

Academic Regulations for the School of Medicine Graduate Programs

School of Medicine

Oregon Health & Science University

Approved by the:

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Academic Regulations of the Graduate Programs
School of Medicine Graduate Studies

Table of Contents

I. General Scholastic Regulations	3
OHSU’s University Grading Policy	3
Academic Standing (Program Standards)	3
Failure to Maintain Good Academic Standing	4
Academic Probation	5
Dismissal	5
Progress and Time to Degree.....	5
Graduate Program Guidelines	8
Academic Courses	9
Continuous Enrollment	9
Advancement to Candidacy (PhD programs only)	9
Requirements for Advanced Degrees	10
Awarding Degrees	11
Credit for Studies at other Institutions	11
Leave of Absence	12
Voluntary Withdrawal from a Graduate Program	13
Administrative Withdrawal from a Graduate Program	13
II. Admissions Standards and Process	14
Admission Standards.....	14
Exceptions to Admissions Requirements.....	14
Admission Status.....	15
Graduate Admissions Process.....	16
Admission from a Graduate Program at Another University.....	17
Change of Major or Degree Objective: Academic Programs	17
Requests to pursue a different degree within the same Major	17
Exceptions to all regulations above	18
III. Graduate Student Records.....	19
IV. Glossary and Abbreviations	20

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

All policies, guidelines, and recommendations are presented for the entire School of Medicine graduate studies portfolio. Individual programs may implement more rigorous policies, guidelines, and recommendations that build upon this document.

I. General Scholastic Regulations

OHSU's University Grading Policy

The grading policy is centrally approved by the Committee on Academic Policy (CAP) and the Provost. This policy is posted under Policies O2 website: [Policy 02-70-020, University Grading](#).

1. **Graduate credit.** Graduate credit shall be granted for graduate level courses in which grades of a D or better or P grade are earned. However, courses with a grade of C or lower will not satisfy degree requirements and may need to be repeated.
2. **Grades less than a C.** Students who earn a NP or any grade of C or lower 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, Graduate Studies. Students are informed in writing when placed on academic probation.
4. **Program Requirements may be more stringent, and are in addition to 1-3 above.** Additional program specific requirements must be provided to students upon admission into the program to ensure students are aware of their guidelines and requirements.

Academic Standing (Program Standards)

Students enrolled in any Graduate Program in the School of Medicine should maintain good academic standing by meeting minimum degree requirements and professional requirements.

Graduate program directors should communicate explicitly to their students at the time of admission any additional program specific criteria for good academic standing; students should be familiar with them.

1. **Degree Requirements.** The School of Medicine holds each student within a particular program to the same academic standards. Good academic standing for students includes but is not limited to:
 - A. Completing degree or certificate requirements within described time limits established in [OHSU Policy 02-70-035, Degree and Certificate Standards](#).
 - B. Maintaining a cumulative grade point average (GPA) of at least 3.0
 - C. Holding no more than one Incomplete grade at any given time

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

- D. Fulfilling pedagogical requirements and responsibilities as designated by the Program
 - E. Meeting other criteria specified by the Program
 - F. Additionally, for master's degree and PhD students, the following are also required:
 - (1) Making **appropriate academic progress** is determined by Dissertation or Thesis/Capstone Advisory Committees and described in progress reports filed by these Committees with their Graduate Program Director and Graduate Studies. For students without these committees, their Graduate Program Director will annually file a report describing their academic progress.
 - (2) **Acquiring an advisor or research mentor** (as designated by a complete Mentor Assignment Form that is submitted to the Office of Graduate Studies) within a time frame outlined by their program.
 - (3) **Maintaining consistent contact** with their graduate program director and with their advisor or research mentor (as demonstrated by timely responses from the student to requests for information, or meetings)
 - (4) **Passing all program milestones**, including qualifying exams before the required time, and reporting these to their Graduate Program Director.
 - (5) **Holding meetings** with their Dissertation Advisory Committee/Thesis or Capstone Advisory Committee at least every 6 months (beginning in the academic term after the qualifying exams).
2. **Professional Requirements.** Students are expected to remain in compliance with all applicable administrative policies and procedures of the University, including but not limited to:
- A. Completing required training in ethics, integrity, and other University compliance and training modules
 - B. Obtaining appropriate IRB and IACUC approvals
 - C. Following all professional codes of conduct and technical standards
 - D. Meeting all deadlines
 - E. Updating contact information

Failure to Maintain Good Academic Standing

Consequences for failing to maintain good academic standing, including meeting minimum degree requirements (and making appropriate academic progress) and professional requirements may include academic warning, academic probation, suspension, or dismissal. A student may be recommended for dismissal from their graduate program without a probationary period.

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

The student's Graduate Program is responsible to monitor student performance and initiate appropriate action if standards of performance are not met by the student. The graduate program director shall notify the student and Associate Dean, Graduate Studies in writing of deficiencies in academic standing. This notification shall specify the way(s) in which the student is failing to meet program standards and specify time limits for correcting deficiencies including remediating coursework.

For students on warning, on probation, their Graduate Program will advise them regarding corrective steps to take, the deadlines for doing so, and the consequences of failing to remedy the matter. For students or who have been suspended by the Dean, the letter from the Dean will also include information on corrective steps, deadlines and consequences. A student who fails to take corrective steps within the specified time limit may be subject to disciplinary action, including but not limited to dismissal.

Academic Probation

1. **Definition:** Academic probation occurs when a student fails to meet either degree or professional requirements and is no longer in good academic standing. It is intended to provide a student, whose performance is less than satisfactory, a period of time to correct the deficiency. 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 PhD degree.
2. **Time Limits**
 - A. A student **placed on academic probation** must correct deficiencies within one academic term. A student who fails to correct deficiencies within one academic term may be recommended for dismissal at the discretion of the Graduate Program in which the student is enrolled.
 - B. **In cases where a student fails to find a mentor or advisor** within a timeframe specified by the Graduate Program, a student may be recommended for dismissal from the Graduate Program without being placed first on academic probation.

Dismissal

Should a Graduate Program in the School of Medicine recommend that a student be dismissed, University policies and procedures will be followed. These policies are posted on the O2 website: [OHSU Policy 02-30-050, Student Suspension, Dismissal and Appeal.](#)

Progress and Time to Degree

1. **Students who enter a PhD program are allowed 28 consecutive terms** (seven years) of continuous registration to satisfy all requirements for the doctoral degree (unless an extension is granted), during which time they are required to maintain full-time status.

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

- A. Appeals to extend enrollment to complete degree requirements beyond the seventh year: Students who do not complete all degree requirements by the end of the seventh year of enrollment will no longer be considered to be PhD degree candidates (unless an extension is granted) and will be notified accordingly in writing by the Office of Graduate Studies. Students so notified may appeal this determination within 30 days of receipt of notification. To appeal, a student must do the following:
- (1) Submit a letter to the Associate Dean, Graduate Studies that indicates why an extension is needed, all the steps the student will take, with a timetable, to distribute, defend, and deposit the dissertation with the OHSU library in at most one additional year of candidacy.
 - (2) Submit to the Dissertation Advisory Committee all chapters and materials produced to date on the dissertation, as well as a copy of the timetable referenced above. After examining the materials, the chair of the Dissertation Advisory Committee must write a letter to the Associate Dean, Graduate Studies evaluating the materials received that endorses, as feasible, the timetable provided.
- The Associate Dean, Graduate Studies will review the request and determine either that a) the student will be allowed to remain a degree candidate as a registered student for at most *one additional year*; or that b) the student will not be allowed to continue as a degree candidate.
- If the extension is granted but the student does not complete all requirements for the PhD, including deposit of the dissertation with the OHSU library, by the stipulated date, the student will no longer be considered to be a PhD degree candidate by the School of Medicine.
- B. The School of Medicine Graduate Student Stipend policy does not apply to PhD students who have not completed their degree requirements within seven years. Students exceeding seven years in a program are not guaranteed to receive a stipend; they may appeal the stipend decision to their Dissertation Advisory Committee.
2. **Students who enter a Master's Program are allowed six years** to satisfy all degree requirements (unless an appeal is granted). Requirements for Summer term registration for Master's degree programs are program specific. Thus, the time period from matriculation to granting the degree shall be 18 terms for programs where students do not attend summer term or 24 terms for programs where students do attend summer term.
- A. *Appeals to complete beyond the sixth year*: Students who do not complete all requirements for a master's degree by the end of the sixth year of registration will no longer be considered degree candidates and will be notified accordingly in writing by the Office of Graduate Studies (unless an appeal is granted). Students so notified may

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

appeal this determination within 30 days of receipt of notification. To appeal, a student must do the following:

- (1) Submit a letter to the Associate Dean, Graduate Studies that indicates why an extension is needed, all the steps the student will take, with a timetable, to distribute, defend, and deposit the thesis with the OHSU library or complete the capstone requirements in at most one additional year of candidacy.
- (2) Submit to the Thesis Advisory Committee, or their student advising committee, or their graduate program director all materials produced to date toward their degree, as well as a copy of the timetable referenced above. The graduate program director and chair of the Thesis Advisory Committee or advising committee (if appropriate) must write a letter to the Associate Dean, Graduate Studies that endorses as feasible the timetable provided.

The Associate Dean, Graduate Studies will review the request and determine either that a) the student will be allowed to remain a degree candidate as a registered student for at most one additional year; or that b) the student will not be allowed to continue as a degree candidate.

If the extension is granted but the student does not complete all requirements for the degree, including the deposit of the thesis in the OHSU library or completion of all capstone requirements by the stipulated date, the student will no longer be considered to be a degree candidate by the School of Medicine.

3. **Students who enter a Certificate Program are allowed four years** to satisfy all requirements (unless an appeal is granted). Requirements for Summer term registration are program specific. Thus, the time period from matriculation to granting the degree shall be 12 terms for programs where students do not attend summer term or 16 terms for programs where students do attend summer term.

A. *Appeals to complete beyond the sixth year:* Students who do not complete all certificate requirements by the end of the fourth year of registration will no longer be considered certificate candidates and will be notified accordingly in writing by the Office of Graduate Studies (unless an appeal is granted). Students so notified may appeal this determination within 30 days of receipt of notification. To appeal, a student must do the following:

- (1) Submit a letter to the Associate Dean, Graduate Studies that indicates why an extension is needed, all the steps the student will take, with a timetable, to complete requirements in at most one additional year.
- (2) Submit to their graduate program director all materials produced toward completion as well as a copy of the timetable referenced above. The graduate

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

program director must write a letter to the Associate Dean, Graduate Studies that endorses as feasible the timetable provided.

The Associate Dean, Graduate Studies will review the request and determine either that a) the student will be allowed to continue toward certificate completion for at most one additional year; or that b) the student will not be allowed to continue.

If the extension is granted but the student does not complete all academic requirements by the stipulated date, the student will no longer be considered to be a certificate candidate by the School of Medicine.

4. **Students may appeal** any decisions made regarding progress and time to degree to the Provost's office through the grievance procedures described in the Student Grievance and Appeal policy 02-30-055.

Graduate Program Guidelines

Each Graduate Program shall prepare written requirements and guidelines that describe standards and procedures for completion of a graduate degree or certificate in that program.

New guidelines need to be approved by Graduate Council and should receive a review by OHSU's Legal Department. Subsequent changes need to be approved by Graduate Council.

1. **Program guidelines shall include:**
 - A. a description of the curriculum, including required courses
 - B. time limits to achieve specific standards or milestones
 - C. required, formal evaluations (including advancement to candidacy for PhD programs)
 - D. criteria used to evaluate student performance
 - E. whether remediation opportunities exist
 - F. program-specific regulations concerning academic probation
 - G. whether the Program is covered by the School of Medicine stipend policy
2. **Guidelines will notify students that they are subject to all OHSU policies as well as the policies of the OHSU Graduate Programs** in the School of Medicine as outlined in these Academic Regulations.
3. **Program guidelines shall be available** on the School of Medicine website, be kept on file with each Program and in the office of the Associate Dean, Graduate Studies. Each program is responsible for informing students of their guidelines and making copies available to students on program web sites.

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

4. **Changes in Program guidelines** shall be communicated promptly to the Associate Dean, Graduate Studies. Upon approval, all students shall be notified of the change. Changes shall not apply retroactively to those already in the Program unless approved by the student in writing to the Office of Graduate Studies.

Academic Courses

1. Graduate students may register for 500 and 600, level courses offered at OHSU, as determined by approved degree requirements. 500 level courses are offered primarily in support of graduate level programs and will be used for all master's level courses and may include PhD level didactic work. 600 level courses are offered primarily in support of doctoral level programs and will be used for all higher-level doctoral courses, including but not limited to research/dissertation, journal club, etc.
2. For PhD students, no more than 25% of the total credits applied to the PhD degree may be taken at the 500 level.
3. Courses outside of a student's program may be subject to additional tuition and fees and need approval from the Course Director and the student's graduate program director.
4. Graduate Program Directors may waive or substitute courses to fill program requirements at the student's request. All changes require approval of the Associate Dean, Graduate Studies, and the Office of the Registrar.

Continuous Enrollment

All students that matriculate into a Graduate Program must be continuously enrolled until they have completed all degree requirements, 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 for courses without an approved leave of absence may result in administrative withdrawal of the student from their Graduate Program.

Advancement to Candidacy (PhD programs only)

Matriculation into a PhD program does not automatically identify a student as a degree candidate. Students must first be admitted to candidacy for the PhD degree. Advancement is granted only after the student has demonstrated knowledge of the fundamentals of their field and the ability to do research of graduate caliber.

A qualifying examination is required of students desiring to become candidates for the PhD degree. Students may not take the qualifying examination if they are on academic probation or if an incomplete

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

grade remains on their transcript. The qualifying examination is given by the Graduate Program in which the student is registered. Students making progress toward a PhD degree are expected to take the qualifying examination for advancement to candidacy no later than their 12th term of graduate study, or they will be recommended for dismissal for failure to progress academically.

Requirements for Advanced Degrees

The Graduate Studies Office follows OHSU **Policy 02-70-035: Degree and Certificate Standards** which outlines the criteria that benchmark the baccalaureate, master's, professional, and doctoral degrees as well as graduate certificates awarded by OHSU. These expectations include but are not limited to: identifying credit hour requirements, cumulative OHSU grade point average requirements for graduation, time to degree, achieving competence or learning outcomes, and requiring academic activities by degree level to reflect appropriate progression in learning.

Additional requirements may include the following:

1. **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. Courses that meet this requirement may vary across programs, but all such courses must be specifically approved by Graduate Council for this purpose.
2. **Capstone Projects.** For Master's programs requiring a capstone, the project should be a synthesis and demonstration of competencies acquired in the Program. Regulations regarding capstone projects will be established by each program. See guide to completing a Capstone Project found in the student handbook.
3. **Thesis/Dissertation.** The candidate for an advanced degree may be required to present a graduate thesis or dissertation. See guide to completing a PhD dissertation or Master's thesis; found in the student handbook.
 - A. The master's thesis, if required by the student's program, should be a report of original scientific research conducted by the student under close supervision of a faculty mentor. It is evaluated by OHSU graduate faculty, who comprise the student's Thesis Advisory Committee.
 - B. The doctoral dissertation is required of all PhD candidates and must show evidence of originality on the part of the candidate in the planning, execution, and analysis of independent experimental research, and the results must represent a meaningful contribution to knowledge as assessed by OHSU's graduate faculty.
4. **Thesis/Dissertation Advisory Committee.** If a thesis or dissertation is required by the student's program, a Thesis/Dissertation Advisory Committee shall be approved by the Program Director to guide and advise the student in the thesis/dissertation research and preparation of the thesis/dissertation document. Students must meet with their thesis/Dissertation Advisory Committee at least every six months to remain in good standing. Refer to Dissertation or Thesis

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

Advisory Committee Policy, which can be found of the Graduate Studies website under “Forms and Policies”.

5. **Thesis/Dissertation Oral Examination.** The Thesis/Dissertation Oral Examination Committee shall be approved by the Associate Dean, Graduate Studies upon recommendation of the student’s Graduate Program Director. The committee must be formed, and approved, at least 4 weeks before the examination date. Refer to the Request for Thesis/Dissertation Oral Examination Form when forming a new committee. The Thesis/Dissertation Oral Examination must be held on campus and shall be open to the public. It is the Program’s responsibility to set the oral examination date, time, and place and to post notices of the examination on campus.

The Thesis/Dissertation Oral Examination Certification Form should be submitted by the student to the Associate Dean, Graduate Studies within two business days following the oral examination. It is possible to submit an electronic copy if a committee member is unable to attend in person and participates in the examination by telephone or videoconference. If a committee member is not able to participate in the oral examination, an appropriate replacement member should be identified by the graduate program director to serve in this role. 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 simple 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 the student receives an unsatisfactory report on the oral examination, the examining committee will provide the student and the Associate Dean, Graduate Studies with a written description of the deficiencies in the examination performance within 2 weeks of the examination. Programs shall establish procedures for remedial action.

Awarding Degrees

Upon the satisfactory completion of all appropriate degree or certificate requirements, the university shall award students with their earned degree, earned certificate or both degree and certificate. Degrees and certificates are awarded at the end of each term. Debts and other unmet obligations may not prevent conferral of a degree, but will prevent release of diplomas and transcripts.

Credit for Studies at other Institutions

1. **Transfer of Graduate Credits.** Consistent with the requirements of [OHSU Policy 02-70-005, Transfer of Course Credits](#), Graduate credits may be transferred from another accredited institution for use in completing the requirements for certificate, master’s, or PhD degrees. Credits must be from formal graded courses offered at the same degree level, not research or independent study, and must not have been used towards completion of a previous degree at another institution.

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

The number of transferable credits shall not exceed 1/3 of total credit hours for any degree or certificate program. In all instances, only earned credit can be transferred; grade point average (GPA) does not transfer.

Students taking courses as a non-matriculated student are held to the same transfer limits if their plan is to enroll in an OHSU Program.

Only credits from those courses in which the student's performance was satisfactory (B grade or higher) will be acceptable for transfer. Courses assessed by Pass/Not Pass are not eligible for transfer.

Transfer courses applied toward degrees at OHSU are 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 Graduate Program Director, the Associate Dean, Graduate Studies (who may consult Graduate Council), and the University Registrar.

- 2. Appointment to Advanced Standing.** Under special circumstances, candidates for the doctoral degree who have passed their qualifying exam or its equivalent at another institution may request admission into the program and appointment to advanced standing at OHSU 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 PhD degree. In these cases, transfer courses applied toward the PhD degree at OHSU are subject to the same time limits as specified for credits earned at OHSU. Appointment to advanced standing must be approved by the Graduate Program Director, the Associate Dean, Graduate Studies, and the Graduate Council.

Leave of Absence

Consistent with the requirements of [OHSU Policy 02-70-030, Voluntary Leave of Absence, Excused Military Absence and Withdrawal](#), a student in good standing may petition for a voluntary leave of absence or excused military absence. Unless called to active duty service, the cumulative amount of leave may not exceed 4 terms (unless an extension is granted). 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 an extension of the time limit for completion of the graduate degree.

The student's Graduate Program Director and the Associate Dean, Graduate Studies must approve petitions for a leave of absence.

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 will be restricted according to policies established by the University and each program.

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

Students must notify their program of an intent to return from a leave of absence 20 business days before the beginning the term they plan to re-enroll. Specifically, for students taking a medical leave of absence, *they must submit a Health Care Provider Reinstatement Attestation* from a clinical provider to Student Health, confirming that the student is ready to return to their program. Student Health will confirm receipt of this letter to the graduate program.

Students who fail to return to their Graduate Program within four terms of initiating a leave of absence may be administratively withdrawn from the Program. Students subject to Administrative Withdrawal must re-apply in order to resume studies.

Voluntary Withdrawal from a Graduate Program

Permanent withdrawal from the University is initiated by the student and occurs when a student determines they no longer wish to be a student in the graduate program, and sever their connection with the school and university.

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 Graduate Program Director, Graduate Council, and the Associate Dean, Graduate Studies.

Administrative Withdrawal from a Graduate Program

Students may 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 four terms.

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 Graduate Program Director, the Graduate Council, and the Associate Dean, Graduate Studies.

II. Admissions Standards and Process

Admission Standards

Per [OHSU Policy 02-01-001, Student Admissions Requirements-Standards for Admissions](#), all admissions requirements are developed and vetted by the School of Medicine, and recommended to the Office of the Provost for approval. Below are minimum admission requirements. These standards may be raised, but not lowered. Additional specific requirements for admission may be added by submitting a Category III and submitting the request through the Curriculum Modification Process. 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. 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.
3. 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, Graduate Studies will approve petitions with supporting documentation.
4. Approval by a program specific admission committee.
5. Approval by the Associate Dean, Graduate Studies.

NOTE: The elimination of the GRE for select programs is currently in a pilot phase, pending final approval by the Office of the Provost.

Exceptions to Admissions Requirements

Applicants who do not meet admissions 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, Graduate Studies by the director of the Program to which admission of the applicant is requested.

If the Associate Dean, Graduate Studies declines this admission request, the Program may appeal that decision to Graduate Council and action shall be taken on the admission of the applicant by majority vote.

Academic Regulations of the Graduate Programs
School of Medicine Graduate Studies

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 to complete graduate requirements 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 make progress 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 admitted under a conditional status shall be informed in writing of this status at the time of admission and the criteria needed to gain regular admission status. Students will be moved from conditional to regular graduate status based upon maintaining a cumulative 3.0 GPA and a satisfactory recommendation by the Graduate Program Director by the end of four academic terms for PhD students and two academic terms 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 baccalaureate 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 matriculated as non-degree students, but they are not considered to be admitted into a graduate program. These applicants need furnish only the basic information in the non-degree application showing receipt of the baccalaureate degree. Non-degree students may only take up to 6 credits per term. Enrollment in courses must be approved by the course director(s) of the Program whose course(s) the student wishes to take.

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

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 Office of the Registrar or Office of Graduate Studies will be forwarded to the appropriate program.
2. **Applications.** Applicants must submit admission materials through each Graduate Program's approved application process. This includes: a completed application, official transcripts, required letters of recommendation, test scores (as applicable), and any other required Graduate 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 their written consent that programs sharing application materials.
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. 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, Graduate Studies must approve the application by signature. This authority may be delegated when deemed appropriate by the Associate Dean, Graduate Studies. The applicant is notified of the Program's recommendation for acceptance by letter from the Graduate Program Director. The admission offer letter must conform to guidelines established by the Associate Dean, 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 submitted official documentation and compliance with OHSU background checks and requirements. 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 Office of the Registrar.
5. **Non-Admissions.** If the decision is not to admit, the Graduate Program Director will inform the applicant by email. Admissions materials and correspondence concerning rejected applicants or non-matriculating students should be retained for 1-3 years by the Program after which all documents should be destroyed.

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

Admission from a Graduate Program at Another University

Students who are in good academic standing in a Graduate Program at another University and who wish to transfer to OHSU must first apply for admission to a Graduate Program as described above in “Graduate Admissions Process”. If admitted, the offer of admission letter must also be accompanied by a letter from the Graduate Program Director specifically listing what courses, if any, will be accepted as transfer credit from the previous University, and what OHSU requirements remain for degree completion at OHSU. The student must sign and return the admission letter acknowledging their remaining degree requirements at OHSU.

Change of Major or Degree Objective: Academic Programs

Per [OHSU Policy 02-7-025, Change in Major or Degree Objective](#), a student who has already been admitted to a Graduate Program in the School of Medicine may complete the Change/ Addition of Degree Objective Form to petition the Associate Dean, Graduate Studies to change their field of study or degree objective 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 request has the written approval of the current Graduate Program Director.
3. The request has the written approval of the new Graduate Program Director.
4. The new Graduate Program Director provides a written summary of program-specific degree requirements that must be completed by the student following switch to the new major or degree objective. This summary should also include a new mentor assignment form if necessary and a new proposed timeline to completion.
5. The Associate Dean, Graduate Studies may 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 Graduate Program Director.

Requests to pursue a different degree within the same Major

A student who has been admitted to the PhD, master’s degree, or graduate certificate in a School of Medicine Graduate Program may complete the Change/Addition of Degree Objective Form to petition the Associate Dean, Graduate Studies to seek a different degree within the same major under the following circumstances:

1. The student must be in good academic standing.
2. The request must have written approval of the Graduate Program Director and Mentor/Advisor.
3. The Graduate Program Director provides a written summary of program-specific requirements that must be completed to earn the graduate certificate, master’s degree, or PhD degree. This must include a timeline to completion not exceeding 6 months after transitioning to a graduate certificate or master’s degree program from a PhD program. Students switching to a higher-level degree program must complete the new degree program’s timeline based upon initial student

Academic Regulations of the Graduate Programs

School of Medicine Graduate Studies

matriculation date. Any previously-taken courses must adhere to the new program's timeline to count towards degree.

4. The Associate Dean, Graduate Studies may approve requests that meet these requirements and forward to the Office of the Registrar. Requests that do not meet these requirements will be referred to Graduate Council for approval.

Graduate Studies follows Policy #02-50-055: Concurrent Enrollment

Exceptions to all regulations above

No exceptions from the regulations described in this article shall be made except upon approval by the Associate Dean, Graduate Studies and Graduate Council. In matters related to specific courses, exceptions must first be approved by the Course Director and the Graduate Program Director. Other exceptions must first be approved by the Graduate Program Director.

III. Graduate Student Records

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

1. Individual Student File. This electronic file contains documents relevant to the student's progress towards the advanced degree. Students may request their file by emailing somgrad@ohsu.edu. This file includes, where applicable, the following:
 - A. Copy of application and admission offer letter.
 - B. Advancement to Candidacy form (PhD students only) - this form is signed by the PhD Graduate Program Director, certifying that the student has been advanced to candidacy for the doctoral degree.
 - C. Mentor Assignment form for thesis and dissertation students.
 - D. Thesis or Dissertation Advisory Committee Form for relevant master's degree or PhD programs.
 - E. The signed and dated Request for Oral Thesis/Dissertation Examination Form.
 - F. Dissertation Advisory Committee/Thesis Advisory Committee meeting summaries.
 - G. The signed and dated Oral Thesis/Dissertation Examination Certification Form or culminating experience completion form, if applicable.
 - H. Other correspondence and communication to Graduate Council or Office of Graduate Studies concerning the student. This may include correspondence related to academic probation, leaves of absence, withdrawal, or dismissal from the Graduate Program.

IV. Glossary and Abbreviations

Graduate program A unique course of study that culminates in the awarding of a specific degree (or certificate) in combination with a specific major. A graduate program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills taught at the post-bacheloreate level; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.

In the School of Medicine, academic programs and departments, interdepartmental committees, or other administrative unit are organizationally bound, and require approval from the school to offer an educational program leading to a graduate certificate, master's degree, or PhD degree per [OHSU Policy 02-50-010, Proposing Curriculum Modifications](#).

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. The appointment of graduate program directors is made by the Associate Dean, Graduate Studies and is approved by the Dean of the School of Medicine.

Graduate Council in 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. Graduate Council Bylaws can be found on the Graduate Studies webpage under the "Forms and Policies" tab.

Associate Dean, Graduate Studies is appointed by the Dean of the School of Medicine to advise the Dean in all matters relating to School of Medicine graduate education and graduate students.

Dissertation Advisory Committee (DAC) and Thesis Advisory Committee (TAC): These are committees comprised of graduate faculty who advise and guide students toward the completion of their thesis (for some master's degree students) and dissertations (PhD students).

Master's degree: In the School of Medicine, these include Master of Science (MS), Masters of Physician Assistant Studies (MPAS), Masters of Medical Physics (MMP), Masters of Business Administration (MBA), Master of Clinical Research (MCR).

PhD: Doctor of Philosophy degree