Notice of Equal Opportunity

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran’s status or any other protected characteristic. The consideration of factors unrelated to a person’s ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University’s compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution’s efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University’s compliance with the equal opportunity laws.

Required Background Check

Students who are offered admission to Jefferson are required to pass a criminal background check and child abuse clearance. Some departments within the College, as well as some clinical sites may require students to be fingerprinted and/or drug tested. The Office of Admissions will provide you with the appropriate information to complete these requirements.

Clinical rotation, fieldwork, and residency sites that require a criminal background check, child abuse clearance and/or fingerprinting may deny a student’s participation in the clinical experience, rotation, fieldwork, or residency because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experiences for other reasons, including but not limited to failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations, fieldwork, or residencies is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program.

Regardless of whether or not a student graduates from Jefferson, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.

Thomas Jefferson University and its College of Health Professions reserve the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this handbook are not and may not be regarded as contractual between or among the College, its students or its employees or agents.
# Table of Contents

Introduction to the Jefferson College of Health Professions (JCHP) .......................... 3  
Message from the Dean .................................................................................. 4  
JCHP Overview, Mission, and Vision ............................................................... 5  
Accreditation ............................................................................................... 6  

**JCHP Policies and Procedures** .................................................................. 9  
Academic Honors (Undergraduate Programs Only) .......................................... 9  
Academic Integrity Policy ............................................................................ 9  
Academic Probation And Dismissal .................................................................. 12  
Attendance Regulations .............................................................................. 13  
Auditing a Course ...................................................................................... 13  
Changes in Schedule: Course Drop/Add ....................................................... 13  
Clinical Probation And Dismissal .................................................................. 14  
Course Withdrawal ..................................................................................... 14  
Diversity and Inclusion Statement .................................................................. 14  
Grade Appeal Protocol .................................................................................. 15  
Grading System – Undergraduate And Graduate Programs............................ 19  
Graduation .................................................................................................... 20  
Housing ........................................................................................................ 21  
Institutional Research ................................................................................... 21  
Leave Of Absence ....................................................................................... 21  
Medical Leave Of Absence .......................................................................... 22  
Non Matriculated Students ........................................................................... 22  
Readmission Procedure ............................................................................... 22  
Refund Policy ............................................................................................... 23  
Registration ................................................................................................. 24  
Satisfactory Academic Progress Policy .......................................................... 24  
Student Grievance Procedure ....................................................................... 24  
Transcripts .................................................................................................... 25  
Transfer of Credit from Another Institution ..................................................... 25  
Use of the College’s Name/University Logo .................................................... 25  
Withdrawal From The College ...................................................................... 25  

Conduct Policies: Statement Of Professional Conduct/Honor Code ............... 27  
Service Opportunities ................................................................................... 30  
Honors and Awards ..................................................................................... 31  
2016-17 Academic Calendar .......................................................................... 31  
Alumni Relations .......................................................................................... 32  
Frequently Called Numbers .......................................................................... 35  
Appendix A: TJU Student Handbook Policy List .............................................. 36  
Student Acknowledgement .......................................................................... 38
Dear Jefferson College of Health Professions Student:

We are pleased to present you with the Jefferson College of Health Professions’ Student Handbook. It includes information on official College academic policies and procedures, as well as resources and opportunities available for you.

While we have attempted to provide you with a comprehensive handbook, it does not stand alone. Important University wide policies, including the Code of Conduct and Student Sexual Misconduct Policy, and information on University Services are found on the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook. A listing of policies found on this website can be found in Appendix A of this handbook. The JCHP Student Catalog is a vital resource for faculty and course information. Your Department Student Handbook provides information on department specific policies and procedures. The Student Organization Directory also provides a wealth of information on campus programs and activities.

We look forward to serving you, and wish you much success in the academic year.

Debra S. Zelnick, OTD, OTR/L
Interim Dean

Nannette Vliet, Ed.M.
Associate Dean

Shelley Osagie, EdD
Assistant Dean
MESSAGE FROM THE DEAN

Since 1824, Jeffersonians have been leaders in education, research, healthcare delivery, and community service. The faculty and administration of the Jefferson College of Health Professions are committed to working with you, our students, to continue this rich tradition.

At Jefferson, we seek to be responsive to the ever-changing needs of our healthcare system. The programs in the Jefferson College of Health Professions are continually making innovative curricular changes to prepare you to function as an outstanding health professional in the dynamic environment of health care. As an integral part of a major academic health center, the College offers our students the opportunity to interact with other students in a wide range of health professions. An important characteristic of the educational training opportunities at Jefferson is that they mirror changes in today’s healthcare system with an emphasis on the interprofessional nature of health care practice. This allows us to focus on professionals working together, understanding one another’s contributions, and effectively communicating in order to provide the best possible care for patients. In addition to the interprofessional focus, all curricula are based on a set of core competencies that your faculty, accreditation agencies, professional organizations, and future employers believe are essential to effective practice. The faculty have developed learning and training experiences to insure that you have the knowledge, skills, and experiences to prepare you to be an evidence-based practitioner. The Vision Statement of the College commits to maintaining its status as the premier educational institution in the nation for the education, training, and clinical preparation of outstanding health professionals. The Jefferson College of Health Professions draws upon the rich resources from Thomas Jefferson University and Jefferson Health. Jefferson also competes successfully at the national level as a research institution. Faculty members are recognized for their achievements in scholarly activities, research, and teaching, all of which provides the perfect environment for excellent educational experiences for its students.

JCHP students successfully complete the required licensure and registration/certification examinations, consistently scoring above the national average; graduates are sought out for employment, resulting in extremely high employment placement rates. Graduates state that their Jefferson degree provides exceptional access to employment opportunities in the healthcare system. Our programs are designed to provide the knowledge and skills required to enter or advance in the practice and delivery of health care, and to help you develop confidence in your professional roles, positive attitudes, critical thinking skills, problem-solving strategies, and sound professional ethics. We expect you to leave the Jefferson College of Health Professions a proud and confident graduate who will bring credit to your profession and your alma mater.

Debra S. Zelnick, OTD, OTR/L
Interim Dean, Jefferson College of Health Professions
JEFFERSON COLLEGE OF HEALTH PROFESSIONS

The Jefferson College of Health Professions (JCHP) provides innovative academic programs to a highly qualified, culturally diverse student body with the goal of developing outstanding professionals and future leaders in health care. Through a broad array of undergraduate and graduate programs, the College is committed to the development of the healthcare team, leadership in interprofessional healthcare education, and the concept of lifelong learning. A shared goal of the educational programs is the generation of new healthcare knowledge through scholarship and applied, collaborative, and interdisciplinary research. The College also addresses the needs of the community through service initiatives. Teaching, learning, scholarship, research, practice and community service are accomplished in a supportive environment that recognizes the distinct contributions of students, faculty, administration, staff, alumni and friends of Jefferson.

The Jefferson College of Health Professions offers undergraduate and graduate degree programs, and is comprised of seven academic departments: Medical Laboratory Sciences and Biotechnology (MLSB), Couple and Family Therapy (CFT), Occupational Therapy (OT), Physician Assistant Studies (PA), Physical Therapy (PT), Radiologic Sciences (RS), and Professional and Continuing Studies (PCS). Office locations for the Office of the Dean and the academic departments within JCHP can be found in the Jefferson Health Professions Academic Building (Dean’s Office, PT, OT, RS) and the Edison Building (PA, MLSB, CFT, PCS). The Jefferson Health Professions Academic Building, opened in 2012, is also home to Jefferson’s Colleges of Nursing, Pharmacy and Population Health. Each College has been consolidated into a central shared space, enhancing opportunities for collaboration and research.

Specialty tracks are offered in the Department of Medical Laboratory Sciences and Biotechnology (bachelor’s and master’s programs in biotechnology, cytotechnology, medical laboratory sciences) and the Department of Radiologic Sciences (bachelor’s programs in radiography, general sonography, cardiac sonography, invasive cardiovascular technology, computed tomography, magnetic resonance imaging, medical dosimetry, nuclear medicine, radiation therapy and vascular sonography). An executive master’s program in Radiologic and Imaging Sciences and a PET/CT certificate program for technologists credentialed in nuclear medicine are also offered in the Department of Radiologic Sciences. In the Department of Occupational Therapy, a combined bachelor’s and master’s program (BSMS OT) is offered, as well as entry-level master’s (EMOT), entry level doctorate (OTDe), and post professional doctoral (PP-OTD) programs. The Department of Physical Therapy offers a clinical doctorate (DPT). The Master’s in Family Therapy (MFT) is offered through the Department of Couple and Family Therapy, as well as a certificate in Medical Family Therapy. The Department of Physician Assistant Studies offers a Master of Science in Physician Assistant Studies. The Department of Professional and Continuing Studies offers a variety of certificate programs, including medical coding and data quality, medical practice management, and healthcare management information systems, as well as a bachelor’s degree program with majors in health services management, health professions management and health services management information systems.

MISSION OF THE COLLEGE OF HEALTH PROFESSIONS

The Jefferson College of Health Professions is committed to educating health care professionals of the highest quality and ethical standards for contemporary practice in the global community. By promoting faculty excellence in teaching, research and service, we prepare caring professionals who are competent in the use of evidence based practice, critical in their thinking, committed to lifelong learning and prepared to be leaders in diverse health care settings. In keeping with the mission of the University and the future of health care delivery, the Jefferson College of Health Professions is committed to interdisciplinary education and technologies that draw upon the strengths of all disciplines.
VISION OF THE COLLEGE OF HEALTH PROFESSIONS

The Jefferson College of Health Professions strives:

- To be among the premier educators of healthcare practitioners in the nation
- To define the future of clinical care
- To be a major center for patient-oriented research and clinical trials
- To be a knowledge leader in selected areas of basic research

ACCREDITATION

Thomas Jefferson University is fully accredited by:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
(267) 284–5000
info@msche.org
españolinfo@msche.org (Spanish)

In addition to full accreditation by the Middle States Commission on Higher Education, the following professional programs of the Jefferson College of Health Professions are approved by the appropriate accrediting agencies:

Medical Laboratory Sciences and Biotechnology Programs

Cytotechnology Program

Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the Cytotechnology Programs Review Committee of the American Society of Cytopathology

CAAHEP
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
(727) 210-2354 (fax)
www.caahep.org

Medical Laboratory Science Programs

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720
Rosemont, IL 60018-5119
(847) 939-3597
(773) 714-8880
(773) 714-8886 (FAX)
www.naacs.org

Couple and Family Therapy

Marriage and Family Therapy Program

Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
112 South Alfred Street
Alexandria, VA 22314
(703) 838-9808
(703) 838-9805 (FAX)
https://www.aamft.org
Occupational Therapy Programs
Accreditation Council for Occupational Therapy Programs (ACOTE) of the American Occupational Therapy Association (AOTA)
4720 Montgomery Lane
Suite 200
Bethesda, MD 20814-3449
301-652-AOTA
www.acoteonline.org

Physician Assistant Studies Program
Accreditation-Provisional Status
Accreditation Review Commission on Education for the Physician Assistant, Inc, (ARC-PA)
12000 Findley Road, Suite 150
Johns Creek, GA 30097
(770) 476-1224
(770) 476-1738 (FAX)
http://www.arc-pa.org/

Physical Therapy Program
Commission on Accreditation in Physical Therapy Education (CAPTE)
Department of Accreditation
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314-1488
(703) 706-3245
accreditation@apta.org

Radiologic Sciences Programs
General Sonography, Cardiac Sonography and Vascular Sonography Programs
Commission on Accreditation of Allied Health Educational Programs (CAAHEP), in collaboration with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS)

CAAHEP
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
(727) 210-2354 (fax)
mall@caahep.org
www.caahep.org

JRCDMS
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
(443) 973-3251 (fax)
jrcdms@intersocietal.org
www.jrcdms.org
Magnetic Resonance Imaging, Medical Dosimetry, Radiography and Radiation Therapy Programs
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
(312) 704-5304 (fax)
mail@jrcert.org
www.jrcert.org

Nuclear Medicine Program
Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
2000 W. Danforth Rd., Suite 130 #201
Edmond, OK 73003
(405) 285-0546
(405) 285-0579 (fax)
jrcnmt@coxinet.net
www.jrcnmt.org

Graduates are eligible to take the qualifying examinations of the state and/or national licensing or registry bodies and to become members of the appropriate professional organizations.
JCHP Policies and Procedures

It is the responsibility of the student to be familiar with and observe the Policies and Procedures of the College in all matters. If a student is unclear on any material in this handbook, s/he should consult with his/her academic advisor, program director or Department Chair.

ACADEMIC HONORS (Undergraduate Programs Only)

Dean’s List
At the end of each academic term, recognition on the Dean’s List for Distinguished Academic Achievement is awarded to those students enrolled in undergraduate programs with no fewer than 12 credit hours per semester who have achieved a minimum grade point average of at least 3.50 for the term.

Academic Honors at Graduation (Undergraduate Programs)
To graduate with honors, a student must:
- complete at the College a minimum of 60 credits in a bachelor’s degree program or 30 credits in an associate degree program
- earn at least 50% of these credits in graded (non-Pass/Fail) courses
- achieve a cumulative grade point average as follows:
  
<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50</td>
<td>Cum Laude</td>
</tr>
<tr>
<td>3.70</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.85</td>
<td>Summa Cum Laude</td>
</tr>
</tbody>
</table>

The cumulative grade point average is based only on those courses completed at the College.

ACADEMIC INTEGRITY POLICY
The Administration and Faculty of the Jefferson College of Health Professions believe that academic integrity is one of the most important values and behaviors that should be practiced by students during their academic and clinical education. Integrity and honesty are especially valued in the healthcare professions because accurate diagnosis and treatment of patients are greatly dependent upon a health practitioner’s honest and capable assessment of symptoms and diagnostic tests. This assessment can be rendered only by the practitioner who has “real” knowledge obtained as a student who answered test questions independently, thereby identifying and correcting mistakes. The successful practitioner can communicate important diagnostic and therapeutic information in writing because as a student, such skills were developed and/or enhanced by completing writing assignments independently. The practitioner who was dishonest in his or her educational pursuits is at great risk for making diagnostic and therapeutic mistakes and such errors can mean that someone’s health care is mismanaged.

Because we are committed to educating practitioners who provide the highest quality of health care, the administration and faculty are equally committed to mandating and enforcing the practice of academic integrity by all students. The following policy on academic integrity defines dishonesty and describes the procedures for responding to charges of academic dishonesty in the College.
Forms of Academic Dishonesty

Plagiarism
As stated in the American Medical Association Manual of Style (2007), “In plagiarism, an author documents or reports ideas, words, data, or graphics, whether published or unpublished, of another as his or her own and without giving appropriate credit.”

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. Copying a posted answer key without permission.
11. 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.

**Academic Dishonesty in Clinical Settings**

Academic dishonesty in the clinic is characterized by deliberate, deceitful intention to (1) obtain information from another source and claim as one’s own, (2) fabricate clinical data or information, or (3) misrepresent one’s own actions or the actions of another in order to avoid sanctions. Examples include, but are not limited to:

1. Looking up in a log book, equivalent source or consulting a professional for a diagnosis or treatment plan on an assigned unknown case without authorization from the clinical instructor.
2. Using a correlated histopathologic or clinical diagnosis in lieu of his or her own clinical or technical interpretation.
3. Reporting results without performance of a test or procedure.
4. Providing unauthorized information to other students on clinical assignments.
5. Changing answers on work sheets or patient records after they have been reviewed and/or submitted.
6. Misrepresenting one’s own or another’s identity.
7. Feigning illness or emergency to avoid a clinical rotation or assignment.
8. Signing into rotation for another student when absent.
9. Communicating confidential information to a person not involved in the patient’s care without authorization.
10. Misrepresenting any aspect of patient care or documentation.

**Sanctions**

Two possible sanctions exist for cases of academic dishonesty. Option A outlines adjudication of cases at the discretion of the faculty. Cases may alternatively be referred directly to the Judicial Board for adjudication under Option B of these guidelines.

**Option A**

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 to the Department Chair or College Dean, as appropriate, by the instructor.

No notation of faculty action will appear on the student’s transcript. However, the College/Department 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
Option B is direct referral of the charge by the faculty member to the Judicial Board for adjudication. Information concerning procedures for requesting a judicial hearing is found in the Code of Conduct section of this Handbook (see “Judicial System”).

The contents of sections on Academic Dishonesty were taken wholly or adapted in part with permission from “The Academic Honesty & Dishonesty” brochure prepared by the Dean of Students Office, 218 Hullihen Hall, University of Delaware, Newark, Delaware, (302) 831-2117.

Revised June 20, 1997

ACADEMIC PROBATION AND DISMISSAL
To be considered in good academic standing, the student must maintain a minimum cumulative grade point average of 2.0 in undergraduate programs and 3.0 in graduate programs, and satisfy the academic performance requirements/special program requirements of not only the College, but his/her respective department.

Students enrolled in the health professions programs who do not maintain a minimum 2.00 cumulative grade point average in undergraduate programs or a 3.00 cumulative grade point average in graduate programs will be placed on academic probation for one semester. If a student is enrolled in courses totaling fewer than 12 undergraduate credits or nine graduate credits during the subsequent semester, the probationary period will be extended to two semesters.

At the end of the probationary period:
1. The student achieves the minimum cumulative grade point average and is reinstated in good standing, or
2. The student fails to achieve the minimum grade point average at the end of the probationary period and is dismissed from the College for academic underachievement, or
3. In extraordinary cases, where the student has made significant progress toward achieving the minimum grade point average, the Department Chair may recommend granting one additional probationary semester. If, at the conclusion of the extended probationary semester, the cumulative grade point average is still below the minimum (2.00 in undergraduate programs, 3.00 in graduate programs), the student is dismissed for academic underachievement.

Students who fail to meet College and/or departmental regulations pertaining to academic standing will be placed on College/departmental academic probation or be dismissed and are subject to the policies regarding progression within their respective colleges/departments to regain or retain student status.
Actions related to academic probation and dismissal must be reviewed by both the College/Department Committee on Student Affairs and the Office of the Dean before action can be taken.

Any student dismissed from or required to withdraw from a College or a department because of academic underachievement, and subsequently readmitted to a College or department, must achieve a semester grade point average of 2.00 in undergraduate programs or 3.00 in graduate programs for the semester in which he or she was readmitted. If the student fails to do so, he or she will be dismissed. Furthermore, if such a student has a cumulative grade point average of less than the minimum stipulated at the end of the semester in which he or she was readmitted, he or she must raise the cumulative grade point average to the minimum by the end of the following semester or be dismissed. The student’s respective Department Chair will indicate any requirements that the student must meet upon readmission. Any student who is readmitted with identified Departmental requirements may be exempted from the guidelines in this paragraph; that student will be held responsible for meeting the criteria of academic performance established with the department.

ATTENDANCE REGULATIONS
Attendance is expected in all classes for which a student is registered. The instructor, in conjunction with the academic department, determines attendance requirements for each course. These requirements along with the objectives and the anticipated outcomes of the course shall be clearly outlined by the instructor at the beginning of each course. STUDENTS WHO HAVE AN OUTSTANDING TUITION BALANCE ARE NOT PERMITTED TO ATTEND CLASSES. Additionally, students who are non-compliant with pre-matriculation, annual maintenance, and/or flu vaccine requirements may be prohibited from accessing their Blackboard course materials and/or prohibited from attending class.

AUDITING
An undergraduate student may audit a course with the written permission of the instructor and final approval from the Department Chair or designate. The student must register for the course during the registration period and pay the regular course fee. The registration for any course may not be changed from audit to credit or vice versa after the first week of class.

CHANGES IN SCHEDULE: COURSE DROP/ADD
Students who wish to revise their schedules after initial registration must complete a Schedule Change Form and return it with the appropriate signatures to the University Office of the Registrar by the deadline published in the Academic Calendar of the College. During the fall and spring semesters, the Drop/Add period is normally a two week period. In accelerated terms like the summer sessions, it is proportionately less. **NOTE: Please refer to the academic calendar for specific Drop/Add deadlines.

It is the students’ responsibility for consulting with their advisors on how course registration changes will affect their progress toward degree completion. Additionally, prior to changing their schedules, students receiving financial assistance should consult with the University Office of Financial Aid to determine what effect the change may have on their eligibility for aid or deferments on payment of student loans.

Matriculated students are not permitted to drop all courses in a term without obtaining an approved Leave of Absence or withdrawing from the College, and they will be subject to the refund policy described in the JCHP Student Handbook.

Students who stop attending classes without filing the required Schedule Change form will be responsible for the full payment of tuition and will receive a grade of F for the course. Verbal notification to the course instructor does not constitute an official course drop.
CLINICAL PROBATION AND DISMISSAL

Because patient well being is a major concern of the University, it is necessary that certain actions be taken when a student’s clinical practice poses a potential threat to patient health, welfare or safety. Therefore, students are subject to the College and/or Department’s specific regulations governing clinical practice and may be placed on probation by the College and/or Department and/or recommended for dismissal from the College and/or Department for unsafe clinical behavior as defined by the appropriate academic division. The specific regulations are contained in a college/departmental handbook or similar publication and are distributed to students at the beginning of the academic year and/or prior to the clinical rotation. Students who wish to appeal a decision of clinical dismissal for unsafe clinical performance may do so by following the provisions of the Grade Appeal Protocol.

COURSE WITHDRAWAL

Following the conclusion of the Drop/Add period, a student may withdraw from a course by completing a Schedule Change Form and obtaining the necessary approvals from the appropriate academic department. A student who withdraws from a course prior to the deadline published in the academic calendar will receive a grade of “W.”

A student who withdraws from a course after the deadline published in the academic calendar will receive a grade of “WP” (withdrew Passing) or “WF” (withdrew Failing), depending upon the level of work at the time of the withdrawal. No credits or quality points are given for either grade; however, a grade of “WF” is included in the calculation of the student’s grade point average as a course failure. In order to receive credit for a course from which the student has withdrawn, the student must re-register for the course in a subsequent semester.

Prior to withdrawing from courses and/or the College, students receiving financial assistance should consult with the University Office of Financial Aid to determine what effect the change may have on their eligibility for aid or deferments on payment of student loans.

Additionally, students should understand that withdrawal from a course does not release a student from tuition payment obligations for that course. Please refer to the Refund Policy later in this section of the JCHP Student Handbook.

NOTE: Students who do not officially drop or withdraw from a course according to the procedures described above but stop attending classes will be responsible for the full payment of tuition and will receive a grade of “F” for the course. Verbal notification to the course instructor does not constitute an official course drop or withdrawal.

DIVERSITY AND INCLUSION STATEMENT

At Jefferson, we are reimagining diversity and inclusion to promote and cultivate an inclusive environment that celebrates the diversity of our patients, families, students, workforce and the communities we serve. We believe that a diverse and inclusive environment is fundamental to our mission for the advancement of education and health and the achievement of health equity.

At Jefferson, we use the following definitions:

- **Diversity**: is the richness of human similarities and differences that make up the One Jefferson Family.
- **Inclusion**: is the ability to provide outstanding health care to all people and all communities while giving everyone voice and the opportunity to be valued, respected and supported.
GRADE APPEAL PROTOCOL

I. Grade Appeals Board
The Colleges 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 Provost.
2. Three faculty members each from JCHP and JCN, and one faculty member each from JCP and JCPH. Each College shall designate two alternates. An alternate may serve on the Board in case one of the College’s faculty designees is unavailable.
3. Two students from each College. Each College shall identify two alternates. An alternate may serve on the Board in case one of the College’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 IV, shall provide a hearing for students who, following the established grade appeal process, wish to present evidence that their level of achievement is, or has been, other than as adjudged by the College.

The Grade Appeals Hearing Panel will also hear appeals of dismissal for unsafe clinical performance. 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 final grade has been assigned under the following circumstances:

- Grade was assigned in a capricious or arbitrary way: The faculty member has arrived at the grade without considering all the pertinent facts or has arrived at the grade based on reasoning which is influenced by irrelevant information not in accord with the course syllabus.
- Assignment of a grade inconsistent with criteria used to assign grades to other students: The grade was given using criteria not on the syllabus and different from criteria used to grade all other students in this specific class, with the same instructor, in the same semester.
- Mechanical error occurred in the calculation of a grade: The grade has been inaccurately assigned due to clerical or administrative error.

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

III. Steps of Grade Appeal and Timeframe for Grade Appeal

1. To begin the Grade Appeal process students must meet with the Assistant Provost for Student Affairs. For a grade appeal, the burden of proof is on the student. The student must identify reasons he/she believes the grade assignment was inappropriate and provide evidence supporting the claim. The student will be able to review all material relevant to the case from his or her department file. To file an appeal the student must compile the following documents, which will be used in each step of the grade appeal process:
a. a signed Notice of Course Grade Appeal (the form is available from the Assistant Provost for Student Affairs and online in the Blackboard organization for Students in the Jefferson Colleges of Health Professions, Nursing, Pharmacy, and Population Health);
b. a detailed written statement explaining the basis for the appeal setting forth one or more of the Bases for Grade Appeal described in Section II of this Protocol. The statement must include a specific account of all alleged procedural irregularities and a chronology of significant events related to the assignment of the grade;
c. a copy of the course syllabus; and
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, College/Department/University policies, tests, papers, clinical records or evaluations, journals, handouts, correspondence to/from the instructor, course outlines, handouts, logs and any written feedback given by the instructor on written work.

2. The Department Chair/Associate Dean will decide if the student may continue in class during the appeal period and notify the student of the decision in writing. Any instructor recommending that a student should not continue in the class or 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.

3. The timeframe for each step of the Grade Appeal process are described in the chart below. **PLEASE NOTE: The timelines in the grade appeal procedure are mandatory.** If, due to extenuating circumstances, the student is unable to follow the timeframe, he/she must submit a written request for an extension from the next person in the process during the specified timeframe. Likewise, a faculty member, course director, or Chair/Associate Dean must submit a written request for an extension from the Dean if there are extenuating circumstances that would not allow the timely completion of their review and decision.
4. Each step of the process must include a written response to the participants. The student has the opportunity to reply to the response in the grade appeal document that is forwarded to the next stage of the process.

5. If the appeal is resolved within the College, either because the student does not file with the next corresponding person or the College finds in favor of the student, a notice of the final outcome should be sent by the College to the Assistant Provost for Student Affairs.

6. It is important to note that, as depicted in the chart, if the appeal is denied by the Dean and the student elects to file the appeal with the Grade Appeals Board, he/she must also submit a proposed list of witnesses who have agreed to testify at the hearing. For each witness the student should include a brief summary of his/her testimony and its relevance to the charge that an inappropriate grade has been assigned.

7. The reviewing authority (Instructor, Department Chair/Associate Dean, Dean, or Hearing Panel) has the right to enact a grade change and will determine the grade upon their decision.

8. If the Department Chair/Associate Dean or Dean is the course instructor the Dean will appoint another faculty member to serve as a replacement in the appeal process. The Department Chair/Associate Dean or Dean will remain as the course instructor.

IV. The Grade Appeals Panel and Hearing

The Grade Appeals Board reserves the right to deny a hearing if the evidence submitted by the student does not clearly demonstrate a basis for grade appeal. The Board Chair will notify both parties in writing of the decision and, if a hearing is granted, the time, date and location of the hearing.
The Board will appoint a Grade Appeals Hearing Panel consisting of the Chair of the Grade Appeals Board, two additional faculty members, two student representatives, and a non-voting representative of the Office of the Provost. None of the members of the Grade Appeals Hearing Panel may be from the academic department from which the Appeal originates. A Board member must withdraw from the proceedings if he/she cannot remain unbiased or if involved with the grade in any capacity. The Chair of the Board shall appoint another representative to maintain the Hearing Panel’s structure in accordance with this Protocol. If the Chair of the Board disqualifies himself/herself, or is disqualified due to a conflict of interest, another member of the Board will be elected by the Grade Appeals Board. The Panel will determine which proposed witnesses may testify at the hearing.

1. 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 and shall serve with full voting rights.
   b. A representative of the Office of the Provost shall serve on the Panel in a non-voting capacity.
   c. The student and course instructor shall be present. If either party is unable to attend due to an 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 Panel will use best efforts to reschedule the hearing within five days of the originally scheduled date.
   d. Witnesses called by either party and approved by the Hearing Panel may be present only for their own testimony.
   e. A non-Board member provided by the Office of the Provost who will take notes of the discussion and prepare a summary of the proceedings.

2. The hearing shall be conducted in the following manner:
   a. The student and course instructor must represent themselves.
   b. The student will have the opportunity to state the nature of the grade appeal in detail and present supporting witnesses and evidence.
   c. The course instructor will be given the opportunity to respond to the student’s statement and present supporting witnesses and evidence.
   d. Hearing Panel members may question the student, course instructor and witnesses.
   e. The student, course instructor 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 citing the basis for the decision will be forwarded to the student, the course instructor, and the Collegel Dean within five business days.

V. Appeal to the Provost

1. If the decision of the Grade Appeals Hearing Panel is not acceptable to either party, the student or the course instructor may file a written notice of appeal with the Provost within three days of receiving 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. Such a request shall be granted or denied at the discretion of the Provost, or a designee appointed by the Provost, 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 process followed was inconsistent with University procedures.

2. If a request for appeal based on new information is approved, the Provost or designee will remand the appeal to the hearing panel and another hearing will take place. The decision of the reconvened hearing panel shall be final and binding.

3. If a request for appeal based on lack of due process is approved, the Provost or designee shall meet with the individual appealing the decision of the Hearing Panel to attempt to resolve the situation. In
advance of the appeal meeting, the Provost or designee may request any additional records or
documentation that he/she feels are relevant to the case. The Provost or designee shall provide a written
decision, which shall be sent to the student, the Dean and the Chair of the Grade Appeals Board within
five business days of receiving the written notice of appeal. The decision of the Provost or designee shall
be final and binding. There is no further university recourse available for the student or course instructor.

**GRADING SYSTEM – UNDERGRADUATE AND GRADUATE PROGRAMS**

At the close of an academic term, each instructor assigns a letter grade indicating the quality of a
student’s work in the course. The following is the grading system used in the College, including the quality
points assigned for use in the calculation of the grade point average (GPA). Note that the minimal grades
required for satisfactory performance in a given course and for progression in a specific program are
determined by the academic policies governing the particular program (undergraduate vs. graduate) and
academic department. For example, in some programs the minimal passing course grade is a C or C-.
Depending on the program, failure to achieve the minimal passing grade may result in dismissal or
academic probation with the requirement of repeating the course.

Student should consult the Academic Probation and Dismissal section of this handbook for policies
regarding academic status in the College. Students should also consult the appropriate section in their
departmental student handbook for specific criteria and policies governing progression in and special
program requirements for the programs in which they are enrolled. A copy of the departmental handbook
is available in a respective academic unit’s blackboard community or available from your faculty advisor.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF*</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**GRADES NOT CALCULATED IN THE GRADE POINT AVERAGE (GPA)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Instructor permission required; no credit awarded.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Awarded for successful completion of a challenge examination.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Awarded only when the student has done course work at a satisfactory level. Failure to remove an incomplete grade prior to the end of the 6th week following the conclusion of the final exam (or as determined by the department if the course is a pre-requisite) will result in a grade of F.</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>Assigned when course work is scheduled on a continuous basis over more than academic term (e.g., selected clinical practical). The final course grade and credit are awarded in the term of completion.</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
<td>When it is impossible to complete work in a given course, the student may submit a written application for a grade of N, within one academic term, through the instructor to the Dean. If the request is approved, the student will be awarded a grade of N. No credit is awarded.</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>Did not achieve passing score on a challenge examination.</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Satisfactory completion of a course graded on a Pass/Fail basis.</td>
</tr>
<tr>
<td>-----</td>
<td>---------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>Transfer credit awarded.</td>
</tr>
<tr>
<td>UP</td>
<td>Unsatisfactory Progress</td>
<td>Awarded only when a student has done coursework at an unsatisfactory level that requires remediation. Failure to remove a UP grade prior to the designated timeframe determined by the Department or College will result in a grade of F.</td>
</tr>
<tr>
<td>W/WP/WF</td>
<td>Withdrawal</td>
<td>Students who complete an authorized withdrawal by the deadline published in the Academic Calendar receive a grade of W. After the deadline, a student who withdraws receives a grade of WP (Withdrawn Passing) or WF* (Withdrawn Failing), depending upon the level of performance in the course at the time. WF is calculated in the student’s GPA.</td>
</tr>
</tbody>
</table>

**Grade Point Average Calculation**

The grade point average (GPA) is computed in the following manner:

1. Multiply the number of Quality Points for each grade by the Credit Hour value assigned to each course attempted.
2. Divide the sum of these products by the total number of credits attempted.

**Repeated Courses**

With the approval of the Department Chair or College Dean, as appropriate, a student may repeat a course** in which they received a grade that did not meet minimum satisfactory performance requirements for the program in which they are enrolled or a course from which they had previously withdrawn. Students are responsible for paying tuition for repeated courses.

When a course is repeated, the initial credits attempted, credits earned and quality points excluded from the calculation of the grade point average. The original course grade remains on the transcript in all cases.

**NOTE: Please refer to your respective Department Student Handbook for department specific guidelines on repeating a course.**

Generally, neither employee tuition nor financial aid will cover the cost of a repeated course. Students receiving financial assistance should consult with the University Office of Financial Aid to determine what effect repeating a course may have on their financial aid package.

**Admission To A Second Program**

A graduate of one program of the University who is admitted to a second program has a cumulative GPA for the second program computed only on the grades earned in courses taken after the completion of the first program.

**Change of Grade Reporting**

To change a grade, the instructor must complete and submit a change of grade report, which may be obtained in the University Office of the Registrar or in the academic unit’s office. For grade changes other than that of “I” (Incomplete) or correction of a miscalculated grade, the instructor must submit for the approval by the College Dean the reason for the change together with the signed endorsement of the department chair or program director.

**GRADUATION**

A student must complete the specific total credits and courses and meet course grade and cumulative GPA requirements in their specific degree program/home department and achieve a cumulative grade point average of at least 2.00 for undergraduates or 3.00 for graduate students on all attempted work to qualify for graduation from the University.
Application for Graduation
The official awarding of degrees takes place three times each year: at the Commencement Exercises following the conclusion of the spring semester, in August/September at the conclusion of the summer semester, and in December at the conclusion of the fall semester. Students who expect to meet the requirements for graduation must file an online application with the University Office of the Registrar. These applications are normally filed during the fall semester but must be received no later than the deadline published in the Academic Calendar.

A student who applies for graduation and then fails to qualify must reapply, indicating the revised date of the completion of graduation requirements. A student who does not qualify for graduation in time for Commencement Exercises may participate in the next academic year’s graduation program.

HOUSING
The Thomas Jefferson University Office of Housing and Residence Life serves students wishing to reside on or off campus throughout their degree program; however, students must be aware that the completion of their degree program may not coincide with the timing of their housing contracts. It is the student’s responsibility to understand contract periods of the University assigned housing and to contact the Director of Housing and Residence Life to discuss extended housing options should they be needed.

INSTITUTIONAL RESEARCH
The Office of Institutional Research (OIR) was established in response to a national assessment that identified the importance of developing a strong research base in the allied health professions. OIR takes on a broad role in program evaluation and outcomes assessment at Thomas Jefferson University and conducts the longitudinal study of student and alumni satisfaction.

Both while you are a student at Jefferson and when you become an alumni, you will receive periodic questionnaires. Their purpose is to assist the colleges with program evaluation and development and are part of the requirements to maintain accreditation. We value your perceptions and insights about your experience at Jefferson and want to incorporate your views in our evaluation to help improve TJU for current and future students.

- Please keep your address current in Banner while a student at Jefferson and with Alumni Affairs upon graduation.
- Please respond honestly to the questionnaire, knowing that results are not tied to your identity.
- Share ideas about areas not included in the questionnaire that you believe are important in the remarks section.
- Remember this questionnaire gives you the opportunity to demonstrate your commitment to accountability and is required by many accrediting agencies.

LEAVE OF ABSENCE
When personal circumstances make a temporary absence from the College advisable and when intent to return is evident, a leave of absence may be granted to students who file the Student Status Change Form available in the University Office of the Registrar. Permission of the Department Chair, College Dean or Program Director, as appropriate, is required. Normally, a leave will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning.

If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect.

Students who fail to return to the College at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission in order to return.
Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the College. Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session. Besides being a federal requirement, it is a very helpful counseling process to ensure that students know the facts and repayment strategies that apply to student loans and to safeguard loans from becoming delinquent during a leave of absence, withdrawal or any other period of non-enrollment or drop in credits to below a half-time status level.

**MEDICAL LEAVE OF ABSENCE**

The Jefferson College of Health Professions (JCHP) has an obligation to protect, students, patients, faculty and employees from harm caused by the actions of any student. If remaining in a course or rotation or as a student in the College is thought to be detrimental to the student, classmates, faculty or to the delivery of patient care, the respective JCHP Department Chair, or Program Director (of the program in which the student is enrolled) has the right to temporarily remove a student from JCHP (and his/her respective department), a course, or a rotation, pending medical and/or psychiatric evaluation.

In coordination with the Director of University Health Services, the JCHP Department Chair or Program Director will determine the length of the leave and will require the student to demonstrate fitness to return to school. When appropriate, the JCHP Department Chair or Program Director will discuss with the student the effects of the medical leave on his/her progress toward degree completion, as well as stipulations and timelines for re-instatement. The JCHP Department Chair or Program Director, in coordination with the Director of University Health Services, will determine whether restrictions in access to campus, students and/or email account are necessary during the leave. The JCHP Department Chair or Program Director will alert the student, in writing, of any restrictions during his/her leave of absence.

Prior to reinstatement, appropriate medical screening will be arranged by the student and the Director of University Health Services. Any financial costs that may be incurred are the responsibility of the student. Reinstatement after a leave for psychological/psychiatric reasons may include an interview by the psychiatrist designated by the Director of University Health Services.

Medical leaves will be for a period of up to one year. A leave of more than one year's duration will be granted only under the most extraordinary circumstances and only after review by the Office of the Dean.

**NON-MATRICULATED STUDENTS**

At the discretion of the respective academic departments, students who have not been admitted to a degree or certificate program of the Jefferson College of Health Professions may register for courses as non-matriculated students. Should they subsequently wish to pursue a degree, the academic credits they have earned may be counted toward their degree requirements, if applicable. Please contact the respective Department for specific information on transferrable credits earned as a non-matriculated student at Jefferson. Non-matriculated students who wish to be considered as degree candidates in the health professions programs must apply for admission through the Office of Admissions and Enrollment Management. Non-matriculated students are not eligible for financial aid.

**READMISION PROCEDURE**

Matriculated students who have withdrawn (administratively or self-initiated) or been dismissed from the College of Health Professions or an academic department of the College must follow the procedures below for readmission to their previous department:

1) Students who wish to apply for readmission within 1 year of withdrawal or dismissal should contact the Department Chair to petition for readmission. The Department Chair will inform the student of the department-specific readmission procedures.
2) Students who have not been enrolled within JCHP for greater than a 1 year period of time must re-apply for admission through the Office of Admissions. Please note: All readmitted students are subject to the academic and curricular requirements in place at the time of readmission. Additionally, start terms for the readmitted students will be determined by the College and/or program and based on the student’s plan of study; readmitted students cannot assume that they will start in the next immediate term after readmission has been granted.

The student’s respective Department Chair will indicate any requirements that the student must meet upon readmission. The student will be held responsible for meeting these special criteria of academic performance established with the department upon readmission, in addition to overall Departmental and College requirements for achieving good academic standing.

REFUND POLICY

A student who withdraws or takes a leave of absence may be eligible for a pro-rated tuition refund. The refund is based on the number of weeks the student was in attendance during the prevailing term covered by the tuition payment period. A student who is dismissed or suspended because of a violation in College and/or University policy is not eligible for a refund.

Full-time students: TJU maintains two tuition payment periods within each academic year for full-time programs. For tuition payment periods covering multiple sessions (i.e. Physical Therapy), the prevailing session is the first session included in that tuition payment period.

Part-time students: Students are billed on a per credit basis. The tuition refund period is based on the schedule of classes for that session as indicated below.

The Effective Date is the date in which the student ceased to be enrolled and is evidenced by the signature date of the academic department. The Effective Date will determine the percentage of tuition for which the student is obligated and is calculated according to the following schedule:

<table>
<thead>
<tr>
<th>Full Time Students- Effective Date</th>
<th>Applicable Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and second week of classes of prevailing term</td>
<td>100%</td>
</tr>
<tr>
<td>Third and fourth week of classes of prevailing term</td>
<td>50%</td>
</tr>
<tr>
<td>Fifth and sixth week of classes of prevailing term</td>
<td>25%</td>
</tr>
<tr>
<td>Seventh week (and thereafter) of classes of prevailing term</td>
<td>0%</td>
</tr>
</tbody>
</table>

For summer and other accelerated sessions, the percentage of refund is pro-rated proportionately according to the length of the academic term.

<table>
<thead>
<tr>
<th>Summer &amp; Accelerated Sessions- Effective Date</th>
<th>Applicable Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 7 days</td>
<td>100%</td>
</tr>
<tr>
<td>Second week</td>
<td>50%</td>
</tr>
<tr>
<td>Third week</td>
<td>25%</td>
</tr>
<tr>
<td>Fourth week</td>
<td>0%</td>
</tr>
</tbody>
</table>

A class week is defined as the seven-day period beginning on the first day of class of an academic term as indicated on the University Academic calendar; it is not the first day of attendance by a student.

To be granted a withdrawal or leave of absence, a student must follow the required procedure as defined in the JCHP Student Handbook and must have fully satisfied all financial obligations to the University.

Students who receive Jefferson Employee Tuition Assistance are subject to the terms defined in that policy. This includes full payment of all tuition and fees for any course from which the student withdraws or fails to earn a final grade of C or better.
REGISTRATION
Prior to each registration period, students are provided with detailed instructions and materials for registration. With the assistance and guidance of a faculty advisor, students must register for classes according to the schedule published in the Academic Calendar. Any registration made after the conclusion of the official registration period will require payment of a late registration fee.

SATISFACTORY ACADEMIC PROGRESS POLICY
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 at the University, academic work in the prior program may 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. For additional information on how the Satisfactory Academic Progress Policy affects your receipt of aid, please refer to the Satisfactory Academic Progress Policy under “Policies” on the University Office of Student Financial Aid website at: http://www.jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/policies/graduate_studies.html

STUDENT GRIEVANCE PROCEDURE
All members of the Thomas Jefferson University Community have the right to express concerns when they perceive that they have been treated in a manner not consistent with the standards of conduct at the University. The student grievance procedure as described below is intended to allow students this mode of expression. However, the student grievance procedure is not intended for grade appeals or dismissal due to unsafe clinical practice. Please see the policy for grade appeals outlined in this handbook for resolution to those issues.

The student grievance procedure includes the following steps:

1) Students are encouraged to address the problem at the point closest to the issue. In the Jefferson College of Health Professions, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member involved with the issue.

2) If dissatisfied with the outcome after meeting with the person closest to the issue, the student may meet with the appropriate Department Chair to reach a resolution.

3) If satisfactory resolution was not achieved in the student’s meeting with the Department Chair, the student may file an official complaint. Students may initiate this process by contacting the Associate Dean of JCHP, who will direct the student in the steps needed to file the official complaint.

   a. When the complaint information is received, the Dean or Dean’s Designee will schedule a meeting with the student to discuss the complaint. Please note that the Dean/Dean’s Designee may request additional information from the student who submitted the complaint, as well as from other individuals identified in the complaint. Every reasonable effort will be made to preserve an individual's privacy and protect the confidentiality of information connected with the complaint. The information will be shared only with individuals who assist or are otherwise involved in the investigation and/or resolution of the complaint, or who otherwise have a need to know about the complaint and/or its resolution.

   b. The Dean 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. If an official complaint is filed with the Office of the Dean, the University will also track such complaints and maintain a record that includes the date the complaint was received, the student(s) identified with the complaint, the nature of the complaint
(including a copy of the written complaint), the University officials who were involved in addressing the complaint, the steps taken to resolve the complaint, and the final resolution/disposition of the complaint. This information may also be made available to regulatory agencies and accrediting bodies as required in accordance with applicable laws, regulations and policies.

**TRANSCRIPTS**
At the end of each semester, active status students can view grades and transcript (a copy of the student’s complete academic record) at Banner Web.

Thomas Jefferson University has authorized the National Student Clearinghouse to provide transcript ordering privileges via the Web, using any major credit card. To request a transcript, please access the following website:

Please contact the Office of the Registrar at 215.503.8734 if you have questions regarding costs of obtaining transcripts, special handling requirements, timelines for receiving transcripts and any other related questions you may have.

Please note: the University reserves the right to deny transcript requests of students who have not satisfied all financial obligations to the University.

**TRANSFER OF CREDIT FROM OTHER INSTITUTIONS**
For information about the transfer of credits from other institutions prior to matriculation at Thomas Jefferson University, please refer to the Office of Admissions.

To be considered for transfer of credit of course work taken at another institution while a student is enrolled in an undergraduate degree or certificate program with JCHP, the student must have prior written approval of the Department head or College Dean in conjunction with the Associate Registrar. Approval forms may be obtained in the University Office of the Registrar. Students are responsible for seeing that an official transcript is forwarded to the Registrar’s Office upon completion of the course.

**PLEASE NOTE:** Once matriculated into a bachelor’s degree program within the College of Health Professions, the last 30 credits of that degree program must be completed at Thomas Jefferson University. In addition, once enrolled into a certificate program, all courses required by the certificate program need to be completed at Thomas Jefferson University.

To maintain full-time status, students who receive transfer credit for required curricular courses must register for at least twelve semester credits per semester for undergraduate students and nine semester credits for graduate students.

**USE OF THE COLLEGE NAME and UNIVERSITY LOGO**
No student organization or individual student may enter into any contractual agreement using the name of the organization or of the College without prior approval of the Dean of the College.

In addition, the use of the University logo is dictated by University Policy. Guidelines regarding the logo’s use are described on the Creative Services website: [http://creative.jefferson.edu/logos/](http://creative.jefferson.edu/logos/). Any variation from the standards in this policy requires approval according to the policy. Misuse of the University logo may result in disciplinary action.

**WITHDRAWAL FROM THE COLLEGE**
A student may initiate withdrawal from the College by due notice if not subject to dismissal because of failure or disciplinary action. If a withdrawal is initiated, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect.
In order to withdraw, the student must obtain a Student Status Change Form from the University Office of the Registrar. The date that the form is filed, and not the date of the last class attendance, is considered the official day of withdrawal.

A student matriculated in a degree-granting or post-baccalaureate certificate program who fails to enroll for more than two consecutive semesters without having been granted a leave of absence will be given an administrative withdrawal.
Conduct Policies and Procedures

For the University Code of Conduct/Student Rights, Freedoms, and Responsibilities, please refer to the TJU Student Handbook at www.Jefferson.edu/handbook.

STATEMENT OF PROFESSIONAL CONDUCT/HONOR CODE

Preamble:
The faculty of Thomas Jefferson University affirms its deep commitment to the values and ethical standards of the health professions. These principles involve our conduct with patients and one another where honesty, morality, integrity, civility, altruism, and compassion are the rule. By embracing the values and standards of conduct of health professionals, we maintain our contract with society and the trust that grants us professional autonomy and the privilege of self-regulating our professions.

General Principles of Professionalism in the Health Professions:
At this time when the health professions are beset by an explosion of technology, changes in market forces, serious problems in healthcare delivery, conflicts of interest, and the threat of bioterrorism, the Faculty of Thomas Jefferson University reaffirms its commitment to professionalism. Understanding that at their core, the health professions place the welfare of the patient above self interest, we accept our responsibility to educate future health professionals in the values and ethical standards of medical professionalism. We acknowledge that we can best achieve this by serving as strong role models and advocates while maintaining professional relationships based on mutual respect and concern. We must promote an atmosphere of cooperation and learning, of intellectual openness, honesty, and sincerity in order to constantly protect and redefine and make meaningful our core values and covenant of trust with society.

The Core Values of Thomas Jefferson University:
At Jefferson, we are committed to the highest principles of professionalism. We aspire to be a community that is not only academically and fiscally successful, but also a community of discovery, learning, caring, and sharing. The core values of professionalism guide our actions. At Jefferson:

- Our word is our bond (Integrity)
- We respect each other and all with whom we come into contact (Respect)
- We care about and attempt to ameliorate the suffering and pain of illness; we care about and attempt to ameliorate the trials and tribulations of the Jefferson family (Compassion)
- We are committed to excellence and the life-long pursuit of new knowledge and personal and professional growth (Excellence)
- We aspire to do the right thing, for the right reason, even if it does not serve our personal interests (Altruism)
- We are committed to each other and to those we serve. We work together to achieve our mission and goals (Collaboration)
- We are committed to the prudent use of the resources made available to us by the hard work of the faculty, the tuition of our learners, the support of the public, and the philanthropic giving that sustains us and helps us grow (Stewardship)

Professionalism in the Teacher-Student Relationship:
The Faculty of Thomas Jefferson University is committed to principles of mutual respect and trust between teachers and students. Training future health professionals who are entrusted with the lives of others must be based on faculty members embodying the values of professionalism. A critical part of the
values of professionalism in the teacher-student relationship is that faculty members should not use their professional position to engage in relationships outside the professional realm with students or patients. Faculty members should be role models and mentors in their interaction with each other, students, nursing staff and other health professionals, as well as patients. In all of these relationships, faculty members act to enhance the learning experience based on shared professional values.

Shared Professional Values of Thomas Jefferson University:
In entering the health professions, and in the process of crafting future health professionals as students and educators, we recognize the implicit trust that patients and society have granted us. As such, we must commit to embodying the highest standards of civility, honesty, and integrity in all aspects of our personal and professional lives. This must include our interpersonal relationships, our academic pursuits, and our professional practices. We must treat everyone compassionately, and respect and protect his or her privacy, dignity, and individuality.

As part of the trust that society has placed in us, we must advocate for outstanding patient care for all people. Accordingly, we must always recognize those attitudes and values of ours that may limit our ability to do so.

As health professionals, we must also recognize limitations in our knowledge and skills, and accordingly, we must accept our duty to provide and receive constructive feedback with the goal of improving our ability to care for our patients. This eagerness to improve is central to our commitment to excellence, and will be the foundation upon which we build our practice of lifelong learning.

Faculty Self-Regulation:
As part of their contract with society, the health professions are given the privilege of self-regulation. As part of self-regulation, faculty must contribute to the spirit and principles of the Thomas Jefferson University Honor Code. The faculty must have individual and corporate responsibility to uphold the Honor Code.

The Thomas Jefferson University Honor Code
As Jefferson students and faculty, we seek to establish a community based on honor, integrity and awareness of others. Our commitment to this community begins with our first day of professional or educational association with Thomas Jefferson University when we sign a pledge to uphold the values and rules of the Honor Code that follows:

As faculty members, residents, fellows and students, we pledge to embrace the academic and social integrity on which Jefferson was founded, pursuing honesty, equality and fairness in all aspects of our lives. This includes not seeking an unfair advantage over our peers, teachers, students, residents, fellows or any other member of the Thomas Jefferson University community. These goals are dependent on our personal concern for ourselves and one another, as well as our collective concern for the maintenance of the community standards that are reflected in the Code.

The Honor Code assumes that all faculty, residents, fellows, and students conduct themselves in an ethical and professional manner. Altruism, accountability, commitment to excellence, duty to serve, honor, integrity and respect for others are essential characteristics of a health professional. In addition, the code is dependent on the collective desire of all members of the academic community to prevent and deter violations, rather than on proceedings to impose penalties after violations have occurred. If violations do occur within this system, each member of the community is expected to support and uphold all aspects of the code.
• **Community** - A goal of each member of the University is to foster an environment of trust and cooperation with respect for the work and efforts of others. When we speak of community we imply the student body, the faculty, the staff, and the administration, each of which contributes to the combined concept of community.

• **Academic Integrity** - We seek to enhance our professional knowledge and achieve excellence in our time spent at Jefferson but not at the cost of honesty, integrity and trust, all integral aspects to the development of a health professional.

• **Social Integrity** - Jefferson is dependent on equality among all its members, regardless of race, culture, religion, gender, age, disability or sexual orientation. Every individual should be treated with equal respect by their peers, faculty and staff.

• **Responsibility** - All members of the University must be willing and encouraged to discuss with their peers and all members of the community any action or issue that appears to be unacceptable and take the necessary actions in a timely manner to address the situation. The failure to deal with the breach in professional conduct not only jeopardizes the strength of the code but also puts the observer in direct violation of the code.

• **Mediation** - Resources exist for students, faculty members and staff to meet with other people within the Jefferson community to work out any differences and disagreements with the help of a third party. If these efforts fail to reach a resolution, further resources through official University channels can be used to review any disagreement and determine the appropriate course of action.
Service Opportunities

STUDENT PARTICIPATION ON JCHP COMMITTEES

The Jefferson College of Health Professions has several committees that offer students a chance to work alongside faculty in establishing policy, review recommendations, and contribute to the overall organization of the College. Student participation in these committees is valued and offers a chance for students to interact with peers and faculty outside of the classroom and to establish leadership skills.

Committee on Governance
2 voting and 2 alternate students
This Committee oversees the process of proposed changes and revisions to the Bylaws of the Jefferson College of Health Professions.

Committee on Educational Philosophy and Policy (EP&P)
3 voting and 2 alternate students
This Committee reviews new and proposed curricular changes in the programs offered throughout the College and provides a forum for discussion of educational philosophy and policy issues.

Committee on Research
3 voting and 2 alternate students
This Committee oversees research and scholarly activity for JCHP faculty and students.

Committee on Student Affairs
3 voting and 2 alternate students
This Committee reviews documentation regarding academic progress and academic policy. Committee members also participate in the selection of student award recipients.

STUDENT PARTICIPATION ON INTER-COLLEGE COMMITTEES

The University has two committees that offers students a chance to work alongside faculty, administrative personnel throughout the University, and students across the Colleges of Health Professions, Nursing, Pharmacy, and Population Health.

Judicial Board
2 voting and 2 alternate students
The Judicial Board hears allegations of misconduct as defined in the University Code of Conduct: Student Rights, Freedoms and Responsibilities.

Grade Appeals Board
2 voting and 2 alternate students
The Grade Appeals Board provides a hearing for students who are appealing their assigned grades in academic or clinical coursework.

To become a student member on a JCHP or Inter-College Committee, please contact your Department Chair or Program Director.
Honors and Awards

The Achievement Award for Student Life
This award is made annually to the graduating student who has made an outstanding contribution to College and University student life.

The Alumni Special Achievement Award
This award recognizes a graduate who has made a significant contribution to his or her profession in the areas of education, research or community service that reflects favorably on Thomas Jefferson University as that person’s alma mater. The award is offered to honor significant professional achievement over time.

The Alumni Emerging Leader Award
This award recognizes a graduate who, early in his or her career but at least five years following graduation, has made significant contributions in research, leadership in professional organizations, community service, or any other significant professional accomplishment.

The Alumni Distinguished Service Award
The Alumni Distinguished Service Award is given to a graduate who has made an exceptional contribution of time, resources and expertise to advance the mission of the College and/or University.

The Carolyn Erdmann Pheneger Award
This award is given to a JCHP student who demonstrates exemplary compassion in the care of patients with serious chronic and/or terminal illness and their families.

Alpha Eta Society - The National Honor Society for Health Professionals
The Alpha Eta Society is a nationally recognized honor society for health professionals. The purpose of the Alpha Eta Society is to recognize significant academic achievement, leadership, and contributions to the allied health professions.

Each year, qualified students are invited to submit applications for membership in the Thomas Jefferson University Chapter of the Alpha Eta Society. Eligible students include those who have complied with the following conditions. They shall:

- be enrolled in their last year of matriculation in a degree or post-baccalaureate or higher certificate program in a health field.
- have achieved a minimum cumulative grade point average of 3.50 in a baccalaureate degree/post-baccalaureate certificate program or 3.80 in a graduate-level program.
- submit a resume and a written statement that clearly demonstrates a capacity for leadership and achievement in their chosen health field.
- submit one letter of recommendation from a faculty member in support of their eligibility for membership.
For academic calendars for Physical Therapy and Physician Assistant Studies who begin in the Pre-Fall semester, please go to: [http://www.jefferson.edu/university/academic-affairs/tju/academic-services/registrar/calendars/academic/JCHPCalendars.html](http://www.jefferson.edu/university/academic-affairs/tju/academic-services/registrar/calendars/academic/JCHPCalendars.html).

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Registration (<em>Entering Class</em>)</td>
<td>Various</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>9/5, Mon</td>
</tr>
<tr>
<td>Classes begin</td>
<td>9/6, Tues</td>
</tr>
<tr>
<td>Drop/Add Period ends</td>
<td>9/20, Tues</td>
</tr>
<tr>
<td>Last date to remove an “I” grade from previous term</td>
<td>9/19, Mon</td>
</tr>
<tr>
<td>Last date to withdraw with a grade of “W”</td>
<td>10/24, Mon</td>
</tr>
<tr>
<td>On-line Registration for Spring Semester begins (anticipated)</td>
<td>11/7, Mon</td>
</tr>
<tr>
<td>Thanksgiving Holidays begin / No classes scheduled</td>
<td>11/23, Wed</td>
</tr>
<tr>
<td>Thanksgiving Holidays end / Classes resume</td>
<td>11/26, Sat</td>
</tr>
<tr>
<td>Classes end</td>
<td>12/16, Fri</td>
</tr>
<tr>
<td>Final Examinations Begin</td>
<td>12/17, Sat</td>
</tr>
<tr>
<td>Final Examinations End</td>
<td>12/23, Fri</td>
</tr>
<tr>
<td>Grades due in Registrar’s Office, 9:00 A.M.</td>
<td>12/28, Wed</td>
</tr>
<tr>
<td>Last date to file Application for Graduation</td>
<td>12/31, Sat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Registration for Spring Semester ends</td>
<td>1/6, Fri</td>
</tr>
<tr>
<td>Classes begin</td>
<td>1/9, Mon</td>
</tr>
<tr>
<td>Martin Luther King Holiday / No classes scheduled</td>
<td>1/16, Mon</td>
</tr>
<tr>
<td>Drop/Add Period ends</td>
<td>1/23 Mon</td>
</tr>
<tr>
<td>Last date to remove an “I” grade from previous term</td>
<td>1/27 Fri</td>
</tr>
<tr>
<td>Last date to withdraw with a grade of “W”</td>
<td>2/24, Fri</td>
</tr>
<tr>
<td>Spring Recess begins / No classes scheduled</td>
<td>2/27, Mon</td>
</tr>
<tr>
<td>Spring Recess ends / Classes resume</td>
<td>3/6, Mon</td>
</tr>
<tr>
<td>On-line Registration for Summer/Fall Semester begins (anticipated)</td>
<td>3/20, Mon</td>
</tr>
<tr>
<td>Classes end</td>
<td>4/28, Fri</td>
</tr>
<tr>
<td>Final Examinations Begin</td>
<td>5/1, Mon</td>
</tr>
<tr>
<td>Final Examinations End</td>
<td>5/6, Sat</td>
</tr>
<tr>
<td>Senior Grades due in Registrar’s Office, 9:00 A.M.</td>
<td>5/8, Mon</td>
</tr>
<tr>
<td>All other Grades due in Registrar’s Office, 9:00 A.M.</td>
<td>5/10, Wed</td>
</tr>
<tr>
<td>On-line Registration for Summer Semester ends</td>
<td>5/12, Fri</td>
</tr>
<tr>
<td>Commencement Exercises</td>
<td>5/22, Mon</td>
</tr>
<tr>
<td><strong>SUMMER SESSION - 1st Session</strong></td>
<td><strong>2017</strong></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Classes begin</td>
<td>5/17, Mon</td>
</tr>
<tr>
<td>Holiday, Memorial Day</td>
<td>5/29, Mon</td>
</tr>
<tr>
<td>Drop/Add Period ends</td>
<td>5/23, Tues</td>
</tr>
<tr>
<td>Last date to withdraw with a grade of “W”</td>
<td>5/30, Tues</td>
</tr>
<tr>
<td>Last date to remove an “I” grade from previous term</td>
<td>6/12, Mon</td>
</tr>
<tr>
<td>Classes end</td>
<td>6/19, Mon</td>
</tr>
<tr>
<td>Final Examinations Begin</td>
<td>6/20, Tues</td>
</tr>
<tr>
<td>Final Examinations End</td>
<td>6/21, Wed</td>
</tr>
<tr>
<td>Grades due in Registrar’s Office, 9:00 A.M.</td>
<td>6/23, Fri</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SUMMER SESSION - 2nd Session</strong></th>
<th><strong>2017</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>7/5, Wed</td>
</tr>
<tr>
<td>Drop/Add Period ends</td>
<td>7/12, Mon</td>
</tr>
<tr>
<td>Last date to withdraw with a grade of “W”</td>
<td>7/31, Mon</td>
</tr>
<tr>
<td>Last date to remove an “I” grade from previous term</td>
<td>8/2, Wed</td>
</tr>
<tr>
<td>Classes end</td>
<td>8/22, Tues</td>
</tr>
<tr>
<td>Final Examinations Begin</td>
<td>8/23, Wed</td>
</tr>
<tr>
<td>Final Examinations End</td>
<td>8/24, Thurs</td>
</tr>
<tr>
<td>Grades due in Registrar’s Office, 9:00 AM.</td>
<td>8/28, Mon</td>
</tr>
<tr>
<td>On-line registration for Fall Semester ends</td>
<td>8/25, Fri</td>
</tr>
</tbody>
</table>

*The University reserves the right to make changes to the academic calendar as circumstances may require.*
JEFFERSON COLLEGES’ ALUMNI ASSOCIATION

The Jefferson Alumni Association supports Thomas Jefferson University by fostering lifelong engagement with alumni, students and faculty. Current students can read alumni and college news, and view alumni spotlights that profile graduates at Jefferson.edu/alumni in the online alumni communities for each College. You can follow us on twitter @JeffersonAlumni to receive news announcements. Students can also network and meet with alumni on campus when they participate in open houses, orientations and other student events.

Once you graduate you immediately become a member of the Jefferson Alumni Association. Visit Jefferson.edu/alumni to register for your online alumni community and join our Thomas Jefferson University Alumni Office LinkedIn group. Learn about alumni resources such as networking, educational or mentorship opportunities and career and library services. Once you register in your community you can login and use tools such as updating contact information, class notes and a class directory. When you graduate you are invited to access benefits, attend events and expand your network to include the entire Jefferson alumni family.
Frequently Called Numbers

All numbers are in area code 215 unless otherwise noted.

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>901 Walnut Front Desk</td>
<td>503-3080</td>
</tr>
<tr>
<td>Edison Front Desk</td>
<td>503-6989</td>
</tr>
<tr>
<td>Fire</td>
<td>563-6700/811</td>
</tr>
<tr>
<td>Poison Information Center</td>
<td>922-5523</td>
</tr>
<tr>
<td>Security Department (all emergencies)</td>
<td>811</td>
</tr>
<tr>
<td>TJU Weather Emergency Hotline</td>
<td>(800) 858-8806</td>
</tr>
<tr>
<td>Admissions</td>
<td>503-8890</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>955-7750</td>
</tr>
<tr>
<td>Bookstore</td>
<td>955-7922</td>
</tr>
<tr>
<td>Career Development</td>
<td>503-5805</td>
</tr>
<tr>
<td>Commuter Services Office</td>
<td>955-6417</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>955-2867</td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td>955-8913</td>
</tr>
<tr>
<td>Residence Halls</td>
<td></td>
</tr>
<tr>
<td>Barringer Front Desk</td>
<td>955-8967</td>
</tr>
<tr>
<td>Martin Front Desk</td>
<td>503-8511</td>
</tr>
<tr>
<td>Orlowitz Front Desk</td>
<td>955-6726</td>
</tr>
<tr>
<td>International Affairs</td>
<td>503-4335</td>
</tr>
<tr>
<td>Jeff IT Service Desk</td>
<td>503-7600</td>
</tr>
<tr>
<td>Library (Scott Memorial Library and Center for Teaching and Learning)</td>
<td></td>
</tr>
<tr>
<td>Circulation Desk, 2nd Floor</td>
<td>503-6994</td>
</tr>
<tr>
<td>Learning Resource Center, 3rd Floor, Scott</td>
<td>503-8407</td>
</tr>
<tr>
<td>Learning Resource Center, M-13, Jefferson Alumni Hall</td>
<td>503-7563</td>
</tr>
<tr>
<td>Office of the Dean</td>
<td>503-8012</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>503-8734</td>
</tr>
<tr>
<td>College of Health Professions</td>
<td></td>
</tr>
<tr>
<td>Bioscience Technologies</td>
<td>503-7844</td>
</tr>
<tr>
<td>Couple and Family Therapy</td>
<td>503-6199</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>503-8010</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>503-8027</td>
</tr>
<tr>
<td>Physician Assistant Studies</td>
<td>503-0106</td>
</tr>
<tr>
<td>Professional and Continuing Studies</td>
<td>503-8414</td>
</tr>
<tr>
<td>Radiologic Sciences</td>
<td>503-6873</td>
</tr>
<tr>
<td>Student Life &amp; Engagement Office</td>
<td>503-8189</td>
</tr>
<tr>
<td>Activities Office</td>
<td>503-7743</td>
</tr>
<tr>
<td>Jeff-IBC Wellness Center</td>
<td>503-7949</td>
</tr>
<tr>
<td>Student Personal Counseling Center</td>
<td>503-2817</td>
</tr>
<tr>
<td>Tuition and Cashier’s Office (Student Accounts)</td>
<td>503-7669</td>
</tr>
<tr>
<td>University Health Services</td>
<td>955-6835</td>
</tr>
</tbody>
</table>

36
Appendix A:

TJU Student Handbook Policies

The following policies can be found on the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook.

UNIVERSITY POLICIES

- Campus Violence Policy
- Code of Conduct/Students Rights, Freedoms and Responsibilities
- Confidentiality of Student Records
- Disability Accommodations
- Drug and Alcohol Policy
- Diversity Statement
- Emergency Preparedness
- Flu Vaccination Policy
- Health Insurance Policy
- Occupational Exposure to Blood and Body Fluids
- Peer-To-Peer File Sharing on University Networks
- Policy on Equal Opportunity; Policy Prohibiting Sexual Harassment, Policy on Other Forms Of Harassment; Policy Prohibiting Retaliation
- JEFFAlert Emergency Notification System
- Social Media Policy
- Student Alcohol Policy
- Student Directory
- Student Emergency Contact Information
- Student Identification Cards
- Student Religious Observance Policy
- Student Sexual Misconduct Policy
- Tobacco Free Environment
- Use of College’s Name/ University Logo
- Weapons Policy
- Weather Emergency Policy
The Jefferson College of Health Professions (JCHP) Student Handbook provides information on academic policies and procedures within the Jefferson College of Health Professions, but does not stand alone. Important university wide policies, including the Code of Conduct and the Student Sexual Misconduct Policy, are found on the Thomas Jefferson University (TJU) Student Handbook website at www.jefferson.edu/handbook. In addition, specific Departmental polices for the programs in which you are enrolled can be found in your respective program’s Departmental Student Handbook. These can be found on your Department’s blackboard community or are available through your faculty advisor.

My signature below confirms I have been informed of and provided access to these various handbooks. I understand that I am responsible for reading and abiding by the policies and procedures addressed in these handbooks, all of which contain important information needed during my student experiences here.

_________________________________________________  _________________________
Signature       Date

_________________________________________________
Printed Name