

2024-2025 Academic Catalog and Student Handbook Addendum



This document, effective August 2, 2024, is an addendum to the Academic Catalog and Student Handbook. It is the record of change(s) following the original document published May 24, 2024.

For inquiries or questions please contact registrar@stjude.org

Attendance Policy**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.

1.2 In unusual and exceptional circumstances, students may request an excused absence in advance. Excused absences (such as for illness, bereavement, doctor's or medical appointments, dental appointments, provision of urgent family care, pre-arranged work responsibilities, and jury duty) can be requested from the Course Leader, Instructor, and the Assistant Dean of the respective program.

1.3 Onsite student attendance is defined by the presence of the student. Student attendance in the distance learning component of each course is defined as active participation. These courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
- Logging in and watching lectures (or downloading them to watch)
- Other course participation
- As a component of attendance, student email, course announcements and discussion forums should be checked frequently (daily is recommended). The student is solely responsible for checking updates related to the course.

1.4 Attendance will be monitored and excessive absences and/or late arrivals may lead to sanctions, per the Student Professionalism Policy and the Satisfactory Academic Progress Policy. Absences will be reviewed by the Associate Dean of the respective program.

1.5 Students may be granted an excused absence to observe religious holidays. The student is encouraged to notify the Course Leader, Instructor, and the Assistant Dean in advance to coordinate reasonable accommodations for any exams or assignments that may be missed as a result.

1.6 Students enrolled in the United States Armed Forces who are called to a military service obligation will be able to suspend their class attendance. Procedures to request a leave of absence can be found in the Military Leave of Absence Policy.

Updated Policy:

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.

1.2 In unusual and exceptional circumstances, students may request an excused absence in advance. Excused absences (such as for illness, bereavement, doctor's or medical appointments, dental appointments, provision of urgent family care, pre-arranged work responsibilities, and jury duty) can be requested from the Course Leader, Instructor, and the Assistant Dean of the respective program.

1.3 Onsite student attendance is defined by the presence of the student. Student attendance in the distance learning component of each course is defined as active participation. These courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
- Logging in and watching lectures (or downloading them to watch)
- Other course participation

- As a component of attendance, student email, course announcements and discussion forums should be checked frequently (daily is recommended). The student is solely responsible for checking updates related to the course.

1.4 Attendance will be monitored and excessive absences and/or late arrivals may lead to sanctions, per the Student Professionalism Policy and the Satisfactory Academic Progress Policy. Absences will be reviewed by the Associate Dean of the respective program.

1.5 Students may be granted an excused absence to observe religious holidays. The student is encouraged to notify the Course Leader, Instructor, and the Assistant Dean in advance to coordinate reasonable accommodations for any exams or assignments that may be missed as a result.

1.6 Students enrolled in the United States Armed Forces who are called to a military service obligation will be able to suspend their class attendance, without taking a leave of absence, for a period of 5 business days. Procedures to request a leave of absence can be found in the Military Leave of Absence Policy.

1.7 A student with a disability who requires an exception or modification to the requirements in this this policy must submit a request pursuant to the Accommodations Policy.

Page 43-44

Policy – Revision

Degree and Degree Requirement Policy

Original text:

1.1 Degree Completion Time Limit

1.1.1 Students are expected to complete the doctoral degree ideally within five years, time beyond 5 years will require a written request and approval from the Dean.

1.1.2 Students are expected to complete the master’s degree within two years, with three years as the maximum time allowed including any leaves of absence.

1.1.3 If a student has been approved to withdraw from the program and then is re-admitted, the period of withdrawal will not be included in the time to degree. Any exceptions to this policy require the approval of the Dean.

1.2 An *Intent to Graduate* form must be submitted to the Graduate School at the beginning of the semester in which the student expects to complete a degree.

1.3 Degree conferral is an institutional action that represents a student’s completion of the requirements necessary for a degree. All students must file the Degree Completion Form to be considered for degree conferral. Degrees from the Graduate School are conferred in either June or December of each year. A single Commencement Exercise will typically be scheduled once each year. A student who has had their terminal degree conferred - doctoral or master’s - will be assigned “graduate” status, which will prohibit their registration in a subsequent semester.

PROCEDURE

2.1 Degrees and Degree Completion

2.1.1 Doctoral Degree in Biomedical Sciences (minimum of 90 credit hours)

- The Graduate School will award the doctoral degree upon the successful completion of the following requirements:
 - Complete all courses and maintain an overall GPA of 3.0 (on a 4.0 scale) or better;
 - Participate in non-credit bearing workshops and seminars;
 - Complete three six-week laboratory rotations during the first two semesters. Make a final presentation at the end of each rotation;
 - Select a dissertation advisor and laboratory to begin dissertation research ideally by the end of the second semester (*note: this is a key required milestone*);
 - Conduct original research in their assigned laboratory;
 - Analyze and compile the research conducted in their assigned laboratory;
 - Finalize the Dissertation Committee during the early part of the third semester;

- Pass the Candidacy Qualifying Exam ideally by the end of June of the fourth semester. The examination includes preparation and oral defense of a grant application based on the proposed dissertation research;
- Schedule annual meetings with the Dissertation Committee;
- Publish (may be in press) a minimum of at least one first author or co-first author primary research manuscript based on the student's original research in a peer-reviewed journal prior to completion of the Ph.D. A student will not be permitted to schedule a dissertation defense until they have demonstrated that this requirement has been fulfilled (in rare circumstances unpublished but submitted manuscripts may be reviewed and approved by the Dissertation Committee and the Dean to fulfill this requirement)
- Obtain approval of revised and final dissertation document from Dissertation Committee
- Complete an approved dissertation that reports the results and significance of the original research;
- Ideally before the end of the fifth year, conduct an oral defense of the dissertation.
- A student who fails the Candidacy Examination or the oral defense of the thesis will be allowed to repeat each once.

2.1.2 Master of Science Degree in Biomedical Sciences - Terminal (56 credit hours)

2.1.2.1 A student who decides to leave the program prior to obtaining their PhD degree or does not successfully pass their Candidacy Exam and is unable to complete their PhD studies may apply to the Associate Dean and Dean for a terminal Master of Science degree in Biomedical Sciences. To be considered for a terminal master's degree, the student must:

- Successfully complete the first-year core curriculum;
- Ideally complete at least 6-12 months of full-time research

2.1.2.2 Once the Associate Dean and Dean approve the request for a terminal master's degree, the student will write and submit their candidacy exam and defend it during an oral examination administered by their Dissertation Committee. If the student's Dissertation Committee, Associate Dean and Dean approve the amount and quality of the student's work and agree that it rises to a master's level of research and academic accomplishment, a terminal master's degree is awarded to the student.

2.1.3 Master of Science Degree in Global Child Health – Terminal (30 credit hours)

- To be awarded a master's degree in Global Child Health, a student must:
 - Complete all courses and maintain an overall GPA of 3.0 (on a 4.0 scale) or better;
 - Participate and satisfactorily complete all assignments and examinations;
 - Participate in non-credit bearing workshops and seminars during experiential learning intersessions;
 - Select a thesis advisor, topic, and committee by the program's stated deadline;
 - Attend scheduled meetings with the Thesis Committee;
 - Draft a written thesis and conduct an oral defense of the thesis and make all necessary revisions to the thesis ideally by the end of the fourth semester.
- The thesis defense will ideally be completed by the end of the fourth semester. A student who fails the defense of their thesis will be allowed to repeat the defense once before the program's stated deadline in the student's fourth semester. A second failing grade will result in termination from the program.

2.1.4 Master of Science Degree in Clinical Investigations – Terminal (33 credit hours)

- To be awarded a master's degree in Clinical Investigations, a student must:
 - Complete all courses and maintain an overall GPA of 3.0 (on a 4.0 scale) or better;
 - Participate and satisfactorily complete all assignments and examinations;
 - Participate in mandatory workshops and seminars;
 - Select a thesis advisor, topic, and committee by the program's stated deadline;
 - Attend scheduled meetings with the Thesis Committee;
 - Draft a written thesis and conduct an oral defense of the thesis and make all necessary revisions to the thesis ideally by the end of the fourth semester.

- The thesis defense will ideally be completed by the end of the fourth semester. A student who fails the defense of their thesis will be allowed to repeat the defense once before the program's stated deadline in the student's fourth semester. A second failing grade will result in termination from the program.

Updated Policy:

1.1 Degree Completion Time Limit

1.1.1 Students are expected to complete the doctoral degree within five years, time beyond 5 years will require a written request and approval from the Dean.

1.1.2 Students are expected to complete the master's degree within two years, with three years as the maximum time allowed including any leaves of absence.

1.1.3 If a student has been approved to withdraw from the program and then is re-admitted, the period of withdrawal will not be included in the time to degree. Any exceptions to this policy require the approval of the Dean.

1.2 An *Intent to Graduate* form must be submitted to the Graduate School at the beginning of the semester in which the student expects to complete a degree.

1.3 Degree conferral is an institutional action that represents a student's completion of the requirements necessary for a degree. All students must file the Degree Completion Form to be considered for degree conferral. Degrees from the Graduate School are conferred in either June or December of each year. A single Commencement Exercise will typically be scheduled once each year. A student who has had their terminal degree conferred - doctoral or master's - will be assigned "graduate" status, which will prohibit their registration in a subsequent semester.

PROCEDURE

2.1 Degrees and Degree Completion

2.1.1 Doctoral Degree in Biomedical Sciences (minimum of 90 credit hours)

- The Graduate School will award the doctoral degree upon the successful completion of the following requirements:
 - Complete all courses and maintain an overall GPA of 3.0 (on a 4.0 scale) or better;
 - Participate in non-credit bearing workshops and seminars;
 - Complete three six-week laboratory rotations during the first two semesters. Make a final presentation at the end of each rotation;
 - Select a dissertation advisor and laboratory to begin dissertation research ideally by the end of the second semester (*note: this is a key required milestone*);
 - Conduct original research in their assigned laboratory;
 - Analyze and compile the research conducted in their assigned laboratory;
 - Finalize the Dissertation Committee during the early part of the third semester;
 - Pass the Candidacy Qualifying Exam by the end of June of the fourth semester. The examination includes preparation and oral defense of a grant application based on the proposed dissertation research;
 - Schedule annual meetings with the Dissertation Committee;
 - Publish (may be in press) a minimum of at least one first author or co-first author primary research manuscript based on the student's original research in a peer-reviewed journal prior to completion of the Ph.D. A student will not be permitted to schedule a dissertation defense until they have demonstrated that this requirement has been fulfilled (in rare circumstances

unpublished but submitted manuscripts may be reviewed and approved by the Dissertation Committee and the Dean to fulfill this requirement);

- Obtain approval of revised and final dissertation document from Dissertation Committee;
 - Complete an approved dissertation that reports the results and significance of the original research;
 - Before the end of the fifth year, conduct an oral defense of the dissertation.
- A student who fails the Candidacy Examination or the oral defense of the thesis will be allowed to repeat each once.

2.1.2 Master of Science Degree in Biomedical Sciences - Terminal (54 credit hours)

2.1.2.1 A student who decides to leave the program prior to obtaining their PhD degree or does not successfully pass their Candidacy Exam and is unable to complete their PhD studies may apply to the Associate Dean and Dean for a terminal Master of Science degree in Biomedical Sciences. To be considered for a terminal master's degree, the student must:

- Successfully complete the first-year core curriculum;
- Complete at least 6-12 months of full-time research

2.1.2.2 Once the Associate Dean and Dean approve the request for a terminal master's degree, the student will write and submit their candidacy exam and defend it during an oral examination administered by their Dissertation Committee. If the student's Dissertation Committee, Associate Dean and Dean approve the amount and quality of the student's work and agree that it rises to a master's level of research and academic accomplishment, a terminal master's degree is awarded to the student.

2.1.3 Master of Science Degree in Global Child Health – Terminal (30 credit hours)

- To be awarded a master's degree in Global Child Health, a student must:
 - Complete all courses and maintain an overall GPA of 3.0 (on a 4.0 scale) or better;
 - Participate and satisfactorily complete all assignments and examinations;
 - Participate in non-credit bearing workshops and seminars during experiential learning intersessions;
 - Select a thesis advisor, topic, and committee by the program's stated deadline;
 - Attend scheduled meetings with the Thesis Committee;
 - Draft a written thesis and conduct an oral defense of the thesis and make all necessary revisions to the thesis by the end of the fourth semester.
- The thesis defense must be completed by the end of the fourth semester. A student who fails the defense of their thesis will be allowed to repeat the defense once before the program's stated deadline in the student's fourth semester. A second failing grade will result in termination from the program.

2.1.4 Master of Science Degree in Clinical Investigations – Terminal (33 credit hours)

- To be awarded a master's degree in Clinical Investigations, a student must:
 - Complete all courses and maintain an overall GPA of 3.0 (on a 4.0 scale) or better;
 - Participate and satisfactorily complete all assignments and examinations;
 - Participate in mandatory workshops and seminars;
 - Select a thesis advisor, topic, and committee by the program's stated deadline;
 - Attend scheduled meetings with the Thesis Committee;
 - Draft a written thesis and conduct an oral defense of the thesis and make all necessary revisions to the thesis by the end of the fourth semester.
- The thesis defense must be completed by the end of the fourth semester. A student who fails the defense of their thesis will be allowed to repeat the defense once before the program's stated deadline in the student's fourth semester. A second failing grade will result in termination from the program.

Original text:

2.1.1 When appealing a grade, the student should provide a written statement of the violation; description of attempts to resolve complaint; documentation regarding policies including but not limited to the course syllabus; and documentation of coursework associated with the complaint.

Updated Policy:

2.1.1 When appealing a grade, the student should provide a written statement of the basis for the appeal; description of attempts to resolve the complaint; documentation regarding policies including but not limited to the course syllabus; and documentation of coursework associated with the complaint. Grade appeals alleging prohibited discrimination or harassment will be referred for handling under the applicable policy and procedure and will not be addressed through the grade appeal process described in this section.

Leave of Absence Policy

Original text:

1.7 If the student is funded by an F30 or an F31 NIH grant, they must also follow NIH policy on (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-154.html>). If a student is funded by any other grant, they must also follow the relevant leave of absence policies for that grant.

1.8 The Graduate School reserves the right to approve or deny all LOA requests in accordance with applicable state, federal and other regulatory agencies.

1.9 The categories of LOA and their specific details are as follows:

1.10 Medical Leave

1.10.1 A student may request up to 26 weeks (one semester) of continuous leave for a medical LOA if the student suffers from a medical condition or issue. During this period, the student will receive up to 2 weeks paid leave. Americans with Disability Act (ADA) policies may be followed as needed.

1.11 Parental Leave

1.11.1 A student may request up to 8 weeks of continuous paid leave for a parental LOA under one of the following four categories:

- A student who is a birth parent.
- A student who is a non-birth parent with significant responsibility for the care of the newborn child(ren); this includes a non-birth parent caring for a child born by surrogacy.
- A student who adopts or fosters a child under the age of 18 (or a child under the age of 23 if the child is mentally or physically disabled).
- A student who has a child under the age of 18 (or a child under the age of 23 if the child is mentally or physically disabled) placed with them pursuant to a court order.

1.11.2 Approved paid parental leave may be taken at any time during the twelve (12) month period following the birth or adoption of the child or placement of a child pursuant to a court order.

1.11.3 Students who need or wish to take a longer period of leave may request a medical leave or personal leave depending on the reason.

1.12 Personal Leave

1.12.1 A student may request up to 26 weeks (one semester) of continuous leave for a personal LOA for a reason not otherwise covered, for example, to attend to an illness in the family. During this period, the student will receive up to 2 weeks paid leave.

1.13 Bereavement Leave

1.13.1 Notify the Senior Associate Dean of Academic Affairs as soon as possible.

1.13.2 Bereavement leave is available within six (6) months of the date of death.

1.13.3 Three (3) days are available in the event of the death of an "immediate" family member, such as spouse, mother, father, sister, brother, step-parent, legal guardian, grandparent, grandchild, child (including legally adopted child, stepchild), mother-in-law, father-in-law.

1.13.4 One (1) bereavement day is available in the event of the death of an "other" family member, such as brother-in-law, sister-in-law, daughter-in-law, son-in-law.

1.14 Extended Leave

1.14.1 In exceptional circumstances, a student may request an extended LOA if additional time is required after exhausting the terms of one of the above listed approved LOAs. The length of time, in any combination, cannot exceed 1 year (52 weeks) total for the entire duration of the student's enrollment in the Graduate School.

1.15 Military Leave

1.15.1 For leave of absence for military service, students should reference the Military Leave of Absence Policy for more information and instructions on how to request a military leave of absence.

PROCEDURE

2.1 LOA requests must first be discussed with the dissertation/thesis advisor and the Associate Dean of the Program prior to submission of the formal request to the Senior Associate Dean of Academic Affairs.

2.2 All LOAs must formally be requested using the Graduate School "Leave of Absence Request Form" and supporting documentation provided to the Senior Associate Dean of Academic Affairs at least thirty (30) days prior to the beginning of the anticipated leave. Students who cannot foresee the need for leave 30 days in advance must give as much notice as possible. Students in emergency situations or in a state of diminished capacity will be placed on a leave and applicable paperwork collected retroactively.

2.3 The St. Jude Human Resources department may be contacted by the Senior Associate Dean of Academic Affairs for support in the leave process as needed.

2.4 Students are required to respond to requests for documentation and other information in a timely manner. Failure to respond to repeated requests for information will be seen as a failure to engage in the process and may cause the request for a leave to be denied. This includes requests during the leave, including intent to return or intent to apply for additional applicable leaves.

2.5 LOA will not be considered to have been granted until approved in writing by the Senior Associate Dean of Academic Affairs and signed off by the Dean.

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.

2.7 In emergency situations or cases where students have been in a state of diminished capacity, temporary approval may be granted at the discretion of the Dean while paperwork is being collected; temporary approval will only cover the time period granted for submitting paperwork and the Graduate School's completion of the formal approval/disapproval process.

2.8 Students on LOA will receive limited access to their St. Jude accounts and systems, and must request support from the Graduate School staff, as needed.

2.9 Students should contact the Associate Dean(s) of their program and the Registrar 14 days prior to their planned return to the Graduate School to request reinstatement.

Updated Policy:

1.7 If the student is funded by an F30 or an F31 NIH grant, they must also follow NIH policy on (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-154.html>). If a student is funded by any other grant, they must also follow the relevant leave of absence policies for that grant.

1.8 The Graduate School reserves the right to approve or deny all LOA requests in accordance with applicable state, federal and other regulatory agencies.

1.9 The categories of LOA and their specific details are as follows:

1.10 Medical Leave

1.10.1 A student may request up to 26 weeks (one semester) of continuous leave for a medical LOA if the student suffers from a medical condition or issue. Students will be approved for a leave of absence extending beyond 26 weeks if such absence is medically necessary. During this period, the student will receive up to 2 weeks paid leave. The Accommodations Policy may be followed as needed.

1.11 Parental Leave

1.11.1 A student may request up to 8 weeks of continuous paid leave for a parental LOA under one of the following four categories:

- A student who is a birth parent.
- A student who is a non-birth parent with significant responsibility for the care of the newborn child(ren); this includes a non-birth parent caring for a child born by surrogacy.
- A student who adopts or fosters a child under the age of 18 (or a child under the age of 23 if the child is mentally or physically disabled).
- A student who has a child under the age of 18 (or a child under the age of 23 if the child is mentally or physically disabled) placed with them pursuant to a court order.

1.11.2 Approved paid parental leave may be taken at any time during the twelve (12) month period following the birth or adoption of the child or placement of a child pursuant to a court order.

1.11.3 Students who need or wish to take a longer period of leave may request a medical leave or personal leave depending on the reason.

1.12 Personal Leave

1.12.1 A student may request up to 26 weeks (one semester) of continuous leave for a personal LOA for a reason not otherwise covered, for example, to attend to an illness in the family. During this period, the student will receive up to 2 weeks paid leave.

1.13 Bereavement Leave

1.13.1 Notify the Senior Associate Dean of Academic Affairs as soon as possible.

1.13.2 Bereavement leave is available within six (6) months of the date of death.

1.13.3 Three (3) days are available in the event of the death of an "immediate" family member, such as spouse, mother, father, sister, brother, step-parent, legal guardian, grandparent, grandchild, child (including legally adopted child, stepchild), mother-in-law, father-in-law.

1.13.4 One (1) bereavement day is available in the event of the death of an "other" family member, such as brother-in-law, sister-in-law, daughter-in-law, son-in-law.

1.14 Extended Leave

1.14.1 In exceptional circumstances, a student may request an extended LOA if additional time is required after exhausting the terms of one of the above listed approved LOAs. The length of time, in any combination, cannot exceed 1 year (52 weeks) total for the entire duration of the student's enrollment in the Graduate School, except to the extent required by law.

1.15 Military Leave

1.15.1 For leave of absence for military service, students should reference the Military Leave of Absence Policy for more information and instructions on how to request a military leave of absence.

PROCEDURE

2.1 LOA requests must first be discussed with the dissertation/thesis advisor and the Associate Dean of the Program prior to submission of the formal request to the Senior Associate Dean of Academic Affairs.

2.2 All LOAs must formally be requested using the Graduate School "Leave of Absence Request Form" and supporting documentation provided to the Senior Associate Dean of Academic Affairs at least thirty (30) days prior to the beginning of the anticipated leave. Students who cannot foresee the need for leave 30 days in advance must give as much notice as possible. Students in emergency situations or in a state of diminished capacity will be placed on a leave and applicable paperwork collected retroactively.

2.3 The St. Jude Human Resources department may be contacted by the Senior Associate Dean of Academic Affairs for support in the leave process as needed.

2.4 Students are required to respond to requests for documentation and other information in a timely manner. Failure to respond to repeated requests for information will be seen as a failure to engage in the process and may cause the request for a leave to be denied. This includes requests during the leave, including intent to return or intent to apply for additional applicable leaves.

2.5 LOA will not be considered to have been granted until approved in writing by the Senior Associate Dean of Academic Affairs and signed off by the Dean.

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.

2.7 In emergency situations or cases where students have been in a state of diminished capacity, temporary approval may be granted at the discretion of the Dean while paperwork is being collected; temporary approval will only cover the time period granted for submitting paperwork and the Graduate School's completion of the formal approval/disapproval process.

2.8 Students on LOA will receive limited access to their St. Jude accounts and systems, and must request support from the Graduate School staff, as needed.

2.9 Students should contact the Associate Dean(s) of their program and the Registrar 14 days prior to their planned return to the Graduate School to request reinstatement. If the LOA request was approved with stipulations for reinstatement, the student must submit in writing the request for reinstatement outlining how they have met each of the stipulations.

Original text:

1.3 Experiential credit

1.3.1 Experiential credit will be considered on a case-by-case basis for students who are admitted into the doctoral program and typically reflects prior experience in research, clinical care and industry. Experiential credit will be reviewed and granted by the Curriculum Committee. Experiential credit will not be considered for students who are admitted into the Master of Clinical Investigations and Global Child Health programs.

1.4 Transfer credit

1.4.1 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.

1.4.2 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.

1.5 Transferability of Credit to Other Institutions

1.5.1 The St. Jude Children's Research Hospital Graduate School of Biomedical Sciences is a special purpose institution. The mission of St. Jude Children's Research Hospital is to advance cures, and means of prevention, for pediatric catastrophic diseases through research and treatment. The St. Jude Graduate School of Biomedical Sciences drives this mission by educating the next generation of biomedical researchers to probe the molecular basis of disease, develop novel therapy and train medical professionals to advance global health for children with catastrophic diseases. The purpose is to fundamentally advance global health and to find cures for pediatric catastrophic diseases by enhancing education across disciplines and training future leaders and innovators, including researchers probing the molecular basis of disease and therapy, medical practitioners conducting clinical and translational research, and health professionals improving health care systems worldwide. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institutions. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

1.6 Course Numbering

1.6.1 The Graduate School courses are labelled with a seven-character field. The first three characters represent an alphabetic prefix that defines the program to which each course is attached. The fourth character indicates courses earned toward a degree level. The fifth and sixth characters indicate the numbering of courses. The seventh character indicates the term the course is offered.

Examples:

- | | | | | | |
|---------|---|----------------------------|---------------------|--------------------------|------------------|
| BMS9301 | - | 'BMS': Biomedical Sciences | '9': Doctoral level | '30': Sequence of course | '1': Fall term |
| GCH8132 | - | 'GCH': Global Child Health | '8': Master's level | '13': Sequence of course | '2': Spring term |

Text Updated:

1.3 Transfer credit

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 program, which typically occurs prior to student enrollment. 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.

1.4 Graduate School Credits for a Graduate Degree

1.4.1 The Graduate School requires that a minimum percentage of the credits towards a degree must be earned through instruction provided by the Graduate School.

1.4.2 At least 60% of the credits earned towards a Doctor of Philosophy degree must be earned through instruction provided by the Graduate School.

1.4.3 At least 75% of the credits earned towards a Master of Science degree must be earned through instruction provided by the Graduate School.

1.5 Transferability of Credit to Other Institutions

1.5.1 The St. Jude Children's Research Hospital Graduate School of Biomedical Sciences is a special purpose institution. The mission of St. Jude Children's Research Hospital is to advance cures, and means of prevention, for pediatric catastrophic diseases through research and treatment. The St. Jude Graduate School of Biomedical Sciences drives this mission by educating the next generation of biomedical researchers to probe the molecular basis of disease, develop novel therapy and train medical professionals to advance global health for children with catastrophic diseases.

1.5.2 Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institutions. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

1.7 Course Numbering

1.7.1 The Graduate School courses are labelled with a seven-character field. The first three characters represent an alphabetic prefix that defines the program to which each course is attached. The fourth character indicates courses earned toward a degree level. The fifth and sixth characters indicate the numbering of courses. The seventh character typically indicates the term the course is offered and/or whether the assigned credit hours for the course are scalable.

Examples:

BMS9301

'BMS': Biomedical Sciences '9': Doctoral level '30': Sequence of course '1': Fall term

GCH8132

'GCH': Global Child Health '8': Master's level '13': Sequence of course '2': Spring term

Experiential Credit Policy**New Policy:**

1.1 Experiential credit allows students to receive Graduate School credit for relevant, well-documented learning experiences outside of the traditional classroom setting. These experiences may include (but are not limited to) research experience and work experience. The experience(s) must have occurred within the last 10 years.

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.

PROCEDURE**2.1 Petition and Portfolio Submission**

2.1.1 Students interested in applying for experiential credit must complete the Experiential Credit Petition Form and develop a comprehensive portfolio that showcases the relevant learning experiences.

2.1.3 The portfolio should include supporting documentation such as certificates and industry licensures, transcripts, performance reviews and commendations, letters of recommendation, artifacts and work examples, and any other materials that demonstrate the student's proficiency in the desired courses.

2.1.2 The form and portfolio should be submitted to the Associate Dean of the program, who will conduct an initial review and forward the materials to the programmatic subcommittee of the Curriculum Committee.

2.2 Programmatic Subcommittee Review

2.2.1 The programmatic subcommittee will review the submitted portfolio within a reasonable timeframe.

2.2.2 The subcommittee will assess the portfolio based on evaluation rubric that consider the following criteria:

- **Relevance:** The extent to which the learning experiences align with the knowledge, skills, and experiences outlined in the Graduate School's curriculum for the program, including the extent to which the learning experience is comparable to a designated credit experience and consistent with the Graduate School's mission.
- **Depth and breadth:** The depth and breadth of knowledge acquired through experiential learning.
- **Quality of evidence:** The quality and reliability of the supporting documentation provided in the portfolio.
- **Mastery of outcomes:** The extent to which the student demonstrates mastery of the program's student learning outcomes.

2.2.3 The subcommittee may request additional information or clarification from the student if deemed necessary.

2.3 Determination of Experiential Credit

2.3.1 Based on the review, the programmatic subcommittee will determine whether to grant the experiential credit and the number of credits to be awarded.

2.3.2 The decision will be communicated to the student in writing, along with a rationale for the determination.

2.3.3 If the experiential credit is granted, it will be recorded on the student's academic transcript with an experiential credit denotation, indicating the courses covered and the number of credits earned toward the Graduate School degree.

2.4 The maximum number of experiential credits will vary across programs; however, students must still meet the minimum percentage of credits that must be earned through instruction by the Graduate School (reference the Credit Hour Policy for more information).

Page *Back cover* **Published Date - Revision**

Catalog Published: 07-11-2023

Revised: 07-28-2023; 8-11-2023, 01-05-2024

Previous Language: N/A