POLICY ON DrPH TIME LIMIT FOR COMPLETION OF ALL REQUIREMENTS
IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: June 1, 2015
Supersedes: None

I. PURPOSE

Establish a Maximum Time to Graduation (MTTG) for DrPH students

II. POLICY

Students who enter the DrPH program are allowed eight years of continuous registration to satisfy all requirements for the doctoral degree, with the additional limitation of no more than six semesters (three years) of Maintenance of Matriculation (MoM) status.

III. SCOPE

Applies to DrPH students

IV. PROCEDURES

A. Students who do not complete all requirements for the doctoral degree by the end of the eighth year (or after three years on MoM) will be administratively withdrawn permanently from the doctoral program and will be notified accordingly in writing.

B. To request an extension of one or two semesters to the eight-year rule and to the limitation on Maintenance of Matriculation status, a student must submit a progress report and indicate all the steps he/she will take, on a timetable, in order to complete the dissertation and defend it by the end of the extension. A dissertation supervisor’s letter of support is required and should indicate support of the student’s written plans and timetable and demonstrate that ongoing progress is being made. The request will be reviewed by the Director of the Doctoral Program and if appropriate, the Chair of the Department, with final approval being determined by the Dean of the School of Health Sciences and Practice. If approved, the student must deposit the dissertation by the end of the second semester extension or no longer be a degree candidate at New York Medical College’s School of Health Sciences and Practice.

C. Only those semesters in which a student has been registered are counted toward the time-to-degree limit; specifically, official, approved leaves of absence are not counted. Students who have not registered continuously and who have not received
an approved leave of absence must apply for and be accepted for reinstatement, and also must pay MoM fees for each semester missed during the unexcused absence.

V. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

VI. POLICY MANAGEMENT

Responsible Executive: Dean, School of Health Sciences and Practice
Responsible Officer: Vice Dean, School of Health Sciences and Practice
Responsible Office: School of Health Sciences and Practice

APPROVED:

Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and Chief Executive Officer

10/19/15 Date