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GENERAL INFORMATION

Student Responsibility
The student is ultimately responsible for meeting all requirements for a degree and graduation. Mentorship by advisors, faculty, preceptors, and Program Directors is offered in an advisory capacity only. Students are assigned advisors at the time of matriculation.

Student ID
Each student taking courses on the Jefferson campus is required to obtain an ID card through the Photo ID Center located in the University Bookstore at 1009 Chestnut Street. The ID card is necessary to gain entrance to certain Jefferson campus buildings, such as Scott Library. A fee is charged for replacement of lost ID cards. Students in online programs who come on campus for their Capstone Project will be issued a temporary ID card.

Student Directory
For the convenience of the University community, the student directory is made available on the University’s website (http://pulse.jefferson.edu) each year. The directory includes local and home addresses, photographs and telephone numbers of all students registered as of the fall academic term. Students wanting directory information withheld should notify the University Office of the Registrar in writing within two weeks of the start of the fall academic term.

Email
All students are issued a Jefferson email account. Jefferson College of Population Health uses this email as the primary method of communicating with students. Students should check their Jefferson email frequently so as to remain informed of important information concerning their matriculation.

Banner Web
The Banner Web information system enables students and faculty to access academic records and process routine academic functions. The Banner Web system can be accessed via the internet 24 hours a day, 7 days a week, at http://pulse.jefferson.edu and by following the links to Banner Web. Appropriate security features have been built in to maintain confidentiality of this information. Students are issued a campus key upon matriculation; the campus key is required to access information on the Jefferson website.

Features that are available through the internet include:
- Application for admission
- Application for financial aid
- Course registration
- Viewing of course schedules
- Viewing of final grades
- Request for transcript
- Payment of tuition charges
- Viewing and updating demographic information

University Health Regulations
All students seeking to matriculate into an on campus degree or certificate program of the College must provide proof of health insurance. Students without health coverage may purchase insurance through the University. Students will not be allowed to register for courses without proof of health insurance.
JeffALERT Emergency Notification System
JeffALERT is the University’s on campus emergency notification system. JeffALERT allows the University to send simultaneous alerts in minutes through text messaging, voicemail and email to numerous devices, such as cellular phones, landline phones, fax machines and PDAs. In order for the system to be effective, students need to keep contact information current through BannerWeb. Students should provide contact numbers that they are most likely to check/answer should a message be sent to them, most likely while on campus. Additional information is available at http://www.jefferson.edu/university/jeffalert/register.html.

ENROLLMENT INFORMATION

Courses
Courses offered through Jefferson College of Population Health are listed in the College Catalog. Each College program requires completion of specific courses, including courses designated as electives for that program. The College reserves the right to limit the number of students in a course. Space permitting, non-matriculated students may enroll in certain courses for credit, provided the conditions described under Non-Degree Student Status are met.

Each course is identified by a six character “designator.” The first three letters are an abbreviation for the program offering the course (see key below), followed by a 3-digit number.

HPL – Health Policy
HQS – Healthcare Quality and Safety
OPX – Operational Excellence
PBH – Public Health
PHS – Population Health Sciences
POP – Population Health

As circumstances require, the time period for a course may be changed, or the course may not be offered in a given term or academic year. Students should refer to the Class Schedule which is issued at the beginning of each term and identifies active courses for that term. The list is available in the College Office at 901 Walnut Street 10th Floor, online at the Student Community and in the University Office of the Registrar (Suite 115 Curtis Building), and on the College website http://www.jefferson.edu/university/population-health/student-resources/course-schedule.html

Credits
The Master of Science in Health Policy, Master of Science in Healthcare Quality and Safety, and Master of Science in Population Health degree programs require completion of 39 credits. The Master of Public Health degree program requires completion of 45 credits. Certificate programs in Public Health, Health Policy, Healthcare Quality and Safety, and Population Health require completion of 18 credits. The Graduate Certificate in Operational Excellence requires completion of 13 credits.

One credit represents a minimum of (14) classroom contact hours per term.

Grading Scale
Jefferson College of Population Health uses the following grading scale in all graded courses; rounding is permitted, with partial numbers .5 and higher rounded up to the next whole number and partial numbers of .4 and lower rounded down to the previous whole number:
Grading System
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 a description of the grading system used in the College, including the quality points assigned for use in the calculation of the grade point average (GPA).

- **Grade Quality Points**

<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)**

- **AU** *Audit*  Instructor/College permission required; no credit awarded.
- **CR** *Credit*  Awarded for successful completion of a challenge examination.
- **I** *Incomplete*  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 4th week following the last official date of a course will result in a grade of F.
- **IP** *In Progress*  Assigned when course work is scheduled on a continuous basis over more than one academic term. The final course grade and credit are awarded in the term of completion.
- **N** *No Credit*  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 Office of the Dean. If the request is approved, the student will be awarded a grade of N. No credit is awarded.
- **NC** *No Credit*  Did not achieve passing score on a challenge examination.
- **P** *Pass*  Satisfactory completion of a course graded on a Pass/Fail basis.
- **T** *Transfer Credit awarded*
- **W** *Withdrawal*
- **WP** *Withdraw Passing*
WF  Withdrawal Failing

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. (*Note: WF is calculated in the student’s GPA.)*

**Grade Point Average**

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.

The cumulative GPA is based on the grades earned in all courses taken in the Jefferson College of Population Health except for the following circumstances:

1. Repeated courses: With the approval of the Office of the Dean a student may repeat a course and have the initial credits attempted, credits earned and quality points excluded from the GPA. The original course grade remains on the transcript in all cases.
2. Admission to a second program: A graduate of one program of the College 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.

Courses for which a student has the designation P, W or I and grades for transferred courses are not included in the computation of the grade point average.

Grades are part of the student’s permanent record. Once submitted and entered on the student’s transcript, no changes will be made to this record, with the exception of entering the final grade to replace an “I” or correcting an inappropriate grade (refer to Change of Grade).

**Continuous Enrollment**

A student matriculated in a certificate or degree program of the College must maintain continuous enrollment each term until completion of the program, or must request a leave of absence from study by completing the Student Status Change Form. The leave must be approved by the Assistant Dean of Student Affairs (see Leave of Absence under CHANGE OF STUDENT STATUS). Pre-professional students enrolled in a one-year-plus program may, maintain active status for a maximum of three terms following the term in which they complete coursework for the one-year plus program.

Foreign national students who hold an F-1 visa are required to be continuously enrolled in order to maintain lawful immigration status in the United States.

**Registration**

It is the responsibility of the student to be familiar with and observe the academic policies of the College in all matters including course registration, adding and dropping courses, and withdrawal from courses and/or the College as stated in these policies. While the College and University will maintain student records, it is the student’s responsibility to ensure that his/her academic record is accurate.

To receive credit for a course, students must enroll through the University Office of the Registrar during the stated online registration period preceding the beginning of each term. The online registration
period ends approximately one week before the start of classes. Beginning and ending dates for online registration are listed in the **Academic Calendar**. After on-line registration ends, students must complete a paper registration and submit that to their academic advisor for processing. After the ending date for online registration, students must pay a $25 late registration fee.

**Dropping and Adding Courses**

Students who wish to revise their schedules after registration must complete a **Student Schedule Change form** and fax/return it with the signature of their advisor to the University Office of the Registrar. Students may drop a class before the third class meeting (refer to the College **Academic Calendar** for dates). A course that is dropped does not appear on the student’s transcript.

Students, in consultation with their advisors, are responsible for making certain that any changes in schedule will fulfill requirements for the degree. Students receiving financial aid should also consult with the University Office of Financial Aid regarding the effect that changing their academic schedule may have on their eligibility for aid.

Students who stop attending or participating in classes without filing the required Student Schedule Change form will be responsible for the full payment of tuition and may receive a failing grade for the course. Verbal or written (email) notification to the course instructor or the Registrar’s Office does not constitute an official course drop. Similarly, on site students, whether on campus or offsite, who attend classes without properly registering or adding a course will not receive credits for the course. The addition of a student’s name to the class list by an instructor does not constitute course enrollment.

**Course Withdrawal**

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a **Student Schedule Change form** from the University Office of the Registrar, securing the signature of their advisor, and returning the form to the Registrar’s office.

- A student who withdraws from a course prior to the **Withdrawal** deadline published in the Academic Calendar of the College will receive a grade of W.
- A student who withdraws from a course after the deadline published in the Academic Calendar of the College but **before** the start of the 11th week of the term will receive a grade of WP (withdrawn Passing) or WF (withdrawn Failing), depending upon the level of work at the time of the Withdrawal. A grade of WF is calculated in the grade point average in the same manner as a failing grade.
- A student is not allowed to withdraw once the 11th week of the term has commenced and will receive the grade of F if he/she does not complete the course.

**NOTE:** **Students who do not officially drop or withdraw from a course according to the procedures described above but stop attending or participating in classes will be responsible for the full payment of tuition and will receive a grade of F for the course. Verbal or written (email) notification to the course instructor or the Registrar’s Office does not constitute an official course drop or withdrawal.**

In order to receive credit for a course from which a student has withdrawn, the student must re-register for the course in a subsequent term.

**Failure to Complete a Course**

Under serious circumstances (i.e., documented illness), a student who has not completed all requirements of a course may be given the grade of I (Incomplete) after consultation of the instructor with the Assistant Dean of Students and approval of the Office of the Dean. The grade automatically
becomes an F if the student does not complete and submit required work and a grade is submitted within four weeks of the date of the last official class of the course.

Satisfactory Academic Standing
To remain in good academic standing, students enrolled in a degree or certificate program must maintain a minimum cumulative grade point average of 3.0 and have earned a minimum grade of B- in no more than two courses if they are enrolled in a degree program and in no more than one course if they are enrolled in a doctoral or certificate program. Failure to maintain a cumulative grade point average of 3.0 and/or the receipt of more than two grades of B- or lower in a degree program or failure to maintain a cumulative grade point average of 3.0 and/or the receipt of more than one grade of B- or lower in a certificate program have consequences that may result in repeating a course, dismissal from the program/College, or academic probation.

Academic Probation and Dismissal
Students enrolled in the College’s programs who do not maintain a minimum 3.00 cumulative grade point average will be placed on College academic probation for one term. 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 Assistant Dean of Student Affairs may recommend to the Office of the Dean that one additional probationary term be allowed. If, at the conclusion of the extended probationary term, the cumulative grade point average is still below the minimum 3.00, the student is dismissed for academic underachievement.

Students enrolled in the College who earn more than two grades of B- or lower in a degree program or more than one grade of B- or lower in a certificate or doctoral program are automatically placed on probation. Students in this situation must repeat one or more of the courses in question and achieve a grade of B or higher in the retaken course(s) so that no more than two courses in the degree program and no more than one course in the certificate program have earned a grade of B-. Failure to receive a grade of B in the retaken course(s) will result in dismissal from the program/College.

Actions related to College academic probation and dismissal must be reviewed by both the College Committee on Student Affairs and the Office of the Dean before action can be taken.

Any student dismissed from or required to withdraw from the College because of academic underachievement and subsequently readmitted to the College must achieve a term grade point average of 3.00 for the term 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 term 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 term or be dismissed.

Repeating a Course
A student who receives a grade of C+ or lower in any course required for the student’s degree or certificate program must repeat the course for which the grade of C+ or lower was received.
A student who receives a grade of B- in more than two courses in a master’s degree program or in more than one course in a certificate program must repeat one of the courses for which the grade of B- was received and earn a minimum grade of B in the retaken course.

A course may be repeated only once. To repeat a course, the student must obtain approval prior to registration from the Assistant Dean of Student Affairs.

Whenever a course is repeated, no additional hours attempted will accrue, and the latter grade replaces the previous grade in computing the grade point average and in assignment of academic credit. Both grades, however, remain a part of the student’s permanent academic record.

**Change of Grade**
To change a student’s grade of I (incomplete) or to correct a grade, the instructor must complete and sign a Grade Change Form, available in the University Office of the Registrar. A student who believes that he/she has received an inappropriate grade should contact the instructor. If the outcome is not satisfactory to the student, further review may be pursued with the Assistant Dean of Student Affairs and, subsequently, with the Associate Dean for Academic and Student Affairs. (See also **Grade Appeal Process**.)

A change of grade can be made within four weeks from the last day of the course.

**Attendance Regulations**
Attendance is expected in all classes for which a student is registered. The instructor determines attendance requirements for each course. These requirements shall be clearly outlined by the instructor at the beginning of the course. **STUDENTS WHO HAVE AN OUTSTANDING TUITION BALANCE ARE NOT PERMITTED TO ATTEND CLASSES.**

**Auditing a Course**
A student may audit a course with the written permission of the instructor. The student must register for the course during the registration period and pay all regular course fees. The registration for any course may not be changed from audit to credit or vice versa after the official drop/add date.

**Non-Degree Student Status**
Space permitting, students who do not wish to earn a degree or certificate may earn a maximum of nine (9) credits as a non-matriculated student. Students wishing to take more than nine (9) credits must enroll in a certificate or degree program. Students enrolling in a course without matriculation must meet all College, program and course prerequisite requirements and obtain approval through the College Office (901 Walnut Street, 10th Floor) prior to registration.

**Transfer of Credits**
Students may transfer a maximum of nine (9) credits to a certificate or master’s degree program of the College.

Credits previously applied to an undergraduate degree will not be considered for transfer.

Credits with a grade of B or higher previously applied to another graduate degree may be considered for transfer, but the student must take elective course(s) of equal credits in their place to maintain the total number of credits required for the degree.
A student wishing to transfer credits for a graduate course with a grade of B or higher earned at another accredited institution should submit a written request to the Assistant Dean of Students (ADS) accompanied by a course description and a syllabus. An official transcript from the outside institution should be obtained if not already included in the student’s academic file.

Upon review, the ADS will notify the student if the course is acceptable for transfer credit.

Grades for courses for which transfer of credits is approved are not recorded on the student’s transcript and are not used to compute the grade point average.

When necessary, credits from the other institution will be converted to credit equivalents of the College of Population Health as defined in this Handbook.

Transcripts
The University does not issue paper transcripts at the end of each term. At the end of each term, each student should review their transcript online at Banner web (banner.jefferson.edu).

A fee of $5 per transcript will be charged for each official transcript issued. All transcript requests must be in writing: a Transcript Request Form can be obtained from the University Office of the Registrar, or the request may be made in a signed letter or facsimile (fax). The College reserves the right to withhold transcripts from students under certain circumstances, such as defaulting on a loan or having outstanding financial obligations to the University.

An official transcript, printed on security paper, is identified by the raised seal of Thomas Jefferson University and the signature of the University Director of Student Records. Alteration or forgery of such a document is a criminal offense. The Family Educational Rights and Privacy Act of 1974 prohibits release of academic information to a third party without the student’s written consent. Upon receipt of the written request by the student and the payment of the fee, the transcript may be released to the third party. If the third party requires the student to submit an official transcript with other materials, the transcript is stamped “Issued to Student,” is enclosed in a sealed envelope with the signature of the Director of Student Records across the sealed flap, and is then given to the student to submit to the third party.

Challenge Examinations
Students may earn academic credit by challenge examination for certain courses offered in the Jefferson College of Population Health. A challenge examination is equivalent to a comprehensive test of the subject matter covered in a 3-credit course. Students taking a challenge exam in lieu of a course required for a College program must be matriculated into that program in order to have the results for the challenge examination recorded on the student’s transcript.

Regulations
1. Students may earn up to a maximum of 9 credits by challenge examination.
2. Students will not receive credit by challenge examination for a course in which they have been previously enrolled. This includes courses which they audited or for which they received a failing grade or a grade of withdrawal.
3. Students are not permitted to register for both a regular course and a challenge examination for that course in the same term.
4. Students are not permitted to attempt challenge examinations more than twice. An attempt begins as soon as the student sees the examination.
5. Upon a second unsuccessful attempt, students may receive academic credit only through successful completion of the course.
6. For each attempt, students must register and pay the appropriate fee.

Fees
The fee for challenge examinations taken for College courses is $50 per credit hour.*

* Fees for challenge examinations taken for required College program courses by eligible full-time Jefferson employees are covered by the Thomas Jefferson University Tuition Remission Benefit. However, full-time employees who do not pass the challenge test are responsible for paying the full challenge examination fee ($50.00 per credit).

Registration Procedures
Students must register for a College program challenge examination in the University Office of the Registrar, 115 Curtis Building, or by facsimile (fax). Generally, JCPH challenge examinations are offered on the first and third Friday of each month. Following their registration, students should contact the College office (901 Walnut Street, 10th Floor) to receive guidelines, times and locations of the scheduled examinations. Students must take the challenge examination(s) on the date selected at the time of registration.

Note: Registration for a College program challenge examination is equivalent to registration for a course. Once registered, students can change their registration only by filing a Drop Form in the University Office of the Registrar. Students who register for a challenge examination but do not sit for the examination and do not complete the official drop procedure will receive a grade of “NC” (No Credit) on their academic record and will be responsible for the full challenge examination fee.

Grading
Students who successfully complete a College challenge examination will receive a grade of P (Pass) and the number of earned semester credits equivalent to the course. Unsuccessful attempts are recorded on the transcript with the grade symbol NC (No Credit). Neither grade is calculated in the student’s grade point average.

CHANGE OF STUDENT STATUS

Any change in student personal data information or student status requires completion of the appropriate form which may be obtained in the University Office of the Registrar or via the Banner Website.

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 Assistant Dean of Student Affairs and the Office of the Dean are required. Normally, a leave will be granted for a period from one term 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 conditions 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 their advisor 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.

A leave will not be granted to students with outstanding financial obligations to the University.

Withdrawal from the College
Students wishing to withdraw from the College must do so in writing, specifying an effective date, to the Associate Dean for Academic and Student Affairs. A withdrawal will not be granted to students with outstanding financial obligations to the University. The official date of withdrawal is normally the date approved by the Associate Dean.

Readmission Procedure
Students withdrawn or dismissed from the College may, within two (2) years of the withdrawal or dismissal, re-apply directly to the College by submitting a written request directly to the Office of the Dean. All others wishing to continue their studies must re-apply through the Office of Admission.

Transfer from One Program to Another
If a matriculated student wishes to transfer from one program to another, he/she must complete a Student Status Change form and present it for approval to the Assistant Dean of Student Affairs and the Office of the Dean. The student will receive written confirmation of the approved program transfer at the time it is forwarded to the University Office of the Registrar. If receiving financial aid, it is the responsibility of the student to inform the Office of Financial Aid of any change in program matriculation.

GRADUATION

Curriculum Completion
A student must complete the specific number of total credits and course requirements in his or her program of study and achieve a cumulative grade point average of at least 3.0 on all attempted work to qualify for graduation from the University.

Students are required to complete their course of study within five years of the date of matriculation. An extension may be granted in the event of extenuating circumstances, such as documented medical illness.

Residence Requirement
A student must earn a minimum of 30 semester credits on campus immediately preceding graduation for a degree to be conferred.

Application for Graduation
The official awarding of degrees takes place three times each year: at the Commencement Exercises following the conclusion of the spring term, August 31 and December 31.
Students who expect to meet the requirements for graduation must file an online application form with the University Office of the Registrar. These forms 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.

Attendance at Commencement
Attendance at Commencement exercises is recommended and encouraged. Written permission to graduate in absentia must be submitted at least one month in advance of the Commencement Exercises.

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

FORMS OF ACADEMIC DISHONESTY

Plagiarism
As stated in the American Medical Association Manual of Style, “in plagiarism, an author passes off as his or her own the ideas, language, data, graphics or even scientific protocols created by someone else, whether published or unpublished.” When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Examples of plagiarism include, but are not limited to:

1. Quoting another person’s actual words, complete sentences or paragraphs, or entire pieces of written work without acknowledgment of the source.
2. Using another person’s ideas, opinions or theories, even if they are completely paraphrased in one’s own words, without acknowledgment of the source.
3. Noting the original source of only a part of what is borrowed.
4. Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
5. Copying another student’s essay test answers.
6. Copying, or allowing another student to copy, a computer file that contains another student’s assignment and submitting it, in part or in its entirety, as one’s own.
7. Working together on an assignment, sharing the computer files and programs involved and then submitting individual copies of the assignment as one’s own individual work. Students are urged to consult with individual faculty members if in doubt.

Fabrication
Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive. Examples include, but are not limited to:

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

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

1. Copying from another student’s test paper or allowing another student to copy from a test paper.
2. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
3. Collaborating during a test with any other person by receiving information without authority, or collaborating with others on projects where such collaboration is not expressly permitted.
4. Using or possessing specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student’s clothing, etc., that are not authorized.
5. Taking a test for someone else or permitting someone else to take a test in one’s place.
6. Tapping pencils or other objects or otherwise signaling in code.
7. Entering any office or opening a file to obtain a test or answer key.
8. Viewing test materials on a secretary’s or faculty member’s desk.
9. Passing quiz/test questions or answers from one student to another, even after the test is completed.
10. 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. Bribery any other person to obtain an unadministered test including answers to an unadministered test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test or on other work for which a grade is given.
5. Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, in a computer, on a “change of grade” form or other official academic records of the University which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.
7. Continuing to work on an examination or project after the specified allotted time has elapsed.
8. Signing into classes for others.

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

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

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

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

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

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

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 Senior Vice President for Academic Affairs
2. Two faculty members from each College. Each college should 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 III, Paragraph 11 a., shall provide a hearing for students who, following the established grade appeal guidelines, wish to present evidence that their level of achievement is, or has been, other than as adjudged by the College. The Grade Appeals Hearing Panel will also hear appeals of dismissal for unsafe clinical practice. The hearing procedures followed by the Grade Appeals Hearing Panel are set forth below.
II. Bases for Grade Appeal

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

• Caprice: The faculty member has arrived at the grade or rendered a decision without considering all the pertinent facts involved or has deliberately ignored these facts.
• Prejudice: A faculty member has arrived at the grade or rendered a decision based on reasoning which is influenced by irrelevant information having no bearing on the decision.
• Mechanical error: The grade has been inaccurately assigned due to clerical error on the part of the instructor or computer.
• Assignment of a grade inconsistent with criteria used to assign grades to other students: The grade was given using criteria different from criteria used to grade all other students in the class.

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

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

III. Steps of Grade Appeal

The following steps of grade appeal are established and adopted by the faculty:

1. The appeal period begins on the day that the student’s grade is posted by the Office of the Registrar.
2. The student shall file the Notice of Course Grade Appeal form with the course instructor or faculty member in charge of the course. Forms are available in the College’s Office of Student Affairs or the Office of the Assistant Vice President for Student Life.
3. The Assistant Dean of Student Affairs, in consultation with the Program Director and Associate Dean for Academic and Student Affairs, will decide if the student may continue in class during the appeal period. The instructor recommending that the student should not continue in the academic program must clearly document that the student poses a safety risk to others and/or has engaged in disruptive behavior towards other students, faculty, clinical instructors and/or patients.
4. The student will attempt to resolve the situation with the course instructor.
5. If a mutually acceptable decision is not reached between student and instructor, the student must provide the Assistant Dean of Student Affairs with a detailed written statement of allegations, facts and circumstances. The faculty member shall make all pertinent grading records available to the Assistant Dean of Student Affairs.
6. After receipt of the student’s detailed statement, the Assistant Dean of Student Affairs, in consultation with the Associate Dean for Academic and Student Affairs, shall meet with the student to discuss the appeal. A written report of the decision of the Assistant Dean of Student Affairs regarding the appeal shall be sent to the student and the course instructor.
7. If the Assistant Dean of Student Affairs denies the appeal, the student may then appeal to the Dean of the College.
8. The student must provide the Dean with a detailed written statement of allegations, facts and circumstances. The Assistant Dean of Student Affairs and faculty member shall make all reports addressing the denial of appeal and pertinent grading records available to the Dean.

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

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

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

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

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

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

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

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

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

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

**STUDENT GRIEVANCE PROCEDURE**

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

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