

Admissions Policy for Graduate Programs in the SOM:

Policy Statement: The purpose of this policy is to ensure consistency in how graduate programs oversee admissions committees and the consistent treatment of applicants as they prepare for matriculation at OHSU.

Oversight:

- Every graduate program must have an admissions committee comprised of faculty and other stakeholders engaged in that program. The composition and membership of the committee will be determined by the program steering committee.
- The admissions committee will remain active to review applications per each program's admissions window(s).
- The admissions committee will follow program guidelines, and all guidelines and policies determined by the school and university.
- The admission committee chair will report to the program director.

Approved Academic Terms for Admissions/Matriculation:

- Graduate programs may only admit and matriculate students into academic terms approved by the School of Medicine and OHSU.
- Matriculation dates advertised on program websites and applications must reflect approved academic terms.
New graduate programs, and graduate programs that want to add or subtract academic terms for admissions/matriculation must follow the requirements outlined in OHSU [Policy 02-50-010, Proposing Curricular Modifications](#).

Formal admissions paths:

Graduate programs may choose to admit students by one of two pathways, however, all students in the graduate program (except transfer students) must be admitted by the same pathway.

1. *One admission cycle/year.*

Graduate programs will have one open window for application for admission (usually Sept- May) followed by inviting selected applicants for interviews. Applications are only open for a defined period and admission decisions are made during a defined time frame.

2. *Rolling admissions (or multiple admission cycles) throughout the year.*

Applicants are invited to apply over an entire academic year; or multiple times/year. However, programs may set and advertise dates for priority admission consideration. Information on application instructions and program websites shall clearly state what differences there are between admission priority dates.

Transfer Students:

Whether coming to OHSU with a new faculty member or transferring of their own accord, it is understood that transfer students provide their own unique situations and will be evaluated on an individual basis. Per OHSU [Policy 02-70-005, Transfer of Course Credit](#), the acceptance of credit

earned at another university and applied to an OHSU academic program at the same degree level will be based on the quality of the institution from which the student transfers, an assessment of the comparability and relevance to the OHSU program, grade received in each course, and any articulation agreements between OHSU and another accredited academic institution. No more than 1/3 of credit hours toward degree requirements can be transferred from another accredited academic institution without prior approval of the dean and provost. In all instances, only earned credit can be transferred; grade point average (GPA) does not transfer.

Admission to Other Programs

- Students wishing to enroll in concurrent degrees/certificates must complete separate admissions applications for each program and must notify each academic program of the intent to pursue multiple degrees/certificate concurrently. Students wishing to pursue a concurrent degree/certificate must submit a request and be granted approval by the Office of the Provost prior to commencing enrollment (see OHSU Policy No. 02-50-055, Enrollment of Students in Multiple Degree/Certificate Offerings).
- Dual degree programs with a single application, such as the MD/PhD program, are considered a unique academic program with one admissions process.

Deferred Admissions

- Graduate programs may determine whether or not deferred admissions is allowable. The decision to allow or disallow deferred admissions must be consistently applied to all students who may be seeking to defer admissions in a given admissions cycle, including the deadline by which students must matriculate in order to hold their space in the graduate program.
- Changing the admission/matriculation term for individual students to another (approved) academic term within the same academic year may be considered upon approval by the program director and dean.
- If a student wishes to defer admissions to a future academic year, the student must submit a written requests to the program director and dean. In some instances, deferred admissions may require the student to complete a new application to be submitted in the subsequent year. At the time deferred admissions is granted the student will be notified in writing of any requirements they must complete prior to matriculating into the program.