



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

School of Health Sciences and Practice

POLICY ON DrPH TIME LIMIT FOR COMPLETION OF ALL REQUIREMENTS

Dated: March 13, 2024

Supersedes: Policy on DrPH Time limit for Completion of All Requirements dated June 1, 2015

Last Review: March 13, 2024

I. PURPOSE

To establish a Maximum Time to Graduation (“MTIG”) for Doctor of Public Health (“DrPH”) students in the New York Medical College (“NYMC”) School of Health Sciences and Practice (“SHSP”).

II. POLICY

Students who enter the DrPH program are allowed eight (8) years of continuous registration to satisfy all requirements for the doctoral degree, with the additional limitation of no more than six (6) semesters (three (3) years) of Maintenance of Matriculation (“MoM”) status.

III. SCOPE

This policy applies to DrPH students in the SHSP.

IV. PROCEDURES

- A. Students who do not complete all requirements for the doctoral degree by the end of the eighth (8th) year (or after three (3) years on MoM) will be administratively withdrawn permanently from the doctoral program and will be notified accordingly in writing.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 (1) or two (2) semesters to the eight-year rule and to the limitation on MoM 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.
 1. 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.
 2. 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.
 3. If approved, the student must submit the dissertation by the end of the second semester extension or no longer be a degree candidate at NYMC SHSP.
- C. Only those semesters in which a student has been registered are counted

toward the time-to-degree limit.

1. Official, approved leaves of absence are not counted.
2. 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 is effective immediately.

VI. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Health Sciences and Practice
Oversight Office: Dean's Office, School of Health Sciences and Practice