

# Academic Regulations for the School of Medicine Graduate Programs

School of Medicine

Oregon Health & Science University

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**Academic Regulations of the Graduate Programs**  
School of Medicine Graduate Studies

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## Academic Regulations of the Graduate Programs

### School of Medicine Graduate Studies

All policies, guidelines, and recommendations are presented for all programs in the Oregon Health & Science University (OHSU) 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 (including NP) 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 (GPA).** For programs utilizing a standard grading model, a GPA of at least 3.0 must be maintained. A student whose cumulative GPA 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 & Professional Standing

Students enrolled in any Graduate Program in the School of Medicine should maintain good academic standing by meeting minimum degree requirements and professional conduct requirements (see Professional Conduct Policy appendix).

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 GPA of at least 3.0 or passing status in alignment with your program requirements.

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- C. Fulfilling pedagogical requirements and responsibilities as designated by the graduate program.
- D. Meeting other criteria specified by the Program.
- E. Additionally, for master's degree and Ph.D. 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, advisor or research mentor, and the Graduate Studies Office (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 OHSU, including but not limited to:
  - A. Completing required training in ethics, integrity, and other University compliance and training modules.
  - B. Obtaining appropriate Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) approvals.
  - C. Following all professional codes of conduct, including the Professional Conduct Policy for graduate students in the School of Medicine (see Professional Conduct Policy in appendix) and University Technical Standards ([Policy 02-70-010](#)).
  - D. Meeting all deadlines including registration (students who fail to register on-time, per the Registrar's posted deadlines, will be put on Leave of Absence for the whole academic term).
  - E. Updating contact information.
  - F. Checking and responding to their OHSU email in a timely manner.

### 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 and our Professional Conduct Policy (see appendix) may include academic warning, academic probation,

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and/or students may be recommended to the Graduate Council Course of Action Committee. A student may be recommended for dismissal from their graduate program without a probationary period.

(Relevant University Policies: [2-30-050](#) and [02-30-055](#). See also: Professional Conduct Policy and the Graduate Council By-laws found in the appendix.)

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 Associate Dean, Graduate Studies, the letter from the Associate Dean, Graduate Studies 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 recommendation for suspension or 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, one academic term 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 Ph.D. 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 suspension or dismissal from the Graduate Program without being placed first on academic probation.

### Dismissal or Suspension

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

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#### Progress and Time to Degree

1. **Students who enter a Ph.D. 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.
2. 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 Ph.D. 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 and the program director must write a letter to the Associate Dean, Graduate Studies evaluating the materials received and endorsing, 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 Ph.D., including deposit of the dissertation with the OHSU library, by the stipulated date, the student will no longer be considered a Ph.D. degree candidate by the School of Medicine.

- B. The School of Medicine Graduate Student Stipend Policy does not apply to Ph.D. 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 the Associate Dean of Graduate Studies.
3. **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.

Students who do not complete all requirements for a master's degree by the end of the sixth

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

- A. 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.
- B. 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 endorsing, 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 a degree candidate by the School of Medicine.

4. **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.

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:

- A. 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.
- B. Submit to their graduate program director all materials produced toward completion as well as a copy of the timetable referenced above. The graduate program director must write a letter to the Associate Dean, Graduate Studies that endorses as feasible the timetable provided.

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The Associate Dean, Graduate Studies will review the request and recommend to the Provost's Office 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. The Provost's Office will make the final decision regarding extensions. 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 a certificate candidate by the School of Medicine.

5. **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. Admissions Process and Admissions Committee Membership ([OHSU Policy 02-90-055](#))
  - B. Description of the curriculum, including required courses
  - C. Time limits to achieve specific standards or milestones
  - D. Required, formal evaluations (including advancement to candidacy for Ph.D. programs)
  - E. Criteria used to evaluate student performance
  - F. Program learning outcomes
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.
3. **Program guidelines shall be available** on the School of Medicine Graduate Studies and individual program websites Each program is responsible for informing students of their guidelines.
4. Changes in Program guidelines shall be communicated annually 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.



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#### 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 Ph.D. 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 Ph.D. students, no more than 25% of the total credits applied to the Ph.D. 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.

#### Attendance Policy

Graduate students in the OHSU School of Medicine are **expected** to demonstrate professional behavior by attending all courses, journal clubs and seminars for which they are enrolled. Students should not assume they are permitted to be absent at their own discretion. This policy establishes the expectations for graduate student attendance and sets forth notification requirements in the event of a **Planned Absence or Unplanned Absence**.

This policy applies to all programs and courses in Graduate Studies in the School of Medicine, unless that program has an attendance policy in their handbook, or courses have a separate attendance policy included in their syllabus.

Attendance at all class sessions is required. Students must communicate in writing or by email with the course director regarding any absence. Students who are absent or late to a class should be aware it may be difficult or impossible to make up missed material or experiences and this may negatively impact grades and ability to successfully pass the course.

- 1) **Planned absence:** An absence that could reasonably be anticipated by a student.
  - a. These include approved accommodations, approved religious holidays (request for religious accommodations is here: <https://www.ohsu.edu/affirmative-action-and-equal-opportunity/accommodations>), conflicting educational activities\*, attendance at a research conference\*, or other professional development opportunities\*.  
\*these types of requests must be supported in writing, or email by their program director or, for Ph.D. students, by their research mentor.
  - b. To count as an excused absence, planned absences must be arranged at least one week in advance with the course director by email; or they will count as unexcused absences.
- 2) **Unplanned absence:** An absence that could not reasonably be anticipated by a student.

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- a. These include personal illness or emergency, unforeseen childcare or transportation issues, or serious illness or death within the family.
  - b. Students must inform the course director by email of the reason for their absence as soon as reasonably practicable and preferably prior to the start of the class session. Students who have missed or seek to delay an exam or other assessment, due to unforeseeable medical reasons may be required to provide appropriate documentation.
  - c. Unplanned absence may be considered an Excused or Unexcused Absence.
- 3) **Excused Absence.** An absence for which a graduate student will be allowed to make-up any graded work or exam missed during the absence without penalty. Students are responsible for arranging to make up missed or graded work or reschedule exams. An Excused Absence may be a Planned Absence or Unplanned Absence.
- 4) **Unexcused absence:** An absence for which a student was not excused. Depending on the nature of the absence, a student may or may not be allowed to make-up any graded work missed during the absence, and which may impact the student's grade.
- 5) If there is a dispute regarding whether an absence should be excused or not, a student may appeal in writing (or email) to the Associate Dean Graduate Studies, who will take into account the reason for the absence and communications from the student to their course director.
- 6) For extended absences, students should consider whether to take a leave of absence ([Policy 02-70-030](#) Voluntary Leave of Absence and Withdrawal).
- 7) Ph.D. students in the Graduate Researchers Union may need to use PTO for any absences (students are advised to seek advice through the Graduate Researcher Administration at [GRAdmin@ohsu.edu](mailto:GRAdmin@ohsu.edu)).

(Relevant University policies: [02-70-030](#), Voluntary Leave of Absence, Excused Absence, and Withdrawal; [02-70-045](#), Change in Scheduled Exam and Other Assessments)

### 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 or employment status. Failure to register for courses without an approved leave of absence will result in administrative leave of absence of the student from their Graduate Program. Failure to return from a Leave of Absence will result in an administrative withdrawal.

### Advancement to Candidacy (Ph.D. programs only)

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

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A qualifying examination is required of students desiring to become candidates for the Ph.D. degree. Students may not take the qualifying examination if they are on academic probation or if an incomplete grade remains on their transcript. The qualifying examination is given by the Graduate Program in which the student is registered. Students making progress toward a Ph.D. 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 the following: identifying credit hour requirements, cumulative OHSU GPA 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 Ph.D. 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 Ph.D. 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.

**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

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Committee at least every six months to remain in good standing. Refer to Dissertation or Thesis Advisory Committee Policy, which can be found on the Graduate Studies website.

4. **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.

Upon successful defense of the dissertation to the Oral Examination Committee, the student is allowed six months to submit their dissertation to the University Library. If, during this time-period of dissertation revisions, a new academic term begins, the student must register on time for at least one credit, per the Continuous Enrollment policy provided above.

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.

### 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 Ph.D. degrees. Credits must be from formal graded courses offered at the same degree level. The number of

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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; GPA does not transfer.

Only credits from those courses in which the student's performance was satisfactory (B grade or higher or Passing) will be acceptable 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 of 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 Ph.D. degree. In these cases, transfer courses applied toward the Ph.D. 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 and Procedure for Voluntary Leave of Absence](#), a student may submit a request for a leave of absence. The cumulative amount of leave may not exceed 4 terms. Leave of absence status assures the student a continuation of admission in the Program during the period of the leave of absence. A leave of absence may 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 requests for an academic 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.

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Students may only return from a Leave of Absence at the start of an academic term and must (1) 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, (2) and register on time per the Registrar's academic deadlines. There are no exceptions to this timeline for a return from leave of absence. 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 Programs Admissions Committee, the Graduate Program Director, and the Associate Dean, Graduate Studies.

(Relevant University Policy: [02-70-030](#))

#### 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 programs admissions committee, the Graduate Program Director, and the Associate Dean, Graduate Studies.

(Relevant University Policies: [02-30-050](#) and [02-30-055](#))

## 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.

### Admission Policy for Graduate Programs in the School of Medicine

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. ([OHSU Policy 02-90-055](#))
- 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:

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- 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.

#### Exceptions to Admissions Requirements

Applicants who do not meet admissions requirements may be admitted in special circumstances only when considerations of the following: 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.

#### 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



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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 Ph.D. 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 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.

### Deferred Admissions

- Graduate programs may determine whether 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)

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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 request 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.

### 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](http://www.wes.org). The applicant will be responsible for the full cost of this service. Individual programs can decide to make this a requirement.
4. **Acceptances.** If an applicant is accepted by a program, the Associate Dean, 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

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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.

### 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.

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; GPA does not transfer.

### 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.

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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 Ph.D., 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 Ph.D. 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 Ph.D. program. Students switching to a higher-level degree program must complete the new degree program's timeline based upon initial student 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.

(Relevant University 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.

#### [Petition for Exception to Academic Policy](#)

### 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](mailto:somgrad@ohsu.edu). This file includes, where applicable, the following:
  - A. Copy of application and admission offer letter.
  - B. Advancement to Candidacy form (Ph.D. students only) - this form is signed by the Ph.D. 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 Ph.D. 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

**GPA:** Grade Point Average

**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-baccalaureate 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 Ph.D. 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 OHSU (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 (Ph.D. students).

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

**Ph.D.:** Doctor of Philosophy degree

## V. Appendix

### Professional Conduct Policy for Graduate Students in the School of Medicine

*Approved by Graduate Council: 11/14/2024*

- A. General statement of ethics and professional behavior: OHSU students are expected to demonstrate a level of conduct and competence and patterns of behavior which are consistent with the high ethical standards expected of professionals in health and science careers as they promote their research, share data, provide health care, and develop collaborative relationships with colleagues. Students who do not meet professional conduct standards may be subject to disciplinary action, including but not limited to dismissal.
- B. Expectations of a graduate student: ethical and professional behaviors and activities expected of all graduate students in the School of Medicine include but are not limited to the following:
  - 1. Follow all OHSU, School of Medicine, and program level policies and regulations, including but not limited to those set out in
    - i. [OHSU Code of Conduct](#).
    - ii. Conduct relating to students – proscribed conduct: [OHSU Policy 02-30-010](#).
    - iii. Research Misconduct: [OHSU Policy 04-15-005](#).
    - iv. Authorship Attribution: [OHSU Policy 12-70-010](#).
  - 2. Complete coursework on-time and make substantial progress in research or clinical training and completion of professional degree requirements.
  - 3. Collect and analyze scientific data in a rigorous manner, consistent with the student's field, and following responsible conduct of research practices.
  - 4. Demonstrate responsible conduct in completion and communication of research, academic work, scholarly projects and reports and ensure all sources are properly cited and credited for their contributions to your work.
  - 5. Treat human participants and animal subjects in research in an ethical, respectful, and humane manner, consistent with IRB and IACUC policies respectively.
  - 6. Treat all patients, families, visitors, and OHSU members with respect.
  - 7. Engage in professional conduct while representing OHSU during university supported activities and events.
  - 8. Act and communicate to build inclusive communities that support collegial interactions with peers and colleagues.
  - 9. Support university missions of research, education, health care and community service.
  - 10. Communicate in a timely and professional manner with faculty and other OHSU members, including research and academic advisors and mentors and with program staff and leadership.
- C. **Examples of unacceptable conduct by graduate students** include but are not limited to the following:
  - 1. Receiving unauthorized assistance in course work including:
    - i. Submitting work (including papers, examinations, homework, and computer code) prepared by someone else as one's own work,

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- ii. Having someone else take a course, do homework, write papers, or take an examination in one's place,
  - iii. Obtaining a copy of an examination prior to the assigned date and time for that examination,
  - iv. Using notes or other materials (books, calculators, cell phones, computers) not approved by the instructor during an examination,
  - v. Copying from, or giving information to, another student during an examination,
  - vi. Collaborating with others on assignments or take-home examinations when the instructor requires individual work,
  - vii. Submitting a paper or project prepared for another class as new work without the consent of the instructor,
  - viii. Using any online programs, or artificial intelligence programs to support work when these have been limited by course or program faculty.
- 2. Students offering unauthorized assistance to other student's course work.
  - 3. 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 proper quotation and/or citation.
  - 4. Misconduct in Research, including:
    - i. Knowingly fabricate, alter, or destroy data in a research project,
    - ii. Representing another person's data as one's own,
    - iii. Knowingly falsify research results or other data,
    - iv. Sabotaging the research efforts of another person.
  - 5. 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.
- D. Procedure for Complaints of Unprofessional Conduct by Students: Anyone who believes, in good faith, that a student has engaged in unprofessional conduct or has violated any of OHSU's policies, should submit a written report to the Associate Dean Graduate Studies in the SOM. Reports will be treated confidentially within the limits of the law.
- 1. The Associate Dean Graduate Studies will read all documentation provided by the program \ determine whether there are sufficient allegations to proceed with an investigation.
  - 2. Complaints about prohibited conduct, that are the primary investigative responsibility of other OHSU committees or offices, will be appropriately directed to those offices for further handling by the Associate Dean Graduate Studies.
  - 3. Regarding complaints that fall under this policy, the Associate Dean will inform the student in writing of the allegations, provide them with a copy of this policy and procedure, and provide the opportunity for a responding party to respond to the allegations in writing (student will be informed their response may be shared with any subsequent committees). In addition to information provided by the student, the Associate Dean may involve other individuals and seek additional information pertinent to the charge. Reasonable effort to maintain confidentiality in this investigation, within the limits of law, will be made.
  - 4. The Associate Dean will evaluate and determine, in consultation with other departments as appropriate, whether any Interim Actions should be instituted while an investigation and adjudication occur. Any Interim Action should protect the integrity of the investigation, prevent the recurrence of the alleged behavior and/or disruption to OHSU, and/or prevent retaliatory behaviors. The specific interim action(s) implemented will vary depending on the circumstances



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of each report.

5. If the Associate Dean concludes, by a preponderance of the evidence (that it is more likely than not) that the student did not engage in unprofessional conduct in violation of this Policy, the report will be dismissed.
6. If the Associate Dean concludes, by a preponderance of the evidence (that it is more likely than not) that the student did engage in unprofessional conduct in violation of this Policy, if the Associate Dean receives the results of an investigation from a referring department that a student has violated OHSU Policy, or if the student(s) accepts responsibility for the conduct, the Associate Dean will invite the student to a COURSE OF ACTION committee meeting providing the student an opportunity to present and discuss the conduct with School of Medicine faculty.
7. **Course of Action Committee Membership** is a sub-committee of Graduate Council. Membership will be chosen from graduate program directors plus a chair, chair-elect and outgoing chair and will include a student representative (total of 6 members).
  - i. Two Program Directors (assigned in alphabetical order, in rotation, to serve 1 year each. One will represent master's programs and the other doctoral programs).
  - ii. The chair-elect (a Program Director, elected annually by Graduate Council from Program Directors, 1 year term).
  - iii. Chair (1 year term; does not need to currently be a program director).
  - iv. Outgoing Chair (1 year term; does not need to currently be a program director).
  - v. One student representative drawn from SOM graduate programs and appointed by the Graduate Program Steering Committee (1 year term).
  - vi. The Associate Dean Graduate Studies, Assistant Dean Academic Affairs and Assistant Dean Student Affairs are ex officio, and though present, may not vote in any decision.
  - vii. Ad hoc members may be appointed by the Associate Dean Graduate Studies to ensure representation from basic science or clinical programs when matters relating to students in basic science or clinical programs come before the committee.
  - viii. Graduate Program Steering Committee is empowered to resolve any real or perceived conflicts of interest between a student and the Course of Action Committee and for any specific student may replace any committee member to ensure a fair process for the student.
8. **Course of Action Committee Process:** The committee and the student will be provided with copies of the original report and any supporting material. They may also see the student's academic file. The student may invite any person to attend the meeting with them for support, but that person is not expected to actively participate in the meeting unless the chair agrees. If the support person is an attorney, the student must notify the Associate Dean at least 5 days in advance of the meeting. The student may send the committee a written document ahead of time and will be invited to make an opening statement. The committee may discuss the concerning behavior with the student.
9. **Course of Action Committee Possible Outcomes:** At the end of the meeting the student will be excused, and the committee will vote to recommend:
  - i. **No action.**
  - ii. **Grade change:** A grade change for a course because of unacceptable conduct is an available sanction only where the unacceptable conduct relates to the course.
  - iii. **Restitution:** In cases involving damaged, stolen or misappropriated property a student may be required to reimburse by dollar amount, by transfer of property, or by provision of services to the University or a member of the University community in accordance with the nature of the violation an amount not to exceed the actual expenses, damages or losses incurred. Upon satisfactory completion of the terms of restitution, the Program

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will notify the student in writing that the student has satisfied the restitution terms; copies of this letter will be placed in program records and sent to the Associate Dean for Graduate Studies.

- iv. **Letter of Reprimand:** A student may receive written notice that the conduct in which the student is engaged is inconsistent with this policy on professional conduct. Such notice will indicate that future violations of the policy may result in the imposition of more severe sanctions. The letter of reprimand must be sent to the student, with copies retained in program records and sent to the Associate Dean for Graduate Studies.
  - v. **Probation:** A sanction of disciplinary probation may be imposed for a defined period of time. During this time, the student may remain enrolled in the graduate studies program. The probationary period allows the student time to correct prior unacceptable behavior(s) and may result in recommendation of dismissal if condition(s) of the probation are not met. Conditions of probation may include but are not limited to loss of privileges, restitution, or educational activities.
  - vi. **Suspension:** If the committee recommends suspension, the Associate Dean Graduate Studies will convene a separate Suspension Hearing, and the matter will proceed in accordance with the policy and procedure set out in [OHSU policy 02-30-050 "Student suspension, dismissal and appeal"](#) and OHSU policy 02-30-050 procedure "Student suspension, dismissal and appeal procedure." A student who has been suspended from any graduate studies program may be eligible to reenroll in classes in the Graduate Studies Programs of the School of Medicine upon completion of the involuntary leave of absence from the academic program.
  - vii. **Recommendation for Dismissal:** If the committee recommends dismissal, the Associate Dean Graduate Studies will convene a separate Dismissal Hearing, and the matter will proceed in accordance with the policy and procedure set out in [OHSU Policy 02-30-050 'Student suspension, dismissal and appeal'](#) and OHSU policy 02-30-050 procedure 'Student suspension, dismissal and appeal procedure'.
10. **Committee will send their recommendations to the Associate Dean Graduate Studies**, who will inform the student of the committee decision in writing, within 15 days of the committee meeting. Students have 10 working days to appeal grade changes, restitution, reprimand, and probation in writing to the Dean of the School of Medicine. Students may not appeal a 'recommendation for suspension or dismissal' but may appeal any subsequent suspension or dismissal decision as described in the [OHSU Policy 02-30-050](#).

## VI. Appendix

### Attendance Policy Graduate Studies SOM for Classes/Journal Clubs/Seminars.

*Approved by Graduate Council 9 May 2023*

- A. Graduate students in the (OHSU) School of Medicine are expected to demonstrate professional behavior by attending all courses, journal clubs and seminars for which they are enrolled. Students should not assume they are permitted to be absent at their own discretion. This policy establishes the expectations for graduate student attendance and sets forth notification requirements in the event of a **Planned Absence** or **Unplanned Absence**.

This policy applies to all programs and courses in Graduate Studies in the School of Medicine, unless that program has an attendance policy in their handbook, or courses have a separate attendance policy included in their syllabus.

- B. Attendance at all class sessions is required. Students must communicate in writing or by email with the course director regarding any absence. Students who are absent or late to a class should be aware it may be difficult or impossible to make up missed material or experiences and this may negatively impact grades and ability to successfully pass the course.
1. **Planned absence:** An absence that could reasonably be anticipated by a student.
    - a. These include approved accommodations, approved religious holidays (request for religious accommodations is here: <https://www.ohsu.edu/affirmative-action-and-equalopportunity/accommodations>), conflicting educational activities\*, attendance at a research conference\*, or other professional development opportunities\* (\*these types of requests must be supported in writing, or email by their program director or, for PhD students, by their research mentor).
    - b. To count as an excused absence, planned absences must be arranged at least one week in advance with the course director by email; or they will count as unexcused absences.
  2. **Unplanned absence:** An absence that could not reasonably be anticipated by a student.
    - a. These include personal illness or emergency, unforeseen childcare or transportation issues, or serious illness or death within the family.
    - b. Students must inform the course director by email of the reason for their absence as soon as reasonably practicable and preferably prior to the start of the class session. Students who have missed or seek to delay an exam or other assessment, due to unforeseeable medical reasons may be required to provide appropriate documentation.
    - c. Unplanned absence may be considered an Excused or Unexcused Absence.
  3. **Excused Absence.** An absence for which a graduate student will be allowed to make-up any graded work or exam missed during the absence without penalty. Students are responsible for arranging to make up missed or graded work or reschedule exams. An Excused Absence may be a Planned Absence or Unplanned Absence.
  4. **Unexcused absence:** An absence for which a student was not excused. Depending on the nature of the absence, a student may or may not be allowed to make-up any graded work missed during the absence, and which may impact the student's grade.

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5. If there is a dispute regarding whether an absence should be excused or not, a student may appeal in writing (or email) to the Associate Dean Graduate Studies, who will take into account the reason for the absence and communications from the student to their course director.
  6. For extended absences, students should consider whether to take a leave of absence (Policy 02-70-030 Voluntary Leave of Absence and Withdrawal).
  7. PhD students in the Graduate Researchers Union may need to use PTO for any absences (students are advised to seek advice through the Graduate Researcher Administration at GAdmin@ohsu.edu).
- C. **Relevant University policies:** 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal: <https://o2.ohsu.edu/policies-andcompliance/ohsu-policy-manual/chapter-2-student-affairs/ohsu-policy-02-70-030.cfm>) 02-70-045, Change in Scheduled Exam and Other Assessments: <https://o2.ohsu.edu/policies-and-compliance/ohsu-policymanual/chapter-2-student-affairs/ohsu-policy-02-70-045.cfm>) File name: Attendance Policy Graduate Studies SOM approved 9 May 2023. Developed by the Graduate Program Steering Committee December 2022-February 2023. Reviewed by Associate Vice Provost for Academic Affairs (Anna Teske) and Deputy General Counsel (Emily Shults), 8 February 2023. First reading at Graduate Council, 14 March 2023.