

80.20.014 *TRANSFER INTO THE GRADUATE SCHOOL FROM OTHER PROGRAMS POLICY*

Transfer into the Graduate School from other Programs Policy

PURPOSE

The purpose of this policy is to provide guidance on the process to transfer into the Graduate School of Biomedical Sciences from other programs.

SCOPE

This policy applies to all students enrolled in the Graduate School, regardless of mode of instruction and physical location of the student.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders affected by this policy include all Graduate School students and faculty.

POLICY

1.1 A graduate student at another institution may not transfer into the Graduate School unless accompanied by a St. Jude-recruited and THEC-approved Graduate Faculty member;

1.2 International doctoral students cannot transfer into the Graduate School currently;

1.3 Students who transfer with a St. Jude-recruited THEC-approved Graduate Faculty member may only transfer into the doctoral program and not into the master's program;

1.4 Transfer student applicants must pass background and registry checks and drug screen prior to final admission into the Graduate School;

1.5 A doctoral student who has completed their Candidacy Examination at another institution may not transfer into the Graduate School but may complete the research for a PhD degree at St. Jude through an agreement between St. Jude and the home institution, and the student's dissertation advisor. The Graduate School has no formal role in the student's training. However, the student may informally participate in lectures and presentations with permission of the Associate Dean of Academic Affairs and the Graduate Faculty member(s) overseeing and conducting the course(s);

1.6 A doctoral student at another institution who has not passed their Candidacy Examination may formally apply to transfer into the Graduate School if the dissertation advisor is a member of the Graduate Faculty;

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PROCEDURE

2.1 Prior to accepting a transfer student, the dissertation advisor, Associate Dean, Dean, and other designees will review the transfer applicant's academic and student record and evaluate the student's prior graduate-level coursework for academic credit at the Graduate School. Key factors for academic credit evaluation include level and content of prior coursework, comparability to Graduate School courses, and relevance to the Graduate School curriculum.

2.2 For a doctoral student who has been approved to transfer from another institution, a plan will be formulated to complete their graduate training. The student must complete necessary courses in the first-year curriculum as determined by the dissertation advisor, Associate Dean, Dean, and other designees of the student's prior graduate-level coursework. Depending on when in the academic year and in the stage of the student's graduate studies the transfer occurs, and with the Dean's approval, the requisite sections of the Graduate School curriculum may be completed in the student's second year.

2.3 Transfer students are required to complete three distinct laboratory rotations. Rotations completed at the student's prior institution may count towards this requirement.

2.4 Candidacy Examinations occur during the spring semester of the student's second year and the grant proposal is submitted after passing the Candidacy Examination. The dissertation advisor and Dean may adjust timing for a transfer student's Candidacy Examination accordingly.

2.5 Once formulated, the dissertation advisor will present the training plan of the transfer student to the Graduate Advisory Council. The Graduate Advisory Council will provide feedback on the training plan to the Dean prior to their approval.

2.6 Accepted transfer students will receive the full benefits that the Graduate School provides to students in the same degree program.

2.7 Accepted transfer students are required to follow the Graduate School Policies & Procedures.

DEFINITIONS

N/A

REFERENCE DOCUMENTS

N/A

FORMS AND OTHER DOCUMENTS

N/A

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POLICY DETAILS

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Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
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Next Scheduled Review Date	By June 1, 2026

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