

Yale School of Medicine

Thesis Deadline Extension Request Form

STUDENTS

Students requesting a YSM MD Thesis deadline extension must submit an extension request form to their Academic Advisor for review and signature. Once the student receives the signed form from their Academic Advisor, the student must submit the form to the Department Thesis Chair for signature. **Note:** Your thesis mentor/advisor may differ from your Academic Advisor. Your Academic Advisor is the faculty member that is responsible for signing this form.

ACADEMIC ADVISORS

Academic Advisors must sign this form and return to the student, who will then submit the form to their Department Thesis Chair for review, signature, and approval.

THESIS CHAIRS

Thesis Chairs should return the completed form to the student via email, and Cc the student's Academic Advisor and the OSR (osr.med@yale.edu).

Class of 2024 Thesis Deadlines – MD Students	
December 22, 2023 – January 2, 2024	Recommended date by which student provides thesis draft to thesis mentor/advisor. Students should communicate with their thesis mentor/advisor to determine a mutually agreeable date.
December 22, 2023 – January 19, 2024	Thesis mentor/advisor meets with student to review thesis. Student makes revisions and provides thesis mentor/advisor with edited version. The revised thesis then receives the thesis mentor/advisor's approval for submission.
January 19, 2024*	Thesis formally approved by thesis mentor/advisor and student submits to Departmental Thesis Chair for review and approval.
January 19, 2024 – March 1, 2024	Thesis undergoes Departmental review and assessment. Thesis Chair provides thesis approvals to the OSR, and student receives notification of thesis approval from Department.
March 1-22, 2024	The OSR reviews theses, and assessments, and provides formal YSM approval. Student receives notification of thesis approval and feedback from the OSR. Information for ProQuest upload will also be provided at this time.
March 22-29, 2024*	Student makes any requested changes to thesis and submits the approved, final version of thesis, to the library via ProQuest (all students meeting the above deadlines).
*Students missing the August 4th, January 19th, and/or March 29th deadlines will be referred to the Progress Committee to ensure they receive adequate support to make progress towards this graduation requirement. Students missing the January 19th and/or March 29th deadlines <u>will be ineligible for thesis prizes at graduation.</u>	

Extensions beyond the above thesis deadlines will be granted only for special circumstances and must have the approval of the student's thesis mentor/advisor, Academic Advisor, and the Departmental Thesis Chairperson. Students missing the August 4th, January 19th and/or March 29th deadlines will be referred to the Progress Committee to ensure they receive adequate support to make progress towards this graduation requirement. In the event of an extension, if granted, the following **ABSOLUTE** Class of 2024 Thesis Extension Deadlines will apply:

Class of 2024 MD Thesis Extension* Deadlines	
Students missing either of these deadlines will be unable to graduate in 2024.	
March 22, 2024	For those students receiving thesis extensions, this is the last date for the thesis to be formally approved by thesis mentor/advisor and submitted to Departmental Thesis Chair for review and approval.
April 21, 2024	For those students receiving thesis extensions, this is the last date for submission of an approved, final version of thesis, to the library via ProQuest.
*All late theses require an extension. The student must submit this extension form before January 19, 2024.	

STUDENT

I am hereby requesting an extension to my thesis submission deadline of January 19, 2024. I attest the following:

- I have reviewed the information above and acknowledge that extensions are only granted for special circumstances.
- My Thesis Mentor/Advisor has approved my extension request.
- I acknowledge that extensions are only granted in two-week blocks, and that if I am granted an extension, I will adhere to the new deadline I am given.

Name

Email

Signature

Date

ACADEMIC ADVISOR

I have reviewed the above information and approve this student's thesis deadline extension request.

Name

Email

Signature

Date

DEPARTMENT THESIS CHAIR

I have reviewed the above information and approve this student's thesis deadline extension request.

Name

Date

Signature