

## 80.20.012 DEGREE AND DEGREE REQUIREMENTS POLICY

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### Degree and Degree Requirements Policy

#### PURPOSE

The purpose of this policy is to provide guidance on degree and graduation requirements.

#### SCOPE

This policy applies to all students enrolled in the St. Jude Graduate School.

#### STAKEHOLDERS AFFECTED BY THIS POLICY

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

#### 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.

1.1.4 If a student's registration is interrupted for any reason such that they are not registered for three consecutive academic sessions (including the spring, summer and fall sessions), the student must apply for readmission. The graduate program will stipulate the application requirements for readmission.

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. 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.

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### DEFINITIONS

N/A

### REFERENCE DOCUMENTS

- Satisfactory Academic Progress Policy

### FORMS AND OTHER DOCUMENTS

N/A

### POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.20.012
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 20, 2024

V4.0 – February 12, 2025

### APPROVALS

Curriculum Committee – Approved on May 23, 2023

Curriculum Committee – Approved on August 2, 2024

Curriculum Committee – Approved on December 20, 2024

Curriculum Committee – Approved on February 12, 2025