



This Biochemistry and Biophysics Graduate Student Handbook extends and complements the [Graduate School's online guide](#) that describes the flow of and requirements for the general journey through a graduate program at OSU. Here, we focus on the specific policies and culture of the Department of Biochemistry and Biophysics to help facilitate the timely completion of graduate training. The BB program includes both thesis and non-thesis degree options, as well as an Accelerated Master's program. The differences in these options will be highlighted where appropriate throughout the handbook.

## 1. Contact Information

### a. Department Personnel

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### b. Department Information

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Phone: (541) 737-4511

c. **Program website address:** <https://biochem.oregonstate.edu/graduate>

d. **Graduate School**

What is the [Graduate School](#)?

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.
- The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.
- The Graduate School, and its campus partners, offer an array of [professional development opportunities](#) specific to the success of graduate students. Topics include research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

e. **University Emergency Contacts**

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

## 2. Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#).

[Campus Safety](#) – Emergency phone numbers, university alerts

[Career Development Center](#) – Resume/CV, networking, job search strategies

[Childcare and Family Resources](#) – University child care centers, child care assistance

[Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling

[Cultural Resource Centers](#) – Cultural based community centers, social support

[Disability Access Services \(DAS\)](#) – Academic accommodations

[Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response

[Financing your education](#) – Funding options and information, graduate awards

[Graduate Student Commons](#) – Lounge, study space, reservable meeting rooms

[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching

[Health Insurance](#) – Plans for graduate students and graduate employees

[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance

[Institutional Review Board \(IRB\)](#) – Review for human subjects research

[Office of International Services \(OIS\)](#) – Visa and immigration advising

[Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising

[Recreational Sports](#) – Dixon Recreation Center, intramural sports

[Statistics Consulting Service](#) – Graduate student research statistical advising

[Student Health Services \(SHS\)](#) – Clinic and pharmacy

[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans

[Transportation Services](#) – Parking permits, bike, bus, SafeRide

[Valley Library](#) – Reference and research assistance, study spaces, research tools

### 3. Program Information and Policies

#### a. Department Background and Mission

**Our mission in the Department of Biochemistry and Biophysics is to be a diverse, inclusive community that serves students, our professions and the public through innovative education, individualized advising, holistic mentoring, and cutting-edge molecular life science research that creates knowledge and solves real-life problems.**

Accomplishing this mission entails being a diverse and inclusive community that:

- provides excellent, pedagogically effective classroom and laboratory training for students at Oregon State University and around the world;
- provides caring, individualized advising for our majors that helps prepare them for success in their chosen careers and in life;
- develops innovative educational resources;
- performs significant original research into the myriad of molecular mechanisms underlying life and disease, creates marketable technologies that practically benefit society, and provides transformative hands-on

training for undergraduate students, graduate students and postdoctoral fellows; and

- provides service and leadership to our professional communities and through effective outreach helps educate the public about our discipline and the value of science.

Through accomplishing this mission, we envision changing the world through scientific discoveries and empowering educational experiences for all students. And as we accomplish this mission, we seek to do all we do in ways that are consistent with the values of:

- **Integrity** – We act ethically, with honesty and honor, and without compromising the truth to ensure we do what is right.
- **Diversity and Respect** – We recognize that diversity and excellence go hand-in-hand, enhancing our teaching, scholarship, and service. We respect all people, value the perspective and credibility of individuals from different racial, ethnic and socioeconomic backgrounds, and treat people in the way we want them to treat us.
- **Teamwork and Community** – We care about and help each other. We have fun working together. To maximize our collective impact, we inspire, challenge, and support each other to be the best we can.
- **Service** – We are public employees and take seriously our calling to serve our community, state, country, and the world.
- **Excellence** – We commit to constantly improve and provide the highest quality work that exceeds the expectations of our students, colleagues, administrators, collaborators, alumni, and supporters or stakeholders. We change lives for the better by striving for excellence.
- **Knowledge** – Curiosity drives us to create new knowledge through research, discovery and invention. We are experts in our fields and enthusiastically share knowledge and ideas with our constituents through effective communication and teaching.

The Department of Biochemistry & Biophysics is one of seven academic departments in the [College of Science](#). Research in the department is supported by over \$4 million dollars annually from external grants. The department is well equipped with research facilities that include confocal and laser dissection microscopy, flow cytometry, X-ray crystallography, NMR, mass spectrometry, in-house access to high-throughput DNA sequencing, analytical centrifugation, and computational resources, and is supported by additional facilities and staff in the [Center for Quantitative Life Sciences](#).

Oregon State University is a broadly based public institution enrolling about 25,000 undergraduate students. It is one of only two U.S. universities holding Land, Sea, Sun and Space Grant status. Accordingly, the university has developed strong programs in the sciences, agriculture, oceanography, and forestry. The main campus is located in [Corvallis](#), a college-oriented city of about 60,000 inhabitants

in the lush Willamette Valley. Corvallis is a short drive from both the Oregon Coast and the snow-capped Cascade mountains.

#### **b. Overview/background of program**

The graduate program in the [Department of Biochemistry and Biophysics](#) at [Oregon State University](#) grants primarily doctorate (Ph.D.) degrees, but also offers thesis and non-thesis Master of Science (M.S.) degrees and supports an Accelerated Masters Platform (AMP) M.S. degree. We offer a broad range of research topics through the core [faculty](#) within the department, those associated with the [Linus Pauling Institute](#), and affiliate Adjunct Faculty from departments throughout the OSU campus.

Research interests of the faculty in the graduate program include Molecular Biophysics and Structural Biology, Protein Engineering, Cellular and Molecular Biology, Computational Biology and Bioinformatics, and Biochemistry Education.

Our graduate students play a central role in carrying out our mission:

- through their active involvement in our research projects,
- through excellence in teaching,
- through the diverse backgrounds and perspectives they bring to the program, and
- through their active participation in helping create a community that is welcoming and supportive for all.

Through education and mentoring in our program they become research and education leaders of the next generation.

#### **c. Learning outcomes/competencies**

- i. Produce and defend an original significant contribution to knowledge
- ii. Demonstrate mastery of subject material
- iii. Conduct scholarly or professional activities in an ethical manner
- iv. Summarize central issues and research problems in BB
- v. Identify and explain areas of uncertainty in BB
- vi. Design & carry out original research
- vii. Effectively communicate in BB

#### **d. Requirements for degree**

- i. **Coursework:** 45 total credit hours are required for the degree, of which at least 36 credit hours must be “non-blanket” courses (i.e., not seminar courses), and 23 credit hours must be standalone graduate courses (i.e. non 400/500 level “slash” courses). As part of the BB degree, students will complete the BB Core Curriculum (see below, 18 credit hours). AMP students may have previously taken these courses at the undergraduate level (4XX version), and will work with the Graduate Student Advisor to select appropriate alternate courses. Courses taken at the 400-level may not be repeated at the 500-level.

Students will elect either a thesis or non-thesis degree option (see section 3.d.ii. below), and complete BB503 thesis (at least 6 to 12 credits) or BB501 research-in-lieu-of-thesis (at least 3 to 6 credits) as appropriate.

Students will work with their major professor to select elective courses to complete the degree requirements. Every student will sign up for BB 607 SEM/Departmental Seminar every term, unless it creates a conflict with an elective course.

For more information see the [Graduate School information for current Master's students](#).

Other useful links:

[Summary of BB programs](#)

[Graduate School information and Catalog of Classes](#)

[Policies governing M.S. degree and Ph.D. degree programs](#)

Up-to-date [Graduate School forms](#).

**BB Graduate Program Core Curriculum:**

Fall	Winter	Spring
BB581 Biophysics 1 (3)	BB582 Biophysics 2 (3)	BB583 Biophysics 3 (3)
BB590 Biochemistry 1 (3)	BB591 Biochemistry 2 (3)	BB592 Biochemistry 3 (3)
BB607 Department Seminar (1)	BB607 Department Seminar (1)	BB607 Department Seminar (1)

- ii. **Thesis vs Non-thesis:** Each student must decide whether to complete a thesis or non-thesis M.S. degree. This decision must be communicated in writing to the Graduate Student Advisor and Graduate Program Coordinator at the end of their first term of graduate studies (following the “AMP year” for AMP students). All students need a major professor and graduate committee, and will complete a research project. The differences between thesis and non-thesis requirements are highlighted in the appropriate sections throughout the handbook.

**e. Requirements for the final defense**

**Thesis students:**

- i. **Thesis:** The thesis (or dissertation) is a detailed description of a student’s research in the department and “presented in partial fulfillment of the Ph.D. degree”. It is considered an official publication; thus it must be substantial, verifiable, defensible, and presented in a logical and understandable fashion.

The way a thesis looks is defined by the OSU Graduate School. It changes over time and students should consult the guidelines before starting writing;

please see the [Online Thesis Guide](#). Students *MUST* follow these guidelines. The copy of the thesis that is submitted to the committee and the Graduate School prior to the final exam is called the “examination copy”. This is not a rough draft, but should be a complete, polished document, even though the committee may recommend changes. The idea is that only minor additions or changes should be necessary after the defense.

After the final oral exam, students will incorporate required or suggested changes made by the committee and polish the thesis before submitting the final document to the Graduate School. Current requirements are:

- (1) one unsigned electronic copy to be deposited in the ScholarsArchive,
- (2) one signed electronic copy to be submitted to the Graduate School, as well as one signed hard copy of an ETD Thesis Submission Form along with the title page of the thesis. Nevertheless, always check the [Graduate School guidelines regarding thesis requirements](#) before you finalize your documents.

- ii. **The Defense Seminar:** This is the public part of the final exam or “thesis defense”, and consists of a 30-60 minute seminar on all or part of the work that is contained in the thesis. This public presentation with a brief question and answer session typical for a normal seminar is followed by a closed-door private final oral exam with the student's committee members that can take between one to two hours. Seminars are usually given in ALS 4001 to a large audience, but the Final Exam is typically held in the BB conference room (ALS 2040).

***Students MUST schedule the time and place of their final exam well in advance, as for the other two important committee meetings.*** This is one of the two meetings that must be scheduled with the Graduate School. Students must obtain permission from their major professor to schedule the seminar and defense, and again they must coordinate a block of time so that all members of the committee can attend the seminar and participate in the final examination. ***Copies (ideally hard copies and electronic files, e.g., MS Word format) of the thesis MUST be submitted to the members of the committee at least two weeks prior to the seminar and the subsequent exam.***

As soon as the date is known, students need to work with and notify the Graduate Program Coordinator of the public defense time, place and the seminar title, so that fliers can be prepared and the whole Department can be notified in good time to add it to their calendar.

- iii. **The Final Exam:** This is the private oral defense of a dissertation with only the members of the graduate committee. The committee must determine if the material that has been included in the thesis is sufficiently novel, relevant, descriptive of a substantial quantity of original research, and thus usually publishable. In this ultimate exam of graduate student careers students will be the experts, and will asked to defend or clarify aspects of

their results, interpretations and conclusions, along with things like what the next logical experiments may be, what could have been done differently with the benefit of hindsight, and what the next steps in their career will be.

The first portion of this exam is chaired by the major professor. The second, deliberation phase of the exam for which the student is asked to step outside, is chaired by the Graduate Council Representative, whose major function is to assure that the student and all members of the committee are treated fairly, and that Graduate School guidelines and quality requirements are met.

**Non-thesis students:** Non-thesis students will also complete and present a research project under the guidance of a major professor. The scope of the project as well as the manner of presentation will be decided at the discretion of the major professor and committee, in discussion with the student. Non-thesis students will complete a Final Exam as outlined above, with any committee member other than the major professor filling the role of the Graduate Council Representative.

**f. Proposed timeline and required program milestones to degree completion**

The following timeline serves as a guide through a graduate career. First, seek advice from your mentor and the Graduate Student Advisor. For details about general exceptions refer to the Graduate School Survival Guide or ask the Graduate School.

First Year

- Coursework
- Elect thesis vs non-thesis (1<sup>st</sup> term) and communicate to Graduate Student Advisor and Graduate Program Coordinator
- Select a major advisor (1<sup>st</sup> term) and begin research project
- Select committee members
- Complete Program of Study form (2<sup>nd</sup> term)

Second Year

- Fill out IDP and goals document
- Finish coursework
- Finish research and write thesis (or non-thesis report as appropriate)
- File thesis title approval form with the Graduate School the term prior to when you intend to defend
- File diploma application with the Graduate School prior to the term you intend to graduate
- Schedule room and time with departmental office for exam and file "Approval to Schedule Final Oral Examination" at a minimum of two weeks prior to the final oral examination
- Submit copies of thesis to committee members and graduate school two weeks in advance of the final exam date
- Take (and pass) Final Oral Exam
- Revise and Submit final thesis to Graduate School for approval



## **AMP Student Timeline**

### **First Year/ "AMP Year"**

- Complete undergraduate degree
- Coursework (400/500 level courses)
- Select a major advisor and begin research project

### **Prior to Second Year**

- Elect thesis vs non-thesis and communicate to Graduate Student Advisor and Graduate Program Coordinator
- Select committee members

### **Second Year / "Grad Year"**

- Complete Program of Study form (2<sup>nd</sup> term)
- Fill out IDP and goals document
- Finish coursework
- Finish research and write thesis (or non-thesis report as appropriate)
- File thesis title approval form with the Graduate School the term prior to when you intend to defend
- File diploma application with the Graduate School prior to the term you intend to graduate
- Schedule room and time with departmental office for exam and file "Approval to Schedule Final Oral Examination" at a minimum of two weeks prior to the final oral examination
- Submit copies of thesis to committee members and graduate school two weeks in advance of the final exam date
- Take (and pass) Final Oral Exam
- Revise and Submit final thesis to Graduate School for approval

## **g. Committee membership**

- i. Graduate Council Representative:** A Graduate Council Representative (known as a GCR or Grad Rep) is required for all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your GCR using the [online GCR list generation tool](#) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

- ii. **Policy on non-OSU committee membership:** Your [graduate committee](#) guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If the faculty member is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

#### **h. Selecting a graduate committee**

After selecting a major professor to begin research, graduate students need to assemble a [graduate committee](#) to help guide them through their graduate career. You should discuss your choices with your mentor. Master's student committees have three (non-thesis) or four (thesis) faculty members, including the major professor (who also serves as committee chair), one additional BB department member, one faculty member from BB or another department interested in your research (the committee must have at least two BB faculty members), and a Graduate Council Representative (GCR) chosen by the student from a [list provided by the Graduate School](#) (thesis students only). This committee should be assembled during the student's second term in the program.

#### **i. Program of Study**

Students should consult with their major professor and committee about planned coursework to fill in the [program of study form](#).

It is the graduate student's responsibility to:

- obtain all necessary forms,
- fill them out properly (guided by the major professor), and
- submit the signed forms to the Graduate School.

#### **j. The role of the Graduate Student Advisor**

The Graduate Student Advisor is a key contact for graduate students, both as a resource for information about the program and as someone to talk with about any of the various challenges that might come up during the program. Such challenges may be related to many things, including coursework, relationships with other students or faculty (including one's mentor, or "major professor"), graduate school or program requirements, and to one's personal life. Most troubles that arise can be best addressed when students consult early and often with the Graduate Student Advisor in addition to their own mentor, **so please reach out early when a challenge arises.**

**Please note** that the Graduate Student Advisor is not involved in selecting the

student's coursework after the 1<sup>st</sup> term. The major professor (see section 3.k. below) and committee will help the student with selecting courses. The Graduate Student Advisor is available to help students ensure proposed courses meet the Program requirements.

The Graduate Program Coordinator is the main contact for help with registration issues not the Graduate Student Advisor.

AMP Students: You will continue to work with your undergraduate advisor to plan your AMP year courses, and then your major professor for Grad year courses.

#### **k. Role of the major professor**

The major professor will serve as the student's research advisor and will help the student to select appropriate coursework for completing their degree. The student is responsible for knowing and meeting the milestones identified in this handbook and on the Graduate School website, and the major professor will play an active role in helping the student to successfully complete each milestone.

#### **l. Process for changing major professor**

Students considering changing major professor should schedule a meeting with the Graduate Student Advisor. The student will then discuss the situation with their current major professor in a 1-on-1 meeting, to explore potential remedies for the situation or decide if changing major professor is the best solution. If the student is to change major professor, they should discuss the situation with the Graduate Student Advisor, their committee (if already formed), and potential new major professors. If the student is accepted into the lab of a new major professor, this change will be communicated to the committee and Graduate Student Advisor, and will be reflected in an updated Program of Study.

#### **m. Process for filing program specific grievances and petitions**

All students desiring to appeal matters relating to their graduate degree should consult with the Graduate Student Advisor (or other member of the Graduate Program Committee). The advisor/committee member will first attempt to act as an intermediary to resolve the grievance. If this is not successful, students should follow the Grievance Procedures for Graduate Students. These procedures are available at <https://gradschool.oregonstate.edu/progress/grievance-procedures> and are described in more detail below,

#### **n. Deadlines related to Program of Study, Exam Paperwork, etc.** Please read the [minimum deadlines](#) as defined by the Graduate School. Programs can require a more rigorous set of deadlines. Students are expected to check with their program and the Graduate School regarding specific deadlines unique to the term and academic year they plan to complete their degree requirements.

#### **o. Process for measuring and communicating a review of satisfactory progress**

All BB students are expected to a progress meetings with their major advisor after completion of their first year in the program, and to provide the results to their committee and to the department. ***These meetings are scheduled by the student!*** Annual Graduate Employee Evaluations are now also required by the

university (see last page of the form).

The purpose of the BB Annual Progress Meetings for Graduate Students is twofold:

1. **Monitoring academic progress (research and scholarship).** This addresses laboratory research projects, writing tasks (manuscript or proposal preparation), and overall performance. Ideally the student should complete the progress report in consultation with the mentor. This helps to ensure that students and mentors are on the same page, and that students have feedback on how they are progressing and clarity about shared upcoming goals.
2. **Updating and reviewing Individual Development Plans (IDP)** ensures that students are giving thought to their future goals and updating their IDPs as they gain experience, as well as considering how they are progressing, and what experiences and trainings will help them succeed. Also important is that mentors become aware of each student's individual development goals, as well as the program requirements. Mentors should work together with students to strategize on how to meet goals described in the IDP.

After the student and major professor have agreed on the content of the form and the advisor has included comments in section F and completed the "Annual Graduate Employee Evaluation" portion of the form (on the last page), the student should share the completed form and evaluation with their committee members and invite feedback.

After the form is completed, a PDF copy must be provided to the BB office to be added to the Student's file.

#### **p. Registration**

The [OSU Schedule of Classes](#) is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

#### **q. Departmental Seminars**

The department sponsors a seminar (Wednesday, 4:00 pm, ALS 4001) every week of the regular school year. The schedule is on the [BB website](#). All graduate students are expected to attend these seminars along with their enrollment in the BB607 Department Seminar course.

The seminar speakers are experts in their field, who are invited from other institutions by faculty members or graduate students (e.g. the “Tsoo King Lecture” and the annual “Distinguished Alumni Speaker”). The remaining seminars consist of “third year talks” that are given by graduate students during their third year in the program.

**r. Minimum Course Loads**

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a “full-time” graduate student if you are registered for 9–16 credits in a given academic term. You are considered a “part-time” graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s)

**s. Continuous Graduate Enrollment**

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student’s location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student’s responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

**NOTE:** Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

**t. Leave of Absence**

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to [medical.leave@oregonstate.edu](mailto:medical.leave@oregonstate.edu). **NOTE:** Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

**u. Unauthorized Break in Registration**

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

**v. Grievance Procedures**

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <https://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

**w. [Grade Requirements](#) and Program of Study**

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

**x. Incomplete Grades**

An "I" (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements

Committee. You can obtain the form from the Registrar's Office. It is the student's responsibility to see that "I" grades are removed within the allotted time.

#### **y. Student Conduct and Community Standards**

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

#### **z. Academic Dishonesty**

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another. It includes:

- **CHEATING** — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- **FABRICATION** — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **ASSISTING** — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- **TAMPERING** — altering or interfering with evaluation instruments or documents
- **PLAGIARISM** — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and

theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

**aa. Office of Equal Opportunity and Access**

The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome\* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment or education –related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

*\*Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

**bb. Student Records**

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.