



# NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

## Graduate School of Biomedical Sciences

### GSBMS M.S. PROGRAM TIMEFRAME TO COMPLETION POLICY

*Issue Date:* January 17, 2024

*Supersedes:* *Time Limits for Completion of Degree Requirements* dated October 21, 1999

*Last Review:* January 17, 2024

#### I. PURPOSE

The purpose of this policy is to establish guidelines for the expected timeframe for completion of master's programs in the Graduate School of Biomedical Sciences ("GSBMS").

#### II. POLICY

Master's students matriculated in their respective one- or two-year cohort program who must extend their coursework past the one-year or two-year timeframe proscribed by their program because their GPA falls below 3.0, to improve a grade in a course, or for other reasons approved by GSBMS, will be allowed to remediate during one year following the end of the regular program timeframe (either one-year or two-year), with the permission of the program director. Additional extensions will be allowed in extraordinary circumstances with the permission of the program director and the GSBMS Dean. The requirements for the degree of Master of Science, such as master's thesis or literature review, must be completed within five years following matriculation. For the purpose of this policy, the matriculation date is the semester of initial registration after being accepted into the program.

#### III. SCOPE

This policy applies to students in the GSBMS one-year and two-year master's degree programs in the following disciplines: Biomedical Sciences (including Accelerated Master's), Biochemistry and Molecular Biology, Cell Biology, Clinical Laboratory Sciences, Dental Linker, Microbiology and Immunology, Pathology, Pharmacology, and Physiology. This policy will also apply to any new GSBMS master's programs developed in the future.

#### IV. DEFINITIONS

*GSBMS:* Graduate School of Biomedical Sciences

*M.S.:* Master of Science Degree

*NYMC:* New York Medical College

#### V. PROCEDURES

- A. Students matriculated in the one-year and two-year master's program in the Graduate School of Biomedical Sciences will enroll in degree coursework and pay for courses via a

- comprehensive (block) tuition plan. The base unit of time is the semester. Thus, one year equals two semesters. The summer term is not counted as a separate semester in calculating time limits.
- B. When a student must extend their coursework past the regular timeframe of their program because their GPA falls below 3.0, to improve a grade in a course, or for other reasons approved by GSBMS, they will be allowed to remediate during one year following the end of their respective program's timeframe, with permission of the program director. Additional extensions will be allowed in extraordinary circumstances with permission of the program director and the GSBMS Dean. Students will be charged the per-credit tuition rate as well as the required fees. Students are responsible for contacting Student Financial Planning regarding their financial aid eligibility.
  - C. Students who have completed coursework within the regular program timeframe but complete their literature review or thesis in a subsequent semester, will be required to register for Maintenance of Matriculation and pay the required fee.

#### **VI. EFFECTIVE DATE**

This policy is effective immediately.

#### **VII. POLICY MANAGEMENT**

Executive Stakeholder: Dean, Graduate School of Biomedical Sciences

Oversight Office: Graduate School of Biomedical Sciences, Dean's Office