

2018 - 2019

Graduate Student Handbook

Office of Graduate Studies
Mackenzie Hall, 4th Floor
503.494.6222

somgrad@ohsu.edu

www.ohsu.edu/som/graduate



Quick Guide to Student Support Services and Resources

General Support: “I have a question and don’t know where to start” - Office of Graduate Studies.

somgrad@ohsu.edu, 503-494-6222

Accommodations: “I have unique needs due to a disability” - Office of Student Access. studentaccess@ohsu.edu,

503-418-6820

Career Counseling: “I need help exploring future career paths” - Career and Professional Development Center.

Jackie Wirz, wirzi@ohsu.edu, 503-494-3443

Financial Counseling: “I need assistance managing my finances” – Financial Planning & Debt Management. Mike

Matheny, mathenym@ohsu.edu

Financial Aid: “How do I manage my finances during graduate school?” – OHSU Financial Aid. 503-494-5119

Diversity: “I would like to find multicultural resources on campus” – Center for Diversity and Inclusion.

cdi@ohsu.edu, 503-494-5657

Ombudsperson: “I want to talk anonymously to an unbiased professional” – OHSU Ombudsperson.

graybill@ohsu.edu, 503 494-5397

Affirmative Action & Equal Opportunity: “I feel harassed and want to file a report” – aaeo@ohsu.edu, 503-494-

5148

JBT Health and Wellness Center: “I don’t feel well” or “I need to talk to someone” – askjbthealth@ohsu.edu, 503-

494-8665

Confidential Advocate: “I have a concern about sexual harassment, and I would like to discuss this with a

confidential person” – Stephanie McClure, mcclures@ohsu.edu

March Wellness: “I need to exercise” – Center for Health and Healing, 503-418-6272

Public Safety: “I don’t feel secure” – Public Safety. For on-campus emergency, 503-494-4444; for non-emergency

safety questions, 503-494-7744.

Environmental Safety: “I have a chemical or radiation safety issue” – Environmental Health & Radiation Safety.

ehrs@ohsu.edu, 503-494-7795. In case of chemical or radiation emergency, contact Public Safety at 503-494-4444

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Welcome

Welcome to Oregon Health & Science University! My name is Jackie Wirz, and I am your Assistant Dean for Graduate Student Affairs. With your program director, the graduate studies team, and the myriad of student support services here at OHSU, I am here to support you throughout your student experience.

This handbook provides you with a comprehensive overview of the services and support available, in addition to outlining our major policies and expectations of you as a graduate student. Please take a moment to familiarize yourself with its content. This is an invaluable reference to you as a student during your time at OHSU.

If you have any questions, do not hesitate to ask!

Regards,



Jackie Wirz, PhD

Assistant Dean, Graduate Student Affairs

Director, Career & Professional Development Center

wirzj@ohsu.edu | 503.494.3443 (work) | 503.201.3543 (cell)

Mackenzie Hall, 4158

OHSU Mission Statement

As part of its multifaceted public mission, OHSU strives for excellence in education, research and scholarship, clinical practice and community service. Through its dynamic interdisciplinary environment, OHSU stimulates the spirit of inquiry, initiative, and cooperation among students, faculty, and staff.

Setting the example for integrity, compassion, and leadership, OHSU strives to:

- Educate tomorrow's health professionals, scientists, engineers and managers in top-tier programs that prepare them for a lifetime of learning, leadership, and contribution.
- Explore new basic, clinical and applied research frontiers in health and biomedical sciences, environmental and biomedical engineering and information sciences, and translate these discoveries, wherever possible, into applications in the health and commercial sectors.
- Deliver excellence in health care, emphasizing the creation and implementation of new knowledge and cutting-edge technologies.
- Lead and advocate for programs that improve health for all Oregonians, and extend OHSU's education, research, and healthcare missions through community service, partnerships, and outreach

Office of Graduate Studies

The Office of Graduate Studies supports Graduate Program activities including admissions, progression and degree completion. We are housed in the School of Medicine, under the leadership of Dean Sharon Anderson and Senior Associate Dean for Education George Mejicano.



Sharon Anderson, MD
Dean, School of Medicine



George Mejicano, MD, MS
Senior Associate Dean
Education



Allison Fryer, PhD
Associate Dean
Graduate Studies



Jackie Wirz, PhD
Assistant Dean
Student Affairs

Graduate Studies Office

Brenda Donin
Administrative Coordinator

Lorie Gookin
Admissions Coordinator

Amanda Mather
Data Analyst



Richard Goranflo, EdD
Assistant Dean
Academic Affairs

Your team:

Associate Dean for Graduate Studies: Allison Fryer, PhD | fryera@ohsu.edu

Assistant Dean for Graduate Student Affairs: Jackie Wirz, PhD | wirzj@ohsu.edu | 503.201.3543 (cell)

Assistant Dean for Academic Graduate Student Affairs: Rick Goranflo, EdD | goranflr@ohsu.edu

Administrative Coordinator and CONJ Course Support: Brenda Donin | doninb@ohsu.edu

Admissions Coordinator: Lorie Gookin | gookinl@ohsu.edu

Data Analyst: Amanda Mather | matherm@ohsu.edu

Graduate Programs:

Program	Behavioral Neuro.	Biomedical Engineering	Biochem. & Mol. Biology	Cell and Dev Biology	Cancer Biology	Molecular & Medical Genetics	Molecular Microbiol. & Immunology	Physiology & Pharm.	Neuro.	PMCB
Director	Andrey Ryabinin	Monica Hinds	Ujwal Shinde	Philip Copenhaver	Jeffrey Tyner	Amanda McCullough Mushui Dai	Georgiana Purdy	Robert Duvoisin	Kelly Monk	Robert Duvoisin
Academic Coordinator	Kris Thomason	Nermina Radaslic	Lola Bichler	Lola Bichler	Lola Bichler	Brandi Reese	Brandi Reese	Brandi Reese	Jessica Parks-Piatt	Jeffrey Miller

Program	MD/PhD	HIP & MCR	DMICE	Human Nutrition	Computer Sci Electrical Engineering	Physician Assistant Program	Division of Management	Medical Physics	Radiation Therapy
Director	David Jacoby	Cynthia Morris	William Hersh	Diane Stadler	Peter Heeman	Glenn Forister	Steve Kinder	Tom Griglock Lindsay DeWeese	Kristi Tinning
Academic Coordinator	Alexis Young	Karen McCracken	Diane Doctor	Ash Ward	Pat Dickerson	Dawn McNeill	Jed Hafner	Lenora Pegoda	Lenora Pegoda

A full list of current contacts for each program can be found at:

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/contact.cfm>

Welcome to OHSU – First Steps

Activate your OHSU email address

<http://mail.ohsu.edu>

Students are expected to regularly check their OHSU email address. Activation typically happens 30 days prior to the start of your first term. This is the primary address that OHSU will use to communicate with you, so please check it often.

Obtain an OHSU ID Badge

As a student, your OHSU photo identification will be issued with the assistance of your program. Lost, stolen, or damaged cards must be reported to Public Safety immediately at 503-494-7744. All requests for new or reissued ID Cards must be signed by either Program Department or Graduate Studies.

Complete Mandatory Institutional Training for Graduate Students

<http://www.ohsu.edu/xd/about/services/integrity/training/>

OHSU requires all students to complete several different mandatory training modules. Please complete all required training modules in a timely fashion. Failure to complete mandatory training may be considered grounds for disciplinary action under the Professional Conduct Policy. Your Program Coordinator can help you access required trainings. These include:

HIPAA Training

As part of the HIPAA (Health Insurance Portability and Accountability Act) privacy standards, OHSU is required to educate all members of its community on how HIPAA will affect their role here. HIPAA training must be completed before computer access or physical access to areas containing protected health information (PHI) is granted or within 30 days of beginning duties at OHSU, whichever is sooner.

A Higher Standard: OHSU Respect at the University

This course is one of several mechanisms used to disseminate OHSU's expectations in order to prevent prohibited discrimination and harassment at the university. As OHSU's Code of Conduct expresses, respectful behavior is an expectation of all.

Integrity Foundations

All members of the OHSU Community are required to complete this course, and take subsequent Integrity Booster training every year.

Supplemental Training as Needed

Additional institutional training courses may be required. Consult with your program director and/or mentors to see which of the below you may need to complete.

- Responsible Conduct of Research (RCR)
- Research Laboratory Safety Training
- Radiation Safety Training
- Animal Handling Classes

Commuting to OHSU

Tri-Met Pass

<https://o2.ohsu.edu/transportation-and-parking.cfm> | parking@ohsu.edu

Graduate students may purchase discounted Tri-Met passes at the parking office. For more information contact the OHSU Parking Office at parking@ohsu.edu or visit their website. Tri-Met's website can be found at www.trimet.org

Parking

<http://www.ohsu.edu/parking> | Phone 503-494-8283

Parking on the campus is very limited, however, graduate students are eligible for passes under certain conditions. Requests for parking must go through the Graduate Studies Office and must be approved by the Associate Dean for Graduate Studies. If you are on campus for a doctor's appointment, you can park *during your appointment* for free but you need to call transportation and parking to be placed on the "do not ticket" log (503-494-8283.) Carpools, vanpools and public transportation are highly encouraged.

Carshare and Ride Share

Dynamic carpools

[Scoop](#) has partnered with OHSU to help riders and drivers find the most efficient door-to-door trip. You can split AM and PM trips. Riders pay a small fee while saving overall on parking and gas. Drivers earn a small reimbursement for providing the ride. Matches and payment are handled in app based on your preferences. Students can often get an on-demand carshare ride for \$2-4, or you can heavily offset the cost of a day-parking pass by receiving \$5-7 for driving people to and from work!

Long term carpools

[MyCommute](#) offers a closed network of current OHSU employees and students. Explore the interactive map, post your needs, and message anonymously. OHSU log in required.

Lyft After Hours

Lyft Off is a commuter program intended to assist employees traveling at off-peak hours between 8pm and 5:30am to or from Marquam Hill or South Waterfront. Participants are covered, through the Lyft app, for up to \$15 a day when traveling during off-peak hours. More information can be found [here](#).

Bicycling

<https://o2.ohsu.edu/transportation-and-parking/bike/index.cfm>

Many people choose to cycle to OHSU. Information on cycling to OHSU as well as the best routes to take can be found at the website above. Register and log your eligible [rides](#) here to earn a \$20 reimbursement for every 20 days of biking to OHSU!

Communication Essentials

Check Your OHSU Email!

Graduate Studies uses only the email issued by OHSU. You are responsible for regularly checking your OHSU email for important information. ***It is your responsibility to respond to emails, meeting invitations, and requests for information in a timely fashion.***

Check the OHSU Intranet

<https://o2.ohsu.edu/>

O2, the OHSU Intranet, contains useful information on a variety of resources, including information technology group [help desk](#), [inclement weather](#), and [OHSU discounts](#) at partner companies and organizations.

Maintain a Current Address on File

<https://sisweb.ohsu.edu/>

You are required to maintain a current physical address on file at all times. You should change update your address in the Student Information System (SIS) as well as notifying their program coordinator. Students receiving stipends must also change their address with Accounts Payable at apvendordesk@ohsu.edu

OHSU Technical Standards

Health Sciences programs have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge, and well-honed technical skills. All candidates for an OHSU degree or certificate must possess essential skills and abilities necessary to complete the curriculum successfully. These include academic (e.g., examination scores, grade point average) as well as technical standards. These technical standards are nonacademic criteria, basic to all of OHSU's educational programs. Each OHSU program may develop more specific technical standards.

OHSU Technical Standards:

- a) Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other.
- b) Ability to recognize, understand and interpret required instructional materials including written documents, computer-information systems, and non-book resources.
- c) Ability to manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- d) Ability to follow universal precautions against contamination and cross-contamination with infectious pathogens, toxins, and other hazardous chemicals.
- e) Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment.)
- f) Synthesize information to develop and defend conclusions regarding observations and outcomes.
- g) Use intellectual ability, exercise proper judgment, and complete all responsibilities within a timeframe that is appropriate to a given setting.
- h) Maintain effective, mature, and sensitive relationships under all circumstances (e.g., clients, patients, students, faculty, staff and other professionals.)
- i) Communicate effectively and efficiently with faculty, colleagues, and all other persons encountered in any OHSU setting.

- j) Work in a safe manner and respond appropriately to emergencies and urgencies.
- k) Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical practice, health care and biomedical sciences and engineering.

OHSU School of Medicine Technical Standards

For successful completion of programs within the School of Medicine Graduate Programs, candidates for graduation must possess the knowledge, skills, attitudes, and judgment to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates must demonstrate the capacity to develop academic and emotional maturity and leadership skills to function effectively in a medical team. Therefore, all students admitted to Graduate Programs must be able to meet, with or without reasonable accommodation, the following abilities and expectations. Students/applicants who may have questions regarding these technical standards or who believe they may need to request reasonable accommodation in order to meet the standards are encouraged to contact the [OHSU Office for Student Access](#).

- a) Candidates must be able to observe demonstrations and experiments in the basic sciences.
- b) Candidates must have sufficient use of the sensory, vision, hearing, motor and somatic sensation necessary to perform a physical examination. Candidates must be able to perform activities such as palpation, auscultation, percussion, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the movements, equilibrium and functional use of the sense of touch and vision.
- c) Candidates must be able to learn to respond with precise, quick and appropriate action in emergency situations.
- d) Candidates must be able to communicate with accuracy, clarity, efficiency, and sensitivity.
- e) Candidates must have the skills to be able to analyze and synthesize information, solve problems, and reach diagnostic and therapeutic judgments.
- f) Candidates must be able to acknowledge evaluation and respond appropriately.
- g) Candidates must possess the interpersonal skills to develop rapport and positive relationships with patients.
- h) Candidates are expected to possess the perseverance, diligence, and consistency to complete the PA Program curriculum. Candidates, therefore, must be able to tolerate physically taxing workloads, to function effectively under stress, to adapt to changing environments, to display flexibility, and to function in the face of uncertainties inherent in the clinical problems of many patients.

OHSU Code of Conduct and Graduate Student Professional Conduct

OHSU Students are expected to follow the OHSU Code of Conduct, which can be found at <http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm>

Additionally, graduate students should follow ethics and professional behavior as outlined below.

General statement of ethics and professional behavior

Graduate professional training includes more than coursework. An essential facet of this training is the acceptance of a code that outlines responsible behavior for the students. This code specifies the obligations students have to others, to their program and profession, to their institution and to the public. These guidelines

have been developed to enhance the students' training, maximizing the benefits to their profession and society, and to minimize actions that do not benefit the greater good and only selfishly serve the individual. Learning and adhering to this code will create a positive academic atmosphere and expose the student to behaviors and attitudes required for success in the academic community.

Expectations of a graduate student

Behaviors and activities expected of all graduate students of the School of Medicine include the following:

- Academic achievement demonstrated by successful completion of coursework and substantial progress in research training
- Pursuit of knowledge that enhances the image of the University and the student's professional field
- Advancement of the University mission through research, education, healing, and community service
- Respect for human and animal participants in research and treatment of these participants in a thoughtful and humane manner
- Responsible conduct in the acquisition and communication of scientific findings
- Favorable representation of the institution during all professional activities
- Stimulation of interactions with colleagues to enhance the extended professional community
- Achieving the highest standards of relevant professional fields and societies
- Use intellectual ability, exercise proper judgment, and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Maintain professional, effective, mature, and sensitive relationships under all circumstances (e.g., clients, patients, students, faculty, staff, and other professionals).
- Communicate effectively and efficiently with faculty, colleagues, and all other persons encountered in any OHSU setting.
- Work in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical practice, health care and biomedical sciences and engineering.

Unacceptable conduct by graduate students

Unacceptable conduct for graduate students of the School of Medicine includes but is not limited to the following:

- A. Violating existing university policies and regulations, including but not limited to those set out in the OHSU Policy Manual, Chapter 2 regarding student affairs or the OHSU Code of Conduct;
- B. Providing or receiving unauthorized assistance in course work including:
 - Submitting work (including papers, examinations, homework, and computer code) prepared by someone else as one's own work
 - Obtaining a copy of an examination prior to the assigned date and time for that examination
 - Using notes or other materials (books, calculators, cell phones, computers) not approved by the instructor during an examination
 - Copying from or giving information to another student during an examination
 - Having someone else take a course, do homework, write papers, or take an examination in one's place
 - Collaborating with others on assignments or take-home examinations when the instructor requires individual work
 - Submitting a paper or project prepared for another class as new work without the consent of the instructor

- C. Engaging in plagiarism – representing the work of another as one's own. Specifically this includes copying material from another source (including books, journals, and web pages) without use of quotation marks and/or acknowledging that source by citation;
- D. Misconduct in Research, including:
 - Knowingly fabricating, altering, or destroying data in a research project,
 - Representing another person's data as one's own,
 - Knowingly falsifying research results or other data,
 - Sabotaging the research efforts of another person;
- E. Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to educational or professional matters;
- F. Exhibiting behavior that is disruptive to the learning process or to the academic or community environment, such as disruption of formal lectures or other University events;
- G. Engaging in discriminating or disrespectful behavior toward another student, employee, trainee or other individual affiliated with the university. This behavior includes statements, gestures or other activities directed toward another individual that make the work or educational environment unpleasant and/or may compromise the ability of that individual to work or learn effectively or comfortably;
- H. Current habitual or excessive use of alcohol, unlawful drugs or misused prescription drugs which bears on the suitability of the student for the student's profession of study.

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.

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 the By-Laws of Graduate Council.
- 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.

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.

Suspension/Dismissal Procedure: The full Suspension/Dismissal Procedure can be found in the [By-Laws of the Graduate Council](#), Article X, Section B, Page 17.

Asking Questions and Reporting Concerns

OHSU encourages and supports an environment in which its members may ask questions about issues and report concerns in a safe, non-threatening atmosphere. If you have a concern, please follow this reporting procedure:

- Respectfully talk to the individual(s) involved.
- Discuss the concerns with your supervisor or an appropriate faculty member.
- Discuss the concerns with a higher-level authority in the unit/school such as your program director.
- Discuss the concerns with the Assistant Dean for Graduate Student Affairs, Jackie Wirz @ wirzj@ohsu.edu or 503-494-3443
- Discuss the concerns with the OHSU Ombudsman, Merle Graybill @ graybill@ohsu.edu
- As appropriate, discuss the concerns with Human Resources, Legal, Affirmative Action and Equal Opportunity, or Integrity. Jackie Wirz or Merle Graybill can assist you in identifying the appropriate venue to elevate your concerns.

If a student wishes to file a formal grievance, the protocol for initiating this procedure can be found the [By-Laws of the Graduate Council](#), Section C, Page 18.

If you do not feel comfortable with any of these steps, you may call the OHSU Integrity Hotline @ 877-733-8313 (toll free) or report a concern online at: <http://www.ohsu.edu/xd/about/services/integrity/>

Policies

University Policies

Upon matriculation into an OHSU Graduate Studies program, each student agrees to be bound by the [OHSU Code of Conduct](#), rules, policies, procedures and administrative regulations of OHSU as they exist at the time of admission and as they may be changed during the student's continued enrollment. Students must be familiar with the policies and procedures as delineated in this manual and are also required to familiarize themselves with all policies and procedures of OHSU as published on the [OHSU Intranet](#). Academic policies can be found at <https://www.ohsu.edu/xd/education/student-services/academic-programs-and-assessment/academic-policy/approved-policies/index.cfm>

Non-Discrimination Policy

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, veteran status, or any other status protected by law. It does not discriminate on any status protected by law. This policy applies to all employment, education, volunteer, and patient care related activities or in any other aspect of OHSU's operation. Retaliation for reporting discrimination is prohibited. To make an inquiry or report an incident of discrimination, contact OHSU's Affirmative Action and Equal Opportunity (AAEO) Department at 503-494-5148, aaeo@ohsu.edu.

Title IX Notice of Non-Discrimination

Title IX of the Education Amendments of 1972 ("Title IX") protects individuals from discrimination and harassment on the basis of sex or gender in any educational program or activity operated by recipients of federal aid. OHSU, as a recipient of federal funds, complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination and harassment, which includes sexual misconduct and sexual violence, in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination and

harassment may be directed to the OHSU Title IX Coordinator: Laura Stadum, JD. Contact: 503-494-0258 or titleix@ohsu.edu. Inquiries may also be directed to the U.S. Department of Education, Western Region Office for Civil Rights at 206-607-1600, ocr.seattle@ed.gov.

Matriculation and Enrollment Policy

The School of Medicine's policy states that your acceptance of admission to graduate status is regarded as a declaration of intent to complete a program of graduate study prior to matriculation to another School of Medicine educational program. Based on this policy, the following rules apply to applicants who are enrolled in a Graduate Program at OHSU and are applying to either the M.D., M.D./Ph.D. or M.D./M.P.H. Program:

- An applicant enrolled in an OHSU Graduate Program will not be considered eligible for matriculation to that respective combined degree program. (Example: While enrolled in the OHSU M.P.H. Program, a student is not eligible for matriculation into the M.D./M.P.H. Combined Degree Program.)
- An applicant enrolled in an OHSU Ph.D. program will be considered eligible for application to either the M.D. or M.D./M.P.H. Program, but will not be eligible to matriculate until they have completed the Ph.D. Program.
- An applicant enrolled in the OHSU M.P.H. Program will be considered eligible for application to either the M.D. or M.D./Ph.D. Program, but will not be eligible to matriculate until they have completed the M.P.H. Program.
- An applicant enrolled in any other OHSU Graduate Program that was not referred to above, will be considered eligible for application to either the M.D., M.D./Ph.D. or M.D./M.P.H. Program, but will not be eligible to matriculate until they have completed the respective Graduate Program.
- Under no circumstances will deferred admission be allowed.

An exemption to the above policy must be approved by the Director of your Graduate Program and the Associate Dean for Graduate Studies.

Continuous Enrollment Policy

As outlined in the [By-Laws of the Graduate Council](#) (Article IX, Section E), all students must remain enrolled for a minimum of 1 credit until all degree requirements have been met.

Upon completion of the Master's or PhD defense, Graduate Studies allows up to 6 months from the date of the defense for students to complete all degree requirements. These requirements include thesis rewrites, edits or corrections, additional experiments as directed by the thesis committee, administrative requirements including *The Survey of Earned Doctorates* (PhD only), exit contact information, and submission of the OHSU Library Document Submission Form & Receipt to the Graduate Studies office. While Graduate Studies does allow 6 months from the date of defense, individual Graduate Programs may impose a stricter deadline.

Based upon the recommendation of the Examination Committee, a student required only to make minor edits to the thesis document, complete the outstanding administrative requirements and submit the thesis to the Library, shall register for the one credit to meet the continuous enrollment requirement. A student required to make major edits, or obtain additional data for the thesis document, or one who does not receive a satisfactory score will be required to register for full-time status (9 credits or more).

A PhD student who registers for one credit may not qualify for stipend support. Tuition and fees will be assessed for each student and the responsible party charged (Graduate Program, faculty, department, or student). Students who do not comply with the Continuous Enrollment policy will be administratively withdrawn.

Vacation, Sick Leave, & Parental Leave Policies

Vacations and Holidays

Students and mentors are expected to be both reasonable and flexible in making decisions about the student's commitments of time to course and laboratory work as well as other training-related activities. Graduate students who receive stipend support will not accrue paid vacation leave. Students are entitled to the normal holidays in the academic calendar. The time between academic quarters is to be used as an active part of the student's training.

Vacation & Sick Leave Policy for Graduate Students Receiving a Stipend

This policy applies to: Any student enrolled in a master's level or PhD degree granting program in the School of Medicine at Oregon Health and Science University, who is receiving a stipend to offset living expenses.

Vacations and Holidays: Students are entitled to the normal holidays for unclassified employees in the academic calendar. Even though classes are not in session in between academic quarters, students are expected to continue their research during these periods unless they take vacation or are on leave as outlined in this policy.

Leave with pay: Graduate students may take up to 20 work days of paid leave each academic year (July 1 – June 30). Leave days may be used for any purpose including illness or vacation. Additional leave or "leave of absence" must be without pay. Leave days will be tracked by the student and mentor and will accumulate at the rate of 5 work days/quarter. Students may accrue up to a maximum of 30 days (i.e. 10 days can be carried forward each year). Students are not entitled to compensation for unused leave days at the time of graduation.

Scheduling: Students and faculty and programs are expected to be responsible, reasonable and flexible when scheduling leave. Using leave does not excuse the student from required course work.

Student must provide written notification to the Graduate Program director whenever:

1. The number of leave days exceeds 5 in any academic quarter.
2. The number of leave days exceeds 20 in one academic year.

The Program Director will determine whether the student is able to maintain his/her current course load. If it appears that the leave will interfere with satisfactory completion of current course work the student should request a formal "leave of absence".

Pregnancy, parental or family leave: Please refer to Academic Adjustments for Birth or Adoption of Child.

Additional Concerns: There may be additional restrictions or requirements for graduate students who receive stipend support from individual or institutional traineeship or fellowship awards from NIH or other sources. Students should consult their training program director and the awarding agency for additional information.

Parental Leave: Academic Adjustments for Birth or Adoption of Child

POLICY STATEMENT

OHSU is committed to achieving a diverse graduate student body and facilitating participation of all students in research and their graduate studies. The birth or adoption of a child can be a demanding time for parents and may require unique academic adjustments in order to allow students the opportunity to continue progress towards their degree during such time. While not considered employees, OHSU graduate students are in a unique situation and need special consideration for the birth or adoption of a child, distinct from accommodation and leave including sick leave.

This policy establishes minimum adjustments that must be offered to a graduate student anticipating the birth or adoption a child. Nothing in this policy is intended to deter advisors, academic staff, and departmental leaders from considering other options beyond the adjustments described in this policy.

This policy applies to all matriculated, registered, graduate students regardless of sex or gender.

ACADEMIC ADJUSTMENTS

Students who anticipate the birth or adoption of a child are responsible for informing their mentors, program and (if applicable) thesis advisory committee as early as possible prior to the birth or adoption. Programs must provide the following options for students during pregnancy (before birth) and/or in the weeks immediately following birth or adoption of a child:

Academic Requirements: Students may postpone course assignments, examinations, and other academic requirements for up to one term (students will work with their academic advisors and instructors as soon as possible to determine whether interrupted courses will receive a Withdrawal or Incomplete designation).

Academic Milestones: Students will be granted an automatic one-term extension of departmental requirements and academic milestones including cumulative and qualifying exams. This extension is separate from and in addition to any extensions that students may petition for to complete their degree.

Stipend Support for 8 weeks: Graduate students supported by stipends or fellowships will be relieved of full time graduate responsibilities and modify their duties for 8 weeks to accommodate the birth or adoption of a child. Students will maintain full-time enrollment at the minimum number of credits. By remaining on full-time status, student visa status and loan repayment schedules will remain unchanged and students will retain health insurance benefits. This policy is not a leave of absence.

Eligible students who are receiving stipend support would continue to receive this support throughout the 8-week period. Students will not receive a stipend or salary if none was received previously but are eligible for adjustments/extensions described under “Academic Requirements” and “Academic Milestones” above. Students who are supported by fellowships or grants external to Oregon Health & Science University must adhere to the rules of the fellowship or grant source with respect to absences from academic and research work. Most granting agencies provide for a short period of reduced activity due to health or personal issues. The student cannot be removed from research support for this 8-week period unless the granting agency requires such removal during such a period.

Leave of Absence: Students may request a formal leave of absence as described in the Leave of Absence Policy.

RESPONSIBILITIES

During the period leading up to and including the time covered by this policy, students will remain in close contact with their program, lab and research mentor. To ensure good communication, the responsibilities of the student, mentor and Graduate Program director are outlined below:

Students: Graduate students shall be responsible for communicating their needs and limitations in the time leading up to and following the birth or adoption of a child. This includes:

1. Notify their mentor and program director as early as possible, and with these faculty generate a plan that includes expectations and possible rescheduling of course work, research, and anticipated academic milestones. Plan must be approved by Program Director and Associate Dean and shared (when appropriate) with the Thesis Advisory Committee.
2. If in a laboratory, they will work with lab colleagues and mentor to identify who will assume responsibility for routine tasks and maintenance issues during the period of reduced responsibilities (i.e. maintaining fly lines, mouse colony maintenance, etc.).
3. Maintain open communication about any changes to the plan as the need arises.
4. Stay in touch with the lab as much as possible.
5. Notify faculty advisor/mentor (and where appropriate, their lab) at least two weeks in advance of anticipated date of return to full responsibilities.

Faculty: Advisors shall have reasonable expectations about their student's progress during the time preceding and following the birth or adoption of a child. This includes:

1. Be responsive to the health of the student and accommodate based on changing needs.
2. Work with the student and program director to make an appropriate plan for reduced responsibilities.
3. Communicate with the student and lab about ongoing projects and help make appropriate plans for carrying on projects in the student's absence.
4. Work with the student to make arrangements for submitting work for completion of requirements when the student returns, and grade work promptly to remove any "Incomplete" notations as rapidly as possible.

Graduate Program Director:

1. Oversee open communication and support reasonable expectations on all sides.
2. Communicate with the program administrators, graduate studies office and registrar as needed to ensure that all officials are aware that the student will receive academic adjustments for a finite period of time.

PROCEDURES

The Graduate Program will post a checklist and form to be completed by the student and faculty mentor, which can be found at <https://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

Leave of Absence

Requests for leaves of absence, not to exceed 12 months, may be granted by your Program Director to any student in good academic standing who finds it impossible to continue their education because of health or

personal reasons. A leave of absence is a type of withdrawal that temporarily interrupts study in order to accommodate extenuating circumstances.

Procedure

- a) A leave of absence can only be initiated by the student, and a request for a leave of absence must be made in writing to the Program Director, in accordance with the OHSU Policy [02-70-030](#), Voluntary Leave of Absence & Withdrawal Policy.
- b) The Program Director will meet with the student and with faculty, course directors, and others, as needed, to review the request and discuss terms which will govern the leave, including conditions that need to be satisfied before the student is reinstated.
- c) The Program Director will issue a letter to the student granting or denying the request for a leave of absence and identify the terms of the leave and the requirements for reinstatement.
- d) A “Withdrawal/Leave of Absence” form must be completed by the student, signed by the Program Director and submitted to the Registrar.
- e) A written request to resume studies must be submitted to the Program Director. Additional letters or other documentation in support of a student’s preparation to resume their studies may be required.
- f) A student granted a leave of absence maintains their status as a student in the Program while on leave, but may not engage in any Program-related activities during the leave unless specifically authorized in writing by the Program Director.
- g) A student who does not make written application for reinstatement before the last day of the leave of absence will be administratively withdrawn from the Program. In such a case, the student must then apply for readmission to the Program.
- h) The Program Director will update the Progress and Promotions Committee of the status of each student granted a leave of absence at each regular meeting of the Committee.

Time Limits

During the didactic year, if the leave of absence is of substantial duration, the student is responsible for completing all course requirements and making up all missed work. The student may be required to repeat the missed coursework with the following year’s class. Additional requirements, including the possibility of repeating the entire didactic year, may be imposed after review by the Progress and Promotions Committee and subsequent recommendation to the Program Director.

Withdrawal

Generally, withdrawal is initiated by the student. A student may withdraw from term enrollment when they would like to discontinue all currently enrolled courses in their Graduate Program, or if they elect to not begin any courses scheduled for the remainder of the academic term. In addition, a student may withdraw from the university whenever they no longer wish to be a student in their Graduate Program and sever their connection with the program and university.

Administrative withdrawals are initiated by the Graduate Program or university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a leave of absence, fails to register for classes, or fails to meet the requirements for continued enrollment.

To withdraw from term enrollment or the university at any time other than the close of an academic quarter, a student must notify the Program Director in writing.

Students who withdraw from the Program either by their own volition or by the administrative withdrawal process must apply for readmission and be readmitted in order to resume their studies.

Before withdrawing from term enrollment or the university, a student should carefully consider the alternative of requesting a leave of absence which does not require readmission to the Program in order to be reinstated. (See [OHSU Policy 02-70-030](#)).

Emergency Preparedness / Inclement Weather

OHSU has established an [Emergency Management Program](#) that plans for an organized and effective response to emergencies. This page includes links to sign up for text alerts, [inclement weather updates](#), and other valuable information.

Individual Program Policies and Procedures

In addition to the policies and procedures established by the Graduate Council, each Graduate Program has specific requirements, regulations and procedures. Information about specific program requirements should be obtained from the faculty director or administrative coordinator for the student's program.

Academic Support

Registering for Classes

<https://sisweb.ohsu.edu>

Student Information System (SIS) is a secure, interactive application that allows you to register for classes. Additionally, SIS may display grades, display unofficial transcripts, review charges and make payments online, review holds (if they exist), view/change personal information such as address, e-mail, etc., view/print your class schedule. It is particularly important that students register for courses by the term deadlines listed in the academic calendar, otherwise fees may be incurred. The academic calendar can be found at <http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/academic-calendar/index.cfm>

Degreeworks

Degreeworks is an online information system that tracks your academic progress. It is important to routinely track your records for both accuracy and verification of your time to degree completion. Degreeworks is accessed by logging into SIS.

Student Records

Your Graduate Program will create and maintain education records on students. The education record contains information (furnished by the student or by others at the student's or Program's request), including but not limited to, copies of application materials, records of grades earned, assignments, faculty evaluation of student performance, information concerning discipline and counseling for academic and/or professionalism issues and clinical performance in accordance with the Family Educational Records and Privacy Act (FERPA). The Graduate Studies office will maintain student records for Master's and PhD students relevant to the student's progress

towards their advanced degree. A full list of records can be found in the [By-Laws of the Graduate Council](#), Article VIII, Page 10.

Official academic records and original application documentation are maintained by OHSU's Office of the Registrar. Additional information, including the *Annual Notification of Student Rights*, the *Student Records Policy* and the *Request to Restrict Directory Information* can be obtained on the [Registrar's website](#). OHSU policies elaborate upon or qualify these rights to the extent the institution is authorized to do so under law (see [OHSU Policy 2-20-005 through 2-20-050](#)).

Sakai

Sakai is OHSU's online course management system used to distribute course materials, provide course announcements, submit assignments online and provide collaborative workspace. You can log into Sakai at: <http://sakai.ohsu.edu>

Graduate Council

The Graduate Council oversees all Graduate Programs in the School of Medicine and advises the Associate Dean on all academic matters related to graduate education. These include but are not limited to, transfer of credits, transfer of programs, setting stipend levels, program evaluations, course evaluations, new program and new course approvals. The Associate Dean for Graduate Studies convenes the Council, which includes faculty representatives from all Graduate Programs and two student representatives selected by the Graduate Student Organization. The Council meets monthly from September to June. Meeting minutes are regularly posted on the Graduate Council website at <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/graduate-council.cfm>

By-Laws of Graduate Council

Policies and procedures that apply to all Graduate Programs are described in the By-Laws, including such matters as: grading, standards of academic performance, academic probation, general degree requirements, time limits, oral examination procedures, dismissal/suspension procedures, and student grievance procedures. <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Graduate-Council-Bylaws-2015.pdf>

Forms

All forms can be found on the website under Forms & Policies.

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

Completing your degree

Guidelines and Regulations

It is your responsibility to read it thoroughly and understand the guidelines and regulations for your specific degree type. Find the guidelines online here: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

Time Restraints

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.

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.

Graduation

Degree Award Dates

OHSU awards diplomas for the term that degree requirements are completed. The degree requirements can be fulfilled at any time during the academic year. Degrees will not be awarded until all academic requirements have been met and the student pays all debts.

Commencement

The Hooding and Commencement ceremony is held in early June each year. Graduate students who have applied for degree may participate in the event. Additional criteria will be sent to individual programs and communicated to students in the spring.

Registrar and Financial Aid

If you need financial assistance to attend OHSU, please visit the Financial Aid Office, Mackenzie Hall, and room 1120. Federal aid applications are available beginning in December and should be received by the federal processor by March 1 to qualify for priority processing. Late applications are accepted, but funding may be exhausted in some programs.

The Registrar's Office services include registration for courses, grade reports and official transcripts. The Registrar and Financial Aids office also receives requests for financial aid and deferral of student loans. It should be noted that many actions that affect student status are initiated at the program level before being officially recorded by the Registrar. These actions include change of grade, advancement to candidacy, request for oral exam and leave of absence.

Graduate Studies Coordinators within each department can assist students with these procedures and other requests.

Registrar's Office

<http://www.ohsu.edu/registrar> | Phone: 503-494-7800 | regohsu@ohsu.edu

Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Financial Aid

<http://www.ohsu.edu/finaid> | Phone: 503-494-7800 | finaid@ohsu.edu

Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Cashier's Office

<http://www.ohsu.edu/xd/education/student-services/bursar/services/cashier-office.cfm> | Phone: 503-494-8243

Located in Marquam Plaza, Monday – Friday, 8:00 a.m. - 3:45 p.m.

Tuition & Fees

Degree programs assess different tuition and fees. Please contact your program administrator for details specific to your Graduate Program.

Insurance

<http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/insurance-plan/index.cfm>

OHSU's Student Health Insurance plan is with Pacific Source. All students are required to enroll in the health insurance plan unless they can prove comparable coverage elsewhere. Students who waive out of the insurance must do so annually. Waiver forms can be found on the Student Health Center website. Any additional questions about waiving out of the insurance should be directed to OHSU Benefits: 503-494-7617, studentinsurance@ohsu.edu.

PhD students qualify for subsidized insurance for dependents. Contact the graduate studies office (somgrad@ohsu.edu) for more information.

Stipend Information for SOM Ph.D. Graduate Students

Stipend Policy

A monthly stipend is paid to PhD students in participating programs. According to the NIH, "The stipends provided to students offset the cost-of- living during the period of training and are not considered equivalent to salaries or other forms of compensation provided to individuals supported on research grants."

The purpose of this document is to establish a stipend policy to ensure consistency and fairness in the treatment of all PhD students within SoM PhD programs. Funds from external or internal sources may not be used to exceed the Graduate Council maximum for these students.

1. A monthly stipend will be paid to all School of Medicine graduate students in the following Ph.D. programs: Behavioral Neuroscience, Biochemistry & Molecular Biology, Biomedical Computer Sciences, Biomedical Engineering, Cancer Biology, Cell & Developmental Biology, Electrical Engineering, Medical Physics, Molecular & Medical Genetics, Molecular Microbiology & Immunology, Neuroscience, Physiology & Pharmacology, and Program in Molecular & Cellular Biosciences.
2. Stipends will be paid while students are registered for a full-time course load (minimum 9 hours of 600-level courses) and actively engaged in research training. Stipends will not be paid during leaves of absence.
3. The School of Medicine Graduate Council is responsible for setting the stipend level each fiscal year (July 1 - June 30). All stipend recommendations are subject to final approval by the Dean of the School of Medicine.
4. The stipend to be paid to first-year PhD students in all programs, and to all students who are enrolled but have not yet passed their qualifying exam, will be **\$30,000**.
5. Once a student has passed their qualifying exam and has advanced to candidacy, their stipend will increase to **\$31,500**, beginning the month after their exam result is recorded in the School of Medicine. Note, no minimum time in the program is required, but students must have a minimum cumulative GPA of 3.0, and be in good academic standing.
6. Students who are awarded a stipend from a competitive individual fellowship (e.g. NSF, NIH) that exceeds the Graduate Council minimum will be allowed to receive that stipend. However, this stipend must completely replace stipend funds from other sources.
7. Students who receive financial awards in addition to stipends (e.g. ARCS) may keep these in addition to their stipend.
8. Students who are awarded an individual fellowship stipend that falls below the Graduate Council minimum shall receive additional stipend support from either the mentor, the mentor's primary administrative unit (as defined by the OHSU unit credited for indirect cost earnings), or the Graduate Program such that the total stipend meets the amount set by Graduate Council.
9. The stipend specified by the Graduate Council is exclusive of fees and tuition. Mentors or Graduate Programs must pay for any portion of tuition that is not waived and all fees for full-time Ph.D. students.
10. Mentors are ordinarily expected to take primary responsibility for providing funds needed for stipends, fees and any portion of the tuition that is not waived. When the mentor is unable to provide such funds (e.g., due to a temporary lapse in grant support), the mentor's primary administrative unit is expected to assist the mentor by providing bridge funds. If the mentor's primary administrative unit is unable to provide sufficient funds, the program director will notify the Associate Dean for Graduate Studies who will strive to provide assistance in such situations.
11. Program Directors are ordinarily expected to take primary responsibility to arrange that a student's stipend, fees, and tuition are paid whenever an advanced student leaves the laboratory of one mentor to begin

training with a different mentor. If a student leaves the first lab before a new mentor has been identified, the Graduate Program will assume primary responsibility for paying the student's stipend, fees, and tuition during the transition. If it appears that Graduate Program funds are insufficient to provide support during the transition, the program director will notify the Associate Dean for Graduate Studies who will strive to assist in such situations.

12. The School of Medicine Office of Graduate Studies will have responsibility for reviewing and approving paperwork related to payment of graduate stipends. However, department chairs, program directors, and program administrators are expected to monitor stipend levels within their programs and aid in enforcement of this policy.
13. The Associate Dean for Graduate Studies and the student's program director must approve any exceptions to this policy.
14. The Graduate Council will review this policy annually. Policy changes must be approved by the Graduate Council, Associate Dean for Graduate Studies, and Dean of the School of Medicine.
15. This policy replaces previous stipend policies. It will go into effect upon approval by the Graduate Council, Associate Dean for Graduate Studies, and Dean of the School of Medicine.

This document was originally approved by the Graduate Council on January 8, 2008. The latest administrative update was completed on 14 June 2018.

Monthly Payments

Graduate students eligible for stipends will receive a single monthly payment from the OHSU Accounts Payable (AP) office equal to 1/12 of their total annual payment. The checks will be issued by AP about 5 business days before the end of every calendar month. These checks will be mailed to the student's home address. However, a student may request direct deposit to the student's bank account. The Direct Deposit Enrollment for GRE Support or Stipend Payments form can be found at

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/upload/NetDirectDeposit.pdf>

Tax Reporting and Tax Liability

Please note that the information in this section is informational only. It should not be construed as tax or legal advice. OHSU cannot issue tax or legal advice regarding tax reporting and liability.

OHSU issues 1099 forms for payments made to students through Accounts Payable. Even though OHSU is not required to report these payments to the IRS, students may still be liable for paying taxes on this income. Furthermore, students who expect to have a tax liability may be required to make estimated tax payments to the IRS on a quarterly basis. Students who are uncertain about their tax liability or the need to make such payments should consult relevant IRS publications or a qualified tax advisor. Students should note that, according to IRS Publication 970, the only types of scholarship or fellowship payments that might be considered tax-free are those made for payment of tuition, fees, books, supplies, or equipment. Payments made to cover living expenses such

as room and board are considered taxable. IRS Publication 970 can be downloaded in PDF format from the IRS website at <http://www.irs.gov/app/picklist/list/publicationsNoticesPdf.html>

Accounts Payable will contact foreign national GRAs to determine whether they can request a tax treaty exemption from back-up withholding. If not, OHSU will do back-up withholding and issue a Form 1042 at year's end.

Statement on Tax Reporting from the Associate Dean

This statement describes OHSU's tax reporting position with respect to certain stipend payments you receive as a student enrolled in an accredited PhD degree granting program in the School of Medicine (SoM) at OHSU. In consultation with OHSU legal services, Human Resources, Payroll, Government Relations and the SoM Dean's Office, OHSU has determined that the payments do not constitute wages for services provided as an employee.

This determination is based in part on the following factors related to the stipend payments:

1. Your activity is performed under the direction of an OHSU graduate faculty member.
2. You are the primary beneficiary of your activity, as your research directly furthers your own education.
3. The stipend you receive is not tied to performance or quality of the activity that you do.
4. PhD students do not enter the university through a hiring process, and are not eligible for employee benefits.

Students enrolled full time in School of Medicine PhD programs are provided with a stipend to help offset living expenses. The amount of the stipend is determined by the Graduate Council, and is approved by the Dean of the School of Medicine. Although OHSU has determined that your stipend does not represent wages paid for services as an employee, the federal government does consider it as taxable income.

Since OHSU has determined that stipends do not represent wages paid to employees, your stipend is reported to the government using IRS Form 1099-Misc. Form 1099 is used to report many types of income, including payments for services performed by non-employees (such as contractors). The stipend amount is reported in BOX 3 (other income) of the 1099-MISC form vs box 7 (non-employee compensation), used for reporting amounts such as payments related to services provided to OHSU. This distinction is important since Box 3 is for other income, whereas box 7 reporting would mean that in addition to income tax, recipients usually pay FICA (Medicare and Social Security) taxes both for themselves, as well as covering the employer's portion.

OHSU urges you to consult with your tax advisor regarding the proper tax treatment of items reported on Form 1099-MISC and any other tax issues associated with your receipt of stipend payments.

If you file income tax in the state of Oregon, you may be eligible to take advantage of a special exclusion that applies to scholarships used for housing (ORS 316.846). You should consult your tax advisor regarding this special exclusion. You may also learn more at: <https://www.oregonlaws.org/ors/316.846>.

Please be advised that interpretation and implementation of tax laws are the domain of the IRS and courts. OHSU does not have authority to, and does not, provide tax advice, and nothing in this statement should be interpreted as tax advice to any individual stipend recipient. Each individual should consult his or her independent tax advisor

regarding the tax considerations applicable to the receipt of stipend payments in light of the recipient's particular circumstances.

For additional information, please feel free to call our OHSU Payroll Department at 503-494-7356 or 503-816-9322.

If you need to demonstrate to the IRS that you are a matriculated student in a PhD program, please contact the OHSU registrar for documentation of your status.

Allison Fryer

Professor Medicine and Associate Dean Graduate Studies in the School of Medicine

Student Support

Program Directors and Administrative Coordinators

Your Program Director and Administrative Coordinators are your first stop for academic and student support!

A full list of directors and coordinators can be found here:

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/contact.cfm>

Graduate Student Organization

<http://ohsugso.weebly.com/> | somgso@ohsu.edu | <https://ohsugso.weebly.com/event-calendar.html>

The Graduate Student Organization (GSO) is composed of graduate students from all Graduate Programs within the OHSU School of Medicine. The GSO provides a forum for students to exchange ideas, address student needs and concerns, keep students informed of issues relevant to graduate student life on campus and foster a sense of community among the students. Typical activities include monthly coffee breaks, happy hour events, travel awards, student awards, and other rotating events. Meetings take place the first Tuesday or Wednesday of each month at 12 pm throughout the entire academic year (lunch is provided!). Check the GSO website for exact meeting dates. The GSO website provides a list of graduate student resources on campus, online, and keeps a calendar of relevant events (at OHSU and in Portland) that might interest you!

Student Access – Accommodations and Disability

www.ohsu.edu/student-access | studentaccess@ohsu.edu | 503-494-0082

OHSU is committed to providing equal access to qualified students with disabilities. Student Access determines and facilitates reasonable accommodations, including academic adjustments and auxiliary aids, for students with documented disabilities. A qualified student with a disability is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study. As defined by the Americans with Disability Act (ADA), a person with a disability has a physical or mental impairment that substantially limits one or more major life activities of the individual. This may include, but is not limited to, physical conditions, chronic health issues, sensory impairments, mental health conditions, learning disabilities and ADHD. Student Access works with students with disabilities from all of OHSU's educational programs and at each campus.

Assistant Dean for Graduate Student Affairs Jackie Wirz is your assigned Program Accommodation Liaison (PAL), who acts as an "in-house" resource for students and faculty concerning access issues for students with disabilities.

The PAL works in collaboration with Student Access to implement recommended accommodations for students with disabilities.

It is recommended that you contact Student Access to consult about possible accommodations if you a) received disability accommodations in the past, b) begin experiencing academic difficulties, and/or c) are given a new diagnosis from your healthcare provider.

OHSU Library

<http://www.ohsu.edu/xd/education/library/> | library@ohsu.edu | Information Desk: 503-494-3462

Reference services include instruction in the use of information tools, database searching (including PubMed), and individual consultations. Most books and journals older than five years old may be checked out. Document delivery services are available for items that must be obtained from other sources. Computer workstations are available on the second, third and fourth floors of the Library in the BICC, or on the 5th floor of the RLSB in the Graduate Learning Center for database searching, using the library online catalog, sending electronic mail, word processing, Internet access and other applications.

The library operates an information system by which users may access library services, databases, electronic mail and other services from personal computers in their offices or homes. View the entire listing at:

<http://www.ohsu.edu/xd/education/library/services/index.cfm>

Student Learning Support

<http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/academic-support.cfm>

The Student Learning Support Specialist, Shoshana Zeisman-Pereyo, Ed.D. supports students as they adapt their study and personal habits to the demands of being a student at OHSU. Students can set up individual appointments with Dr. Zeisman-Pereyo to discuss their learning needs by emailing her directly @

zeismanp@ohsu.edu

Career and Professional Development Center

<http://www.ohsu.edu/som/graduate/cpdc>

The Career and Professional Development Center provides one-on-one consultations to explore careers, work on CVs/Resumes, and help prep with professional skills. Contact Jackie Wirz @ wirzj@Ohsu.edu or 503-494-3443

Center for Diversity & Inclusion

<http://www.ohsu.edu/xd/about/vision/center-for-diversity-inclusion/>

CDI supports and works in collaboration with the academic units, hospitals, and other campus and community resources in promoting an environment that values and nurtures an inclusive environment of diversity through various resources and programs for students, staff and faculty.

Office of International Services

<http://www.ohsu.edu/xd/education/international-affairs/>

The Office of International Services (Mackenzie Hall Room 1182) provides immigration advice and services to international students, employees and visitors.

If you are travelling outside of the United States for a school-related learning activity, conference, or internship, you must complete a travel screening form, which can be found here:

<https://www.ohsu.edu/xd/education/international-affairs/travel/index.cfm>

Financial Planning

Mike Matheny provides individualized, one-on-one appointments to advise students on personal finance. Email Mike to set up an appointment: mathenym@ohsu.edu.

Student Center

<http://www.ohsu.edu/academic/acad/recreation/> | 503-494-8295

The OHSU Student Center is located on Campus Drive near parking structure two and across the street from the Doernbecher Children's Hospital. The Student Center is comprised of a meeting/study space, a Media Room with movie and sports events viewing, a pool, workout facilities, and a gym that hosts intramural sports.

All-Hill Council

<http://www.ohsu.edu/xd/education/student-services/student-life/ohsu-student-council/> | scouncil@ohsu.edu

The All-Hill Council comprises OHSU's student body government. Each school contributes members to the Council. Graduate students may have up to eight representatives: to find out about being a representative, attend one of the meetings and/or talk to a Council or GSO officer. Student Council meetings are held the second Friday of the month at 12pm and are open to anyone. In addition to facilitating communication about OHSU news and policies to students and acting as a voice of students to administrators, the Council also provides funding for events bringing together students across schools and programs.

StudentSpeak Blog

<http://www.ohsu.edu/blogs/studentspeak>

Ever wondered what life is like as a student at OHSU? What does it take to become a researcher? Just how gross is gross anatomy? StudentSpeak is the blog that answers these – and many other – questions. Students write first-hand about their commitment to careers in science and health care. Not only can you read other students' accounts, but you can also share your own.

Your Health and Safety

Public Safety

<http://www.ohsu.edu/pubsafety/> | Emergency on Campus: 4-4444 | Non-emergency: 503-494-7744

The Department of Public Safety is dedicated to assisting all members of the OHSU community whenever possible. Public Safety maintains a comprehensive communications center (dispatch) staffed 24 hours a day, 7 days a week by professional dispatchers who are trained to triage requests for service, including emergencies and initiate the appropriate response. If they are unable to provide the requested service with our resources, they will make all reasonable attempts to locate someone who can.

Joseph B. Trainer Health & Wellness Center

<http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/>
askshs@ohsu.edu | 503-494-8665 | Baird Hall Room 18

The Joseph B. Trainer Health & Wellness Center is your "medical home" providing routine outpatient care and counseling services to meet a wide variety of your health care needs. They are open Monday through Friday from 8:30 am until 4:30 pm and are located in room 18 (Primary Care) and room 6 (Counseling and Wellness Services) of Baird Hall. Services offered include primary care, well woman exams, contraception, STD screenings, travel medicine, immunizations, counseling, and medication management. All registered full-time students in degree and certificate training programs that pay the required health fees in addition to their tuition at OHSU are eligible for health and counseling services at JBT.

A referral is required to see any health care provider outside of JBT, with the exception of women's health providers. There is no cost for a JBT visit, so this should be considered your primary care place and is always cheaper than seeking outside providers.

Basic Science PhD graduate students may enroll spouse/partner/family in the student health insurance plan with partial subsidization. Please contact the Graduate Studies Office for information and paperwork needed to enroll at somgrad@ohsu.edu.

March Wellness Center

<http://www.marchwellness.com> | 503-418-6272

The March Wellness Center is located on the Waterfront Campus and is accessible via the Tram. The center offers a wide variety of fitness classes, equipment, and programs for OHSU students and fitness center members. OHSU Students are members of March, and can access the center and its classes for free.

Affirmative Action and Equal Opportunity

<http://www.ohsu.edu/xd/about/services/affirmative-action-and-equal-opportunity/index.cfm>

Affirmative Action & Equal Opportunity (AAEO) exists to promote diversity and prevent discrimination, and provides training and resources to support these efforts. AAEO investigates sexual harassment, discrimination, hostile workplace environment, and retaliation cases.

OHSU Ombudsman

<https://www.ohsu.edu/xd/about/services/ombudsman/>

The OHSU Ombudsman offers a safe, confidential place to discuss campus-related issues and explore possibilities for informally addressing concerns. The Ombudsman will listen and review matters; help identify options; make inquiries and make referrals as appropriate; and/or facilitate resolutions in an impartial manner. For confidential consultations, call Merle Graybill at 503-494-5397.

OHSU Confidential Advocate Program

The OHSU Confidential Advocate Program provides confidential consultation, referral, and support services related to sexual harassment and discrimination. Stephanie McClure, CAP Program Manager, can be reached at mcculres@ohsu.edu