall also be responsible for directing the student's thesis or dissertation research. Some programs require that the mentor

provide support for the student and the thesis or dissertation research. “Mentor” typically refers to the faculty on record while “Advisor” can be anybody who serves in a broader support and advising role.

2. Guidelines for Appointment as Graduate Student Mentors or Advisors. The determination of whether a faculty member should serve as a student's mentor or advisor is the decision of the student's graduate studies Program Director and should be made according to the following guidelines.
  - a. The mentor must be a member of the Graduate Faculty of OHSU and hold an equal or higher degree than the student's proposed degree.
  - b. The mentor must demonstrate active research scholarship within his or her discipline through peer-reviewed presentations and publications.
  - c. The mentor or advisor must be capable and willing to accept responsibility for advising and guiding graduate students in academic matters.
  - d. When a thesis or dissertation is required by the student's Program, the mentor must be capable and willing to accept responsibility for directing the student's thesis or dissertation research.
3. Research and Thesis/Dissertation Credits. Instructors for Research (501/601) and Thesis/Dissertation (503/603) credits must be members of the Graduate Faculty who have been approved to serve as mentors or advisors by the student's graduate program.

Section E **Duration of Graduate Faculty Membership.** Appointment to the Graduate Faculty, once approved, will continue unless specifically revoked by the Program Director, the head of the faculty member's primary administrative unit, or by the Dean of the School of Medicine. It is the responsibility of each graduate Program to maintain a current list of Graduate Faculty, and report annually to Graduate Studies where a master list will be maintained. Affiliate Graduate Faculty will be appointed for renewable, 3 year terms.

Section F **Status of Emeritus and Retired Graduate Faculty.** Emeritus and retired faculty shall retain their appointment on the Graduate Faculty unless this appointment is terminated by the Program Director or the director of the faculty member's primary administrative unit. These faculty shall be allowed to serve on graduate student advisory and final examination committees but may no longer serve as mentors for graduate students unless specifically approved by Graduate Council.

## ARTICLE V - GRADUATE PROGRAMS

Section A **Graduate Program.** Any educational program leading to the Doctor of Philosophy, Master's degree, Graduate Certificate or equivalent graduate degree at OHSU.

Section B **New Graduate Programs.** A program leading to the Doctor of Philosophy, Master's degree, Graduate Certificate or equivalent degree in a discipline not previously approved by OHSU.

Section C **Proposals for New Graduate Programs.** [Proposals for new graduate programs](#) must follow protocols outlined by the Provost's Office.

Section D **Appointment of the Director of an Interdepartmental Program.** The Director of an interdepartmental program shall be appointed by the Dean of the School of Medicine upon the recommendation of the program and the Associate Dean for Graduate Studies.

## ARTICLE VI – CURRICULUM CHANGES OF EXISTING GRADUATE PROGRAMS

Section A **Course requirements** for a specific degree are the responsibility of each graduate Program. However, changes of the customary frequency of offering of courses should be done in consultation with Graduate Council to avoid disruption of other graduate programs.

Section B **Curriculum changes** involving addition of new courses, deletion of courses, course numbers, and changes of greater than one credit in credit hours of courses, must be submitted to Graduate Council for review and recommendation for final approval by the Associate Dean. New course and course change proposals should be submitted via the [new course proposal form](#). The Associate Dean for Graduate Studies will notify the Registrar of new courses that have been approved by Graduate Council.

Minor changes in the description of previously approved courses (including, but not limited to, course titles, change in credit hours of one hour or less, change in course director, or change in class size) may be made without resubmission for approval. Graduate Council must approve significant changes in the content of a previously approved course. All minor and major changes must be documented in periodic review and report to Graduate Council

Proposed changes in Journal Club (course number 506/606) and Seminar (course number 507/607) courses may be approved by the Associate Dean for Graduate Studies. It is generally expected that the specific topics covered in these courses will vary from term to term. If the content of a 506/606 or 507/607 course remains the same for more than two terms, the program must request Graduate Council approval of the course under a unique course title and number.

Section C Graduate Council shall conduct a review of each graduate program every 5 years.

## ARTICLE VII - STANDARDS AND PROCESS FOR ADMISSIONS

Section A **Admission Standards.** It is the prerogative of each approved graduate studies program to determine the standards for admission to its program. The minimum requirements may be raised, but not lowered. Additional specific requirements for admission may be added. For admission to a graduate program the applicant must meet the following requirements:

1. A baccalaureate or equivalent degree from a recognized academic institution (accredited U.S., or equivalent foreign institution)
2. Thorough training and background in the quantitative sciences including the specific courses required by the Program to which the applicant wishes to be admitted.
3. Doctoral, Master's degree, and Graduate Certificate applicants must have a cumulative grade-point average of all undergraduate courses of at least 3.0 (based on a letter grade system of A-4 points, B-3 points, C-2 points, D-1 point, F-0 points), or its equivalent in other grading systems.
4. Applicants to Master's and Doctoral degree programs must take the general test portion of the Graduate Record Examination (GRE); the exception being applicants to the Division of Management programs and the Physician Assistant program. Programs may choose to waive this requirement for applicants with advanced degrees or with a Graduate Certificate from the same OHSU program. A Program may decide to accept the Medical College Aptitude Test or Dental Admissions Test as a substitute for the GRE. Verbal, Quantitative and Analytical Writing GRE scores of 153, 148 and 4.5 or above, respectively, will generally be considered acceptable for

admission. Programs may recommend admission of an applicant with one or more scores below these standards on a conditional status (see Section C). However, Programs that recommend admission with regular status for an applicant with one or more scores below these standards must also submit a written justification explaining how other aspects of the application outweigh the low GRE score(s). Recommendations with justifications deemed satisfactory by the Associate Dean for Graduate Studies will be approved if all other criteria for admission are met. In cases where the Associate Dean has concerns, the recommendation will be referred to Graduate Council for approval.

5. All foreign applicants for whom English is not a native language must take the test for English as a foreign language (TOEFL). TOEFL will be waived if the applicant has obtained an undergraduate or graduate degree at an accredited college or university in the United States or other native English-speaking country. A waiver may also be requested in cases where there is strong evidence that the applicant is fluent in reading and writing English. The Associate Dean for Graduate Studies will approve petitions with supporting documentation.

**Section B Exceptions.** Applicants who do not meet requirements may be admitted in special circumstances only when considerations of: differences in background, culture and language; marked improvement of academic performance in later years of study; various experiences, accomplishments and letters of recommendation, indicate a strong potential of the applicant to succeed in graduate studies. In these cases, a letter explaining the reasons for admitting the applicant must be sent to the Associate Dean for Graduate Studies by the Director of the program to which admission of the applicant is requested. The program's representative to Graduate Council shall present the reasons for the decision at a subsequent meeting of Graduate Council, and action shall be taken on the admission of the applicant by majority vote.

**Section C Admission Status.** The decision to recommend admission of a student in a Regular, Conditional, Provisional, or Non-Degree status is the prerogative of the admitting graduate studies program and requires evidence of the applicant's ability for satisfactory graduate work, as well as commitment and potential in the applicant's field of choice. The number of available positions for graduate students in the program may be decisive factors in the decision to admit the applicant or not. Applicants may be admitted to graduate studies programs under the following categories:

1. **Regular Graduate Student.** This category of students has been granted full graduate status to work toward an advanced degree.
2. **Conditional Admission.** This category is for applicants whose records contain inconsistencies, but indicate a good potential for success as graduate students justifying a trial period before full graduate status. Students will be transferred from conditional to full graduate status based upon maintaining a cumulative 3.0 GPA and a satisfactory recommendation by the Program Director by the end of four academic quarters for PhD students and two academic quarters for Master's students. Failure to achieve full graduate status at the end of the specified degree quarter limit will result in a recommendation for dismissal of the student. It is the responsibility of the student's Program to monitor the student's performance and to initiate action for transfer to full graduate status, or for dismissal from the program.
3. **Provisional Admission.** Applicants whose records are incomplete in some minor respect, but are otherwise acceptable, may be offered admission on a provisional basis. The provisional status in such cases will be automatically converted to full graduate status upon submission of the completed records. Students provisionally admitted are able to register for classes the first term they matriculate, but have holds placed on their accounts preventing them from registering for

successive terms until the required documents are received. Once admissions requirements are met (with the submission of official documents), holds are removed. Provisional admission is largely used for students still completing a Bachelor's degree who need to submit final transcripts

4. **Matriculated Status.** Once students enroll for credits they will be considered as matriculated students.
5. **Non-degree Students.** Applicants with baccalaureate degrees who wish to take courses offered in the Graduate Studies Program of the School of Medicine may be admitted as non-degree students, but they are not considered to be matriculated students. These applicants need furnish only the basic information in the admission application showing receipt of the baccalaureate degree. Non-Degree student may only take up to 6 credits per term. The application must be approved by the Course Director(s) of the Program whose courses they wish to take. The Associate Dean for Graduate Studies must approve applications for students who wish to take conjoint courses.

Non-degree students may take up to 50% of the total required credits in programs intended towards a Graduate Certificate, 20 credits in programs intended towards a Master's degree, or 45 credits in programs intended towards a PhD before they must apply for matriculation. If matriculation is not granted at that time, additional credits taken as a non-degree student will not count towards future degree completion.

Section D **Graduate Admissions Process.** The process for admission to full, conditional, or provisional graduate status shall be as follows:

1. **Contacts.** Prospective students seeking program specific information should contact the programs directly. Inquiries received by the Registrar or Office of Graduate Studies will be forwarded to the appropriate program.
2. **Applications.** Applicants must submit admission materials through each program's approved application process. This includes: a completed application, official transcripts, required letters of recommendation, GRE and TOEFL scores (as applicable) and any other required Program-specific materials. The program must assure that any deficiencies in the application are addressed. Applicants who request to have their materials reviewed by a program other than the one they applied to for the same application period may do so upon sending written consent.
3. **International Applicants.** All applicants with degrees from foreign institutions are encouraged to provide course-by-course World Education Service (WES) International Credential Advantage Package (ICAP) credential evaluations for all foreign colleges attended. International applicants need to consult WES's website for instructions and fees at [www.wes.org](http://www.wes.org). The applicant will be responsible for the full cost of this service. Individual programs can decide to make this a requirement.
4. **Acceptances.** If an applicant is accepted by a Program, the Associate Dean for Graduate Studies must approve the application by signature. This authority will be delegated when deemed appropriate by the Associate Dean for Graduate Studies. The applicant is notified of the Program's recommendation for acceptance by letter from the Program Director. The admission offer letter must conform to guidelines established by the Associate Dean for Graduate Studies and a copy of the signed acceptance letter will be submitted to the Graduate Studies Office for all matriculating students. Acceptance into any graduate program is contingent upon verification of all degrees earned via official transcripts, accuracy of transcripts, etc. Applicants for admission to a graduate program who sign the offer letter thereby certify the accuracy of the statements



made on the application and documents that accompany the application. Submission of false statements or false documents may subject the applicant/student to penalties, including refusal of admittance/ dismissal. The original application and all supporting documents (transcripts, test scores, credential evaluations, etc.) are given to the Registrar.

5. **Non-Admissions.** If the decision is not to admit, the Program Director will inform the applicant by letter. Admissions materials and correspondence concerning rejected applicants or non-matriculating students should be retained for 3 years by the Program after which all credentials should be destroyed.

Section E **Transfers Between Programs.** A student who has already been admitted to a graduate program in the School of Medicine may petition the Associate Dean for Graduate Studies to transfer to a different graduate program in the School of Medicine without re-applying for admission under the following circumstances:

1. The student is not on academic probation.
2. The transfer has the written approval of the current Program Director.
3. The transfer has the written approval of the new Program Director.
4. The new Program Director provides a written summary of program-specific degree requirements that must be completed by the student upon transfer to the new program. This summary should also indicate the source of stipend support in programs where stipends are required.

The Associate Dean will approve petitions that meet all of these requirements. Petitions that do not meet these requirements may be referred to Graduate Council for approval, but only at the request of the new Program Director.

Section F **Transfer to a different degree within the same Program.** A student who has been admitted to the Ph.D., Master's degree, or Graduate Certificate track in a School of Medicine graduate program may petition the Associate Dean for Graduate Studies to transfer to the other degree within the same program under the following circumstances:

1. The student must be in good academic standing.
2. The transfer must have written approval of the Program Director and Mentor/Advisor.
3. The Program Director provides a written summary of program-specific requirements that must be completed to earn the Graduate Certificate, Master's or Ph.D. degree. This must include a timeline to completion not exceeding 12 months after a transfer to a Graduate Certificate or Master's degree program from a PhD program. Students transferring to a higher-level degree program must complete the new degree program's requirements within its standard timeline. Any previously-taken courses must adhere to the new program's timeline to count towards degree.
4. Ph.D. students who transfer to a Master's degree and who have received a stipend may continue to do so but for no more than a maximum of 12 months and only with their advisor's consent.

The Associate Dean will approve petitions that meet these requirements and forwarded to the Registrar. Petitions that do not meet these requirements will be referred to Graduate Council for approval.

## ARTICLE VIII – GRADUATE COUNCIL STUDENT RECORDS

Records for all students that have been accepted and matriculated shall be kept and maintained by the Registrar and the Program to which the student belongs. The following student record files shall be maintained in the Office of Graduate Studies:

- Section A    **All Student List.** In collaboration with the Registrar's Office, Graduate Studies will have access to an all student list showing the name, status (regular or provisional, and if advanced to candidacy), program, and Mentor of each student for general reporting purposes.
- Section B    **Individual Student File.** This file is initiated for Doctoral and Master's students in the Graduate Studies Office and contains the documents relevant to the student's progress towards the advanced degree. This file includes, where applicable, the following:
1. Copy of application and admission offer letter.
  2. Advancement to Candidacy form (Ph.D. students only) - This form is signed by the Ph.D. Program Director, certifying that the student has been advanced to candidacy for the doctoral degree.
  3. Mentor Assignment form for thesis and dissertation students.
  4. Thesis or Dissertation Advisory Committee Form.
  5. The signed and dated Request for Oral Thesis/Dissertation Examination Form.
  6. The signed and dated Oral Thesis/Dissertation Examination Certification Form or culminating experience completion form, if applicable.
  7. Other correspondence and communication to Graduate Council or Office of Graduate Studies concerning the student. This would include correspondence related to academic probation, leaves of absence, withdrawal or dismissal from the Program.
  8. Exceptions to maintaining individual student files in the Office of Graduate Studies may be approved by the Associate Dean.

## ARTICLE IX – GENERAL SCHOLASTIC REGULATIONS

- Section A    [OHSU's University Grading policy](#) is centrally approved via the Provost's Office
- Section B    **Standard of Performance.** Superior academic performance is expected of every graduate student.
1. **Graduate credit.** Shall be granted for course work in which grades of a C or better (C- and less will not earn credit) are earned and for the grade P.
  2. **Failing grades.** Students who earn less than a C or NP will be considered to have failed a course and may be immediately recommended by their program for dismissal without being placed first on academic probation.
  3. **Grade Point Average.** A grade point average of at least 3.0 must be maintained. A student whose cumulative grade point average falls below 3.0 shall immediately be placed on academic probation by the Associate Dean for Graduate Studies. The student and his or her Program shall

be notified in writing by the Associate Dean for Graduate Studies of the probationary status. Academic probation is intended to provide a student whose performance is less than satisfactory, a period of time to correct the deficiency. A student placed on academic probation because of grades must obtain a cumulative grade point average of at least 3.0 within one academic term. A student that fails to do so may be recommended for dismissal for inadequate scholarship, at the discretion of the graduate studies program in which he or she is enrolled.

A Program may choose to allow a student up to four academic terms to correct deficiencies that resulted in academic probation. Probationary students who fail to achieve a cumulative grade point average of 3.0 within four terms shall be recommended for dismissal from the graduate program for inadequate scholarship. A student will be removed from probation as soon as his/her cumulative grade point average is raised to 3.0 or above.

A student on academic probation shall not be permitted to take the qualifying examination or oral examination, nor may the student receive the Master's or Ph.D. degree.

4. **Failure to Progress.** A student may be placed on academic probation for failure to meet the academic or professional standards according to the Professional Conduct Policy for Graduate Programs of the School of Medicine and requirements of his or her Program. It is the responsibility of the student's graduate studies Program to monitor the performance of the student and initiate appropriate action if the expected standards are not maintained by the student. The Program Director shall notify the student and the Associate Dean for Graduate Studies in writing of deficiencies in academic progress. The notification shall specify in what way(s) the student is failing to meet standards and specify time limits for correcting the deficiencies. A Program may choose to allow a Ph.D. student up to four academic terms and Master's and Graduate Certificate students up to two academic terms to correct deficiencies that resulted in academic probation for failure to progress academically. A student that fails to do so within the time limit specified by the Program may be recommended for dismissal at the discretion of the Program in which he or she is enrolled.

Section C **Program Policies and Guidelines.** Each Program shall prepare written policies, requirements and guidelines that describe the standards and procedures for completion of a graduate degree in that program. The policies shall include a description of the curriculum including required courses, the procedures for advancement to candidacy (Ph.D. programs only), and the criteria used to evaluate the advancement to candidacy exam (Ph.D. programs only). Information should also be provided about Program policies concerning stipend support, time limits to achieve specific standards, formal evaluations and Program-specific regulations concerning probation. The policies and guidelines statements will notify students that they are subject to the policies of Graduate Council as outlined in these By-Laws. Copies of the policies and guidelines shall be available on the School of Medicine website and on file in each Program office and in the office of the Associate Dean for Graduate Studies. Copies of the policies and guidelines shall be available for students in the Program office and the Program shall make all reasonable efforts to inform students of the policies. Changes in the policies and guidelines shall be communicated promptly to students and the Associate Dean for Graduate Studies. Changes in the Program policies and guidelines shall not apply retroactively to the disadvantage of those already in the Program.

Section D **Course Work.** The decision on the specific graduate course work that must be completed by a given graduate student to fulfill the course requirement for earning the desired advanced degree is the responsibility of the student's graduate studies program. The student's graduate studies program will establish the required coursework to complete an advanced degree (starting point). Full time enrollment is determined by the individual Program, although a normal course load is

considered to be 9-16 credit hours per term. The Associate Dean for Graduate Studies must approve workloads in excess of 16 hours per term.

Students are expected to register for a normal, full-time course load each term, but they may register for course loads that are less than full time if allowed by their Program. However, students should be advised that reduced course loads may affect eligibility for scholarships, stipends, tuition waivers and financial aid.

Students may register for any 500, 600, or 700 level courses. For PhD students, only Doctoral-level courses (600 and 700) will count towards a Doctoral degree. Courses outside of one's program may be subject to additional tuition and fees not covered by tuition waivers as well as the needed approval of each course's Course Director and the student's Program Director. Proposals for taking courses outside of a student's enrolled program of study must be approved by the Associate Dean for Graduate Studies.

**Section E Requirement for Continuous Enrollment.** All students admitted to the graduate program must be continuously enrolled until graduation, except for periods in which they are absent for an approved leave of absence. Taking a minimum of 1 credit per term during the regular academic year (Fall, Winter and Spring terms) will constitute continuous enrollment. Registration during the Summer term is not required to meet the continuous enrollment requirement, although it may be required by the student's graduate Program. Failure to register without an approved leave of absence will result in administrative withdrawal of the student's admission to a graduate program.

**Section F Advancement to Candidacy (Ph.D. programs only).** Admission to a Ph.D. program does not automatically identify a student as a degree candidate. Students must first be admitted to candidacy for the Ph.D. degree. Advancement is granted only after the student has demonstrated knowledge of the fundamentals of his or her field and the ability to do work of graduate caliber.

Request for advancement to Ph.D. candidacy is made to Graduate Council. The advancement to candidacy form must be signed by the student's Program Director and sent to the Associate Dean for Graduate Studies who will forward the approved form to the Office of the Registrar for official certification that the student has met all academic requirements

A qualifying examination is required of students desiring to become candidates for the Ph.D. degree and may be required of students working toward the Master's degree. Students may not take the qualifying examination if they are on academic probation or if an incomplete grade remains on their transcript. The qualifying examination is given by the Program in which the student is registered and covers the broad field of his or her background preparation. Students working toward a Ph.D. degree are expected to take the examination for advancement to candidacy by the end of their 12th term of graduate study; or they will be recommended for dismissal for failure to progress academically

In the event of a report of unsatisfactory for the qualifying examination, the Program will provide the student and Associate Dean for Graduate Studies with a written description of the student's deficiencies on the examination within 2 weeks of the examination. The Program will also notify the student of policies concerning re-examination

**Section G Requirements for Advanced Degrees.**

1. **Residence.** Academic residence is established by registering for credit in the graduate studies program. For a Master's degree or Graduate Certificate, residence may not be required. For the Ph.D. degree, a minimum of six full-time academic terms in residence is required.
2. **Duration of Candidacy.** Students working toward a Ph.D. degree must be candidates for at least three academic terms. There is no candidacy requirement for students working toward a Master's degree or Graduate Certificate.
3. **Hours of Graduate Work Required.** For a Graduate Certificate, a minimum of 18 credit hours are required. More credits may be required if needed for a specific program. Graduate credit toward Graduate Certificate requirements shall be granted only for course work completed during the 7 calendar year (28 terms) period prior to completing all degree requirements

For a Master degree, a minimum of 45 credits are required. More credits may be required if needed for a specific program. Graduate credit toward Master's degree requirements shall be granted only for course work and research completed during the 7 calendar year (28 terms) period prior to completing all degree requirements.

For the Ph.D. degree, 135 approved graduate credits are required. Graduate credit toward Ph.D. degree requirements shall be granted only for course work completed during the 8 calendar years (32 terms) prior to completing all degree requirements

Courses must be completed before these time limits or they must be re-taken. These limits include an allowance for a one year degree extension.

All coursework applied toward degree requirements must meet the minimum grade standards.

4. **Training in Ethics and Professional Conduct.** All Doctoral and Master's students are required to successfully complete at least one course in ethics and professional conduct or be exposed to equivalent content. Courses that meet this requirement may vary across Programs, but all such courses must be specifically approved by Graduate Council for this purpose.
5. **Thesis/Dissertation Requirement.** The candidate for an advanced degree may be required to present a graduate thesis or dissertation. The Master's thesis, if required by the student's Program, should be a report of original scientific work conducted by the student under close supervision of a faculty mentor. The doctoral dissertation, required of all Ph.D. candidates, must show evidence of originality on the part of the candidate in the planning and execution of independent experimental work, and the results must represent a meaningful contribution to knowledge.

Doctoral candidates must be the primary contributor to the design of the experiment(s), in the collection, analysis and interpretation of the data, and in the writing of the thesis or dissertation document. Specific details of any technical assistance, together with acknowledgment of the individual(s) who provided the assistance, must be included in the text of the document. In the absence of such acknowledgments, it is assumed that all data presented in the document were collected directly by the candidate. Similarly, the source of any special materials used in the project (e.g., antisera, probes, reagents, cell lines) must be specifically acknowledged in the text of the document. In the absence of such acknowledgments, it is assumed that all special materials described in the document were developed or prepared by the candidate.

Master's degree candidates must be the primary author of literature reviews and author of data analyses and interpretation and writing of the thesis document.

6. **Culminating Projects.** For programs requiring a non-thesis type of culminating project, the project should be a synthesis and demonstration of competencies acquired in the program. Regulations regarding culminating projects will be established by the respective Programs.
7. **Thesis/Dissertation Advisory Committee.** If a thesis or dissertation is required by the student's Program, a thesis/dissertation advisory committee shall be appointed by the Program Director to guide and advise the student in the thesis/dissertation research and preparation of the thesis/dissertation document. Refer to [Advisory Committee Guidelines](#) when forming a new committee.
8. 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.

**Section H Oral Examination.** The oral examination committee shall be appointed by the Associate Dean for Graduate Studies upon the recommendation of the student's Program Director. The oral examination committee shall consist of no fewer than four members of the Graduate Faculty for a Ph.D. dissertation committee or three members of the Graduate Faculty for a Master's thesis committee except that Programs may request permission to replace one of the committee members by a person with recognized expertise who is not a member of the Graduate Faculty. Requests to appoint a committee member who is not a member of the OHSU School of Medicine Graduate Faculty should include a copy of the individual's curriculum vitae. The mentor of the candidate may be included as a member of the committee, but not serve as its Chair. The members of the examination committee must not all have primary appointments in the same department or institute. Moreover, the examination committee for a Ph.D. candidate must include at least one member who was not a member of the student's dissertation advisory committee.

The Chair of the Oral Examination Committee shall be appointed by the Associate Dean for Graduate Studies, based upon the recommendation made by the defending student's Program Director. The Chair of the Oral Examination Committee must be a member the Graduate Faculty.

The oral examination must be held on campus and shall be open to the public. It is the responsibility of the Program to set the specific date, time and place for the oral examination and to post notices of the examination on campus.

At least four weeks before the date of the final exam, the Program Director in consultation with the mentor will submit a completed Request for Oral Examination Form to the Associate Dean for Graduate Studies. On this form, the Program recommends to the Associate Dean for Graduate Studies persons who would be suitable to serve on the Oral Examination Committee. Following the approval of the examination committee, the Associate Dean for Graduate Studies will return a copy of the signed form to the Program for distribution with the thesis or dissertation.

At least two weeks before the final exam, the student must distribute unbound copies of the document, the approved Request for Oral Examination Form, and Oral Examination Instructions to committee Members to the members of the examining committee. The Chair of the committee should also receive a copy of the Oral Examination Certification Form and the Oral Examination Instructions for Chairs from the Office of Graduate Studies.

The Oral Examination Certification Form should be submitted to the Associate Dean for Graduate Studies within two working days after the oral examination. It is possible to submit a faxed copy if a committee member must be out of town and participates in the examination by telephone or videoconference. The oral examination will be evaluated by each member of the examining committee as either satisfactory or unsatisfactory. The examination is considered to be

satisfactory if a majority of the members record votes of satisfactory. A tie vote will be considered as an unsatisfactory score for the oral examination. In the event of a report of unsatisfactory on the oral examination, the examining committee will provide the student and the Associate Dean for Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination. Programs can determine procedures for remedial action.

Students must be registered for a least one hour of Thesis/Dissertation (503/603) credit during the term in which the Oral Examination occurs.

**Section I Time Restraints.** The academic calendar consists of four terms.

1. **Ph.D. Degree.** The time period from matriculation to granting the Ph.D. degree shall be limited to 28 consecutive terms (seven academic years) unless waived for a leave of absence or family leave policy.

Students who have not completed degree requirements within the specific time limit will be recommended for dismissal. In special circumstances, in which strong justification exists, Graduate Council may grant a one-time extension of up to one year at the recommendation of the student's Program Director. In these cases the Program may require the student to retake the advancement to candidacy examination.

2. **Master's Degree and Graduate Certificates.** The time period from matriculation to granting the Master's degree or Graduate Certificate shall be limited to six academic years unless waived for a leave of absence. Master's Degree and Graduate Certificate programs do not all require Summer registration. Thus, the time period from matriculation to granting the degree or certificate shall be 18 terms without summer term or 24 terms including summer, whichever is greater.

Students who have not completed degree requirements within the specific time limit will be recommended for dismissal. In special circumstances, in which strong justification exists, Graduate Council may grant a one-time extension of up to one year at the recommendation of the student's Program Director. In these cases the Program may require the student to retake the advancement to candidacy examination.

**Section J Credit for Studies at other Institutions.**

1. **Transfer of Graduate Credits.** Graduate credits may be transferred from another accredited institution for use in completing the requirements for Certificate, Master's or Ph.D. degrees. Credits must be from formal coursework, not research or independent study and must not have been used towards completion of a previous degree at another institution. The number of transferable credits shall be determined within the first year following admission to graduate school and shall not exceed 50% of total credit hours for Certificate programs, 20 credit hours for Master's degrees, and 45 credit hours for Ph.D. degrees. Students taking courses as a non-matriculated student are held to the same transfer limits if the plan is to enroll in a Program. Only credits from those courses in which the student's performance was satisfactory (B grade or better) will be acceptable for transfer. Transfer coursework applied toward degrees at OHSU is subject to the same time limits as specified for credits earned at OHSU. Transfer of graduate credits from another institution must be approved by the student's Program Director, the Associate Dean for Graduate Studies (who may consult Graduate Council), and the Registrar.
2. **Appointment to Advanced Standing.** Under special circumstances, candidates for the doctorate, who have passed their qualifying exam or its equivalent at another institution, may request appointment to advanced standing when their mentors move to OHSU. Under these

circumstances, courses in which the student obtained a grade of at least 3.0 may be used in partial fulfillment of the requirements for the Ph.D. degree. In these cases, transfer coursework applied toward the Ph.D. degree at OHSU is subject to the same time limits as specified for credits earned at OHSU. Appointment to advanced standing must be approved by the Program Director, Associate Dean for Graduate Studies and Graduate Council.

**Section K Leave of Absence.** A student in good standing may petition for Leave of Absence. The cumulative amount of leave may not exceed 4 terms. Leave of absence status assures the student a continuation of admission in the program during the period of the leave of absence. A leave of absence is granted only to students in good standing and may, with program approval, constitute a waiver of the time limit for completion of the graduate degree. The student's Program Director and the Associate Dean for Graduate Studies must approve petitions for a leave of absence. Students who fail to return to the graduate program within 12 months of initiating a leave of absence will be administratively withdrawn from the program.

Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to university or program facilities and services and use of faculty or staff time may be restricted according to policies established by the university and each program.

**Section L Voluntary Withdrawal from a Graduate Program.** Students may petition for withdrawal from the graduate program, which officially severs the student's connection with the graduate program and the university. The Program Director and Associate Dean for Graduate Studies must approve petitions for withdrawal before forwarding to the Registrar. Students who wish to return to the program after voluntary withdrawal must apply for readmission to the program, which will require re-examination of the student's credentials and approval by the Program Director, Graduate Council and the Associate Dean for Graduate Studies.

**Section M Administrative Withdrawal from a Graduate Program.** Students will be administratively withdrawn from graduate programs if they fail to meet requirements for continuous enrollment or if they fail to return from an approved leave of absence within 12 months. Students who wish to return to the program after administrative withdrawal must apply for readmission to the program, which will require re-examination of the student's credentials and approval by the Program Director, Graduate Council and the Associate Dean for Graduate Studies.

**Section N Exceptions.** No exceptions from the regulations described in this article shall be made except upon approval by the Associate Dean for Graduate Studies and/or Graduate Council. In matters related to coursework, exceptions must first be approved by the Course Director and the Program Director. Other exceptions must first be approved by the Program Director.

## ARTICLE X – STUDENT CONDUCT

**Section A Professional Conduct Policy.** Graduate Council shall establish a [Professional Conduct Policy](#) that applies to all students enrolled in School of Medicine graduate programs. This policy must describe conduct expected of all graduate students, conduct considered to be meritorious, and conduct considered to be unacceptable. Further, this policy must establish procedures for addressing complaints of unacceptable student conduct or other concerns related to violations of OHSU policies, including procedures for recommending or imposing sanctions. In cases where suspension or dismissal is the recommended sanction, the Professional Conduct Policy must defer to policies and procedures described in the remaining sections of this Article.



Section B **Suspension or Dismissal of Students from a Graduate Studies Program.** Students may be suspended or dismissed from graduate programs only by the Dean of the School of Medicine.

1. **Academic Performance.** Programs may recommend a student for dismissal for the following reasons:
  - a. Failure of any required course (Obtaining a C-, D, F or NP).
  - b. Failure to pass the examination for advancement to candidacy.
  - c. Failure to pass the oral thesis/dissertation examination.
  - d. Failure to complete all requirements within the time limits without having an extension from Graduate Council.
  - e. Failure to achieve a cumulative grade point average of 3.0 within the time limits specified in these bylaws.
  - f. Failure to correct deficiencies which led to academic probation within the specified time limit for reasons other than cumulative grade point average.
  - g. Failure to satisfactorily complete clinical, research or professional rotations as judged by established professionalism and/or practice-based competencies.
2. **Professional Conduct.** Programs may recommend a student for dismissal, suspension or other sanctions for Unacceptable Conduct as described in Graduate Council Professional Conduct Policy. Failure to comply with the terms of sanctions imposed under the Professional Conduct Policy may be used as the basis of a recommendation for suspension or dismissal
3. **Suspension/Dismissal Procedure.** To recommend suspension or dismissal of a student, a graduate program shall inform the Associate Dean for Graduate Studies in writing of the reasons for its recommendation. The Associate Dean may return the recommendation to the Program for further consideration, deny the recommendation or appoint a committee to evaluate the recommendation. The suspension/dismissal review committee will include at least three members of the Graduate Faculty. The Associate Dean will select one of the committee members to serve as chair. The chair of the committee will convene a meeting to evaluate the proposed recommendation for suspension or dismissal. The student shall be informed in writing at least 10 weekdays prior to the meeting of the time and place of the meeting and the reasons that led to the consideration of a recommendation for suspension or dismissal. The chair will supervise a meeting to review matters relevant to the recommendation for suspension or dismissal. In addition to the committee members and representatives of the student's Program, the meeting may be attended by the student and an advisor of his or her choice. The advisor may counsel the student concerning responses to questions or recommend questions to be asked of the committee. The advisor will not be permitted to speak on behalf of the student or to participate in any other manner not approved by the committee. The committee may, at any time, request additional information or documentation from the student and/or others and may request that individuals appear before it during the hearing process, to provide information. The chair may recess the meeting whenever he or she considers it appropriate. All committee sessions, except for the committee's deliberations will be tape-recorded.

At the completion of the hearing, the committee will deliberate in private and recommend a decision concerning suspension or dismissal. The standard for decision making shall be the preponderance of evidence. A recommendation should be reached within 20 weekdays of the

conclusion of the hearings process. The committee will prepare a report summarizing the committee's findings and decision concerning suspension or dismissal. The findings and recommendation of the committee will be communicated in writing to the Dean and Associate Dean for Graduate Studies of the School of Medicine and to the Program Director. The decision of the Dean will be the final action of the School of Medicine. The Dean shall reach a final decision concerning suspension or dismissal within 10 weekdays of receipt of the committee report. A copy of the decision will be sent to the student and members of the suspension/dismissal committee, the Associate Dean for Graduate Studies, and the Program Director. Suspension and dismissal may be appealed to the Provost. A suspended or dismissed student may not register while such an appeal is pending.

Suspended students are not eligible for the privileges and services provided to currently enrolled students, including registering, attending class, receiving a stipend or health insurance, or using other University services or facilities. The suspension may be specified for any length of time. If a student is suspended, fees will be refunded in accordance with the refund schedule adopted by OHSU. The conditions of suspension take effect immediately after the student has been informed of the decision. If an appeal is filed, the imposition of the suspension will be stayed until the conclusion of the appeal process. However, if a pending misconduct hearing or appeal may result in suspension, awarding of an academic degree sought will be postponed pending the outcome of the hearing. Upon expiration of the period of suspension, the student may submit in writing to the Associate Dean for Graduate Studies a request for permission to re-enroll in the Graduate Studies Program. The request should include a description of the student's activities since the suspension went into effect and should include a letter of support by the Program Director. If the Associate Dean for Graduate Studies decides that the terms of suspension have been met, the student may re-enroll. If the terms of suspension have not been met, the student may be subject to dismissal proceedings.

## ARTICLE XI – STUDENT GRIEVANCES

- Section A Students have the right to grieve matters related but not restricted to the following areas: rights of authorship on scientific publications, student-mentor relationships, laboratory safety concerns, and grading policies. Students may not grieve disciplinary action, grades (including failure of the qualifying exam or failure of the oral thesis/dissertation exam), dismissal or other action taken under the Professional Conduct Policy. If the grievance involves discrimination on the basis of race, color, religion, marital status, national origin, sex, sexual orientation, age or disability, it will be referred to the office of Affirmative Action/Equal Opportunity.
- Section B **Informal Procedure.** Students who wish to grieve a matter are encouraged to first discuss the problem with the individual(s) directly involved in the issue and see whether the matter can be resolved informally. Students who do not feel comfortable doing so, or otherwise choose not to, should discuss the potential grievance with the Program Director. If the student feels that the situation is such that the Program Director cannot be approached, the student should communicate with the Associate Dean for Graduate Studies. The individual who is initially approached will meet with the grievant and/or the person or persons complained against and try to reach an informal resolution of the matter.
- Section C **Grievance Hearing.** If the parties are unable to resolve the issue to their mutual satisfaction through the informal resolution process, the grievant may file a written grievance with the Associate Dean for Graduate Studies within 20 business days after the termination of the informal grievance resolution procedures. The document should describe the nature of the grievance, the circumstances under which the grievance took place, previous efforts to resolve the problem and the nature of the redress the grievant is seeking. The Associate Dean for

Graduate Studies will appoint, within 20 business days, a committee consisting of at least three members of the Graduate Faculty and one graduate student. The Associate Dean for Graduate Studies will designate one of the members to serve as chair of the committee. The committee will first meet within 10 business days of its appointment, if feasible. The committee will set a time and place for the grievance hearing and send written notification to the parties involved. The hearing may consist of a series of meetings between the committee and individuals involved in the grievance or a single meeting with all parties present. At any stage of the proceeding, each party to the grievance may be accompanied by an advisor of that party's choice. The advisor will not be permitted to speak on behalf of the party or participate in any other manner not approved of by the committee. The committee may, at any time, request additional information or documentation from the grievant and/or others, and may request that individuals appear before it during the hearing process to provide information. All committee sessions, except for the committee's deliberations, will be tape-recorded.

At any stage of the proceeding, the committee may attempt to resolve the grievance. If an acceptable resolution is reached, the committee will prepare a Statement of Understanding for all parties to sign. A copy of the statement will be provided to the parties and the Associate Dean for Graduate Studies.

If a resolution is not reached before the conclusion of the hearings process, the committee will deliberate in private and reach a decision with respect to the grievance. A decision should be reached within 20 weekdays of the conclusion of the hearings process. The committee will prepare a report summarizing the committee's factual findings, the committee's conclusions based on the evidence presented at the hearing and the committee's recommended solution or determination of the grievance. A copy of the report will be forwarded to the Associate Dean for Graduate Studies, the Dean of the School of Medicine, the student's Program Director and to the parties to the grievance. The Dean shall reach a final decision on the grievance within 10 business days of receipt of the report. A copy of the decision will be sent to the parties, members of the grievance committee, the Associate Dean for Graduate Studies and the Program Director. The Dean's decision may be appealed to the Provost in accordance with OHSU policy.

## ARTICLE XII – AMENDMENTS

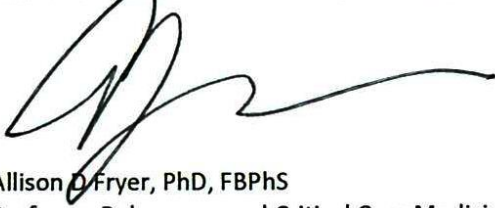
- Section A **Manner of Presentation.** Any member of Graduate Council may initiate proposals for amending, repealing, or adding new By-Laws. Such proposals must be submitted in writing to the Associate Dean for Graduate Studies at least two weeks prior to the meeting at which they are to be considered.
- Section B **Notice of Intended Amendments.** The Associate Dean for Graduate Studies shall supply each member of the Council copies of the proposed amendments at least one week prior to the meeting at which they are to be considered.
- Section C **Adoption of Amendments.** Adoption of the proposed amendments shall require a majority of affirmative votes of Council members whose votes were either received by mail prior to the meeting, or cast personally following discussion of the amendments at the meeting. Final approval of amendments to the By-Laws is contingent upon approval by the School of Medicine Faculty Council and Dean.

## ARTICLE XIII – PARLIAMENTARY PROCEDURE

All proceedings at the meetings of Graduate Council and any questions of order not provided by these By-Laws shall be governed by the most recent edition of Robert's Rules of Order.

APPROVAL OF BY-LAWS

Approved by Graduate Council (March 10, 2015)

A handwritten signature in black ink, appearing to read 'Allison D. Fryer', with a long horizontal flourish extending to the right.

Allison D. Fryer, PhD, FBPhS  
Professor Pulmonary and Critical Care Medicine  
Professor Physiology and Pharmacology  
Associate Dean Graduate Studies, School of  
Medicine

Approved by Faculty Council (May 7, 2015)

A handwritten signature in black ink, appearing to read 'George C. Mejicano', with a long horizontal flourish extending to the right.

George C. Mejicano, MD, MS  
Professor of Medicine  
Senior Associate Dean for Education, School of  
Medicine