UNIVERSITY POLICIES AND PROCEDURES

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ACADEMIC INTEGRITY POLICY

Thomas Jefferson University and the Jefferson School of Population Health believe that academic integrity is one of the most important values and behaviors that should be practiced by students during their academic education.

FORMS OF ACADEMIC DISHONESTY
Plagiarism
As stated in the American Medical Association Manual of Style, “in plagiarism, an author passes off as his or her own the ideas, language, data, graphics or even scientific protocols created by someone else, whether published or unpublished.” When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Examples of plagiarism include, but are not limited to:
1. Quoting another person’s actual words, complete sentences or paragraphs, or entire pieces of written work without acknowledgment of the source.
2. Using another person’s ideas, opinions or theories, even if they are completely paraphrased in one’s own words, without acknowledgment of the source.
3. Noting the original source of only a part of what is borrowed.
4. Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
5. Copying another student’s essay test answers.
6. Copying, or allowing another student to copy, a computer file that contains another student’s assignment and submitting it, in part or in its entirety, as one’s own.
7. Working together on an assignment, sharing the computer files and programs involved and then submitting individual copies of the assignment as one’s own individual work. Students are urged to consult with individual faculty members if in doubt.

Fabrication
Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive. Examples include, but are not limited to:
1. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
2. Listing sources in a bibliography not directly used in the academic exercise.
3. Submission in a paper, thesis, lab report or other academic exercise of falsified, invented or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence.
4. Submitting as one’s own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.

Cheating
Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to:

1. Copying from another student’s test paper or allowing another student to copy from a test paper.
2. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
3. Collaborating during a test with any other person by receiving information without authority, or collaborating with others on projects where such collaboration is not expressly permitted.
4. Using or possessing specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student’s clothing, etc., that are not authorized.
5. Taking a test for someone else or permitting someone else to take a test in one’s place.
6. Tapping pencils or other objects or otherwise signaling in code.
7. Entering any office or opening a file to obtain a test or answer key.
8. Viewing test materials on a secretary’s or faculty member’s desk.
9. Passing quiz/test questions or answers from one student to another, even after the test is completed.
10. Discussing test questions or answers outside the examination room while the test is in progress.

**Academic Misconduct**

Academic misconduct is the intentional violation of University policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test. Examples include, but are not limited to:

1. Stealing, buying or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test including answers to an unadministered test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test or on other work for which a grade is given.
5. Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, in a computer, on a “change of grade” form or other official academic records of the University which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.
7. Continuing to work on an examination or project after the specified allotted time has elapsed.
8. Signing into classes for others.

**SANCTIONS**

Two possible sanctions exist for cases of academic dishonesty. **Option A** outlines adjudication of cases at the discretion of the faculty. Cases may also be referred directly to the JSPH Judicial Board for adjudication under **Option B** of these guidelines.
Option A is limited to one or more of the following, by choice of the faculty member:

- a verbal reprimand
- a written reprimand
- a grade of zero for an assignment or examination
- a requirement that the student repeat the work affected by the academic dishonesty
- a statement concerning the action to be sent by the instructor to the Director of Academic and Student services who will consult with the Associate Dean for Academic and Student Affairs

No notation of faculty action will appear on the student’s transcript. However, the School may choose to keep documentation in the student’s file and this may be taken into account if the student is involved in another incident of academic dishonesty. When the instructor chooses to have the student repeat the assignment, the instructor will tell the student the maximum grade that may be assigned for the repeated assignment. For example, it is acceptable for the instructor to assign no more than a minimal passing grade to a repeated assignment, if successfully completed by the student.

The student may contest the instructor’s allegation by requesting a hearing with the Judicial Board. Any such request must be made within five (5) working days from the time the student has been informed of the charge and the instructor’s recommended resolution. The instructor’s initial penalty will be considered in assessing a penalty for a guilty finding by the Judicial Board.

Option B: Direct referral of the charge by the faculty member to the Judicial Board for adjudication.

See STUDENTS RIGHTS, FREEDOMS AND RESPONSIBILITIES for Information concerning procedures for requesting a judicial hearing.

CONFIDENTIALITY OF STUDENT RECORDS

Student records are held by the University in joint agreement with the student and the University for the benefit of the student. In such an agreement, the student’s records are the property of the University but may be released upon the written request of the student. The records of the student are held in trust by the University and are maintained in a confidential manner.

DISABILITY ACCOMMODATION

In an effort to assist students with special needs, the School has approved the following procedures:
• A student requesting accommodation for a disability must submit a formal request to the Associate Dean for Academic and Student Affairs who will forward the request and supporting materials to the Assistant Vice President for Student Life.
  • The student must provide current documentation of that disability (three years old or less) from an appropriate disabilities specialist.
  • The student must provide documentation of accommodations (if any) provided at previous academic institutions.
  • The student must request specific accommodations based on the foregoing information.
• The Assistant Vice President for Student Life will determine the appropriateness of the requested accommodation. Deliberations may include faculty, other University officials and additional learning disabilities specialists.
• The Assistant Vice President for Student Life will meet with the student to determine appropriate accommodations.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (more commonly known as “The Buckley Amendment” or FERPA) is a federal law that affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.** Students should submit to the University Director of Student Records a written request that identifies the record(s) they wish to inspect. The University Director of Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Director of Student Records to whom the request was submitted, he or she shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or is misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure
without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school or college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University, at its discretion, may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Thomas Jefferson University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC, 20202-4605

The University, at its discretion, may provide directory (public) information in accordance with the provisions of the Act to include: the student’s name, address, telephone listing, date and place of birth, major field of study, academic schedule, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, identification photo, University e-mail address and previous educational institutions attended by the student. Students wanting directory information withheld should notify the University Director of Student Records in writing within two weeks of each year’s initial academic enrollment.

Revisions and clarifications will be published as experience with the law and Jefferson’s policy warrant.

GRADE APPEAL PROTOCOL

I. Grade Appeals Board
The Schools of Health Professions, Nursing, Pharmacy and Population Health shall collectively support a Grade Appeals Board.
A. Membership
1. A member of the administration designated by the Senior Vice President for Academic Affairs
2. Two faculty members from each school. Each school should designate two alternates. An alternate may serve on the Board in case one of the school’s faculty designees is unavailable.
3. Two students from each school. Each school shall identify two alternates. An alternate may serve on the Board in case one of the school’s student designees is unavailable.

The Board, by a majority vote of its members, will elect one member as Chair at the beginning of the academic year.

B. Responsibilities
A Grade Appeals Hearing Panel, as set forth in Section III, Paragraph 11 a., shall provide a hearing for students who, following the established grade appeal guidelines, wish to present evidence that their level of achievement is, or has been, other than as adjudged by the School. The Grade Appeals Hearing Panel will also hear appeals of dismissal for unsafe clinical practice. The hearing procedures followed by the Grade Appeals Hearing Panel are set forth below.

II. Bases for Grade Appeal
The grade appeal protocol affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned under the following circumstances:

• **Caprice:** The faculty member has arrived at the grade or rendered a decision without considering all the pertinent facts involved or has deliberately ignored these facts.

• **Prejudice:** A faculty member has arrived at the grade or rendered a decision based on reasoning which is influenced by irrelevant information having no bearing on the decision.

• **Mechanical error:** The grade has been inaccurately assigned due to clerical error on the part of the instructor or computer.

• **Assignment of a grade inconsistent with criteria used to assign grades to other students:** The grade was given using criteria different from criteria used to grade all other students in the class.

Reduction of a grade for alleged academic dishonesty does not follow this protocol. It must be appealed to the Judicial Board on Student Conduct.

For a grade appeal, the burden of proof is on the student. The student must be prepared to state reasons for believing the grade assignment was inappropriate and provide documentation of the alleged impropriety. Examples of documentation include but are not limited to: course outlines, handouts, logs, completed assignments, any written feedback given by the faculty on written work and/or witnesses. The student will be able to review all material relevant to the case from his or her department/school file.

III. Steps of Grade Appeal
The following steps of grade appeal are established and adopted by the faculty:

1. The appeal period begins on the day that the student’s grade is posted by the Office of the Registrar.
2. The student shall file the Notice of Course Grade Appeal form with the course instructor or faculty member in charge of the course. Forms are available in the School’s Office of Student Affairs or the Office of the Assistant Vice President for Student Life.

3. The Director of Academic and Student Services, in consultation with the Program Director and Associate Dean for Academic and Student Affairs, will decide if the student may continue in class during the appeal period. The instructor recommending that the student should not continue in the academic program must clearly document that the student poses a safety risk to others and/or has engaged in disruptive behavior towards other students, faculty, clinical instructors and/or patients.

4. The student will attempt to resolve the situation with the course instructor.

5. If a mutually acceptable decision is not reached between student and instructor, the student must provide the Director of Academic and Student Services with a detailed written statement of allegations, facts and circumstances. The faculty member shall make all pertinent grading records available to the Director of Academic and Student Services.

6. After receipt of the student’s detailed statement, the Director of Academic and Student Services, in consultation with the Associate Dean for Academic and Student Affairs, shall meet with the student to discuss the appeal. A written report of the decision of the Director of Academic and Student Services regarding the appeal shall be sent to the student and the course instructor.

7. If the Director of Academic and Student Affairs denies the appeal, the student may then appeal to the Dean of the School.

8. The student must provide the Dean with a detailed written statement of allegations, facts and circumstances. The Director of Academic and Student Services and faculty member shall make all reports addressing the denial of appeal and pertinent grading records available to the Dean.

9. If the Dean denies the appeal, the student may then appeal to the Grade Appeals Board. The following must be submitted to the Chair of the Grade Appeals Board:
   a. a signed Notice of Course Grade Appeal (the form is available in the Office of the Associate Dean for Academic and Student Affairs or the Office of the Assistant Vice President for Student Life);
   b. a detailed written statement explaining the basis for the appeal setting forth one or more of the circumstances described in the first paragraph of this Protocol. The statement must include a specific account of all alleged procedural irregularities and a chronology of significant events related to the appeal;
   c. a copy of the course syllabus;
   d. copies of other pertinent documents and any other evidence that may have a bearing on the grade in question. These may include, but are not limited to, School/Department regulations, tests, papers, clinical records or evaluations, journals, handouts, and/or correspondence to/from the instructor;
e. a proposed list of witnesses who have agreed to testify at the hearing (if the Board determines that a hearing is warranted) and for each a brief summary of his/her testimony and its relevance to the charge that an inappropriate grade has been assigned.

10. The Board will review the evidence and may request new evidence to clarify any issue pertinent to the case. The Board reserves the right to deny a hearing if the evidence submitted by the appellant does not clearly demonstrate the possibility of procedural irregularity. The Board Chair will notify both parties in writing of the decision, including the time, date, location and conduct of the hearing (unless denied). The Board will appoint a Grade Appeals Hearing Panel consisting of the Chair of the Grade Appeals Board who shall chair the Grade Appeals Hearing Panel, two additional faculty members and two student representatives. A representative of the Office of the Senior Vice President for Academic Affairs shall also serve on the Panel. The Panel will determine which proposed witnesses may testify at the hearing.

11. Attendance at the hearing is required of the following individuals and is closed to all others:
   a. All members of the Grade Appeals Hearing Panel shall be present or represented and shall serve with full voting rights. A representative of the Office of the Senior Vice President for Academic Affairs shall serve on the Panel in a non-voting capacity. None of the faculty members on the Grade Appeals Hearing Panel may be from the School from which the Appeal originates. A Board member or representative must withdraw from the proceedings if involved with the grade in any capacity or otherwise cannot remain unbiased. The Chair of the Board shall appoint another representative to maintain the Hearing Panel’s structure in accordance with this Protocol.
   b. The appellant and appellee shall be present. If either party is unable to attend due to extraordinary circumstance such as, but not limited to, severe illness, death in the immediate family or professional obligation that cannot be rescheduled, the Board Chair must be notified immediately. The hearing will be rescheduled within five days of the originally scheduled date.
   c. Witnesses called by either party and approved by the Hearing Panel.
   d. A non-Board member provided by the office of the SVPAA who may schedule the hearing and will record the discussion and prepare a summary of the proceedings.

12. The hearing shall be conducted in the following manner:
   a. The appellant and appellee must represent themselves.
   b. The appellant will have the opportunity to state the nature of the grievance in detail and present supporting witnesses.
c. The appellee will be given the opportunity to respond to the appellant’s statement and present supporting witnesses and evidence.
d. Hearing Panel members may question the appellant, appellee and witnesses.
e. The appellant, appellee and witnesses are excused.
f. Following a period of closed deliberation, the decision of the Hearing Panel will be determined by a simple majority vote. A written report of the decision citing the most pertinent information pertaining to the decision will be forwarded to the appellant and the School Dean.

13. If the decision of the Grade Appeals Hearing Panel is not acceptable to either party, the appellant may file a written notice of appeal with the Senior Vice President for Academic Affairs. The appeal must be based on either a lack of due process or new information not available at the time of the hearing. Such a request shall be granted or denied at the discretion of the Senior Vice President for Academic Affairs based on an analysis of whether the new information is likely to make a significant and substantial difference in the initial disposition of the case or whether the due process provided to the student was inconsistent with University procedures.

14. If the request for the appeal is approved, the Senior Vice President for Academic Affairs shall meet with the appellant to try to resolve the situation. In advance of the appeal meeting, the Senior Vice President for Academic Affairs may request any additional records or documentation that he/she feels are relevant to the case.

15. The written decision of the Senior Vice President for Academic Affairs shall be sent to the appellant, the Dean and the Chair of the Grade Appeals Board. The decision of the Senior Vice President for Academic Affairs shall be final and binding.

The student is encouraged to seek the assistance of the School Dean or the Office of the Assistant Vice President for Student Life to provide further explanation of the grade appeal process.

IV. Time Frame for Grade Appeal
The maximum time frame allowed for the appeal period is normally 50 days (business days, Monday–Friday). The School Associate Dean for Academic Affairs, School Dean, Chair of the Grade Appeals Board or Senior Vice President for Academic Affairs may extend the time frame if extenuating circumstances warrant additional time.

The following guidelines are recommended:
• The student may file written notice of appeal no later than five business days after the grades are posted by the Registrar’s Office on the student record (Banner Web).
• The course instructor will render a written decision to the student within three business days from the date the appeal is filed with the course instructor.
• The student must file notice of further appeal with the Director of Academic and Student Services within three business days of receipt of the course instructor’s decision.
• The Director of Academic and Student Services will render a written decision within three business days of delivery of the notice of appeal.
• The student must file notice of further appeal with the Dean within three business days of receipt of the Director of Academic and Student Service’s decision.
• The Dean will render a written decision within three business days of delivery of the notice of appeal.
• The student must file written notice of further appeal with the Chair of the Grade Appeals Board within three business days of notification of the Dean’s decision.
• The Grade Appeals Board will meet within five business days of receipt of the notice of appeal to determine if a hearing is warranted.
• If the Board determines that a hearing is warranted, the appeal will be presented at a hearing within five business days after the Board meeting.
• The Chair of the Board will render the decision within five business days after the hearing.
• The student may file a written request for an appeal of the Board’s decision to the Senior Vice President for Academic Affairs within three business days of receipt of the decision. The appeal must be based on either a lack of due process or new information not available at the time of the hearing.
• If the request for the appeal is approved, the Senior Vice President for Academic Affairs will meet with the student within three business days of the notice of appeal.
• The Senior Vice President for Academic Affairs will render a decision within five business days after the meeting. Reasonable efforts should be made to complete the process within the 50-day time period.

Satisfactory Academic Progress Policy for Financial Aid Recipients

Policy Statement:
In order to receive payment for any Title IV Financial Aid Program, students must maintain satisfactory progress in their chosen program of study. If a student transfers to another program of study in the School, academic work in the prior program will be considered in determining satisfactory progress.

Students receiving aid for the first time must have been making satisfactory progress prior to receiving Title IV aid.
Students are considered to be maintaining satisfactory progress in their program of study if they successfully complete 70 percent of the credits attempted while receiving Title IV Funds.

The Satisfactory Academic Progress Policy will be applied at the end of each academic term.

Students who do not demonstrate satisfactory progress are not eligible to receive further Title IV Funds until they have re-established satisfactory progress.

To re-establish satisfactory progress, students must successfully complete, without receiving Title IV Funds, at least 70 percent of the attempted credits which fulfill degree requirements during one academic term.

When satisfactory progress is re-established, the Satisfactory Progress Policy will again be applied at the end of the semester. Application of the policy will continue until students complete or terminate their education.

Students who are placed on probation are permitted to continue on aid as long as they are making progress in accordance with School/Department regulations. Students are required to complete their course of study in no more than 150% of the standard time frame required by the academic program. An extension may be granted by the Office of Financial Aid in the event of extenuating circumstances. The death of a family member or documented medical illness are examples of unusual and extenuating circumstances.

Students who are asked to withdraw from a major but who are permitted to remain in the School taking nonprofessional required courses and/or professional courses in the major with permission of the School/Department may not continue on financial aid.

If students feel that they are not fairly judged or have extenuating circumstances, they may request a review of their individual circumstances by the Director of Financial Aid. In the event that students are not satisfied with a decision made by the Director, they may appeal to the Assistant Vice President for Student Life. A subsequent appeal may be made to the Senior Vice President for Academic Affairs, who will render the final decision.

In the event of highly unusual or extenuating circumstances which result in the student not maintaining satisfactory progress, the Director of Financial Aid may waive or adjust the Satisfactory Academic Progress Policy on an individual basis. The death of a family member or documented medical illness are examples of unusual and extenuating circumstances.

Definitions:
**Title IV Funds:** Any payment originating from the Federal Title IV Financial Aid Programs.

**Credits Attempted:** A credit will be considered attempted only for those courses in which a student is enrolled and which fulfill degree requirements. Withdrawal from classes or the School after the specified drop/add period does not exclude those credits from being considered as attempted. Required courses that are repeated will not be aided, but these credits will be considered in calculation of credits attempted for satisfactory progress. Non-credit, remedial courses or challenge examinations are not aided and are not considered as credits attempted.

Temporary letter grades such as I, IP or NR will be considered at the time the final grade is received. These credits will be evaluated with the other credits the student attempted during the academic term the course was originally intended to be completed.

**Successful Completion:** A credit will be considered successfully completed if the student receives a letter grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or P. A credit for which a student receives the grade W, WP, WF, F, NC, N or UP will not be considered successfully completed. Graduate students must maintain a minimum Grade Point Average of 3.00.

**Satisfactory Progress Table**
The following table will be used to measure satisfactory progress for the Federal Title IV Financial Aid Programs.

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Financial Aid Refund
Title IV Aid*
For each Title IV aid recipient who withdraws, the school must calculate the amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled. The school must return any portion of unearned Title IV funds for which the school is responsible.

The school must also advise the student of the amount of unearned Title IV grant aid that he or she must return, if applicable. The student (or parent, in the case of a PLUS Loan) must repay any unearned funds that the school did not return according to the normal terms of the loan.

If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV grant and loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs.

However, if a student withdraws before completing more than 60% of the payment period or period of enrollment, the amount of any Title IV loan and grant aid that the student received for the payment period or period of enrollment must be recalculated to reflect the portion of the payment period that he or she completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid programs.

* Title IV programs of aid include Federal Pell, Federal SEOG, Federal Perkins, Federal Work Study Program, Federal Grad PLUS and Federal Family Education Loan Program (Stafford).

State Grant
Refunds/prorations of state grant funds are calculated according to the specific regulations of the sponsoring state. Programs of financial aid described herein are subject to change due to federal, state, local or institutional regulations or funding.

SEXUAL HARASSMENT POLICY

I. STATEMENT OF PURPOSE
Thomas Jefferson University is committed to providing a learning, working and clinical environment which respects the dignity of all individuals in the University community. Accordingly, sexual harassment in any form or context will not be tolerated. This policy defines the University’s position on this vital subject and
provides guidelines for all members of the Jefferson community to ensure that the University remains free from sexual harassment.

II. SCOPE
This policy applies to all employees, faculty and students of Thomas Jefferson University.

III. DEFINITION OF SEXUAL HARASSMENT
Sexual harassment is defined as unwelcome sexual advances, emphasis of sexual identity, or requests for sexual, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance.
2. Submission to or rejection of such conduct by an individual is used as a factor in employment or academic decisions affecting an individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

The definition of sexual harassment will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom and freedom of expression.

IV. PROHIBITED CONDUCT
1. It shall be a violation of University policy for anyone:
   a. To make sexual advances or request sexual favors as the basis for either implicitly or explicitly recommending, granting or refusing terms and conditions that affect the status of the employee, job applicant or student.
   b. To recommend, grant or refuse to take any official action consistent with his or her duties and responsibilities because of sexual favors, or as a reprisal against an employee, job applicant or student who has rejected or reported sexual advances.
   c. To engage in conduct having the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or academic environment.
   d. To disregard or fail to investigate allegations of sexual harassment, whether reported by the subject or by a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

2. Persons who are not employed by or directly affiliated with the University, including but not limited to vendors, contractors and salespersons, shall be subject to the above prohibitions in their conduct involving members of the University Community.

V. RESOURCES FOR ASSISTANCE
It is recognized that informal procedures such as discussion and counseling can be effective in attaining prompt and constructive resolution of sexual harassment concerns. Resources available for advice and assistance include but are not limited to the following:

- Office of Employee Relations, Suite 900, 833 Chestnut Street, (215) 503-7758
- University Affirmative Action Officer, 109 College Building, (215) 955-0704
- Office of Student Affairs, Jefferson School of Population Health, 119 College (215-503-5305)

VI. COMPLAINT RESOLUTION

1. Aggrieved persons are encouraged, if possible, to directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

2. Aggrieved persons who do not wish to communicate directly with the person whose conduct or communication is offensive, or who have found no remedy through direct communication with the offending party, should contact any of the resources listed in Section V above for guidance and assistance.

3. When informal means of resolution are not chosen or prove unsatisfactory, any person who believes that he or she is a victim of sexual harassment may file a complaint as follows:
   - **Employees** — his or her supervisor, or the supervisor of the person who is behaving objectionably or the Office of Employee Relations.
   - **Faculty** — the appropriate Department Chair, Dean or University Affirmative Action Officer.
   - **Students** — the appropriate faculty member, Department Chair or School Dean, as appropriate or Office of Student Affairs.

4. In addition to the complaint procedure outlined in Section VI (3) above, aggrieved persons alleging either sexual harassment by anyone with supervisory or academic authority, or failure by an appropriate supervisor to take immediate action on the individual’s complaint about an employee or non-employee, may file a formal grievance in accordance with the provision of the appropriate University EEO Grievance Procedure, which is filed in the Department of Human Resources. The aggrieved person will be required to submit a written statement documenting the specific nature of the charge and the identity of the accused person.

5. All complaints and concerns about conduct of vendors, contractors and salespersons shall be addressed to the Office of Employee Relations, which will then review the matter in conjunction with the Department serving as the liaison with the subject vendor, contractor or salesperson.

6. All complaints of sexual harassment will be investigated promptly, equitably and, to the extent practicable, confidentially. In order to ensure consistent application of this policy, the Office of Employee Relations will
either conduct the appropriate investigation or serve as a consultative resource to the individual conducting the investigation.

VII. DISCIPLINE
The violation of this policy by any member of the University community will result in disciplinary action up to and including dismissal. Threats, intimidation or retaliation against any member of the University community who brings forth a complaint in good faith, either formally or informally, is strictly prohibited and may, in and of itself, be the basis for disciplinary action.

VIII. CONFIDENTIALITY
All reasonable efforts will be made to ensure the confidentiality of information received, and protect the privacy rights of all parties.

IX. TRAINING
Educational efforts are an essential component of the University’s efforts to establish a community free from sexual harassment. The Office of Employee Relations is responsible for presenting educational and training sessions about sexual harass to ensure that all members of the University community are aware of sexual harassment in all forms.

STUDENT ALCOHOL POLICY

Thomas Jefferson University does not endorse the use of alcohol at student functions. However, student organizations may decide that it is appropriate to serve alcohol after carefully considering all circumstances. Any organization or group of students that sponsors an event where alcohol is served is expected to conform to this Policy.

The laws of the Commonwealth of Pennsylvania regulate the sale, service, possession and consumption of alcoholic beverages on Jefferson’s campus. All members of the University community are responsible for knowing, understanding and obeying these laws, regulations and ordinances. The University does not have the authority to alter the laws or to secure exemption from them.

In accordance with Pennsylvania law, no individual under 21 years of age (i.e. legal age) may possess or consume alcoholic beverages in or on University property. Persons 21 years of age or older may possess and consume alcohol only within the privacy of their on-campus residences or in common areas as specified below. The University neither condones nor shields from prosecution the actions of those individuals who serve alcohol to persons under the legal age in violation of Pennsylvania law.

The use of alcoholic beverages at social functions for students at Jefferson is restricted to those functions open to members of sponsoring organizations or groups and their invited guests, where the service of alcohol is restricted to areas designated by the authorizing
Authority to Use Alcohol
No alcohol is to be consumed by any student in any common campus area without permission to do so from the appropriate authority. Alcohol may not be served at outdoor locations on campus. Exceptions may be made only by the Office of the President. Students seeking to hold a function where alcohol is to be served must obtain written authorization to do so not less than five (5) days in advance of the function, as follows:
1. For those events under the supervision of the Activities Office, approval must be obtained from the Director of the Activities Office;
2. For the University’s Housing facilities, approval must be obtained from the Department of Housing and Residence Life by completing the Community Lounge Reservation Request Form; and
3. If an organization desires to serve alcohol at a function held in an area other than those specified above, approval must be obtained from the designated Student Affairs Officer of the school/college with which the organization is associated.

A representative of the authorizing office must be present or on call at the event. The organization or group must designate one person over the legal age who will not consume alcohol at the function and who will be the sponsor for the function.

Disciplinary Action
Any student who violates this Policy will be subject to disciplinary action as outlined in the individual school/college’s catalogs and student handbooks.

VIOLATION OF THIS POLICY MAY RESULT IN SUSPENSION OR DISMISSAL FROM THE UNIVERSITY.

Procedures
If the appropriate authority permits the consumption of alcohol at any student function at Thomas Jefferson University, then the following procedures, as well as any additional procedures required by the sponsoring organization, or the University, must be followed.

A. Promotional Literature
1. The University will not distribute, post or mail any student function’s advertisements that mention alcohol.
2. The sponsoring organization or group will post a legible sign at the function stating that individuals under the age of 21 years or those who appear to be intoxicated will not be permitted to consume or possess alcoholic beverages. This poster will be placed in a clear and conspicuous location at all functions where alcohol is served. The poster will read as follows: “No one under 21 years of age or who appears to be intoxicated will be served an alcoholic beverage. Any individual requesting alcohol must, prior to being served, show a photograph identification that includes the date of birth. Noncompliant individuals will be asked to leave the
premises immediately. This may include anyone over 21 years of age serving alcohol to someone less than 21 years of age.”

B. Party Procedures
1. Only those beverages served by the sponsoring organization or group are allowed at the event.
2. Non-alcoholic beverages such as soda must be made available at no cost to anyone attending the event.
3. Alcohol will not be sold by the sponsoring organization. Thomas Jefferson University does not maintain a liquor license and is not in the business of selling alcohol.
4. The sponsor will ensure that identification is provided at the point of service of alcohol [please refer to Promotional Literature, item #2].
5. No one under the age of 21 years will be permitted to serve alcohol.
6. The sponsoring organization or group will have full discretion to refuse to serve alcoholic beverages to anyone whose age is questionable or who is suspected of being “under the influence.”
7. The sponsoring organization will provide sufficient food for all persons present.
8. The service of alcohol will be discontinued at least thirty minutes prior to the end of the event.
9. At any function where alcoholic beverages are served, at least one person will be formally designated by the sponsoring group to be responsible for ensuring adherence to these procedures.

C. Underage Student/Guest Participation
Students or guests under the age of 21 years may be allowed to participate at these functions pursuant to the following procedures:
1. Underage attendees will not consume or possess any alcoholic beverages anywhere within the University property; and
2. Any attendee who attempts to provide an alcoholic beverage to someone less than 21 years of age will be removed from the event and will face disciplinary action, including the possibility of suspension or dismissal from the University.

D. Guest Responsibility
1. Jefferson students are responsible for their guests at all times.
2. If a guest violates this Policy or any other rule, or displays unruly/inappropriate behavior, he or she will be asked to leave the event. In that instance, the Jefferson student who brought the “offender” may also face expulsion from the event and/or disciplinary action.

E. In the Event of an Incident
1. Security will be notified by the event’s sponsor if there are problems related to the enforcement of this Policy e.g. if an individual refuses to leave, or if a disturbance develops.
2. An Incident Report will be written for any alcohol-related incident. These reports will be sent to the designated Student Affairs Officer of the student’s school/college for review and possible disciplinary action.

F. Organizations
A student organization sponsoring an event where alcohol will be served may not use the Jefferson name to advertise alcohol at the event.

STUDENT GRIEVANCE PROCEDURE

For student grievances other than grades, students are encouraged to address the problem at the point closest to the issue. In schools and/or academic departments, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member. If dissatisfied with the outcome, the student may meet with the Director of Academic and Student Services or Program Director, then the Associate Dean or School Dean, as appropriate, and then with the Assistant Vice President for Student Life, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, he/she may meet with the Senior Vice President for Academic Affairs or his or her designee. The Senior Vice President is the final authority in hearing student grievances. All parties are encouraged to address the issue promptly in writing (within three [3] class days whenever possible) so that resolution of the grievance should require no more than three weeks.

Records of the grievance are kept by the respective faculty and administrative personnel and do not become part of the student’s permanent record.

STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

GENERAL STATEMENT
Thomas Jefferson University is a not-for-profit academic health center that exists to provide excellent educational programs and experiences for future health care professionals; to contribute substantially to the research, development, and introduction of improved methods of health care; and to provide high quality health care in a cost-effective manner. For the University to function as a harmonious unit, certain guidelines must be established by which the interactions of individuals within the University may be coordinated. This document outlines the rights, freedoms and responsibilities of all students matriculating at Thomas Jefferson University.

PREAMBLE
In addition to those rights and responsibilities ensured by the Constitution of the United States, and those limitations imposed by federal, state and local laws, are special rights and responsibilities acquired by students because they are members of the University community. Besides clarifying these special rights and responsibilities, this document enumerates the means by which abuse of these rights and responsibilities will be treated by the University.
I. Academic Freedom
Because intellectual development is best fostered in an atmosphere of active engagement in the educational process, each faculty member should encourage free discussion, free inquiry and free expression regarding issues within the domain of the instructor’s course or program. Students are free to take reasoned exception to the data or to views offered in any course of study and to reserve judgment about matters of opinion.

II. Evaluation
A. Students are evaluated on the basis of:
1. their academic and clinical performance
2. adherence to professional standards
3. compliance with standards of student conduct articulated by the school or college in which the course was taken.

B. The use of information unrelated to the standards of evaluation is inappropriate. Students may appeal an evaluation that they allege is not based on these criteria. The appeal should take place through the appeal process of that school or college. A faculty member should excuse himself or herself from evaluating a student if the faculty member believes that he or she cannot make an objective evaluation as a result of his or her possession of information unrelated to the standards of evaluation.

III. Protection Against Improper Disclosure
Ordinarily, information obtained from students in the course of counseling, teaching or advisory meetings shall be treated as confidential. Under certain circumstances it may not be possible to maintain confidentiality of such information. Such circumstances include, but are not limited to, situations where a student’s communication indicates potential harm to the student or to another party, or where maintaining the confidentiality would prevent a faculty member from fulfilling his or her responsibility to protect society and the reputation and integrity of the institution. In such situations the faculty member or advisor has the obligation to take appropriate follow-up action, safeguarding, to the extent possible, the confidential nature of the information. In instances of doctor-patient, religious or other privileged interactions, the guidelines controlling those special situations pertain.

IV. Student Records
Thomas Jefferson University complies with The Family Education Rights and Privacy Act (FERPA) in its maintenance of student records. Each school or college’s policy statement on FERPA is on file and available in the University Office of the Registrar.

V. Student Organizations
A. Students are free to organize and join associations that promote their common interests. Organizations that operate in a manner consistent with
the University’s mission, regulations and policies, including its non-discrimination policies, and meet the requirements below may be recognized by the University. If recognized, such organizations may seek funding from University sources. The requirements for recognition are:

1. The membership policies and actions of a student organization shall be developed only by vote of those persons who are matriculated students of Thomas Jefferson University.

2. Each student organization that seeks recognition by the University is required to submit to the Office of Student Affairs and/or the appropriate oversight body of its school or college complete bylaws, a statement of purpose, criteria for membership, rules of procedure, a current list of officers and members, and the name of a designated faculty or administrative staff advisor. Any changes in the preceding modus advisor must be submitted to the school or college’s Office of Student Affairs within two weeks of the change. Such organizations must annually resubmit for recognition and/or funding.

3. The advisor shall be chosen with his or her consent. Advisors will advise organizations about University policies and procedures. However, the advisor does not have the authority to control the policy of such organizations.

4. Recognized organizations must refrain from:
   a) using the organization for the financial enrichment of any officer, member or affiliate of the student organization.
   b) directly or indirectly using University resources for the express benefit of external affiliates.
   c) maintaining outside bank accounts (Accounting for such organizations will be through the TJU controller’s office or the Commons Board).
   d) using the name of the University or any of its divisions on private bank accounts
   e) entering or attempting to enter into contractual obligations on behalf of the University or any of its divisions or departments without prior written authorization from the appropriate University senior officer or his or her designee. The organization’s advisor may not give such consent.
   f) soliciting funds outside of the University without the written approval by the student affairs office of the appropriate school or college.

B. A campus student organization may be affiliated with a parent or corresponding extramural organization, but the campus student organization must:

1. disclose to the University oversight body such extramural affiliations,
2. provide the constitution and bylaws of any affiliated organization, and
3. certify that all conditions for affiliation meet the standards of the University.

C. A student who misrepresents his or her own or a group’s relationship with the University or violates any of the School’s or the University’s rules shall be subject to the sanctions described in the section on Discipline (section XII) in this document.

D. Student groups that are not recognized by the University
   1. may not represent themselves as affiliated with the University or any of its parts
   2. may not receive funds from the University
   3. may use University facilities only if they meet the requirements for use of University facilities by outside parties and meet the requirements stated in section V. A. 4.

VI. Freedom of Inquiry and Expression
A. Students and student organizations may discuss all questions of interest to them; may express their opinions privately and publicly, so long as they make it clear that they speak only for themselves and not for the University or their school/college; and may support causes so long as these activities do not violate civil law or rules, policies and procedures of Thomas Jefferson University or their school/college, or adversely affect the operations of the University.

B. The right of free speech and expression does not include activity that may endanger the safety of any member of this University community or damage any of the University community’s physical facilities, nor does it include any activity that disrupts or obstructs the functions of the University or threatens such disruption or obstruction. Moreover, modes of expression, including, but not limited to, electronic transmissions that are unlawful or indecent or that are grossly offensive on matters such as race, color, national and ethnic origin, religion, sexual orientation, sex, age, disability or veteran status are inconsistent with accepted norms of conduct of the University and are subject to the sanctions described in the section on Discipline (section XII).

C. Recognized student organizations may invite speakers on campus as long as the organization:
   1. provides adequate advance written notice to the pertinent office of student affairs and receives written approval from the same office.
   2. bears the cost of any additional services deemed necessary by the inviting organization and/or by the Office of Student Affairs.
   3. follows institutional procedures
4. ensures that the speaker and subject matter are appropriate to an academic community
5. states in all promotional literature and activities that its sponsorship of guest speakers does not imply approval or endorsement of the speakers’ views by the University.

VII. **Student Publications**

A. **Publications of recognized student organizations**
Publications written or distributed by organizations that are recognized or financed in any way by the University have editorial freedom, but shall be subject to the canons of responsible journalism and review by the organization’s advisor. These canons include, but are not limited to, the prohibition of undocumented allegations, the avoidance of libel, respect for the good name of individuals and the University, the requirements of civil law and University policies and procedures. The University retains the right to impose discipline for good cause on the managers, editors and writers of student publications.

B. **Publications of unrecognized student organizations**
1. The publications of student organizations that are financially independent and not recognized by any University oversight may not represent themselves as affiliated with the University or any part of the University and may not use the name of the University or any of its parts in the group’s communications without prior written authorization by the Office of Student Affairs of the appropriate school or college.
2. The University views the publications of unrecognized organizations as the product of a group of students who are individually responsible for their own actions and those of the unrecognized group.

C. **Distribution of handbills, posters, pamphlets or other written material**
1. Posters and other similar written notices must be registered with the appropriate school’s Office of Student Affairs. Such notices may be put only in locations designated for that purpose by the Office of Student Affairs.
2. Handbills and pamphlets that in any way invoke the name of the University or any of its parts must clearly display the following disclaimer: “Not endorsed by Thomas Jefferson University.” University recognized organizations may distribute materials meeting the preceding guidelines, but only in public areas. Distribution in classrooms or offices is prohibited. Organizations that are not formally recognized by the University may not distribute such materials anywhere on Jefferson property or at any
Jefferson event without prior written permission from the appropriate Office of Student Affairs.

3. The location of indoor distribution of written material may be restricted to preserve safety, security and the orderly conduct of scheduled events.

VIII. Student Participation in Institutional Government
As constituents of Thomas Jefferson University, students are encouraged to express their views through established channels on issues of institutional policy and on matters of general interest to the student body. Further, by means of active membership on faculty and administrative committees, the student body participates in the formulation and application of institutional policy as it affects academic and student affairs.

IX. Off-Campus Activities
It is the policy of Thomas Jefferson University to comply with all federal, state and local laws and regulations. The University will not shield from action by civil authorities any employee, student or faculty member involved in an illegal activity. Furthermore, as stated in the University’s Search Policy (Policy 119.01), the University reserves the right to investigate any campus facilities or personal belongings if it has information to support a reasonable belief that an illicit activity is occurring.

X. Standards of Conduct
A. Students enrolled at Thomas Jefferson University are required to follow a code of behavior consonant with the high standards of the medical and health sciences professions and the reputation of the University. Standards of professional behavior include honesty, integrity, civility and, where possible, assistance to one’s colleagues with problems or in distress. In addition, students shall comply with all rules and regulations duly established within their respective schools/colleges.

B. Misconduct includes, but is not limited to:
1. Dishonesty, such as cheating, committing plagiarism, knowingly furnishing false information or engaging in unethical conduct in research.
2. Forgery, alteration or misuse of documents, records or identification that are pertinent to the student’s role at the University.
3. Abuse, malicious misuse, damage or destruction of University property.
4. Abuse of, assault and battery upon or threat of force or violence against any member of the University community.
5. Theft or misappropriation of, or damage to, any property either temporarily or permanently located on campus.
6. Commission and subsequent conviction of any felony or misdemeanor.
7. Obstruction or disruption of teaching, research, administration, disciplinary procedures or any other authorized activities of the University on campus, or creation of an unreasonable risk of harm to any member of the University community (premises owned or controlled by Jefferson or premises on which students pursue activities in their roles as students of the University).
8. Unauthorized entry into, occupation or obstruction of any building, structure or part thereof at any time and anywhere on campus.
9. Falsification of or failure to provide personal identification when requested by an authorized official or by a faculty member of the University when such request is consistent with the rules and regulations of the institution.
10. Violation of any other duly established rules and regulations of the University.

XI. Investigation of Misconduct

A. Where appropriate, the University shall investigate allegations of misconduct, as defined above. Such investigations may be performed by appropriate administration authorities including, but not limited to, the Office of Student Affairs, Security and the respective school/college deans or their designees.

B. Where an allegation of misconduct gives authorities reasonable cause to believe that a search is needed, the search will be performed in accordance with the Jefferson Search Policy (Policy 119.01).

C. The University may conduct other forms of investigation as needed before the matter is referred for discipline.

XII. Discipline

The degrees of discipline include, but are not limited to: reprimand, disciplinary probation, suspension and dismissal. Suspension and dismissal are prerogatives of the Dean of the student’s school/college upon the recommendation of the Judicial Board of the School. The discipline process described in this document is separate from other mechanisms (e.g., the Student Code of Professional Conduct Committee of Jefferson Medical College) charged to consider allegations of inappropriate conduct in the respective schools/colleges. In the event of a conflict between such a mechanism to review professional conduct and the Judicial Board, the Judicial Board’s decisions shall have precedence.

Reprimand
Reprimand is a written or verbal admonition to a student for improper behavior that constitutes a minor offense. It may be issued by an administrator or by any
member of the faculty of the school or college in which the student is enrolled, or by the school’s or college’s Judicial Board. Written reprimands may be reported to the faculty advisor or program chairman, and/or the office of the Dean, as appropriate. The Dean, at his or her discretion, may or may not make a reprimand part of a student’s permanent official record and, if so, shall notify the student, allowing the student to attach written comment.

Disciplinary Probation
A student may be placed on disciplinary probation by the Dean upon recommendation by the Judicial Board for not longer than one academic year. During that time the student may remain on campus.

The Judicial Board shall determine the duration of said probation, the conditions governing it and whether it will become part of the student’s record.

Suspension
Suspension represents temporary separation from the University for misconduct. Suspension may be for a variable period of time and with certain conditions attached, but in no case shall it exceed one academic year in addition to the year in which the case is decided. Suspension may be invoked only by the Dean upon recommendation of the Judicial Board of the school or college in which the student in question is enrolled. During the procedures of the Judicial Board, the Dean in his or her sole judgment may suspend a student if there is a risk of significant harm to University community or property.

Dismissal
Dismissal for misconduct from any one college in the University is mandatory exclusion from all schools and colleges of the University. The dismissal may be permanent or with a right to apply for readmission. Dismissal will be invoked only by the relevant school/college Dean or Dean’s delegate following the recommendation of the school/college’s Judicial Board. If the right of application has been allowed, the Dean of the school/college will entertain the application for readmission to the school or college. Under no circumstance shall the student be allowed to apply less than one year following dismissal. Pending the outcome of an appeal of the decision to dismiss, the student in question may be temporarily separated from the University by the Dean of the school/college in which the student is enrolled.

Judicial System

XIII. Judicial System
A. Judicial Boards on Student Conduct
   1. Definition. Each College of Thomas Jefferson University shall have a standing faculty-student board designated as the Judicial Board to hear allegations of misconduct as defined in the document on Student Rights, Freedoms and Responsibilities. The Schools of Health Professions, Nursing, Pharmacy and Population Health shall collectively support a
Judicial Board. Additional boards may be impaneled by the appropriate body as needed at the request of the College/School Dean or Senior Vice President for Academic Affairs (SVPAA) in situations he or she deems necessary to safeguard in a particular case the student’s rights to a speedy resolution of an alleged infraction. Provision for overlap in the existing Boards shall be made if the infractions being heard are related in a material way.

2. **Board Membership.** For Jefferson Schools: The process of appointment to the Board shall be as follows: Each school dean shall nominate two faculty and two students to be appointed to the Board by the SVPAA. Board members will be selected from this group to participate in specific hearings (the “Hearing Panel”). In most cases, faculty and students from the same school as the accused will not be selected to participate in that hearing. A member of the University administration shall be appointed to the Board by the SVPAA.

For Jefferson Colleges: The same process of appointment to the Board shall be followed as that customarily followed for all faculty-student committees of the respective college.

For All Colleges and Schools: Each Hearing Panel shall consist of

a. a member of the University administration designated by the dean of the respective college or the SVPAA
b. two faculty members of the college or schools
c. two students enrolled in the college or schools

3. **Quorum.** In all cases, a quorum of the Hearing Panel shall consist of five members, or alternates in the same proportion as previously specified. All decisions of the Hearing Panel of the Board shall require a majority vote of the members present, except for dismissal or suspension, which requires an affirmative vote of at least four of those present.

B. **Board Procedure.** The Board, by majority vote of the whole Board, shall elect one of its members as chair at the beginning of the academic year. The Board may also designate a secretary to record the discussion and prepare a summary of the proceedings. The chair will be responsible for selecting Board members to serve on each Hearing Panel. Whenever possible, the chair of the Board will conduct the hearing as chair of the Hearing Panel. The summary of Hearing Panel proceedings must be approved by the Hearing Panel and must be prepared for each session. The Hearing Panel or the accused with the Hearing Panel’s concurrence may call any person whom it deems to possess relevant information concerning the matter before the Hearing Panel.

C. **Conduct of Hearing.**

1. **Initiation of Hearing.** The hearing of an alleged offender shall be initiated by a written charge from the College/School Dean or SVPAA to the chair of the Judicial Board. Ordinarily the initial hearing should
take place within 15 business days of the receipt of the charge by the Board.

2. **Notice of Offense.** The chair of the Board, after consultation with the College/School Dean or SVPAA, shall give written notice of any alleged infraction of student conduct to the alleged offender at least five business days prior to the convening of the Hearing Panel to hear such case. Such written notice shall consist of the following: a list of witnesses, the specific allegations, the basis for the charges, notice that he or she has the right to an advisor as described in Section C.3, and a Waiver form (see C.3, below). In addition, the alleged offender shall be given specific notice of the penalties that may be imposed.

3. **Representation at the Hearing.** In all cases the alleged offender shall have the right to have present an advisor of his or her own choosing. If the alleged offender desires to appear before the Hearing Panel without legal counsel, he or she must submit to the chair of the Hearing Panel the signed Waiver of the right to counsel no later than 48 hours before the time of the hearing, stating that he or she does so with full knowledge and intent to do so. Under no circumstances is Thomas Jefferson University, or any of its colleges or schools, required to retain counsel on behalf of the alleged offender or pay the cost of any party producing information on behalf of the accused. Should counsel for the alleged offender be present, the chair of the Hearing Panel shall inform the counsel that his or her role is solely that of an advisor to his or her client and may not participate in the hearing.

4. **Appointment of Hearing Officer.** In any case, the Hearing Panel shall have the right to appoint a Hearing Officer to conduct the examination of witnesses from among the faculty or staff of the respective college or any other person, as it may deem appropriate.

5. **Board Review.** After the conclusion of the hearing, the Hearing Panel will meet to review all relevant facts and circumstances and reach a decision about appropriate action, if any.

D. **Disposition of the Hearing Panel’s Decision.** The decision of the Hearing Panel shall be communicated to the Dean of the pertinent college/school by the chair of the Judicial Board within seven (7) business days. The Dean, after due consideration of all relevant factors, will take one of the following actions within seven (7) business days:

- Accept the Hearing Panel’s decision and forward it to the student.
- Mitigate the Hearing Panel’s decision in a manner he or she deems appropriate.
- Refer the matter back to the Hearing Panel for additional consideration.

E. **Appeal.** The alleged offender may appeal the disposition of his or her case to the College/School Dean within ten (10) business days following
receipt of the action by the Dean. The appeal must be based on either a lack of due process or new information not available at the time of the hearing. Such a request shall be granted or denied at the discretion of the Dean within five (5) business days after its receipt based on an analysis of whether the new information is likely to make a significant and substantial difference in the initial disposition of the case or whether the due process provided to the student was consistent with University procedures. Should the request be granted, a new hearing will be conducted as described in section XIII C, unless the Hearing Panel decides without a hearing to reduce or eliminate the sanction set forth in its initial decision. The final disposition of the appeal will be made known to the alleged offender in accordance with the time requirements set forth in XIII D above.

F. Appeal to President. Each alleged offender shall have the right to a final appeal to the President of Thomas Jefferson University within fifteen (15) business days of the rendering of a final decision by the Dean. The President may consider claims by the student of arbitrary or capricious behavior, the appropriateness of the penalty and the extent of due process afforded. Upon such appeal, the President may:
1. affirm the decision of the Dean,
2. require the Dean to reconsider the decision or rehear the case,
3. reduce the severity of the penalty.
All decisions of the President are final. In reaching his or her decision, the President may discuss the case with any witness, the alleged offender or any participant in the process.

XIV. Amendment

This document of Student Rights, Freedoms and Responsibilities may be amended by:

A. PRESENTATION of a proposed amendment to a joint committee appointed by the President and composed of student, administrative and faculty representatives from all schools/colleges in the University. The presentation must originate from one or more of the following sources:

1. any student interest group whose proposed amendment is endorsed by ten (10) percent of a school’s/college’s student body matriculated in a degree-granting program, or
2. any faculty group whose proposed amendment is endorsed by ten (10) percent of a school’s/college’s full-time, fully-salaried faculty, or
3. the Dean of a school/college, or
4. the President of the University.
This joint committee will then determine if the proposed amendment is in accordance with the goals of the University and is in the best interest of the University, the faculties and the student body as a whole. The joint committee shall be responsible for making available to the student body the minutes of its meetings. Acceptance by the committee requires a two-thirds majority.

B. RATIFICATION by majority vote of each of the school/college’s student representative bodies and the appropriate faculty bodies of all school/colleges, as determined by the Deans of the respective schools/colleges will be necessary before the proposed amendment can be presented to the Board of Trustees of the University for final approval.

XV. Board Approval
All amendments to this document will become official only upon approval by the Board of Trustees. This document was approved by the Board of Trustees on February 2, 1970 and amended on May 6, 1996.

STUDENT SEXUAL OFFENSE RESPONSE POLICY

In accordance with its goal of providing a secure community for its students, Thomas Jefferson University has developed this sexual offense response policy. For the purpose of this policy, sexual offenses include, but are not limited to, rape, statutory rape, involuntary deviate sexual intercourse, indecent exposure, indecent assault and aggravated indecent sexual assault. A forcible sexual offense may be directed against another person against his or her will or against a person who is incapable of giving consent because of minority or incapacity.

A sexual offense is a criminal act that may subject the perpetrator to campus disciplinary action in accordance with established procedures and/or criminal and civil penalties under state and federal laws.

Educational Programs
Educational programs may be provided by Thomas Jefferson University’s Department of Security, the College’s/School’s Offices of Student Affairs, the Residence Life Office of the Department of Housing and Residence Life and by some student organizations. They are advertised widely on campus. The programs are designed to promote awareness of rape and other sexual offenses.

Sanctions
Following the finding of guilt in an on-campus disciplinary procedure, sanctions could include, but are not limited to, suspension or expulsion from Thomas Jefferson University in accordance with the policies set forth in the Statement of Student Rights, Freedoms and Responsibilities. The accused individual may also be prosecuted under Pennsylvania civil and criminal statutes by the appropriate civil procedures and criminal authorities.
1. **Procedures**

When a report of a sexual assault is made to University authorities on an emergency basis, the Security Department or other University personnel will escort the person reporting the crime ("the complainant") to a place of safety and will identify, secure and maintain the scene of the alleged assault or offense, as appropriate, and in accordance with Security Departmental guidelines.

The complainant will be informed of the availability of immediate medical and/or psychological assistance at the Thomas Jefferson University Hospital and, if desired, Security personnel or other University staff will escort the person there. At that time, Security will also inform the complainant of the need to preserve evidence, if any, should he or she choose to pursue other legal avenues.

2. In all circumstances, the complainant shall be apprised of his or her rights and, with his or her permission, the following steps shall occur in the case of a reported sexual offense or assault:

**Notification**

The designated Student Affairs Officer in the appropriate School/College shall be notified in order to maintain coordination of campus services.

**Filing Charges**

The complainant will be informed of the procedures for filing charges through the School/College disciplinary procedures and for filing criminal charges via the Special Victims Unit of the Philadelphia Police Department.

**Support Services**

The Office of Student Affairs will provide information regarding campus/community services available to the complainant for immediate and ongoing support. These services include, but are not limited to, counseling through the University Health Services and referral to such community organizations as Women Organized Against Rape. As appropriate, the Student Affairs Officer will confirm with the complainant that the services sought on campus were provided.

**Disciplinary Procedures**

Campus disciplinary procedures are detailed in the Statement of Student Rights, Freedoms and Responsibilities under the heading of "Judicial System" in the School/College catalogs and/or student handbooks. If the complainant chooses to follow the campus judicial system, both the complainant and the accused shall be informed of the outcome of any Judicial Board deliberations.
It is the responsibility of the student to be familiar with and observe the academic regulations of the School in all matters of course registration, dropping and adding courses, withdrawal from courses and/or the School.

UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL

• Background
The Federal Government requires institutions of higher education to certify that they have adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The policies addressing both students and employees are contained in University policies number 102.22 the following: Alcohol Sale and Use, 102.23 Drug Sale and Use, 102.28 Student Alcohol Policy, and 102.29 Drug and Alcohol Policy. To comply further with the act, the following information is being made available to all students and employees in the University.

• Alcoholic Beverages
Pennsylvania law forbids a person less than twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcoholic or malt or brewed beverage within the Commonwealth. Violation of this law could result in disciplinary action including suspension or dismissal from the University. Thomas Jefferson University policy 102.28 addresses the University’s position regarding possession and use of alcoholic beverages by students. Policy 102.29 includes a statement on possession and use of alcoholic beverages by employees.

• Drugs
The laws of the Commonwealth of Pennsylvania and of the United States prohibit the use, possession, sale and traffic of marijuana and illicit drugs. Controlled substances fall into seven categories: marijuana (marijuana, hashish); stimulants (amphetamines, cocaine); depressants (barbiturates, tranquilizers, hypnotics); hallucinogens (acid, PCP); opiates or narcotics (heroin, morphine, opium, codeine); inhalants (sprays, solvents, glue); and designer drugs (synthetic drugs similar in effect to stimulants, hallucinogens and narcotics). This list is not comprehensive; omitted substances may be illegal and fall under the designation of controlled substances.

The University will not shield any student or employee from actions of civil authorities arising from any unlawful acts committed by the student or employee. The University complies with the civil laws concerning controlled substances.

The willful possession, merchandising or consumption of drugs, other than for medicinal purposes, may result in suspension or dismissal from the University. The University reserves the right to investigate any student’s housing facility or belongings if it has information which would lead to a reasonable belief that any illegal or illicit activity is taking place.
• **Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

In addition to University sanctions, the University complies with all state and federal drug and alcohol control laws. State and federal sanctions include both fines and imprisonment. A summary of state and federal criminal sanctions is available in the Office of Student Affairs, 119 College.

• **Health Risks of Alcohol and Drug Abuse**

The health risks of alcohol and drug abuse are serious and extensive. Detailed information is available in the Office of Student Affairs.

• **Drug or Alcohol Counseling, Treatment and Rehabilitation**

Students in need of counseling, treatment or rehabilitation services should contact the University Health Services for initial screening, treatment and referral. The University does not provide free drug or alcohol rehabilitation programs. Students are referred to appropriate hospital or community agencies for these services.

Employees should contact either the University Health Services or FirstCall Employee Assistance Program, a confidential referral organization retained by the University.

• **Disciplinary Sanctions**

It is expected that students and employees of Thomas Jefferson University will comply with all Thomas Jefferson University policies and the laws regulating alcohol and illicit drugs. Those students who fail to comply will be subject to disciplinary action as published in the Statement of Student Rights, Freedoms and Responsibilities. Employees who fail to comply will be subject to disciplinary action as published in the Thomas Jefferson University Policy Manual. These disciplinary sanctions may include suspension or dismissal from the University and/or the completion of an appropriate rehabilitation program.

This information is furnished in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

**USE OF THE UNIVERSITY OR SCHOOL NAME**

No student organization or individual student may enter into any contractual agreement using the name of the organization or of the School without prior approval through the Dean of the School.