

80.20.009 WITHDRAWAL POLICY

Withdrawal Policy

PURPOSE

The purpose of this policy is to provide guidance on withdrawing from a course or from the Graduate School.

SCOPE

This policy applies to all students enrolled in the St. Jude 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, faculty, and staff.

POLICY

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 $\geq 20\%$ 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.

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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.

DEFINITIONS

N/A

REFERENCE DOCUMENTS

- Refunds Policy
- Grades and Grading Policy

FORMS AND OTHER DOCUMENTS

N/A

POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.20.009
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

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V3.0 – December 11, 2025

APPROVALS

Curriculum Committee – Approved on May 23, 2023

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