



Oregon Medical Physics Program

Graduate Student Handbook

Academic Year 2019-20

A note from the Director and Assistant Director:

Welcome to the Oregon Medical Physics Program – a graduate program in medical physics administered at Oregon Health & Science University (OHSU).

This program handbook is intended to help you get settled and answer some of the questions you might have as a new graduate student in our program. If, after reading the contents, you have unanswered questions, please feel free to ask me for help. The staff, faculty, and fellow graduate students are available and willing to help solve any issues as they arise.

Additional information on deadlines, procedures and requirements is provided by the current Oregon Health & Science University Graduate Student Handbook.

Graduate students in the Oregon Medical Physics Program (OMPP) are responsible for complying with the rules of the University, the School of Medicine, and the Program. Policies, deadlines, and other pertinent items can be found at:

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

In some instances, the requirements of the Program are more restrictive than those of the School of Medicine. *In such cases, the departmental and programmatic requirements specified in this document will apply.*

The program requirements that an OMPP student must satisfy for the degree are those contained in the version of the handbook that is current at the time of your matriculation into the medical physics program. The student and graduate advisor should consult the correct handbook version for appropriate guidelines.

The faculty hopes that your time in the OMPP will be rewarding, memorable, and the beginning of a fruitful career in the medical physics field.

We are glad you're here!

- *Thomas Griglock, Ph.D., DABR, Graduate Program Director, Oregon Medical Physics Program*

- *Lindsay DeWeese, Ph.D., DABR, Assistant Graduate Program Director, Oregon Medical Physics Program*



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OHSU Office of Graduate Studies

<https://www.ohsu.edu/sites/default/files/2019-03/Graduate%20Studies%20Handbook%202018-2019.pdf>

This office supports graduate program activities including admissions, progression and degree completion. The office is located in the Dean's Office for the School of Medicine on the fourth floor of Mackenzie Hall.

Phone: 503-494-6222; E-mail: somgrad@ohsu.edu

Office Staff

Associate Dean of Graduate Studies: Allison Fryer, Ph.D.

Assistant Dean for Academic Affairs: Rick Goranflo, Ed.M. | goranflr@ohsu.edu

Graduate Studies Program Manager: Jeffrey Miller | millejef@ohsu.edu

Admissions Coordinator: Lorie Gookin | gookinl@ohsu.edu

Data Analyst: Amanda Mather | matheam@ohsu.edu

Assistant Dean, Graduate Student Affairs: Jackie Wirz, Ph.D. | wirzj@ohsu.edu

OHSU Graduate Council

<https://www.ohsu.edu/sites/default/files/2019-03/Graduate%20Studies%20Handbook%202018-2019.pdf>

The Graduate Council oversees all graduate programs in the School of Medicine and advises the Dean on all matters related to graduate education. These include but are not limited to, transfer of credits, transfer of programs, setting stipend levels, program evaluations, course evaluations, new program and new course approvals. The Associate Dean for Graduate Studies convenes the Council, which includes faculty representatives from all graduate programs and two student representatives selected by the Graduate Student Organization (see listing below).

The Council meets monthly from September to June.

<https://www.ohsu.edu/sites/default/files/2019-04/Graduate%20Council%20Bylaws%202015-FINAL.pdf>

Meeting minutes are regularly posted on the Graduate Council website at

<https://o2.ohsu.edu/school-of-medicine/faculty/faculty-affairs/grad-council.cfm>



Faculty in the OMPP

Oregon Health & Science University Medical Physics Faculty

Christopher Aguilera

Radiation Therapy Physicist

B.S. General Science, Health Physics Concentration (1988), Oregon State University; M.S. Medical Physics (1989), Georgia Institute of Technology.

Isaac Bailey

Instructor and Diagnostic Imaging Physicist

B.S. Radiation Health Physics (2015), Oregon State University; M.S. Medical Physics (2017) Oregon Medical Physics Program; Completed the Upstate Medical Physics Diagnostic Imaging Residency Program (2019).

Member of: American Association of Physicists in Medicine (AAPM).

Fields of interest: Optimizing the quality of diagnostic imaging and practices.

Richard Crilly

Associate Professor and Radiation Therapy Physicist

B.S. Physics (1979), University of Saskatchewan, M.S. Biophysics (1987) University of Alberta (Edmonton), Ph.D. Medical Physics (1995), Wayne State University.

Member of: American Association of Physicists in Medicine (AAPM).

Certified by ABMP in Radiation Oncology (American Board of Medical Physics).

Fields of interest: Small Field Dosimetry, Ion Chamber Design, Helical Tomotherapy Planning, Helical Tomotherapy QA.

Lindsay DeWeese

Assistant Director of the Medical Physics Graduate Program, Assistant Professor and Diagnostic Imaging Physicist

B.S. Nuclear Engineering (2007), University of Florida; M.S. Nuclear Engineering (2009), University of Florida; Ph.D. Medical Physics (2013), University of Florida.

Member of: American Association of Physicists in Medicine (AAPM), Diplomate of the American Board of Radiology (DABR[®]).

Fields of interest: Computed Tomography Dosimetry, Enhancing clinical impact of emerging imaging technology, dose monitoring in fluoroscopy, quality improvement initiatives utilizing dose monitoring software in CT.

Kyle Gallagher

Assistant Professor and Radiation Therapy Physicist

B.A. Physics, University of Colorado, Ph.D. Medical Physics, Oregon Health & Science University / Oregon State University.

Fields of interest: Advanced radiation therapy techniques that reduce the risk of radiogenic late effects for pediatric patients; Quality assurance of novel radiation surgery techniques.



Thomas Griglock

Director of the Medical Physics Graduate Program, Associate Professor and Chief Diagnostic Imaging Physicist

B.S. Physics (2003), University of Scranton; M.S. Physics (2005), Lehigh University; M.S. Medical Physics (2009), University of Florida; Ph.D. Medical Physics (2012), University of Florida.

Member of: American Association of Physicists in Medicine (AAPM). Diplomate, American Board of Radiology (DABR[®]). Eagle Scout.

Fields of interest: Computed Tomography Dosimetry, practical approaches to radiation dose management.

Malcolm Heard

Assistant Professor and Radiation Therapy Physicist

B.S. Physics (2001), Southern University and A&M College; M.S. Medical Physics (2005), University of Texas Graduate School of Biomedical Sciences; Ph.D. Medical Physics (2009), University of Texas Graduate School of Biomedical Sciences

Member of: American Association of Physicist in Medicine, Radiosurgery Society, National Society of Black Physicists

Fields of Interest: Three-Dimensional Dosimetry, Stereotactic Radiosurgery, Stereotactic Body Radiation Therapy

Stephanie Junell

Assistant Professor and Radiation Therapy Physicist

B.S. Radiation Health Physics (2006), Oregon State University, M.S. Medical Physics (2008), University of Wisconsin, Ph.D. Medical Physics (2013), University of Wisconsin.

Member of: American Association of Physicists in Medicine (AAPM), American Society for Radiation Oncology (ASTRO).

Fields of Interest: Radiation dosimetry and instrumentation, quality assurance program development, Monte Carlo methods, patient specific dosimetry, biological treatment optimization

Monica Kishore

Assistant Professor and Staff Radiation Therapy Physicist

B.S. Physics (2009), Haverford College, M.S. Medical Physics (2011), Duke University. Completed Radiation Therapy Physics Residency at Oregon Health & Science University in 2013.

Member of: American Association of Physicists in Medicine (AAPM), American Society of Therapeutic Radiology and Oncology (ASTRO). Diplomate, American Board of Radiology (DABR[®]).

Susha Pillai

Assistant Professor and Radiation Therapy Physicist

M.S. Physics (1996), M.G. University, Kerala, India, M.S. Nuclear Engineering (1999), University of Missouri-Columbia.

Member of: American Association of Physicists in Medicine (AAPM), American Society of Therapeutic Radiology and Oncology (ASTRO). Diplomate of the American Board of Radiology (DABR[®]).



Fields of interest: Developing innovative treatment delivery techniques, Heterogeneity correction algorithms for treatment planning systems, In Vivo dosimetry, Intraoperative Radiation Therapy, Total Marrow Irradiation.

Andrei Pugachev

Assistant Professor, Diagnostic Radiology

B.S. Physics (1995), Moscow Institute for Physics and Technology. M.S. Theoretical Physics (1997), Moscow Institute for Physics and Technology, Landau Institute for Theoretical Physics. Ph.D. Applied Physics (2002), Stanford University.

Member of: American Association of Physicists in Medicine (AAPM), Society of Nuclear Medicine & Molecular Imaging, Diplomate of the American Board of Radiology (DABR[®]).

Fields of interest: Physics of radiation therapy (both external beam and radionuclide-based), PET imaging, investigation and validation of novel radiolabeled compounds.

James Tanyi

Associate Professor and Radiation Therapy Physicist

B.S. Physics (with Distinction), United States Naval Academy, M.S.E. Nuclear Engineering and Radiological Sciences (2002), Ph.D. Medical Physics (2005), University of Texas Health Science Center at San Antonio.

Member of: American Association of Physicists in Medicine (AAPM), European Society of Therapeutic Radiology and Oncology (ESTRO), American Society for Radiation Oncology (ASTRO), American Association for Cancer Research, Radiological Society of North American (RSNA), Golden Key International Honor Society, Alpha Nu Sigma Society, American Nuclear Society (ANS), International Foreign Language Honor Society (Phi Sigma Iota), National Physics Honor Society (Sigma Pi Sigma). Diplomate, American Board of Radiology (DABR[®]).

Fields of interest: Non-invasive methods of treatment response detection, motion correction in radiotherapy, stereotactic image-guidance, and deformable image registration (DIR) for adaptive radiotherapy (ART).

Charles Thomas, Jr.

Professor and Chairman Department of Radiation Oncology OHSU

B.A. Biology (1979), Dartmouth College, M.D. Education Medicine (1985), Dartmouth College, Internal Medicine Residency (1988), University of Illinois, Fellowship Medical Oncology (1991), Baylor College of Medicine, Residency Radiation Oncology (1997), University of Washington.

Member of: AACR Radiation Oncology Subcommittee, Editorial Board of Gastrointestinal Cancer Research (GCR), Oral Examiner for the American Board of Radiology (ABR), American Society for Radiation Oncology (ASTRO).

Fields of interest: Combined-modality clinical trials.

N. Genevieve Wu

Assistant Professor and Radiation Therapy Physicist

B.S. Optics (1982), Shandong University;

M.S. Medical Physics (1994), Purdue University;

Ph.D. Biomedical Physics (2006), University of California at Los Angeles (UCLA).

Member of: American Association of Physicists in Medicine (AAPM).

Certified by American Board of Radiology in Therapeutic Radiological Physics (1999).



Fields of Interest: Gamma analysis for individual patient quality assurance, electron dosimetry, SRS and Brain tumors, eye plaque, MRI application to radiation therapy, IGRT QA.

Junan Zhang

Assistant Professor and Radiation Therapy Physicist

B.A. Electrical Engineering (1998), Tsinghua University, Beijing M.S. Electrical Engineering (2002), University of California, San Diego, Ph.D. Electrical Engineering (2005), University of California, San Diego, PostDoc Radiation Physics (2007), Duke University Medical Center, Residency Radiation Physics (2009), Duke University Medical Center.

Member of: American Association of Physicists in Medicine (AAPM). Diplomate, American Board of Radiology (DABR[®]).

Fields of interest: improving image quality and reduction of dose in 3D and 4D CBCT, improving spatial resolution of IMRT and RapidArc quality assurance.



Facilities

OHSU Radiation Medicine

Radiation Oncology at OHSU consists of the main campus (Sam Jackson Park Road hospital – all new in 2007), and two satellite facilities. Under the OHSU umbrella, students have access to:

- Linacs:
 - 2 Elekta Versa HD
 - Elekta Infinity
 - Elekta Infinity (satellite campus)
- Mobetron IORT Linac
- Intrabeam IORT
- TomoTherapy
- Imaging / Localization / TP / RV Systems:
 - CBCT
 - Novalis (SRS) w/ Big Bore CT
 - Novalis Robotic Tabletop (Varian)
 - Exactrac (BrainLab)
 - Calypso Prostate Localization
 - Respiratory Gating
 - VisionRT Laser Scanning Patient Positioning System
 - Eclipse TPS – with Rapidarc license
 - Pinnacle TPS – with Smartarc license
 - Monaco (CMS) – with VMat license
 - iPlan TPS (BrainLab)
 - IMPAC RV (Mosaiq RBV)
- Treatment types include:
 - IMRT / Conventional / 3DCRT / EBT
 - SRS / SBRT
 - TBI
 - TSE
 - Novalis / Exactrac
 - Eye Plaques
 - LDR Seed Implants (permanent and temporary)
 - HDR
 - TomoTherapy
 - IORT (Mobetron, Intrabeam)



OHSU Diagnostic Radiology

The Department of Diagnostic Radiology at OHSU consists of the main campus (Marquam Hill campus hospital and the Center for Health and Healing), and seven satellite facilities. Within these facilities, students have access to the following equipment:

- 14 general radiographic rooms (all DR)
 - with 12 utilizing wireless DR
- 6 radiographic & fluoroscopic rooms
- 6 interventional suites
 - including 2 bi-plan rooms and 5 utilizing flat-panel detectors (FPDs)
- 4 cardiac catheterization angiography suites
- 24 portable x-ray units
 - including 5 with wireless DR detectors
- 24 portable fluoroscopic units
 - including 4 with FPDs
- 8 diagnostic CT scanners (16-320 slice);
 - 5 with iterative reconstruction technology
 - 2 with iterative model based (IMR) technology
 - *This fleet includes a Toshiba Aquilion ONE Prime 320 slice CT and a Philips Brilliance iCT 256 slice.*
- 2 mobile head CT scanners
- 6 MRI scanners
 - two 3.0 Tesla magnets, three 1.5 Tesla magnets, and one open
- 22 diagnostic ultrasound units
- 3 full-field digital mammography units
 - one digital breast tomosynthesis (DBT) unit and one additional stereotactic breast biopsy (SBB) unit
- 2 PET/CT units
 - one with time-of-flight technology
- 1 SPECT/CT unit
- 2 gamma cameras with flat-panel cone-beam CT
- 2 C-arm interventional radiology units used for animal research at the Dotter Research Institute
- C-arm fluoroscopy and mobile CT used for animal research at the Oregon National Primate Research Center



Medical Physics Course Descriptions

MP 507 – Matriculation Seminar: This is a presentation seminar which serves as an introduction to topics and faculty in the medical physics program. This is a mandatory seminar for all incoming students.

MP 521 – Radiological Anatomy: This course covers anatomy and physiology with correlating images for use by medical physicists, therapists, and dosimetrists. This course adheres to the AAMP requirements for Cross Sectional Anatomy. This course also adheres to the CAMPEP Standards for Graduate Program requirements for Anatomy and Physiology.

MP 531 – Radiophysics: The purpose of this course is to provide the medical physics student with an introduction to ionizing radiation and its use in medicine. Topics covered include production of radiation, interactions of radiation with matter, and measurement of radiation. This course is a prerequisite for subsequent courses in medical physics.

MP 535 – Radiation Shielding & External Dosimetry: This course covers theoretical principles of shielding for neutron and gamma radiation; fundamentals of external dosimetry for neutrons, photons, and charged particles; applications to problems of practical interest; analytical, numerical, and computer solutions emphasized.

MP 561 – Therapy Physics I: This course covers the physics of radiation generation and delivery relevant to the field of clinical radiation oncology. Topics will include external beam radiation therapy; dosimetric calculations; high dose-rate and low dose-rate brachytherapy; electron beam dosimetry and treatment planning; photon beam dosimetry and treatment planning; special techniques in radiotherapy; and clinical radiation protection and quality assurance.

MP 541 – Diagnostic Imaging I: This course introduces the student to the production and usage of ionizing radiation in medicine. The course will cover x-ray production, x-ray spectrum characteristics and manipulation, and how x-rays are utilized to obtain anatomical information in diagnostic imaging. Imaging modalities to be covered in this course are general radiography, mammography, and fluoroscopy (including interventional radiography).

MP 507 – Seminar- Therapy: This is a current topics/student presentation seminar focusing on radiation therapy and therapeutic radiological medical physics.

MP 570 – Radiation Biology for Medical Physicists: Radiation Biology teaches students the various aspects of the effect of ionizing radiation on living organisms. Inherent in this course are the importance of radiation protection, the pathology of the radiation induced injury, and the consequences of many sources of radiation exposure. This course includes instruction on radiobiological models, their nuances, appropriate applications of these models, and potential for implementation in a clinical setting. Students will be expected to combine various topics such as organ / tissue arrangement, linear energy transfer, mechanisms of DNA damage and results of such damage, as well as biologically effective dose.



MP 562 – Therapy Physics II: This course covers the physics of radiation generation and delivery relevant to the field of clinical radiation oncology. Topics will include external beam radiation therapy; dosimetric calculations; high dose-rate and low dose-rate brachytherapy; electron beam dosimetry and treatment planning; photon beam dosimetry and treatment planning; special techniques in radiotherapy; and clinical radiation protection and quality assurance.

MP 542 – Diagnostic Imaging II: This course introduces students to Computed Tomography (CT) and Ultrasound (US) imaging, and their applications in medicine. The course will cover x-ray production, detection, and image processing as it relates specifically to CT, as well as general acoustic physics principles and how they are applied to US imaging. Additionally, clinical radiation protection and dosimetry in diagnostic imaging will be taught.

MP 507 – Seminar- Imaging: This is a current topics/student presentation seminar focusing on diagnostic radiology and diagnostic medical physics.

MP 536 – Advanced Radiation Detection: This course covers principles and mechanisms underlying nuclear radiation detection and measurements; operation of nuclear electronic laboratory instrumentation; application of gas-filled, scintillation and semiconductor laboratory detectors for measurement of alpha, beta, gamma, and neutron radiation, liquid scintillation equipment; use of Bonner spheres for neutron energy profiles; experimental investigation of interactions of radiation with matter.

MP 565 – Therapy Physics Practicum: This course will provide an introduction to the medical physicist's role in a clinical department. It will provide an initial overview of clinical procedures performed in radiation medicine to provide an opportunity to integrate the principles learned throughout the graduate program as they apply to the field of Radiation Oncology (Therapy) Physics. This will include clinical observations of procedures / work in dosimetry, physics, CT simulation, and at the linear accelerators during the treatment of patients.

MP 545 – Diagnostic Imaging Practicum: This course will provide an introduction to how imaging modalities are utilized in a clinical setting. It will provide an initial overview of clinical procedures performed in diagnostic radiology to provide an opportunity to integrate the principles learned throughout the graduate program as they apply to the field of Diagnostic Imaging Physics. This will include clinical observations of procedures in radiography, fluoroscopy, emergency department, OR, interventional radiology, CT, US and PET.

MP 563 – Therapy Physics Lab I: The course will cover the applied practice of therapeutic radiation physics for clinical radiation oncology. Topics will include current methodologies in treatment delivery and planning algorithms; best practices and protocols for quality assurance; special techniques in radiotherapy; and oncology.

MP 543 – Advanced DX Imaging: This course will introduce students to magnetic resonance imaging (MRI). Instruction will be provided on the physical principles behind nuclear magnetic resonance (NMR) and how these phenomenon are exploited in MRI. Advanced MRI techniques and applications, along with clinical testing requirements, will also be covered.



MP 564 – Therapy Physics Lab II: The course will cover the applied practice of therapeutic radiation physics for clinical radiation oncology. Topics will include current methodologies in SRS and ARC QA, treatment planning QA, adaptive radiotherapy, eye plaque brachytherapy, and HDR brachytherapy.

MP 544 – Nuclear Medicine Imaging: This course introduces the students to the uses of radionuclides in medical imaging. The theory & application of detectors and imaging systems in nuclear medicine including collimators, scintillation probes, cameras, SPECT, PET, and hybrid technologies (SPECT/CT, PET/CT, and PET/MRI) will be covered.

MP 537 – Shielding: This is a shielding projects course for both therapeutic and diagnostic imaging. This course is a culmination of all previous coursework. Students must be at the end of Year 2 to enroll in this course. This course has a limited number of class meetings, required presentations, and projects to be submitted by the close of the term.

MP 503 – Thesis Hours



Student Resources at OHSU

There are many resources available to you as a student at OHSU. The Student Central homepage is located at <https://o2.ohsu.edu/student-central/>. On this website you will find links to Sakai, the Student Information System, Box, Registrar, Financial Aid, the Library, and the ITG help desk.

Health Insurance

OHSU's Student Health Insurance plan is with Pacific Source. All students are required to enroll in the health insurance plan unless they can prove comparable coverage elsewhere. Students who do waive out of the insurance must do so annually. Waiver forms can be found on the JBT Health & Wellness website. Any additional questions about waiving out of the insurance should be directed to Human Resources: 503-494-7617 option 4.

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

For more information on health insurance requirements, please visit:

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

Student Health & Wellness Center

Oregon Health & Science University

Temporary Location- Fall term 2019

Center for Health and Healing- South Waterfront- 6th floor

Permanent Location- after Fall term:

Marquam Hill

Baird Hall Rooms- B6 & B18

Phone: 503 494-8665

Fax: 503 494-2958

E-mail: askjbthealth@ohsu.edu

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

The Student Health & Wellness Center wants to be your "medical home" providing routine outpatient care and counseling services to meet a wide variety of your health care needs. We are open Monday through Friday (see website for hours) and are located in room 18 (Primary Care) and room 6 (Counseling and Wellness Services) of Baird Hall. Services offered include primary care, well woman exams, contraception, STD screenings, travel medicine, immunizations, counseling and medication management. All registered full-time students in degree and certificate training programs that pay the required health fees in addition to their tuition at OHSU are eligible for health and counseling services at JBT. A student's spouse or domestic partner who is not enrolled at OHSU may also be seen at JBT if an additional Student Health Fee is assessed to the student's account.

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



March Wellness & Fitness Center

The March Wellness and Fitness Center is a fitness facility located on the second floor of the Center for Health & Healing (CHH). As part of being a student at OHSU, you get free access to this fitness facility. If you would like to enroll, just stop by the front desk of March Wellness.

Library

The OHSU Library is located at the Biomedical Information Communication Center (BICC). You can access the library 24 hours a day with your OHSU badge. The library service desk is open M-F 8AM-6PM.

Graduate Learning Resource Center & Graduate Student Lounge-RLSB

The Graduate Learning Resource Center is located on the 5th floor of RLSB. The library service desk at the resource center is open M-F 10AM-3PM. The Graduate Student Lounge is located on the 4th floor of RLSB. The lounge contains access to refrigerators, microwaves and dining spaces.

Student Center on Marquam Hill

The student center on Marquam Hill has many amenities students can take advantage of. The facility includes: pool, hot tub, gymnasium, media room, wellness room, lounge, computer and study room and the campus store. The student center is open Monday through Saturday with varied hours.

Student Access – Accommodations and Disability

OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008. The Office for Student Access makes determinations and collaborates with academic programs to implement academic adjustments, auxiliary aids and/or program modifications, also known as reasonable accommodations. These can take time to implement and cannot be applied retroactively so contact the Office of Student Access as soon as possible (email studentaccess@ohsu.edu).

Financial Aid Office

If you need financial assistance to attend OHSU, please visit the Financial Aid Office in Mackenzie Hall room 1120. Federal aid applications are available beginning in December and should be received by the federal processor by March 1 to qualify for priority processing. Late applications are accepted, but funding may be exhausted in some programs. The link to the Financial Aid website is located on the Student Central homepage. Here you will find a document which explains student financial aid.

Registrar

The Registrar's Office services include registration for courses, grade reports and official transcripts. It is particularly important that students register for courses by the term deadlines



listed in the academic calendar. The academic calendar can be found on the Registrar and Financial Aid website. Course registration for each term will be done online on the Student Self-Service website.

The Registrar and Financial Aid office also receives requests for financial aid and deferral of student loans. It should be noted that many actions that affect student status are initiated at the program level before being officially recorded by the Registrar. These actions include change of grade, advancement to candidacy, request for oral exam and leave of absence. Graduate Studies Coordinators within each department can assist students with these procedures and other requests.

For important policy information on tuition and fees, please visit:

<http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/tuition-fees/index.cfm>

The current academic year fee book can be found here:

https://www.ohsu.edu/sites/default/files/2019-06/2019-20%20Tuition%20%26%20Fee%20Book%20Text_Final_1.pdf

Tuition information for the current academic year can be found here:

https://www.ohsu.edu/sites/default/files/2019-08/2019-20%20Tuition%20%26%20Fees_Final.pdf

The current academic year tuition refund schedule can be found here:

<https://www.ohsu.edu/sites/default/files/2019-06/Refund%20Schedule%202019-20.pdf>



OHSU Policies

OHSU Code of Conduct

OHSU students are expected to follow the OHSU Code of conduct, which can be found at <https://o2.ohsu.edu/integrity-department/code-of-conduct/index.cfm>

Suspension or Dismissal of Students from a Graduate Studies Program

Students may be suspended or dismissed only by the Dean of the School of Medicine. Programs may recommend a student for dismissal for the following reasons:

- Failure of any required course (Less than a C grade)
- Failure to pass the oral thesis examination
- Failure to complete all requirements within the time limits
- Failure to correct deficiencies which led to academic probation
- Failure to achieve a cumulative GPA of 3.0
 - If a student's term GPA falls below 3.0, the student shall immediately be placed on academic probation by the Associate Dean for Graduate Studies.
 - A student on academic probation must obtain a cumulative GPA of at least 3.0 within one academic term. A student who fails to do so may be recommended for dismissal unless the program allows additional time to correct deficiencies (up to four terms).
 - A student on academic probation shall not be permitted to take the oral examination, nor may the student receive the Master's degree.
 - A student will be removed from academic probation as soon as the cumulative GPA is raised to 3.0 or above.

Continuous Enrollment Policy

All students must remain enrolled for a minimum of 1 credit until all degree requirements have been met.

OHSU Non-Discrimination Statement

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



Title IX Notice of Non-Discrimination

OHSU complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination may be directed to the OHSU Title IX Coordinator, Laura Stadum, titleix@ohsu.edu.

Emergency Preparedness / Inclement Weather

OHSU has established an Emergency Management Program (<https://o2.ohsu.edu/emergency-management/index.cfm>) that plans for an organized and effective response to emergencies. This page includes links to sign up for text alerts, inclement weather updates, and other valuable information.



Using information technology

You are responsible for the computer and mobile devices you use during your studies at OHSU. If you wish to use a computer to access OHSU resources, please ensure that you are using an up-to-date, vendor-supported operating system. See *Private Wi-Fi (OHSU-Secure)* below for details on the various software required to connect to OHSU's private Wi-Fi network.

In addition, you must abide by OHSU's [Acceptable Use of Computing and Telecommuting Resources](#) policy. The following information will help you use your computing resources in line with that policy as well as OHSU's additional information privacy and security policies. For a complete list of policies, visit the Information Privacy and Security site on O2 (intranet) at <https://o2.ohsu.edu/oips>.

Wireless internet access

There are several ways to connect to wireless internet, whether you are on campus or on the go.

Shared Global Wi-Fi (eduroam)

The eduroam wireless network is a shared global wireless service for participating research and education institutions. Connect to the eduroam wireless network quickly and easily using your OHSU username and password at more than 450 colleges, universities and research facilities in the United States. Visit <https://www.eduroam.us> for a full list of participating institutions.

Connecting at OHSU is simple:

1. Turn on your device's **Wi-Fi**. (Disable Airplane Mode on smartphones and tablets.)
2. Connect to the **eduroam** wireless network.
3. At the login prompt, enter your complete OHSU email address and password. Connect to the eduroam network.
4. If you see a trust certificate prompt, accept it.
5. After your device connects to the eduroam network, you will have internet access.

Private Wi-Fi (OHSU-Secure)

OHSU-Secure is a secured wireless network that is provided for OHSU employees, students and affiliates. To access internal resources on the secure network, your computer must meet the requirements outlined below. Note that anti-virus software is also required, in addition to the specific software listed below.

BitLocker, FileVault or Symantec Desktop Encryption

Your computer must be encrypted with BitLocker, FileVault or Symantec Desktop Encryption.

- **BitLocker:** Available for Windows 7 Enterprise or Ultimate edition, Windows 8.1 Pro or enterprise edition, Windows 10 Pro, Enterprise or Education. [Learn more.](#)
- **FileVault:** Available for OS X 10.8 or newer. [Learn more.](#)



- **Symantec Desktop Encryption:** Available for Windows "Home" versions. [Learn more.](#)

ForeScout SecureConnector

SecureConnector must be installed and running. SecureConnector checks the encryption status of your computer and ensures it is compliant with security requirements. The ForeScout SecureConnector installers are available to [download here.](#)

Dell Data Protection

Dell Data Protection ensures that restricted information (see the *Protecting restricted information* section) cannot be moved from OHSU-Secure to unencrypted removable storage devices, such as USB sticks (thumb drives) and external hard drives. It can also be used to encrypt unencrypted removable storage devices. The Dell Data Protection installers are available to [download here.](#)

Public Wi-Fi (OHSU-Guest)

OHSU-Guest is an unsecured wireless network that is provided for OHSU patients, visitors, vendors and others who need internet connectivity. Because OHSU-Guest is outside of the secure network, it is not protected by the firewall. There, it should **not** be used by OHSU employees, students and affiliates.

Mobile device management

If you want to have your OHSU email delivered directly to an app on your smartphone, you must take steps to protect that mobile device: It must be enrolled in OHSU's mobile device management program. If you choose to enroll, you have a choice of two VMware applications:

- **AirWatch Container**, which "contains" your OHSU-related activities to specific apps. When you enroll your smartphone in AirWatch Container, the OHSU App Catalog will be downloaded to your smartphone as well. From there, you can install the Boxer app for access to your OHSU email, calendar and contacts. Other apps, including a secure web browser for access to internal resources, are also available.
- **Intelligent Hub**, which allows you to use your smartphone's built-in apps for OHSU-related activities. For example, if you have an iPhone, you can access your OHSU email, calendar and contacts through its Mail app. You can also use Safari to access other internal resources. In addition, be aware that some OHSU-related applications and technology may only be accessible through Intelligent Hub, rather than AirWatch Container.

Generally, these applications can run on mobile devices built by mainstream manufacturers, such as Apple, Samsung, LG, Motorola, Huawei and HTC, if they have one of the following operating systems: Android 8 or later or iOS 11 or later. Note: These requirements are subject to change over time.

You do **not** need Intelligent Hub or AirWatch Container to check your OHSU email at mail.ohsu.edu from a web browser on your smartphone; however, Duo Mobile may be required,



depending on how your smartphone is connecting to the internet (see the *Two-step authentication* section for details).

To learn more, go to the [personally owned mobile devices page on O2](#).

Two-step authentication

Two-step authentication (also called multi-factor authentication) is required to log in to certain OHSU systems from **outside** the OHSU-Secure wireless network — for example, when you log in to mail.ohsu.edu from your home Wi-Fi network or from eduroam. It is also required to remotely log in to applications that use single sign-on, including Banner, Box, Compass and Sakai.

OHSU uses Duo Mobile for two-step authentication. Duo Mobile is a free app that you can download from your smartphone's app store. If your smartphone is enrolled in AirWatch Container or Intelligent Hub as part of mobile device management, the Duo Mobile app is also available from the OHSU App Catalog. Smartphone apps like Duo Mobile are popular tools for two-step authentication because of their convenience — if you have a smartphone, you probably don't go anywhere without it.

If you cannot or do not want to use the Duo Mobile app, you can request a security token (key fob). Send an email to duo@ohsu.edu, and please include your telephone number and your campus mail code (or your USPS address, if you do not have a campus mail code).

To learn more, go to the [Duo Mobile page on O2](#).

Cloud storage

Box.com is OHSU's approved cloud storage service. You can use it to store your school-related files and share them with others. There is no storage limit, and you can upload files as large as 15 GB. To get started, log in directly at <https://ohsu.box.com/> with your OHSU username and password.

Other common cloud storage services, such as Dropbox, Google Docs, OneDrive and iCloud, should **not** be used for OHSU restricted information (see the *Protecting restricted information* section), because these services have not agreed to comply with OHSU's information privacy and security policies.

To learn more, go to the [Box.com page on O2](#).

Removable storage devices (e.g., thumb drives and external hard drives)

Removable storage devices, such as USB sticks (thumb drives) and external hard drives, must be encrypted with Dell Data Protection if they contain restricted information (see the *Protecting restricted information* section).

The Dell Data Protection software is required for computers that need access to internal resources on the secure network. It ensures that restricted information cannot be moved from the



secure network to unencrypted removable storage devices. In addition, it can be used to encrypt unencrypted removable storage devices.

To learn more, go to the [Dell Data Protection page on O2](#).

Additional resources

- [Help and How To](#): Help and How To provides solutions for the most common information technology issues at OHSU, as well as FAQ on a variety of topics.
- [Phish Bowl](#): The Phish Bowl is where you can find recent examples of phishing emails reported by others at OHSU. If you receive a suspicious email at your OHSU email address, report it by forwarding it to antispam@ohsu.edu. Also, be aware that OHSU occasionally sends phishing training exercises to help you practice identifying and reporting suspicious emails. Examples of past exercises are also accessible from the Phish Bowl.

Protecting restricted information

You are responsible for protecting all restricted information that you come across at OHSU. Restricted information is anything that is not meant for the public, such as information about patients, employees or students, and research data. Often, it is protected by federal regulations. For example, Protected Health Information (PHI) is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As a medical student, you may work with PHI and other kinds of restricted information during the course of your studies at OHSU. You can help keep that information safe by following these guidelines.

Text messages

Do **not** use mobile devices, such as smartphones, to text PHI. Mobile devices that are used to receive OHSU pages can and should be encrypted. Follow these instructions to encrypt an [iOS](#) or [Android](#) device. Note that these steps encrypt the **device** — not the pages it receives. Therefore, the following additional precautions should be taken:

- Limit PHI to the minimum necessary for effective patient care.
- Change your smartphone settings so that the “preview” does not display on the locked screen. If preview is set to “on” then any patient information sent may be viewable without authentication.
- Delete pages containing patient information after reading them.

Photos and videos

- Photos and videos of patients for personal purposes are not permitted.
- If photos are being taken for education purposes, the patient must sign a release prior to being photographed.
- If photos are being taken for treatment purposes, the photos must be incorporated into the patient’s chart in Epic.



Additional tips

- Do not include any identifying patient information in written history and physicals (H&Ps) that you complete.
- Never send patient information to personal email accounts (e.g., Gmail, Hotmail).
- Only access the electronic health records of patients for whom you are directly providing care. Do not access the records of your family members or friends.

Be aware that failure to comply with HIPAA regulations may result in serious consequences, up to and including dismissal from medical school.

If you have questions about protecting restricted information, including PHI, contact the Information Privacy and Security Office at 503-494-0219 or oips@ohsu.edu.

If you see something, say something

OHSU is responsible for protecting the personal information of thousands of employees, students and patients. If you have a concern about the security or privacy of that information, report it as soon as possible. Even if you aren't sure something is really an incident, go ahead and report it — the privacy experts will take it from there.

What to report

Information privacy and security incidents happen when restricted information is accessed, acquired, used or disclosed without authorization. Some common examples include:

- Sending to the wrong address a fax or email that contains restricted information.
- Sending an unencrypted email that contains restricted information.
- Losing equipment that is used to store or work with restricted information, such as laptops, mobile phones, pagers and removable storage devices (e.g., thumb drives, external hard drives). This also includes cases of theft.
- Sharing OHSU network passwords, which is a violation of OHSU policy.
- Inappropriately accessing records in a patient-care tool, such as Epic.
- Inappropriately sharing PHI. Patients file complaints when they suspect the privacy of their information has been compromised — for example, if it has been verbally disclosed when it shouldn't have been.
- Storing PHI in unapproved cloud-based services. Remember, Box.com is OHSU's approved cloud storage solution.
- Inappropriately disposing of PHI, such as putting an after-visit summary in a recycling bin instead of a locked, confidential shred bin managed by OHSU.

How to report





To report a concern, contact the Information Privacy and Security Office at 503-494-0219 or oips@ohsu.edu. Alternatively, you may [report a concern anonymously](#) through the Office of Integrity.



Curriculum




At a minimum, students in the Medical Physics program are required to enroll in and pass the following courses. These courses should be taken in the order laid out below. *It should be noted that not all courses shown below are offered in every academic year.*

Medical Physics students will choose to pursue a track either in Radiation Therapy or in Diagnostic Imaging. Students begin taking track-specific courses in the fall of their second year (Y2) of studies.

ALL First Year Medical Physics Students					
Year / Term	Required -or- Optional	Designation	Number	Major Core Course Title	Credits
Fall Term: September 23 - December 13, 2019					
	Required:	CONJ	650	Practice and Ethics of Science	1
		MP	521	Radiological Anatomy & Physiology	3
		MP	531	Radiophysics	3
		IPE	501	Interprofessional Education (auto-enroll)	1
		MP	507	Matriculation Seminar (required)	1
Winter Term: January 6 - March 20, 2020					
	Required:	MP	561	Therapy Physics I	3
		MP	541	Diagnostic Physics I	3
		MP	535	Rad Shielding and External Dosimetry	3
	Optional*:	MP	507	Therapy Physics Journal Club	1
		*1st year students should sit in on MP507 this semester, required during Year 2			
Spring Term: March 30 - June 19, 2020					
	Required:	MP	562	Therapy Physics II	3
		MP	542	Diagnostic Physics II	3
		MP	570	Radiation Biology	3
	Optional*:	MP	507	Diagnostic Physics Journal Club	1
		*1st year students should sit in on MP507 this semester, required during Year 2			
Summer Term: June 22 - September 11, 2020					
	Required:	MP	536	Advanced Radiation Detection (Summer A)	4
		MP	545	Diagnostic Physics Practicum (Summer B)	3
		MP	565	Therapy Physics Practicum (Summer B)	3
Key: Seminar / Journal Club - 3 total required					
Total:					37



Year Two Medical Physics Students Radiation Therapy Physics Track

Year / Term	Required - or-Optional	Designation	Number	Major Core Course Title	Credits
Fall Term: September 21 - December 11, 2020					
Y2 Fall	Required:	MP	563	Therapy Physics Lab I	3
		BSTA	511	Statistics	4
 OHSU	<i>This Term: Finalize advisor and thesis committee (submit Advisor form & TAC form)</i>				
	Optional:	MP	543	Advanced Diagnostic Imaging	3
		MP	503	Thesis	varies
Winter Term: January 4 - March 19, 2021					
Y2 Winter	Required:	MP	564	Therapy Physics Lab II	3
		MP	507	Therapy Physics Journal Club	1
 OHSU		MP	503	Thesis	varies
	<i>This Term: Hold TAC Meeting, Complete all MS research data gathering - start thesis</i>				
	Optional:	MP	544	Nuclear Medicine Imaging	3
Spring Term: March 29 - June 18, 2021					
Y2 Spring	Required:	MP	537	Shielding in Medical Physics	3
		MP	507	Diagnostic Physics Journal Club	1
 OHSU		MP	503	Thesis	varies
	<i>This Term: Complete thesis, submit Request for Oral Examination form, MS defense</i>				
				Total Credits ≥ 61	
				Key: Seminar / Journal Club - 3 total required	
				Thesis Credits ≥ 9 credits required	
Total:					24



Year Two Medical Physics Students Diagnostic Imaging Physics Track					
Year / Term	Required - or-Optional	Designation	Number	Major Core Course Title	Credits
Fall Term: September 21 - December 11, 2020					
Y2 Fall	Required:	MP	543	Advanced Diagnostic Imaging	3
		BSTA	511	Statistics	4
		<i>This Term: Finalize advisor and thesis committee (submit Advisor form & TAC form)</i>			
	Optional:	MP	503	Thesis	varies
Winter Term: January 4 - March 19, 2021					
Y2 Winter	Required:	MP	544	Nuclear Medicine Imaging	3
		MP	507	Therapy Physics Journal Club	1
		MP	503	Thesis	varies
	<i>This Term: Complete all MS research data gathering - start thesis</i>				
Spring Term: March 29 - June 18, 2021					
Y2 Spring	Required:	MP	537	Shielding in Medical Physics	3
		MP	507	Diagnostic Physics Journal Club	1
		MP	503	Thesis	varies
	<i>This Term: Complete thesis, submit Request for Oral Examination form, MS defense</i>				
				Total Credits ≥ 61	
				Key: Seminar / Journal Club - 3 total required	
				Thesis Credits ≥ 9 credits required	
Total:					24

The above courses are required for all Medical Physics degrees awarded by the OMPP (MS, PhD). PhD students should register for 600-level versions of the above courses. *These courses satisfy the CAMPEP-required didactic elements of a graduate program in medical physics.*



PhD Requirements (in addition to above courses)

Additional Requirements for those pursuing a PhD in Medical Physics from the OMPP:

COURSE OF STUDY

The requirements for the doctoral degree include the following and are also listed online at (<https://www.ohsu.edu/sites/default/files/2019-03/PhD%20Guidelines.pdf>):

1. **Graduate Work Required:**

- a. 135 term hours of approved graduate credits are required.
- b. Graduate credit shall be granted only for course work completed during the 7 calendar years prior to completing all degree requirements.
- c. Required courses must be completed before these time limits or they must be re-taken. These limits include an allowance for a one year degree extension (By-Law Article IX Section I).
- d. All coursework applied towards degree requirements must meet the minimum cumulative grade point average of at least 3.0.
- e. The time limit from matriculation to granting the PhD degree shall be limited to 28 consecutive terms (seven academic years) unless waived for a leave of absence under the By-Law Article IX Section K.

2. **PhD Mentor Assignment.** The student's selection of a mentor for the doctoral dissertation must be approved by the Director of the student's graduate program and by the Director of the mentor's primary administrative unit.

- a. The Mentor must be a member of the OHSU graduate faculty.
- b. Documentation of these approvals will be obtained using the MENTOR ASSIGNMENT – PhD PROGRAMS form, which should be forwarded to the Associate Dean for Graduate Studies as soon as the mentor is assigned (typically the end of the first year).
- c. A new form should be submitted whenever there is a change in the mentor assignment

3. **Advancement to PhD Candidacy at OHSU.**

- a. Successful completion of CONJ650: The Practice and Ethics of Science (or an approved alternate course)
- b. The OMPP's Qualifying Exam
- c. All other academic requirements specified by the Medical Physics program.
 - i. Students may not take the Qualifying Examination if they are on academic probation or if an Incomplete (I) grade remains on their transcript.
 - ii. The qualifying examination is given by the Program in which the student is registered.
 - iii. Students are expected to take the qualifying exam by the end of their 12th term of graduate study; or they will be recommended for dismissal for failure to progress academically.



- iv. In the event of a report of unsatisfactory for the qualifying examination, the Program will provide the student and Associate Dean for Graduate Studies with a written description of the student's deficiencies on the examination within 2 weeks of the examination. The Program will also notify the student of policies concerning re-examination.
 - v. Upon completion of all requirements, the Program Director will submit the ADVANCEMENT TO CANDIDACY form to the Associate Dean for Graduate Studies for approval. The Associate Dean will forward the approved form to the Registrar.
 - vi. The Advancement to Candidacy form must be on record in the Registrar's Office at least (3) terms before the final oral examination for PhD degree.
<https://www.ohsu.edu/sites/default/files/2019-03/Advancement%20to%20PhD%20Candidacy.pdf>
4. **Request for Appointment of a Dissertation Advisory Committee.** The Dissertation Advisory Committee is appointed by the PhD Mentor to guide and advise the student in the dissertation research and preparation of the dissertation document.
- a. The committee must be appointed within 1 year after advancement to candidacy or upon commencement of the dissertation research, whichever is earlier.
 - b. The committee must consist of no fewer than four members of the graduate faculty who do not all have primary appointments in the same department or institute.
 - c. A listing of all members of the School of Medicine Graduate Faculty can be found on the Graduate Studies web page
<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/index.cfm>
 - d. The Program Director may request permission to replace one of the committee members by a recognized scholar who is not a member of the graduate faculty.
 - i. Requests to appoint an outside member to the Advisory Committee must be supported by a letter from the Program Director and a copy of the individual's curriculum vitae.
 - e. The candidate's mentor may be included as a member of the committee.
 - f. The Program Director's recommendation for appointment of the Advisory Committee will be sent to the Associate Dean for Graduate Studies for approval using the REQUEST FOR ADVISORY COMMITTEE form.
 - g. The Advisory Committee is expected to meet at least annually to evaluate progress toward completion of the dissertation.
 - i. With the approval of the Program Director, the committee may place a student on academic probation if it is determined that progress has not been adequate.
 - ii. In such cases, the Program Director will notify the student and the Associate Dean for Graduate Studies in writing of the probationary status, specify in what way(s) the student is failing to meet standards and specify time limits for correcting the deficiencies.
 - iii. If the student fails to correct the deficiencies within the specified time limits, the Program Director may recommend dismissal of the student.



5. **Request for Oral Examination.** The Program Director must submit a signed REQUEST FOR ORAL EXAMINATION form to the Associate Dean for Graduate Studies at least 4 weeks before the scheduled oral defense date.
 - a. See this link for details: <https://www.ohsu.edu/sites/default/files/2019-03/Oral%20Examination%20Request%20Form.pdf>
6. **Post Notices Announcing the Oral Examination.** The oral examination must be held on campus and shall be open to the public.
7. **Distribution of Dissertation to Oral Examination Committee.**
8. **For Information on Dissertation Format and Required Steps After Defense** (dissertation binding, corrections of dissertation, etc.) **and For Graduation Requirement at OHSU** See this link for details: <https://www.ohsu.edu/sites/default/files/2019-03/PhD%20Guidelines.pdf>

Note: OHSU requires PhD degree completion within 7 years, with a petition to extend to 8 years. After 8 years the curriculum begins to expire.

For other regulations and policies, see the OHSU Graduate School website: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>.



Degree Process / Steps to Completion

1. **Enroll** in (and successfully pass) required MP courses (listed above) with a B average or higher.
2. **Review OHSU graduate school policies and deadlines:**
<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>
3. **Select your research advisor.** (←this should happen by fall term of Y2 in the OMPP)
4. **Begin working on research project.**
 - a. Most students work for about 1 year on a research project while they complete their coursework / apply for residencies / etc..
5. **Establish your research committee.** <https://www.ohsu.edu/sites/default/files/2019-03/Request%20for%20Thesis%20Advisory%20Committee.pdf>
6. **Set the date for your Oral Examination.** <https://www.ohsu.edu/sites/default/files/2019-03/Oral%20Examination%20Request%20Form.pdf>
7. **Distribute your written thesis.** Thesis **MUST** be distributed to each committee member at least 2 weeks prior to scheduled defense date to give your committee ample time to review your work.
8. **Oral Examination.** <https://www.ohsu.edu/sites/default/files/2019-03/Oral%20Examination%20Request%20Form.pdf>
9. **Submit all paperwork / written thesis to OHSU Graduate School in accordance with:** <https://www.ohsu.edu/sites/default/files/2019-03/MS%20Thesis%20Guidelines.pdf>
10. **Apply for Graduation.**



Guidelines and Regulations for Completion of Master's and Ph.D. Degree

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

Calendar & Deadlines

It is important to be aware of and note dates and deadlines as you work toward your graduate degree. The current academic year calendar can be found here: <https://www.ohsu.edu/xd/education/student-services/registrar/registration-information/academic-calendar/Copy-of-index.cfm>

Forms

All forms can also be found on the Student Central on O2. <https://o2.ohsu.edu/student-central/index.cfm>

Graduation

Degree Award Dates

OHSU awards diplomas for the term that degree requirements are completed. The degree requirements can be fulfilled at any time during the academic year. **Degrees will not be awarded** until all academic requirements have been met and the student pays all debts and discharges all other obligations. The academic requirements can be found in the Guidelines and Regulations for Completion of Master's and PhD Degrees online at <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

Commencement

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



Simplified Process to MS Degree (OHSU requirements)



Oregon Medical Physics Program

MS Degree – OHSU Required Steps

Any of the steps below can be completed before the listed deadline

In Fall term of your 2nd year (by November 1st)...

Complete and submit the "Mentor Assignment Form" form to Program Director

This form should have a faculty member's name, and must be signed by the head of Radiation Medicine (Dr. Charles Thomas) or Diagnostic Radiology (Dr. Fergus Coakley)

Process:

- The student will complete this form & bring to their advisor for a signature
- Student then takes the form to the office of Dr. Thomas or Coakley (TX or DX track), then to Program Director
- Student submits the form to the Graduate Studies office somgrad@ohsu.edu

In Fall term of your 2nd year (by December 1st)...

Formalize your research committee (3 faculty) & submit the "Request for Thesis Advisory Committee" form to Program Director

In Winter term of your 2nd year...

Submit Application for Degree in SIS

&

Hold first TAC Meeting, submit TAC Meeting Summary

Form and send to Kalistah

At least four weeks before your planned defense date... Complete and submit the "Request for Oral Examination" form to Program Director & then to Graduate Studies office

Two weeks before your planned defense date...

Send the completed thesis (correctly formatted and final version) to your committee members for review.

If your committee does not receive the thesis at least two weeks before your defense, your thesis defense will be postponed

Two weeks before your planned defense date...

- Begin / continue to work on your thesis defense presentation (powerpoint, visual aids, script, preparation for questions from the audience, preparation for more general questions about medical physics from your coursework)
- Your thesis defense presentation should be approved by your mentor prior to the defense date
- This presentation should last about 45 minutes with 15 minutes for questions from the public
- The public will then be removed from the room and the private defense portion of the exam will continue for 1-2 hours

Paperwork (for the final Oral Examination / Defense) will then be sent to the committee to complete during / after the Oral Examination (Thesis Defense)