



## **THE GRADUATE SCHOOL OF BASIC MEDICAL SCIENCES POLICY ON GRADUATION REQUIREMENTS AND DEADLINES**

Dated: 1-3-2022

Supersedes: none

Last review: 1-3-2022

### **I. PURPOSE**

The Graduate School of Basic Medical Sciences (GSBMS) at New York Medical College awards degrees three times a year (May, August, and December) with one formal graduation (“commencement”) ceremony in May. The purpose of this policy is to define guidelines and requirements for the graduate students pursuing Master of Science (M.S.) or Doctor of Philosophy (Ph.D.) degrees at GSBMS.

### **II. POLICY**

#### 1. Requirements for Graduation

To qualify for graduation a student:

- a. must apply for graduation by the appropriate deadline (see section II.2.)
- b. must complete all degree requirements maintaining good academic standing (GPA of 3.0 and above) by the appropriate deadlines (see section II.2.). This includes:
  - i. core- and program-specific credit requirements (all in-progress courses, if any, must be completed in the term/semester in which the student applies for graduation)
  - ii. degree milestones (e.g., research rotations, qualifying exam, thesis defense)
  - iii. submission of M.S. literature review or research thesis approved by the Master’s Literature Review / Research Thesis Committee and program director, or Doctoral dissertation approved by the Dissertation Committee, and ultimate approval (complete or conditional) by the Academic Standards Committee
  - iv. submission of required approval forms to the GSBMS office
- c. must fulfill all financial obligations to the College prior to graduation.

All graduates must be registered in the semester in which they plan to graduate, including the Summer term. Students who are not registered for any class should register for the Maintenance of Matriculation course. According to the Academic Regulations, students who have not been enrolled in courses in consecutive semesters may need to apply for reinstatement before continuing their pursuit of a degree. This is required prior to registering for Maintenance of Matriculation.

## 2. Deadlines

### a. Deadlines specific to Ph.D. Students:

| <b>Deadlines *</b>  |   |   | <b>Action</b>   | <b>Notes</b>  |
|---|---|---|---|---|
| <b>To graduate in December</b>                            | <b>To graduate in May</b>                                 | <b>To graduate in August</b>  |   |   |
| October 1 <sup>st</sup> – November 1 <sup>st</sup> **     | November 2 <sup>nd</sup> – December 1 <sup>st</sup> **    | March 17 <sup>th</sup> – April 15 <sup>th</sup> **  | 1. <b>Apply for graduation</b> on the TouroOne portal   | <ul style="list-style-type: none"> <li>• A one-time non-refundable graduation fee will be applied</li> <li>• If the student does not graduate in the intended term, a new application for graduation must be filed for the term of anticipated graduation</li> </ul>  |
| October 15 <sup>th</sup>                                  | December 1 <sup>st</sup>                                  | April 15 <sup>th</sup>  | 1. Submit signed <b><i>PhD Advisory Committee Membership Form</i></b> to the GSBMS office<br>2. Submit signed <b><i>Dissertation Completion Form</i></b> to the GSBMS office                                  | <ul style="list-style-type: none"> <li>• Dissertation Completion Form indicates that the Dissertation Committee agrees that the student is ready to write and defend their dissertation</li> </ul>  |
| No later than 2 weeks prior to the scheduled oral defense | No later than 2 weeks prior to the scheduled oral defense | No later than 2 weeks prior to the scheduled oral defense   | 1. Submit the penultimate draft of <b><i>Doctoral dissertation</i></b> for review to the student's Dissertation committee<br>2. Submit <b><i>Thesis Defense Brochure</i></b> to the GSBMS office              | <ul style="list-style-type: none"> <li>• Instructions for the preparation and formatting are available from the GSBMS Office and on the GSBMS website</li> <li>• Penultimate draft takes into account comments and formatting recommendations from the committee members from previous submissions</li> </ul> |
| October 15 <sup>th</sup>                                  | March 15 <sup>th</sup>                                    | the last Friday before May commencement to walk in the commencement in the same year ***<br>or<br>the first Friday in June to walk in the | 1. Schedule and conduct an <b><i>oral defense</i></b> of an original Doctoral dissertation<br>2. Upon successful completion of the defense Ph.D. student should submit signed <b><i>Defense of Thesis</i></b> | <ul style="list-style-type: none"> <li>• All MD/Ph.D. students must schedule and conduct an oral defense of their thesis by the deadline in the term that precedes their return to the School of Medicine curriculum</li> </ul>   |

|                           |                            |   |  |  |
|---------------------------|----------------------------|---|--|--|
|                           |                            | commencement the following year ***                   | <a href="#">Certificate Form</a> to the GSBMS office.  |  |
| November 1 <sup>st</sup>  | April 1 <sup>st</sup>      | the third Friday in June                              | <ol style="list-style-type: none"> <li>1. Complete all <b>course requirements</b> for the degree, except courses in which the student is currently enrolled</li> <li>2. Submit final version of <b>Doctoral dissertation</b> with all Dissertation Committee signatures on the <b>Signature Page</b> to the GSBMS office for review by the Academic Standards Committee</li> <li>3. Submit <a href="#">Health Sciences Library Thesis Permission Form</a> to the GSBMS office</li> </ol> | <ul style="list-style-type: none"> <li>• All MD/Ph.D. students must submit the final version of their Doctoral dissertation by the deadline in the term that precedes their return to the School of Medicine curriculum</li> <li>• Student will be allowed up to 2 weeks to incorporate changes (if any) suggested by the Academic Standard Committee.</li> <li>• The final version of the Doctoral dissertation approved by the Academic Standards Committee needs to be submitted to the GSBMS office.</li> <li>• A pdf version of the final, approved Doctoral dissertation must be deposited by a student to <a href="#">Touro Scholar</a> repository</li> </ul> |
| December 31 <sup>st</sup> | Commencement Day in May ** | August 31 <sup>st</sup>                               | 1. Degree is conferred   | <ul style="list-style-type: none"> <li>• Failure to meet deadlines listed above could result in postponement of graduation until the next term</li> </ul>  |
| December 31 <sup>st</sup> | June 30 <sup>th</sup>      | June 30 <sup>th</sup> (prior to graduation in August) | 1. Stipend and student health insurance for graduating Ph.D. students who are supported by the GSBMS will end  | <ul style="list-style-type: none"> <li>• Graduating Ph.D. students supported by grant funding who continue conducting research in their dissertation lab or another lab at NYMC should be hired by their PI /Department as a post-doctoral fellow as of July 1<sup>st</sup> (May and August graduates) or January 1<sup>st</sup> (December graduates), to continue working at NYMC.</li> </ul>   |

\*, if a deadline falls on a college holiday or weekend, it is extended to the next business day

\*\* , subject to change, check with the [Registrar's Office](#)

\*\*\*, refer to the "[Walking at Commencement Policy](#)"

b. Deadlines specific to M.S. Students:

| Deadlines *   |  |  | Action   | Notes  |
|---|--|--|--|--|
| To graduate in December                               | To graduate in May                                     | To graduate in August                              |  |  |
| August 1 <sup>st</sup>                                | October 15 <sup>th</sup>                               | December 15 <sup>th</sup>                          | 1. Submit signed <a href="#">M.S. Thesis/Literature Review Committee Membership Form</a> to the GSBMS office   |  |
| October 1 <sup>st</sup> – November 1 <sup>st</sup> ** | November 2 <sup>nd</sup> – December 1 <sup>st</sup> ** | March 17 <sup>th</sup> – April 15 <sup>th</sup> ** | 1. <b>Apply for graduation</b> on the TouroOne portal  | <ul style="list-style-type: none"> <li>• A one-time non-refundable graduation fee will be applied</li> <li>• If the student does not graduate in the intended term, a new application for graduation must be filed for the term of anticipated graduation</li> </ul>   |
| October 15 <sup>th</sup>                              | March 15 <sup>th</sup>                                 | the first Friday in June                           | 1. Submit penultimate draft of <b>M.S. literature review or research thesis</b> to the student's Master's Literature Review / Research Thesis Committee and program director   | <ul style="list-style-type: none"> <li>• Instructions for the preparation and formatting are available from the GSBMS Office and on the GSBMS website</li> <li>• Penultimate draft takes into account comments and formatting recommendations from the committee members from previous submissions</li> </ul>  |
| November 1 <sup>st</sup>                              | April 1 <sup>st</sup>                                  | the third Friday in June                           | 1. Complete all <b>course requirements</b> for the degree, except courses in which the student is currently enrolled<br>2. Submit final version of <b>M.S. literature review or research thesis</b> with signed <a href="#">Master's Literature Review or Thesis Approval Form</a> to the GSBMS office for review by the Academic Standards Committee.<br>3. Submit <a href="#">Health Sciences Library Thesis Permission Form</a> to the GSBMS office (for M.S. | <ul style="list-style-type: none"> <li>• Student will be allowed up to 2 weeks to incorporate changes (if any) suggested by the Academic Standard Committee.</li> <li>• The final version of the M.S. literature review or research thesis approved by the Academic Standards Committee needs to be submitted to the GSBMS office.</li> <li>• A public oral defense of M.S. research thesis is program specific. Date for the defense is to be determined by the student's program director</li> <li>• A pdf version of the final, approved M.S. research thesis must submit by a student to <a href="#">Touro Scholar</a> repository</li> </ul> |

|                           |                            |                         |                       |   |
|---------------------------|----------------------------|-------------------------|-----------------------|---|
|                           |                            |                         | research thesis only) |   |
| December 31 <sup>st</sup> | Commencement Day in May ** | August 31 <sup>st</sup> | Degree is conferred   | <ul style="list-style-type: none"> <li>• Failure to meet deadlines listed above could result in postponement of graduation until the next term</li> </ul> |

\*, if a deadline falls on a college holiday or weekend, it is extended to the next business day

\*\* , subject to change, check with the [Registrar's Office](#)

### III. SCOPE

This policy applies to the students enrolled in the M.S. or Ph.D. programs in the GSBMS of New York Medical College who met eligibility requirements for graduation.

### IV. PROCEDURE

Academic Standards Committee makes a recommendation to the Graduate Faculty Council and the Dean regarding the approval of graduation for the student, based on the review of the student's full academic record and determination of whether all academic requirements (see section II.1.) have been fulfilled by the student. Degrees are conferred once the student is approved for graduation by the Graduate Faculty Council and the Dean.

Conditional approval implies that the student is approved for graduation once they successfully complete the degree requirements (see section II.1.) by the end of the term/semester in which the student applies for graduation, including in-progress coursework while maintaining a GPA of 3.0 and above, and completions of revisions of M.S. literature review or research thesis, or Doctoral dissertation suggested by the Academic Standards Committee.

Student who did not satisfy the degree requirements (see section II.1.) will not be approved for graduation in the given term, with the postponement of graduation until the next term once the degree requirements are completed.

### V. EFFECTIVE DATE

This policy is effective immediately.

### VI. POLICY MANAGEMENT

Executive Stakeholder: Dean, Graduate School of Basic Medical Sciences and GSBMS Academic Standards Committee

Oversight Office: Office of the Graduate School of Basic Medical Sciences