2025-2026 Academic Catalog Addendum



This document, effective December 11, 2025, is an addendum to the Academic Catalog and Student Handbook. It is the record of change(s) following the original document published February 17, 2025.

For inquiries or questions please contact registrar@stjude.org

Page 49 **Policy – Text /Policy Revision**

Satisfactory Academic Progress Policy

The original text:

1.2.1 Students may also receive the following marks: Pass/Fail, S/U (Satisfactory/Unsatisfactory), W (Withdrawal), I (Incomplete), O (No Grade Reported).

Updated Text:

1.2.1 Students may also receive the following marks: Pass/Fail, S/U (Satisfactory/Unsatisfactory), W (Withdrawal), WP (Withdraw Passing), WF (Withdraw Failing), TR (Transfer Credit), EC (Experiential Credit), I (Incomplete), O (No Grade Reported).

Page 50 **Policy – Text /Policy Revision**

Attendance Policy

The original text:

1.1 Students are required to attend all lectures in each course, which are provided either in-person or online. A student who cannot attend a lecture for any reason must notify the Course Leader, Instructor, and the Assistant Dean as soon as possible.

Updated Text:

1.1 Students are required to attend all lectures in each course, which are provided either in-person or online. A student who cannot attend a lecture for any reason must notify the Course Leader, Instructor, and the Assistant Dean prior to the absence unless extenuating circumstances prevent such advanced notification.

Page 52 **Policy – Text Addition /Policy Revision**

Responsible Conduct of Research Training Policy

Addition Text:

1.5 MS in Applied Biomedical Data Sciences

1.5.1 Students enrolled in the MS in Applied Biomedical Data Sciences program will fulfill the Graduate School's RCR training requirements by successful completion of the "Ethics and Professionalism in Biomedical Data Sciences" course.

Page 52-53 **Policy – Text /Policy Revision**

Grades and Grading Policy

The original text:

1.1.1 Students may also receive the following marks: Pass/Fail, S/U (Satisfactory/Unsatisfactory), I (Incomplete), W (Withdrawal), O (No Grade Reported).

Updated Text:

1.1.1 Students may also receive the following marks: Pass/Fail, S/U (Satisfactory/Unsatisfactory), I (Incomplete), W (Withdrawal), WP (Withdraw Passing), WF (Withdraw Failing), TR (Transfer Credit), EC (Experiential Credit), O (No Grade Reported).

The original text:

1.5 Student-Initiated Withdrawal (W)

1.5.1 This mark is given to a student who initiates the process to officially withdraw from the Graduate School during the time specified in the academic period. A "W" does not satisfy prerequisites and is not included in the calculation of GPA.

Updated Text:

1.5 Student-Initiated Withdrawal (W/WP/WF)

1.5.1 This The withdrawal (W) mark is given to a student who initiates the process to officially withdraw from the Graduate School or a course during the time specified in the academic period. A withdraw passing (WP) or a withdraw failing (WF) mark is given to a student who initiates the process to officially withdraw from a course after the time specified in the academic period. A "W" grades does not satisfy prerequisites and is are not included in the calculation of GPA.

Page 54-55 **Policy – Text /Policy Revision**

Leave of Absence Policy

The original text:

1.6 Stipend will be paid under the terms defined per LOA category.

Updated Text:

1.6 The stipend or fellowship will be paid under the terms defined per LOA category.

The original text:

2.6 Upon approval of the LOA, the Senior Associate Dean of Academic Affairs will confirm the leave with the student, the student's advisor, and the Associate Dean of the enrolled program and will also notify the Registrar and St. Jude HR Benefits of the period of time for which the leave has been granted. The documents will be

maintained by the Registrar and records specifically related to medical LOA will be maintained by the St. Jude ADA Coordinator.

Updated Text:

2.6 Upon approval of the LOA, the Senior Associate Dean of Academic Affairs will confirm the leave with the student, the student's advisor, and the Associate Dean of the enrolled program and will also notify the Registrar and St. Jude HR Benefits of the time period for which the leave has been granted. The documents will be maintained by the Registrar and records specifically related to medical LOA will be maintained by the St. Jude ADA Coordinator.

Page 56-57 Policy – Text /Policy Revision

Military Service Leave of Absence Policy

The original text:

2.3 Upon approval of the LOA, the Senior Associate Dean of Academic Affairs will confirm the leave with the student, the student's dissertation/thesis advisor, and the Associate Dean of the program, and will also notify the Registrar and St. Jude HR Benefits of the period of time for which the leave has been granted. All documentation will be maintained by the Registrar.

Updated Text:

2.3 Upon approval of the LOA, the Senior Associate Dean of Academic Affairs will confirm the leave with the student, the student's dissertation/thesis advisor, and the Associate Dean of the program, and will also notify the Registrar and St. Jude HR Benefits of the time period for which the leave has been granted. All documentation will be maintained by the Registrar.

The original text:

2.13 If a student does not return at the end of the approved leave, the student will be withdrawn from the program and must reapply through the entering application process. Exceptions to this policy require the approval of the Dean. Withdrawal from active student status will impact eligibility of medical and other health insurances and stipend funding.

Updated Text:

2.13 If a student does not return at the end of the approved leave, the student will be withdrawn from the program and must reapply through the entering application process. Exceptions to this policy require the approval of the Dean. Withdrawal from active student status will impact eligibility of medical and other health insurances and stipend or fellowship funding.

Withdrawal Policy

The original text:

1.1 Withdrawal
1.1.1 A student may voluntarily withdraw from the Graduate School at any time. If a student is not certain about withdrawing from the entire program or even a semester, alternatives are available with the Dean's approval.
1.1.2 A student who formally withdraws in good standing from the program and later wishes to be reinstated must reapply through the same application process as all entering applicants, unless prior arrangements have been made and approved by the Dean.
1.1.3 A student who formally withdraws from the Graduate School is eligible for a refund if they meet the criteria specified in the Refunds Policy. The refund amount is based on the student's official withdrawal date.
PROCEDURE
2.1 Requesting a Withdrawal from the Graduate School
2.1.1 A student in the Graduate School who wishes to withdraw from the program for any reason should first meet with their research advisor to discuss the withdrawal request, and then meet with the Dean to finalize the written and signed withdrawal notice.
2.1.2 The student's research data must be stored on the network drive; laboratory notebooks must be complete; and Graduate School property, including the assigned laptop computer, must be returned before the Dean approves withdrawal.
2.1.3 The student's transcript will indicate a "W" for the student's currently enrolled courses. "Withdrawal from the Program" and the date of the withdrawal will be noted on the transcript in the current academic term. The effective date of withdrawal is the date the Registrar receives the written withdrawal notice.

Updated Text:

1.1 Withdrawal from a course or from the Graduate School

1.1.1 A student may withdraw from a course prior to <80% of the course sessions.

1.1.2 A student may voluntarily withdraw from the Graduate School at any time. If a student is not certain about withdrawing from the entire program or even a semester, alternatives are available with the Dean's approval.

1.1.3 A student who formally withdraws in good standing from the program and later wishes to be reinstated must reapply through the same application process as all entering applicants, unless prior arrangements have been made and approved by the Dean.

1.1.4 A student who formally withdraws from the Graduate School is eligible for a refund if they meet the criteria specified in the Refunds Policy. The refund amount is based on the student's official withdrawal date.

PROCEDURE

2.1 Requesting a withdrawal from a course or from the Graduate School

2.1.1 A student in the Graduate School who wishes to withdraw from a course for any reason should first meet with their research advisor to discuss the withdrawal request and then meet with the Dean to finalize the written and signed withdrawal form.

2.1.2 A student may withdraw (drop) from a course prior to <20% of the course sessions with no academic record appearing on their transcript. The student's transcript will indicate either a "WP" or "WF," as appropriate, for the

student's currently enrolled courses when withdrawing after ≥20% but <80% of the course sessions. The date of the course withdrawal will be noted on the transcript in the current academic term. The effective date of a course withdrawal is the date the Registrar receives the completed withdrawal form.

2.1.3 A student in the Graduate School who wishes to withdraw from the program for any reason should first meet with their research advisor to discuss the withdrawal request~~,~~ and then meet with the Dean to finalize the written and signed withdrawal form.

2.1.4 The student's research data must be stored on the network drive; laboratory notebooks must be complete; and Graduate School property, including the assigned laptop computer, must be returned before the Dean approves withdrawal.

2.1.5 The student's transcript will indicate a "W" for the student's currently enrolled courses. "Withdrawal from the Program" and the date of the withdrawal will be noted on the transcript in the current academic term. The effective date of withdrawal is the date the Registrar receives the completed withdrawal form.

Page 57-58 **Policy – Text /Policy Revision**

PhD Advisor Relocation Policy

The original text:

2.3.5 The student will keep the formed dissertation committees, return to the St. Jude Graduate School for scheduled committee meetings and defend their dissertation at the St. Jude Graduate School;
2.3.6 The dissertation advisor must attend the PhD defense, but may participate in committee meetings via teleconferencing to review documents and data;

Updated Text:

2.3.5 The student will keep the formed dissertation committees, return to the St. Jude Graduate School for scheduled committee meetings or hold virtual committee meetings and defend their dissertation at the St. Jude Graduate School;

2.3.6 The dissertation advisor must attend the PhD defense;

Page 59 **Policy – Text /Policy Revision**

Credit Hour Policy

The original text:

1.3.1 Transfer credit may be granted for a student transferring into the Graduate School from another program. The transfer credit request will be evaluated by the Curriculum Committee, which typically occurs prior to student enrollment. After the conclusion of the evaluation, the Curriculum Committee will submit a recommendation to the Associate Dean of the respective program. The maximum number of transfer credits will vary across programs; however the student must still meet the minimum percentage of credits that must be earned through instruction by the Graduate School.

1.3.2 After admission to the Graduate School, graduate credit from another university may be accepted by the St. Jude Graduate Program with the approval of the appropriate Associate Dean.

Updated Text:

1.3.1 Transfer credit may be granted for a student transferring into the Graduate School from another program. The transfer credit request will be evaluated by the Associate Dean of the respective program, which typically occurs prior to student enrollment. The Associate Dean will collaborate with other subject matter experts, as needed. Only grades of "C" or better will be accepted for transfer credit. The maximum number of transfer credits will vary across programs; however, the student must still meet the minimum percentage of credits that must be earned through instruction by the Graduate School.

1.3.2 After admission to the Graduate School, graduate credit from another university may be accepted by the St. Jude Graduate Program with the approval of the appropriate Associate Dean of the respective program.

Page 60 **Policy – Text /Policy Revision**

Experiential Credit Policy

The original text:

1.2 Students enrolled in the Graduate School have the opportunity to petition for experiential credit by submitting a portfolio that demonstrates their learning and mastery of specific courses.

Updated Text:

1.2 Students enrolled in the Graduate School can petition for experiential credit by submitting a portfolio that demonstrates their learning and mastery of specific courses.

Curriculum Committee – Approved on December-11-25

Page Back cover **Published Date - Revision**

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