

Policy 932 Withdrawal Policy

Policy Number: 932

Effective Date: 06/01/16

Revised Dates: 11/09/2020; 07/31/2025

Scope

This Policy on Withdrawal applies to faculty, staff and students ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

Purpose

The purpose of this Policy is to set forth the policies, rules and procedures of the School with respect to withdrawing from the School.

Policy

A student who wishes to withdraw from the School must meet with the Dean or their designee then submit a written notice to the Dean for Administration & Registrar. The Dean for Administration & Registrar subsequently takes the necessary steps to end the student's affiliation with the School in a timely manner.

If a student withdraws from the School, their transcript indicates a grade of "W" for the courses in which he or she was enrolled at the time of withdrawal. "Withdrawal from Program" and the date of withdrawal is noted on the transcript following the last term's grades. The effective date of the withdrawal is a date indicated in the student's written notice or, if no date is indicated, it is the date the written notice is received by the Dean for Administration & Registrar. The Withdrawal from Program indication on the transcript does not have any financial outcomes or GPA impact to the student.

A student who withdraws from the School and later wishes to be reinstated must reapply by following the same admission application process as all applicants.

This Policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This Policy was reviewed and amended by the GSSIMR Board of Directors on November 09, 2020.

This Policy was reviewed by the GSSIMR Board of Directors on September 18, 2024.

This Policy was reviewed and amended by the GSSIMR Board of Directors on September 18, 2025.

This policy will be reviewed again by the GSSIMR Board according to the annual policy review schedule.