

80.20.010 *MILITARY SERVICE LEAVE OF ABSENCE POLICY*

Military Service Leave of Absence Policy

PURPOSE

St. Jude Children's Research Hospital Graduate School of Biomedical Sciences ("Graduate School") provides Military Service Leave to students who are members of the U.S. Armed Forces, including members of the National Guard or Reserve.

SCOPE

This policy applies to all students actively enrolled in the St. Jude Children's Research Hospital Graduate School of Biomedical Sciences who are members of the U.S. Armed Forces, including members of the National Guard of Reserve under federal authority ("Armed Forces"). Any reference to benefits only applies to those students who receive benefits from the Graduate School.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders affected by this policy include students requesting military leave as well as faculty and staff involved in the military leave of absence process.

POLICY

1.1 Leave is provided when necessitated by service, voluntary or involuntary, in the U.S. Armed Forces. Such service includes, active duty, active duty for training, full-time National Guard or Reserve duty, or mandatory training or mandatory temporary duty that must occur during the time a student is actively enrolled at the Graduate School.

1.2 Non U.S. students who serve in their countries' armed forces will be considered on a case-by-case basis.

1.3 Leave will be provided for a period of not more than one cumulative year, but readmission is allowed for up to five cumulative years, unless an extension is required by law.

1.4 While on approved leave, the student's enrollment status is "Leave of absence (LOA)"; however, the student is considered actively enrolled to their program. Tuition will be assessed accordingly.

1.5 The Graduate School Insurance coverage will automatically continue for up to than 30 days. Coverage can be continued upon request for more than 30 days but not to exceed 1 Year.

PROCEDURE

2.1 Military 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 Student and Faculty Affairs.

2.2 Students requiring military leave are formally responsible for submitting the "Request for Leave of Absence Form" and supporting documentation to the Senior Associate Dean of Student and Faculty Affairs as soon as possible. Once approved, it will be submitted to the Dean for final approval.

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2.3 Upon approval of the LOA, the Senior Associate Dean of Student and Faculty 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.

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

2.5 When the student satisfactorily completes the military service LOA, the student must provide written notice and a copy of their completion documentation to the Senior Associate Dean of Student and Faculty Affairs of their intent to return to the program.

2.6 For periods of military service of more than 180 days, the student is required to submit to the Senior Associate Dean of Student and Faculty Affairs written notice of their intent to return no later than 90 days after completion of service. The Graduate School will require documentation to establish that the notice of intent to return is timely, that the nature of the student's separation from uniformed service was not disqualifying, and that the student has not exceeded applicable time limits on the duration of leave.

2.7 For periods of military service of 31 to 180 days, the student is required to submit to the Senior Associate Dean of Student and Faculty Affairs written notice of their intent to return no later than 14 days after completion of service. The Graduate School will require documentation to establish that the notice of intent to return is timely, that the nature of the student's separation from uniformed service was not disqualifying and that the student has not exceeded applicable time limits on the duration of service.

2.8 For periods of military service up to 30 consecutive days (or for a period of any length for the purpose of a fitness examination), the student must report to the Graduate School after the completion of service and transportation home plus 24 hours rest.

2.9 Leave time taken will not be included in the time-to-degree calculation for degree completion and the student is not required to make degree progress during the period of the leave.

2.10 If a student is hospitalized or disabled as the result of a service-connected injury or illness, the deadlines stated above may be extended for up to 1 year.

2.11 If the military LOA severely impacts the mandatory curriculum of the relevant program as determined by the Associate Dean, the student will be required to join the next cohort.

2.12 An LOA does not affect the student's obligation to comply with other Graduate School policies or the sanctions to which the student may be subject for violation of any such policies. Pending or related student conduct or academic proceedings may continue even when a student is on a LOA.

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.

2.14 All information provided to the Graduate School in connection with a LOA will be handled in a confidential manner and disclosed only in accordance with Graduate School policies and in compliance with state and federal laws.

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DEFINITIONS

N/A

REFERENCE DOCUMENTS

- Withdrawal Policy
- Leave of Absence Policy

FORMS AND OTHER DOCUMENTS

N/A

POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.20.010
Policy Category	Academic Policy
Policy Sponsor	Steven Varga
Approval Authority	Curriculum Committee
Policy Effective Date	July 1, 2023
Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
Last Review Date	December 11, 2025
Next Scheduled Review Date	By June 1, 2026

REVISION HISTORY

V1.0 – May 23, 2023

V2.0 – August 2, 2024

V3.0 – December 11, 2025

APPROVALS

Curriculum Committee – Approved on May 23, 2023

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