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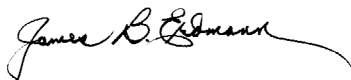
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Dear Jefferson College of Health Professions Student:

We are pleased to present you with the Jefferson College of Health Professions' Student Handbook produced by the Office of Student Affairs. It includes information on campus resources, official academic policies and procedures and the Code of Conduct. Also included is a weekly calendar for the 2006-07 academic year.

While we have attempted to provide you with a comprehensive handbook, it does not stand alone. The 2005-07 College Catalog is a vital resource for official University, College, department, faculty and course information. The Student Organization Directory provides a wealth of information on campus programs that will be of interest to you, and the Student Survival Guide, an unofficial publication by students for students, will give you another perspective on life both on and off campus.

We look forward to serving you and wish you success in the 2006-07 academic year.



James B. Erdmann, Ph.D.
Dean



William Thygeson, Ph.D.
Associate Dean for Student Affairs

JULY › AUGUST 2006

MONDAY 31

July

TUESDAY 1

August

WEDNESDAY 2

THURSDAY 3

FRIDAY 4

SATURDAY 5

SUNDAY 6

Friendship Day

JUNE

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AUGUST

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COLLEGE AND UNIVERSITY SERVICES

ACTIVITIES OFFICE

Room B-67
Jefferson Alumni Hall
1020 Locust Street
(215) 503-7743

Office Hours

Monday - Friday 8:00 a.m. - 6:00 p.m.

The **University Activities Office** coordinates social, cultural and recreational programs for the entire Jefferson community. Students are encouraged to participate in many events occurring regularly throughout the year, including movie nights, entertainment programs, co-curricular programs and workshops. The Activities Office also offers a variety of ticket sales to professional sporting events, amusement parks, museums, performing arts and cultural attractions.

The Activities Office is responsible for managing Jefferson's multipurpose recreation and fitness facility, and its many programs and services. The facility is located in the lower levels of Jefferson Alumni Hall.

FACILITIES

- Group Exercise and Spinning Studios
- Cardio Room
- Gymnasium
- Men's and Women's Locker Rooms
- Racquetball Court
- Sauna
- Swimming Pool
- Weight Room

SERVICES AVAILABLE

- Group Exercise Classes
- Co-curricular Courses such as Ballroom Dance Lessons, Pilates, SCUBA Certification, Swim Lessons and Golf Instruction
- Fitness Testing/Exercise Prescriptions
- Intramural Sports (Volleyball, Basketball, Softball, Soccer and Racquetball)
- Massage Therapy
- Personal Fitness Training

FACILITY HOURS OF OPERATION

(215) 503-7949

Monday - Friday	6:00 a.m. - 10:00 p.m.*
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	10:00 a.m. - 10:00 p.m.*

**During the summer months (Memorial Day through Labor Day), the facility closes at 9:00 p.m. weekdays and 6:00 p.m. weekends. Hours will vary on holidays and holiday weekends.*

THE STAFF

<i>Director</i>	Patricia S. Haas
<i>Associate Director and Fitness Manager</i>	Amy Wagner
<i>Program Coordinator</i>	Kim Caltagirone
<i>Fitness Specialist</i>	Open
<i>Administrative Coordinator</i>	Felipe Torres

AUGUST 2006

MONDAY 7

TUESDAY 8

WEDNESDAY 9

THURSDAY 10

FRIDAY 11

SATURDAY 12

SUNDAY 13

JULY

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ALUMNI AFFAIRS

Office of Alumni Relations
Edison Building, Room 614
130 S. 9th Street
(215) 503-7709
e-mail: dorothy.grieb@jefferson.edu

HOURS

Monday - Friday 9:00 a.m. - 5:00 p.m.

The Office of Alumni Relations is actively involved with current students and offers many exciting programs for both students and alumni. In cooperation with the Career Development Center and the Office of Student Affairs, we provide many opportunities for students to meet and network with alumni professionals in health care. We also encourage students to attend our Alumni Association meetings that are open to all alumni and students. To keep in touch with students and alumni, we publish the Review two times each year.

THE STAFF

Director Dorothy Grieb

JEFFERSON MEDICAL AND HEALTH SCIENCE BOOKSTORE

1009 Chestnut Street
(215) 955-7922
www.jefferson.edu/bookstore

HOURS

Monday - Friday 7:00 a.m. - 5:30 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

The Jefferson Bookstore is operated for the service, convenience and benefit of students, faculty and employees.

SERVICES AVAILABLE

- Text and reference books
- Laboratory and diagnostic supplies
- Computer accessories, supplies and software
- Stationery materials
- Jefferson clothing and gift items
- Student uniforms and lab coats
- Name tags
- Stamps
- Film processing

The Bookstore offers a 10% discount off the publisher's list price of all text, reference and review titles. Books may be purchased online at www.jefferson.edu/bookstore. Commuter Services and Photo ID are also located in the Bookstore.

THE STAFF

Director
Assistant Director and Merchandise Manager

Patricia S. Haas
Charity Marshall

AUGUST 2006

MONDAY 14

TUESDAY 15

WEDNESDAY 16

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20

JULY

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CAREER DEVELOPMENT

Career Development Center
Edison Building, Room 707
(215) 503-5805
www.jefferson.edu/jchpcareer

HOURS

Monday - Friday 8:30 a.m. - 5:00 p.m.

The Career Development Center (CDC) assists students and alumni with career planning, job searching and career development through individual counseling sessions and group workshops. The CDC helps students prepare for work in a variety of healthcare settings including hospitals, agencies, laboratories, rehabilitation centers, corporations and private practices. The Center also assists students in finding part-time employment.

SERVICES AVAILABLE

- Career Counseling
- Career and Interest Inventory Testing
- Graduate and Professional School Advising
- Resume Assistance
- Career Resource Library
- Career Planning Workshops
- Job Listings
- Job Fairs
- Networking Opportunities
- Alumni Contacts
- Long-distance Job Search Assistance

For detailed information about the Career Development Center and its programs and services, we invite you to pick up these publications:

- Job Search Handbook*
- Resume Writing Handbook*
- Interviewing Skills Handbook*
- Evaluating a Job Offer Handbook*
- Career Fair/Career Day Recruiter Directories*

THE STAFF

<i>Director</i>	Dayna Dunsmoor
<i>Administrative Assistant</i>	Amelia DiValerio

COMMUTER SERVICES/MASS TRANSIT/PARKING

Jefferson Bookstore
1009 Chestnut Street
(215) 955-6417
www.jefferson.edu/cso

HOURS

Monday - Friday 7:00 a.m. - 5:30 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

SERVICES AVAILABLE

Commuter Services provides mass transit and parking information and savings on these services to eligible Jefferson students and employees.

AUGUST 2006

MONDAY 21

TUESDAY 22

WEDNESDAY 23

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27

Orientation/Registration (Geisinger ASN-BSN)

JULY

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Benefits include maps and schedules of bus and rail line routes; discounts on SEPTA, New Jersey Transit and PATCO transit passes, tickets and tokens; and discounts with selected local parking garages.

Mass Transit items provided at discount prices include:

- SEPTA tokens (5- and 10-packs); Trans/Trail Passes; 10-trip Regional Rail Line Tickets; Day Passes
- PATCO 2- and 10-trip Tickets
- New Jersey Transit One-way and Monthly Tickets

FINANCIAL AID

University Office of Financial Aid
College Building, Room G-1
(215) 955-2867
financial.aid@jefferson.edu

HOURS

Monday - Friday 8:30 a.m. - 5:00 p.m.

The University Office of Financial Aid identifies and helps students apply for possible sources of funding including grants, scholarships, loans and work study to help meet the cost of education.

SERVICES AVAILABLE

- Counsels students on financial aid
- Assists in completing financial aid forms
- Collects applications for all types of financial aid
- Awards loans/grants/work-study
- Provides debt management educational services
- Conducts Federal Stafford/Unsubsidized Stafford/PLUS Entrance/Exit Interviews
- Provides Federal Work Study (FWS) job placement and processes FWS time sheets for payment
- Certifies Stafford/Unsubsidized Stafford/PLUS/alternative loan applications
- Applies aid awards to student accounts

For detailed information about the Office of Financial Aid and its services, visit our website: www.jefferson.edu/financialaid/

THE STAFF

<i>Director</i>	Susan Batchelor
<i>Associate Director</i>	Conchita Rivera
<i>Coordinators</i>	Leslie Ramusack; Joshua Young
<i>Loan Coordinator</i>	Thomas Stewart
<i>Administrative Coordinator</i>	Jacquelyne Roundtree
<i>Financial Aid Assistant</i>	Kristin Mozzachio

HEALTH SERVICES

University Health Services
6230 Gibbon
111 South 11th Street
(215) 955-6835

AUGUST › SEPTEMBER 2006

MONDAY 28

TUESDAY 29

FACT Nursing Students - Grades due in Registrar's Office, 9:00 a.m.

WEDNESDAY 30

THURSDAY 31

August

FRIDAY 1

September

SATURDAY 2

SUNDAY 3

JULY

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HOURS

Monday - Friday 7:30 a.m. - 4:00 p.m.

Jefferson students can take advantage of a wide range of medical and health services right on campus. The comprehensive fee covers basic health care. Laboratory, emergency room visits, X-ray and specialist referral charges are billed to your insurance. Students are personally responsible for fees not covered by their health insurance. Jefferson's Emergency and Trauma Center is available for urgent medical problems when our office is closed.

Here are some of the basic services we provide:

- General medical care and advice
- Immunizations: hepatitis B vaccine; annual flu vaccine
- Mandatory annual tuberculosis screening
- Exposure protocol for students exposed to blood borne pathogens
- Referrals to specialists

THE STAFF

Medical Director Ellen O'Connor, M.D.
Office Coordinator Ilene Spector

HOUSING AND RESIDENCE LIFE

Department of Housing and Residence Life
Orlowitz Building, Room 103
1000 Walnut Street
(215) 955-8913
www.jefferson.edu/housing

HOURS

Monday - Friday 9:00 a.m. - 5:00 p.m.
Desk Coverage 24 hours, 7 days/week

The Department of Housing and Residence Life assigns student housing, coordinates building services, and provides an active Residence Life program in the University's two apartment buildings (Barringer and Orlowitz) and the combined office/residence hall (Martin).

SERVICES AVAILABLE

Residence Life

- Live-in staff
- Social, developmental and recreational programming
- 24-hour resident advising program
- Liaison with numerous campus services

Assignment/Contracts

- Guaranteed housing for eligible first-year students
- Financial aid-based fee deferments

Property Management

- 24-hour emergency maintenance service

Short-term Housing

- Shared or private residence hall accommodations
- Private suite accommodations

Off-campus housing information is also available.

SEPTEMBER 2006

MONDAY 4

Labor Day

TUESDAY 5

Welcome Day (Entering Class, Health Professions Programs)

WEDNESDAY 6

Classes Begin

THURSDAY 7

FRIDAY 8

SATURDAY 9

SUNDAY 10

Grandparent's Day

AUGUST

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THE STAFF

Director of Housing & Residence Life
Assistant Director for Residence Life

Deirdre Dana Savarese
Patricia Cristiano

PHOTO ID CENTER

Jefferson Bookstore
1009 Chestnut Street
(215) 955-7942

HOURS

Monday - Friday 7:00 a.m. - 5:30 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

SERVICES AVAILABLE

Photo identification cards are issued to all new students at Orientation. Identification cards must be worn at all times. The initial ID card is provided at no charge. A replacement fee of \$15 will be charged for any card that replaces the initial card. If a student's identification card is lost or damaged, replacement cards can be obtained from the Photo ID Center.

INTERNATIONAL STUDENT SERVICES

Office of International Exchange Services
Jefferson Alumni Hall, Room M-70
(215) 503-4335/4024/4023
www.jefferson.edu/oies

The University sets a high priority on the exchange of ideas related to education, research and patient care with members of the international community. We welcome people from other countries to study, work and engage in research here and encourage Jeffersonians to study abroad.

The Office works closely with all University divisions to coordinate the immigration requirements and the orientation of our international students and other visitors.

The primary functions of the Office are to assist departments that want to bring international students to Jefferson, to serve as the central resource for international students, to provide support for the University's international initiatives, and to assist Jeffersonians going abroad for educational and professional purposes.

The Office assists students with acculturation by supplying practical information on the process of settling in, local public transportation, housing, tax responsibilities and cultural and historic sites. The Office also processes all paperwork involving procurement and maintenance of visa status.

THE STAFF

Director
Assistant Director
International Student and Scholar Advisor

Janice Bogen
Lesley Tyson
Eugenia Kim

SEPTEMBER 2006

MONDAY 11

Patriot Day

TUESDAY 12

WEDNESDAY 13

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17

Citizenship Day

AUGUST

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SCOTT MEMORIAL LIBRARY AND LEARNING RESOURCES CENTERS

Scott Memorial Library	Edison LRC
1020 Walnut Street	130 S. 9th Street, Suite 1300
Philadelphia, PA 19107	Philadelphia, PA 19107

Website: <http://jeffline.jefferson.edu>

AISR Administration	(215) 503-8848
Scott Library Reference Desk	(215) 503-8150
Scott Library LRC	(215) 503-8407
Edison LRC	(215) 503-7563

Academic and Instructional Support and Resources (AISR) provides a full range of services in support of the information needs of the University in the areas of research, education, and clinical care. Its departments include the Scott Memorial Library, Learning Resources, Education Services and Medical Media Services.

The Scott Memorial Library collection reflects the University's interests in the life sciences, clinical medicine, patient education, and the history of the health sciences. The print collection exceeds 220,000 volumes. A thorough reference collection includes a wide variety of information resources in electronic format. A collection of leisure reading materials is available. Also, via interlibrary loan, provided at no cost, Jefferson students can obtain materials from other libraries. The Library is staffed some 100 hours per week; however, users have twenty-four hour access to the first and fourth floors. The first floor of the Library houses the 'Library Café,' a 24-hour facility with comfortable seating, food and beverage vending, wireless network access and three public computers.

JEFFLINE, the online knowledge system of AISR, provides a wide variety of electronic resources, including specialized databases, over 3,000 electronic journals in the sciences, and 300 electronic books. The Learning Resources Centers provides access to videos, models, and other non-print materials and two electronic classrooms. One is located in the Scott Library and the other on the thirteenth floor of the Edison Building. Overall, AISR provides more than 250 publicly-accessible computers.

AISR's staff of professional instructional designers, artists, educators, animators and computer programmers consult with faculty on the design and development of new educational software. An extensive offering of workshops, seminars, and graduate courses in the area of knowledge management is available for students.

THE STAFF

*University Librarian and Director
of Academic Information Services and Research
Director of Learning Resources*

Edward W. Tawyea
Martha Ankeny

RECORDS AND REGISTRATION

University Office of the Registrar
Curtis Building, Room G-22
(215) 503-8734 (UREG)

HOURS

Monday - Friday 8:30 a.m. - 5:00 p.m.

SEPTEMBER 2006

MONDAY 18

TUESDAY 19

WEDNESDAY 20 Drop/Add Period Ends

THURSDAY 21

FRIDAY 22

Fall Begins

Rosh Hashanah

Begins at Sundown

SATURDAY 23

SUNDAY 24

AUGUST

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OCTOBER

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The University Office of the Registrar provides students, faculty, administration and alumni with information and services related to academic records, course scheduling and enrollment, classroom assignments and graduation.

SERVICES AVAILABLE

- Academic Records (Student Records)
- Academic Calendar, Course and Final Examination Schedules
- Classroom Assignments
- Course Enrollment Services
 - Registration, Drop/Add, Course Withdrawal
 - Student Status Changes (Leave of Absence / Withdrawal)
- Enrollment Certification Services
 - Professional Licensure Certification
 - Student Loan Deferments
 - Veterans Administration Education Benefits
- Grade Recording and Grade Reports
- Graduation Services
 - Certification of Degree Requirements
 - Student/Faculty Regalia
- Student Transcripts
- Transfer Credit Evaluation/Approval for Off-Campus Enrollment

THE STAFF

University Registrar

Raelynn Cooter, Ph.D.

Senior Associate University Registrar and

David R. Clawson

University Director of Student Records

Sheryl T. High

Associate Registrar, Medical College

Michael Donlan

Associate Registrar, JCHP

Kelley Anderson

Assistant Registrar, JCGS

SECURITY

Department of Security

Security Response Center, Gibbon – 2nd Floor East

IMPORTANT PHONE NUMBERS

On-Campus Emergency

(Including Fire and Medical) 811

To Report a Crime (215) 955-8888

Investigations (215) 955-8175

Student/Employee I.D. Center (215) 955-7942

The Department of Security works closely with the officers of the Philadelphia Police Department and places a high priority on your personal safety. In accordance with campus security regulations, we now operate a sexual assault victim program. We also conduct numerous presentations on specific security issues for both students and employees. Here are some of the many resources we maintain for your safety and well-being in most Jefferson facilities:

- 17 emergency phones throughout campus
- Automated front and fire door locking devices
- Central dispatch for on-campus emergencies
- Closed-circuit TV and alarm monitoring

SEPTEMBER › OCTOBER 2006

MONDAY 25

TUESDAY 26

Last Date to Remove an "I" Grade from Previous Term

WEDNESDAY 27

THURSDAY 28

FRIDAY 29

SATURDAY 30

September

SUNDAY 1

October

Yom Kippur

Begins at Sundown

AUGUST

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- Sexual Assault Victim Program
- 24-hour-a-day front-desk staffing
- Student-Employee Identification Badges
- Victim's Assistance Counselor

The full text of our policies is available to you in the Department of Security's administration offices, 402 Edison.

We also have an extensive informational film library, including:

<i>Crime in the Street</i>	<i>Look Out!</i>
<i>Cultural Confusion</i>	<i>Sexual Harassment</i>
<i>Don't Become A Victim of Opportunity</i>	<i>Today's Woman - Safe, Smart and Secure</i>
<i>It's Your Room But It's Not Home</i>	

THE STAFF

Director Robert B. Hendrick, CPP

The staff includes two managers, seven shift supervisors, one investigator and 93 field officers.

STUDENT ACCOUNTS

Tuition/Cashier's Office

Scott Library Building, Room 521
(215) 503-7669

Student Loan Office

Scott Library Building, Room 521
(215) 503-7226

HOURS

Monday - Friday 9:00 a.m. - 5:00 p.m.

SERVICES AVAILABLE

- Answering inquiries concerning payment and fees
- Providing Promissory Notes for endorsement
- Collecting tuition payments
- Distributing refunds to students
- Processing loan checks for payment
- Providing referrals or answers for payment plans
- Managing the collection of student loans obtained through Thomas Jefferson University
- Processing correspondence received from graduates pertaining to student loans (deferments, cancellations, loan verification forms)

THE STAFF

<i>Manager</i>	Angela Pagano
<i>Tuition Coordinators</i>	Diane Glynn
	Mildred Weber
	Rebecca Reynolds

OCTOBER 2006

MONDAY 2

TUESDAY 3

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8

National Children's Day

SEPTEMBER

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STUDENT SERVICES

Office of Student Affairs
Edison Building, Room 709
(215) 503-8189

HOURS

Monday - Friday 8:00 a.m. - 5:00 p.m.

Other hours available by appointment.

The Office of Student Affairs is responsible for student programs, academic support services, disability services, student judicial affairs and counseling. The major responsibility is to coordinate the delivery of services to students to assure successful student retention.

SERVICES AVAILABLE

- Orientation
- Personal Counseling Referrals
- Academic Support Services
- Reading and Study Skills Workshops
- Test Taking Skills Workshops
- Writing Center
- Tutor Referral Service
- Leadership Development Programming
- Health Insurance Administration
- Issuance of Lockers

THE STAFF

<i>Associate Dean for Student Affairs</i>	William Thygeson, Ph.D.
<i>Assistant Director</i>	Jennifer Gronsky
<i>Coordinator, Center for Student Development and Academic Development Specialist</i>	Veronica Morrison

ACADEMIC CALENDAR – 2006-2007

2006 PRE-FALL SEMESTER (FACT Nursing Students)

05/25	Thur.	Orientation/Registration
05/30	Tues.	Classes Begin
08/19	Sat.	Classes End
08/29	Tues.	Grades due in Registrar's Office, 9:00 a.m.

2006 FALL SEMESTER

07/17	Mon.	Orientation/Registration (Methodist ASN-BSN)
07/18	Tues.	Orientation/Registration (RS, BT, and OT)
07/21	Fri.	Orientation/Registration (BSN, Accel. Pathway MSN and PT)
08/27	Thur.	Orientation/Registration (Geisinger ASN-BSN)
09/05	Tues.	Welcome Day (Entering Class, Health Professions Programs)
09/06	Wed.	Classes Begin
09/20	Wed.	Drop/Add Period Ends
09/26	Tues.	Last Date to Remove an "I" Grade from Previous Term
10/25	Wed.	Last Date to Withdraw with a Grade of "W"
11/06	Mon.	On-line Registration for Spring Semester Begins

OCTOBER 2006

MONDAY 9

Columbus Day (Observed)
Thanksgiving Day
(Canada)

TUESDAY 10

WEDNESDAY 11

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15

SEPTEMBER

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11/20	Mon.	Last Date to File Application for Graduation for this Academic Yr. (Health Professions Programs)
11/22	Wed.	Thanksgiving Holidays Begin / No Classes Scheduled
11/25	Sat.	Thanksgiving Holidays End / Classes Resume
12/15	Fri.	Classes End
12/16	Sat.	Final Examinations Begin
12/17	Sun.	On-line Registration for Spring Semester Ends
12/21	Thur.	Final Examinations End
12/26	Tues.	Grades Due in Registrar's Office, 9:00 a.m.

2007 SPRING SEMESTER

01/02	Tues.	Last Date to File Application for Graduation for this Academic Yr. (Dept. of General Studies)
01/15	Mon.	Classes Begin
01/29	Mon.	Drop/Add Period Ends
02/02	Fri.	Last Date to Remove an "I" Grade from Previous Term
03/02	Fri.	Last Date to Withdraw with a Grade of "W"
03/05	Mon.	Spring Recess Begins / No Classes Scheduled
03/12	Mon.	Spring Recess Ends / Classes Resume
03/26	Mon.	On-line Registration for Pre-Summer/Summer/Fall Semesters Begins
05/04	Fri.	Classes End
05/07	Mon.	Final Examinations Begin
05/08	Tues.	On-line Registration for Summer Semester Ends
05/12	Sat.	Final Examinations End
05/14	Mon.	Senior Grades Due in Registrar's Office, 9:00 a.m.
05/16	Wed.	All Other Grades Due in Registrar's Office, 9:00 a.m.
05/31	Thur.	Commencement Exercises

2007 SUMMER SESSION - First Session (5 Weeks)

05/14	Mon.	Classes Begin
05/22	Tues.	Drop/Add Period Ends
05/28	Mon.	Holiday, Memorial Day
05/29	Tues.	Last Date to Withdraw with a Grade of "W"
06/11	Mon.	Last Date to Remove an "I" Grade from Previous Term
06/18	Mon.	Classes End
06/19	Tues.	Final Examinations Begin
06/20	Wed.	Final Examinations End
06/22	Fri.	Grades Due in Registrar's Office, 9:00 a.m.

2007 SUMMER SESSION - Second Session (6 Weeks)

07/09	Mon.	Classes Begin
07/16	Mon.	Drop/Add Period Ends
07/30	Mon.	Last Date to Withdraw with a Grade of "W"
08/01	Wed.	Last Date to Remove an "I" Grade from Previous Term
08/17	Fri.	Classes End
08/20	Mon.	Final Examinations Begin
08/21	Tues.	Final Examinations End
08/23	Thur.	Grades Due in Registrar's Office, 9:00 a.m.
08/26	Sun.	Online Registration for Fall Semester Ends

OCTOBER 2006

MONDAY 16

TUESDAY 17

WEDNESDAY 18

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

SEPTEMBER

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ACADEMIC POLICIES AND PROCEDURES

It is the responsibility of the student to be familiar with and observe the academic regulations of the College in all matters of course registration, dropping and adding courses, withdrawal from courses and/or the College.

Academic policies and procedures not addressed in the Student Handbook may be found in the Jefferson College of Health Professions Catalog.

GRADING SYSTEM – Undergraduate and Graduate Programs (for all terms beginning on or after September 1, 2006)

GRADE		NUMERIC RANGE	QUALITY POINTS	
A+	-	Excellent, indicating exceptional achievement	98-100	4.0
A			93-97	4.0
A-			90-92	3.7
B+			87-89	3.3
B	-	Good, indicating above average achievement	83-86	3.0
B-			80-82	2.7
C+			77-79	2.3
C	-	Satisfactory, indicating acceptable achievement	73-76	2.0
C-			70-72	1.7
D+			67-69	1.3
D	-	Passing but at a minimal level of achievement	63-66	1.0
D-			60-62	0.7
F	-	Failure to meet the required level of achievement	Below 60	0.0
WF	-	Course withdrawal after the deadline for receiving a grade of W. Indicates an unsatisfactory level of work at the time of withdrawal.		0.0

Grades not included in the GPA Calculation

AU - Requires permission of the instructor. No credit is awarded. Once a course has been audited, the student may not take the course for credit.

CR - Credit awarded, indicating that the student successfully completed a course challenge examination.

I - Incomplete. The student has not completed all of the course requirements. Given only when the work already done has been of the quality acceptable to the instructor. Failure to remove an incomplete grade prior to the end of the sixth week following the conclusion of the final examination period will result in a grade of F. When the course is a prerequisite to a course in the subsequent term, the academic department determines the length of time that the grade may remain incomplete. The student is responsible for verifying that the University Office of the Registrar has been notified of the grade change.

IP - In Progress. Course work is scheduled on a continuous basis over more than one academic term, as in the case of selected clinical rotations and practicums. Final course grades and credit are awarded in the term of completion.

N - 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 final grade of N. No credit is awarded.

NC - No Credit. The student did not achieve a passing score on a departmental challenge examination. This grade is not calculated in the student's grade point average.

OCTOBER 2006

MONDAY 23

TUESDAY 24

United Nations Day

WEDNESDAY 25 Last Date to Withdraw with a Grade of "W"

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29

Daylight Savings Ends

SEPTEMBER

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- NR - No report is filed by the instructor at the final grading period deadline. The student should contact the instructor for the grade.
- P - Pass, indicating successful completion of requirements in a course graded on a Pass/Fail basis. The minimum level of achievement for a passing grade is determined by each academic department and may be higher than the equivalent of a letter grade of D.
- T - Transfer credit awarded.
- W - Indicates an authorized course withdrawal prior to the date published in the Academic Calendar (normally half-way through the academic term).
- WP - A course withdrawal after the date published in the Academic Calendar. Indicates a satisfactory level of performance at the time of withdrawal.

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.

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

REPEATED COURSES

With the approval of the Department Chairman or School Dean, as appropriate, 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.

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.

ACADEMIC HONORS

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 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 from the College, 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:

Cum Laude	3.50
Magna Cum Laude	3.70
Summa Cum Laude	3.85

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

OCTOBER › NOVEMBER 2006

MONDAY 30

TUESDAY 31

October

Halloween

WEDNESDAY 1

November

THURSDAY 2

FRIDAY 3

SATURDAY 4

SUNDAY 5

SEPTEMBER

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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 College 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, "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.

NOVEMBER 2006

MONDAY 6

On-line Registration for Spring Semester Begins

TUESDAY 7

Election Day

WEDNESDAY 8

THURSDAY 9

FRIDAY 10

SATURDAY 11

Veterans' Day

SUNDAY 12

OCTOBER

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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:

NOVEMBER 2006

MONDAY 13

TUESDAY 14

WEDNESDAY 15

THURSDAY 16

FRIDAY 17

SATURDAY 18

SUNDAY 19

OCTOBER

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DECEMBER

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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 also be referred directly to the JCHP 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 Associate Dean for Student Affairs and the Department Chairman or School Dean, as appropriate by the instructor.

No notation of faculty action will appear on the student's transcript. However, the School/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

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").

NOVEMBER 2006

MONDAY 20

Last Date to File Application for Graduation for this Academic Yr. (Health Professions Programs)

TUESDAY 21

WEDNESDAY 22 Thanksgiving Holidays Begin / No Classes Scheduled

THURSDAY 23

Thanksgiving

FRIDAY 24

SATURDAY 25 Thanksgiving Holidays End / Classes Resume

SUNDAY 26

OCTOBER

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DECEMBER

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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, (301) 831-2117.

Revised June 20, 1997

ACADEMIC PROBATION AND DISMISSAL

A student who does not maintain a minimum 2.00 cumulative grade point average will be placed on College academic probation for one semester. If the student is enrolled in courses totaling fewer than 12 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 Chairman or School Dean, as appropriate may recommend granting one additional probationary semester. If, at the conclusion of the extended probationary semester, the cumulative grade point average is still below 2.00, the student is dismissed for academic underachievement.

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

Students who fail to meet school and/or departmental regulations pertaining to academic standing will be placed on School/departmental academic probation or be dismissed and are subject to the policies regarding progression within their respective schools/departments to regain or retain student status.

Any student dismissed from or required to withdraw from the College, School or a Department because of academic underachievement, and subsequently readmitted to a School or Department of the College, must achieve a semester grade point average of 2.00 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 2.00 at the end of the semester in which he or she was readmitted, he or she must raise the cumulative grade point average to at least 2.00 by the end of the following semester or be dismissed. Any student who is readmitted with special student status 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 that awards the special student status.

CHALLENGE EXAMINATIONS POLICY AND PROCEDURES

Students may earn academic credit for any Jefferson College of Health Professions undergraduate course for which a challenge examination is available. Each school and/or academic department determines the courses for which challenge examinations may be made available and the schedule for administering examinations. A challenge examination is equivalent to a comprehensive test of the subject matter covered in a semester-long course.

Students must complete at least one (1) course in the Jefferson College of Health Professions and be assigned a final grade for that course in order to have the Challenge Examination results recorded on the transcript.

NOVEMBER › DECEMBER 2006

MONDAY 27

TUESDAY 28

WEDNESDAY 29

THURSDAY 30

November

FRIDAY 1

December

AIDS Awareness Day

SATURDAY 2

SUNDAY 3

OCTOBER

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NOVEMBER

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DECEMBER

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Regulations

The following regulations are applicable to all challenge examinations in the College. Individual schools and/or academic departments may establish standards that go beyond these.

1. 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.
2. Students may earn up to a maximum of 25% of the semester credits required for the degree/certification via challenge examinations. These credits must be applicable to the student's curriculum requirements.
3. No more than six (6) credits earned through examination testing (either college administered challenge test or standardized tests such as CLEP or ACT-PEP) may be accepted to fulfill the 30-credit residency requirement.
4. Students are not permitted to register for both a regular course and a challenge examination in the same subject area in the same semester.
5. Students are not permitted to attempt challenge examinations more than twice. An attempt begins as soon as the student sees the examination.
6. Upon a second unsuccessful attempt, students may receive academic credit only through successful completion of the standard course in the subject.
7. For each attempt, students must register and pay the appropriate tuition amount.
8. Students who have completed upper-division course work in a subject may not challenge lower-division course work in the same subject.
9. Students interested in challenging a two-semester course (e.g., Biology 101-102) must take the challenge examination in the same sequential order that the course normally occurs.

Fees

The fee for a course challenge examination is \$50.00 per credit hour. Full-time students are entitled under the comprehensive fee to register for a challenge examination at no additional fee, provided that total enrolled credits (including challenge examinations) do not exceed the maximum allowed in the semester the challenge examination is attempted (18 semester credits or the prescribed curriculum).

Fees for challenge examinations are covered by the Thomas Jefferson University Tuition Remission Benefit. Full-time employees eligible for this benefit who pass the examination pay no fee. Those who do not pass the challenge test are responsible for the full challenge examination fee (\$50.00 per credit).

Registration Procedures

Students must register for a challenge examination in the University Office of the Registrar, G-22 Curtis Building. Following their registration, students should contact the respective school and/or academic department for information regarding guidelines for preparing for the examination, and dates, times and locations of the scheduled examinations.

Students must take the challenge examinations on the date that they register for them. (Note: Department of General Studies challenge examinations are offered on the third Friday of every month. Study guides are available on the Jeff-at-Night web site.)

IMPORTANT:

Registration for a 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.

DECEMBER 2006

MONDAY 4

TUESDAY 5

WEDNESDAY 6

THURSDAY 7

Pearl Harbor
Remembrance Day

FRIDAY 8

SATURDAY 9

SUNDAY 10

NOVEMBER

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JANUARY

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Students who register for a challenge test 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 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.

Students who have questions about registration procedures for challenge examinations should contact the University Office of the Registrar, G-22 Curtis Building (215-503-8734). For information on examinations available or content of examinations should contact the respective school/academic department directly.

Other Opportunities for Credit by Examination

In addition to the College’s challenge examinations, students may earn college academic credit by successful completion of standardized testing available through the College Level Examination Program (CLEP) of the College Board and the ACT/PEP Program. Additional information and registration materials are available in the College’s Office of Admission, Room 100 Edison Building (215-503-8890).

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 School and/or Department’s specific regulations governing clinical practice and may be placed on probation by the School and/or Department and/or recommended for dismissal from the School and/or Department and the College for unsafe clinical behavior as defined by the appropriate academic division. The specific regulations are contained in a school/departmental handbook or similar publication and are distributed to students at the beginning of the academic year. Students who wish to appeal a decision of clinical dismissal for unsafe clinical performance may do so by following the provisions of the Appeal Process for Dismissal Due to Unsafe Clinical Performance.

CONFIDENTIALITY OF STUDENT RECORDS

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

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the University Director of Student Records a written request that identifies the record(s) they wish to inspect. The University Director of Student Records

DECEMBER 2006

MONDAY 11

TUESDAY 12

WEDNESDAY 13

THURSDAY 14

FRIDAY 15

Classes End

Hanukkah

Begins at Sundown

SATURDAY 16

Final Examinations Begin

SUNDAY 17

On-line Registration for Spring Semester Ends

NOVEMBER

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JANUARY

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will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Director of Student Records to whom the request was submitted, he or she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University, at its discretion, may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Thomas Jefferson University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC, 20202-4605

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

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

DECEMBER 2006

MONDAY 18

TUESDAY 19

WEDNESDAY 20

THURSDAY 21 Final Examinations End
Winter Begins

FRIDAY 22

SATURDAY 23

SUNDAY 24
Christmas Eve

NOVEMBER

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JANUARY

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COURSE DROP/ADD

Once registered, students may drop or add a course until the deadline published in the Academic Calendar. The Drop/Add period during the Fall and Spring Semesters is normally a two-week period. For Summer Sessions and other accelerated terms, it is proportionately less. The Drop/Add deadline is published in the Academic Calendar.

To make a schedule change, the student must complete a Drop/Add form. The Drop/Add form must be received in the University Office of the Registrar by the deadline date.

COURSE WITHDRAWAL

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a Course Withdrawal Form. A student who withdraws from a course prior to the 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 will receive a grade of "WP" (withdrew Passing) or "WF" (withdrew 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.

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.

DISABILITY ACCOMMODATION

In an effort to assist students with special needs, the College has approved the following procedures:

- › A student requesting accommodation for a disability must submit to the Office of Student Affairs documentation of that disability that is three years old or less from an appropriate disabilities specialist.
- › The student must provide documentation of accommodations (if any) provided at previous academic institutions.
- › The student must request specific accommodations based on the foregoing information.
- › Representatives of the Office of Student Affairs will meet with faculty in the student's school or department to determine the appropriateness of the requested accommodation. Deliberations may include other University officials and additional learning disabilities specialists.
- › Representatives of the Office of Student Affairs and the school and/or academic department will meet with the student to arrange appropriate accommodations.

Questions regarding this policy should be directed to the Office of Student Affairs at (215) 503-8189.

GRADE APPEAL PROTOCOL

[Note: At the time of publication, this Protocol was under review due to recent changes in the structure of the College. Any changes to this Protocol will be posted on the College's web site.]

DECEMBER 2006

MONDAY 25

Christmas

TUESDAY 26

Grades Due in Registrar's Office, 9:00 a.m.

Boxing Day (Canada)

Kwanzaa Begins

WEDNESDAY 27

THURSDAY 28

FRIDAY 29

SATURDAY 30

SUNDAY 31

December

New Year's Eve

NOVEMBER

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JANUARY

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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 of the College.

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 file.

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 instructor or faculty member in charge of the course. Forms are available in the JCHP Office of Student Affairs.
3. The Department Chairman or School Dean, as appropriate will decide if the student may continue in class during the appeal period. The Department Chairman or School Dean, as appropriate may seek consultation from the Associate Dean for Student Affairs. The instructor recommending that the student should not continue in the academic program must clearly document that the student represents a threat to the safety of other students, faculty, clinical instructors and/or patients.
4. The student will attempt to resolve the situation with the Instructor.
5. If a mutually acceptable decision is not reached between student and instructor, the student must provide the Department Chairman or School Dean, as appropriate with a detailed written statement of allegations, facts and circumstances. The faculty member shall make all pertinent grading records available to the Department Chairman or School Dean.
6. After receipt of the student's detailed statement, the Department Chairman or School Dean shall meet with the student to discuss the appeal. A written report of the decision of the Department appeal shall be sent to the student and the instructor.
7. If the Department Chairman or School Dean denies the appeal, the student may then appeal to the Grade Appeals Board. If the Department Chairman or School Dean upholds the appeal, the instructor may then appeal to the Grade Appeals Board. The following must be submitted to the Chairman of the Grade Appeals Board:
 - a. a signed notice of appeal
 - b. a written statement of all alleged procedural irregularities
 - c. all evidence compiled to date

JANUARY 2007

MONDAY 1

January

New Year's Day

TUESDAY 2

Last Date to File Application for Graduation for this Academic Yr. (Dept. of General Studies)

WEDNESDAY 3

THURSDAY 4

FRIDAY 5

SATURDAY 6

SUNDAY 7

DECEMBER

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JANUARY

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FEBRUARY

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- d. a detailed statement explaining why the appellant believes that the School Department decision is erroneous or unfair
 - e. a list of witnesses expected to testify, a brief description of their testimony and the relevance of their testimony to the charge that an inappropriate grade has been assigned
8. 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 Chairman will notify both parties in writing of the decision, including the time, date, location and conduct of the hearing (unless denied). The Board will also determine which proposed witnesses may testify at the hearing.
9. Attendance at the hearing is required of the following individuals and is closed to all others:
- a. All members of the Grade Appeals Board (three faculty members, a representative from Office of the Dean and two student representatives) shall be present or represented and shall serve with full voting rights. A Board member or representative must withdraw from the proceedings if involved with the grade in any capacity or cannot remain unbiased. The Chairman of the Board shall appoint another representative to maintain the Board's structure according to the Bylaws.
 - 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 Chairman 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 Board.
 - d. A non-Board member who will take minutes of the proceedings.
10. 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. Board 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 Board 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 both parties and the Dean of the College.
11. If the decision of the Grade Appeals Board is not acceptable to either party, the appellant or appellee may file a written notice of appeal with the Dean of the College.
12. The Dean shall meet with the appellant to try to resolve the situation. In advance of the appeal meeting, the Dean may request any additional records or documentation that the Dean feels are relevant to the case.
13. The written decision of the Dean shall be sent to both parties, the Department Chairman or School Dean and the Chairman of the Grade Appeals Board. The decision of the Dean shall be final and binding.

The student is encouraged to seek the assistance of the Associate Dean for Student Affairs and the academic advisor to provide further explanation of the grade appeal process. The maximum time frame allowed for the appeal period is 40 days (class days, Monday-Friday). The following guidelines are recommended:

- The student may file written notice of appeal no later than seven days after the grades are posted by the Registrar's Office on the student record (Banner Web).
- The instructor will render a written decision to the student within three days from the date the appeal is filed with the instructor.

JANUARY 2007

MONDAY 8

TUESDAY 9

WEDNESDAY 10

THURSDAY 11

FRIDAY 12

SATURDAY 13

SUNDAY 14

DECEMBER

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FEBRUARY

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- The student must file notice of further appeal with the Department Chairman or School Dean within three days of receipt of the instructor’s decision.
- The Department Chairman or School Dean will render a written decision within three days of receipt of the notice of appeal.
- The student or instructor must file written notice of further appeal with the Chairman of the Grade Appeals Board within three days of notification of the Chairman’s decision.
- The Grade Appeals Board will meet within four 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 no later than five days after the Board meeting.
- The Chairman of the Board will render the decision no later than three days after the hearing.
- Notice of appeal must be filed with the Dean of the College within three days of receipt of the Board decision.
- The Dean will meet with the student or instructor within three days of the notice of appeal.
- The Dean will render a decision no later than three days after the meeting. Every possible effort should be made to complete the process prior to the 40-day time period. The Department Chairman or School Dean, Chairman of the Grade Appeal Board and Dean may extend the time frame if absolutely necessary.

APPEAL PROCESS FOR DISMISSAL DUE TO UNSAFE CLINICAL PERFORMANCE

[Note: At the time of publication, this Protocol was under review due to recent changes in the structure of the College. Any changes to this Protocol will be posted on the College’s web site.]

The process outlined below is to be used by students appealing a school/departmental decision to dismiss due to unsafe clinical performance when no grade has been posted. Otherwise, students who are appealing a grade must refer to the “Grade Appeal Protocol.”

A student who is dismissed from a program because of unsafe performance may appeal the decision of the faculty if he or she believes that the decision was based on:

- *Caprice*: The faculty member has rendered a decision without considering all the pertinent facts, has deliberately ignored these facts or has inconsistently applied departmental policy.
- *Prejudice*: A faculty member has rendered a decision based on reasoning which is influenced by irrelevant information, attitudes or beliefs having no bearing on the decision.

The burden of proof is on the student, who must be prepared to substantiate reasons for arguing that the dismissal decision was based on caprice or prejudice. The student will be able to review all material relevant to the case from his or her departmental file so that he or she can provide documentation to support his or her position.

A student may seek additional information on the process from the Associate Dean for Student Affairs, who will further explain the guidelines outlined in this appeal protocol.

The time frame for the entire appeal process will not exceed 60 class days, unless a decision to extend the time frame is made by the Department Chairman or School Dean, as appropriate, the Chairman of the Grade Appeals Board, the Associate Dean for Student Affairs or

JANUARY 2007

MONDAY 15

Classes Begin

Martin Luther King Jr. Day

TUESDAY 16

WEDNESDAY 17

THURSDAY 18

FRIDAY 19

SATURDAY 20

SUNDAY 21

DECEMBER

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JANUARY

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FEBRUARY

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the Dean of the Jefferson College of Health Professions. Each of the following steps of the dismissal appeal process has been approved by the faculty. Each must be completed sequentially and as specified below in order to proceed with the appeal.

1. The appeal period begins on the day the student receives written notice from the Department Chairman or School Dean of the decision to dismiss.
2. Within seven class days of this notification, the student wishing to appeal must file the Notice of Appeal of Dismissal Due to Unsafe Clinical Performance form together with written documentation of the basis for the appeal with the Department Chairman or School Dean. Forms are available in the JCHP Office of Student Affairs.
3. Upon receipt of the student's notice of appeal, the Department Chairman or School Dean will decide if the student may continue in class during the appeal period.
4. Within three class days after receipt of the student's detailed statement, the Department Chairman or School Dean, or his or her designee, shall review all documentation submitted by the student as well as any additional material furnished by the faculty member and issue a written decision on the student's appeal. During this process the Department Chairman or School Dean may, at his or her discretion, interview any parties with relevant information.
5. Within five class days of notification of the decision of the Department Chairman or School Dean, either party (student or faculty member involved in making the decision and hereinafter referred to as "appellant") may proceed with an appeal by completing the following three steps as detailed below:
 - a. The appellant must file a letter setting forth the grounds for appeal with the Chairman of the Grade Appeals Board and the Department Chairman/School Dean
 - b. The appellant must submit all evidence compiled to date to support the grounds for appeal to the Chairman of the Grade Appeals Board.
 - c. The appellant must supply to the Chairman of the Grade Appeals Board a list of all witnesses expected to give testimony, a brief description of their testimony and the relevance of their testimony to the charge of caprice or prejudice.
6. Within five class days of receipt of the appellant's letter setting forth the grounds for appeal, the Department Chairman or School Dean must submit the following to the Chairman of the Grade Appeals Board:
 - a. The appellant must file a letter setting forth the grounds for appeal with the Chairman of the Grade Appeals Board and the Department Chairman or School Dean.
 - b. A chronological accounting of the events that led to the decision.
 - c. A listing of all witnesses the department plans to produce and their relevance to the case.
 - d. A copy of any relevant school/departmental policies or procedures regarding unsafe clinical practice and a statement of how that policy was applied.
7. Documentation from the appellant and the School/Department will be circulated to the members of the Grade Appeals Board for review. The Board members will review the evidence and may request new evidence to clarify any issue pertinent to the case. The Grade Appeals Board will meet within 10 class days of receipt of the documents described in Item 6 of this Protocol to decide if the evidence justifies a hearing. The Chairman of the Grade Appeals Board will notify the appellant, appellee and the Office of the Dean of the committee's decision. If a hearing is indicated, the Chairman of the Grade Appeals Board will also indicate the time and place of the hearing. In addition, the Board will render a decision about which proposed witnesses may testify at the hearing. Only those witnesses whose testimony is determined by the Grade Appeals Board to be relevant to the charge of caprice or prejudice may attend the hearing. The use of patients as witnesses is inadvisable.
8. If a hearing is indicated, the Grade Appeals Board will conduct a hearing within 10 class days of the decision to do so.

JANUARY 2007

MONDAY 22

TUESDAY 23

WEDNESDAY 24

THURSDAY 25

FRIDAY 26

SATURDAY 27

SUNDAY 28

DECEMBER

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JANUARY

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FEBRUARY

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Attendance at the hearing is required of the following individuals and closed to all others:

- a. All faculty members assigned to the Grade Appeals Board, or designees, must be present, unless such faculty member was a decision maker or had prior significant contact with the appellant. If so, an alternate shall be appointed immediately by the Chairman of the Grade Appeals Board to take the original faculty member's place at the hearing.
 - b. All student members or student alternates to the Grade Appeals Board must be present. If one of the student committee members is involved in the case, or is familiar with a matriculated student involved in the case, he or she will be excused from the proceedings and an alternate will be appointed by the Chairman of the Grade Appeals Board.
 - c. One non-Board member who will take minutes of the proceedings and not vote must be present.
 - d. The appellant and appellee must be present at the hearing. If either party is unable to attend due to extraordinary circumstance, the Chairman of the Grade Appeals Board must be notified immediately. The hearing will be rescheduled as soon as possible, consistent with the specified appeal process time frame.
 - e. Witnesses whose testimony is determined by the Grade Appeals Board to be relevant to the charge of caprice or prejudice may attend the hearing.
9. The hearing shall be conducted in the following manner:
- a. The appellant and appellee must represent themselves. Other representatives, such as family members or attorneys, may not be present at the hearing.
 - b. The appellant will have the opportunity to state the nature of the grievance in detail.
 - c. The appellee will be given the opportunity to respond to the appellant's statement and present supporting evidence for his or her position.
 - d. The Board members may question the appellant and appellee.
 - e. The appellant and appellee shall be excused.
 - f. The Board will make a decision following a period of closed deliberation. The period of closed deliberation may require the Board to reconvene in particularly difficult cases. Once the deliberation is concluded, the decision of the Board will be determined by a simple majority vote. A written report of the decision citing the most relevant information pertaining to the decision will be forwarded to both parties by registered mail no later than two class days after the decision is reached.
 - g. The Dean of the Jefferson College of Health Professions will be notified of the Board decision and all supporting information no later than two class days after the decision is made.
10. If the decision of the Grade Appeals Board is not acceptable to either party, the appellant or appellee may file a written notice of appeal, stating specific grounds, with the Dean of the Jefferson College of Health Professions within three class days of receipt of such decision.
11. The Dean will meet with the appellant to try to resolve the situation. In advance of the appeal meeting, the Dean may request any additional records or documentation that the Dean believes may be relevant to the case.
12. The written decision of the Dean shall be sent to both parties, the Department Chairman or School Dean and the Chairman of the Grade Appeals Board. The decision of the Dean shall be final and binding.

STUDENT GRIEVANCE PROCEDURE

For student grievances other than grades or dismissal due to unsafe clinical performance, students are encouraged to address the problem at the point closest to the issue. In schools and/or academic departments, the student is encouraged to attempt to resolve the dispute

JANUARY › FEBRUARY 2007

MONDAY 29

Drop/Add Period Ends

TUESDAY 30

WEDNESDAY 31

January

THURSDAY 1

February

FRIDAY 2

Last Date to Remove an "I" Grade from Previous Term

Groundhog Day

SATURDAY 3

SUNDAY 4

DECEMBER

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JANUARY

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FEBRUARY

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directly with the faculty or staff member. If dissatisfied with the outcome, the student may meet with the Program Director, then the Department Chair or School Dean, as appropriate, and then with the Associate Dean for Student Affairs, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, he/she may meet with the Senior Associate Dean and, finally, the Dean of the College. 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.

GRADUATION

A student must complete the specific total credits and course requirements in the major program of study and achieve a cumulative grade point average of at least 2.00 on all attempted work to qualify for graduation from the University.

Full-time students are required to complete their course of study within four years of the date of matriculation. Part-time students are required to complete their course of study within six years of the date of matriculation. An extension may be granted in the event of extenuating circumstances, such as a documented medical illness.

Residence Requirements for Graduation

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 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 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 Exercises is required, unless excused by the Associate Dean for Student Affairs. Written petition for permission to graduate in absentia must be submitted at least one month in advance of the Commencement Exercises.

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 Chairman, School 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

FEBRUARY 2007

MONDAY 5

TUESDAY 6

WEDNESDAY 7

THURSDAY 8

FRIDAY 9

SATURDAY 10

SUNDAY 11

JANUARY

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MARCH

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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.

READMISSION PROCEDURE

Students who have withdrawn or have been dismissed from the College and wish to return must submit a written request to the Assistant Dean for Admissions. The Assistant Dean for Admissions will review the request and will notify the student at the earliest opportunity.

Students who have withdrawn from or who have been dismissed from an academic department or school of the College must reapply directly to that department/school by submitting a written request directly to the Department Chairman or School Dean, as appropriate.

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 \$25.00 late registration fee.

SATISFACTORY ACADEMIC PROGRESS POLICY

FEDERAL TITLE IV PROGRAMS

Policy Statement

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

Students receiving aid for the first time must have been making satisfactory progress prior to receiving Title IV aid.

Students are considered to be maintaining satisfactory progress in their program of study if they successfully complete 70 percent of the credits attempted while receiving Title IV Funds.

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

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

FEBRUARY 2007

MONDAY 12

Abraham Lincoln's
Birthday

TUESDAY 13

WEDNESDAY 14

Valentine's Day

THURSDAY 15

FRIDAY 16

SATURDAY 17

SUNDAY 18

Chinese, Korean and
Vietnamese New Year (Pig)

JANUARY

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

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

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

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

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

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

Definitions

Title IV Programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans, Federal Work Study, Federal Family Education Loan Programs.

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

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

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

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

FEBRUARY 2007

MONDAY 19

Presidents' Day

TUESDAY 20

WEDNESDAY 21

Ash Wednesday

THURSDAY 22

George Washington's
Birthday

FRIDAY 23

SATURDAY 24

SUNDAY 25

JANUARY

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Satisfactory Progress Table

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

Number of Credits Attempted*	Number of Credits which must be successfully completed for satisfactory progress
1	1
2	2
3	3
4	3
5	4
6	4
7	5
8	6
9	6
10	7
11	8
12	8
13	9
14	10
15	11
16	11
17	12
18	13
19	13
20	14

*See definition of "Credits Attempted" above.

Financial Aid Refund

Title IV Aid*

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

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

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

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

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

FEBRUARY › MARCH 2007

MONDAY 26

TUESDAY 27

WEDNESDAY 28

February

THURSDAY 1

March

FRIDAY 2

Last Date to Withdraw with a Grade of "W"

SATURDAY 3

SUNDAY 4

JANUARY

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FEBRUARY

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State Grant

Refunds/prorations of state grant funds are calculated according to the specific regulations of the sponsoring state.

Programs of financial aid described herein are subject to change due to federal, state, local or institutional regulations or funding.

STUDENT IDENTIFICATION CARDS

All students in the College are issued photo identification cards to be carried at all times on campus. Students will be notified of a date and time to have their identification cards made. If a student's identification card is lost or damaged, replacement cards can be secured for a fee by contacting the Photo ID Center in the Jefferson Bookstore, (215) 955-7942.

STUDENT DIRECTORY

For the convenience of the University community, the student directory is made available on the University's website in September of 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 each year's initial academic enrollment.

TRANSCRIPTS

Upon the written request of the student, the University Office of the Registrar will issue a transcript (a copy of the student's academic record). Transcript requests carry a processing charge of \$5.00 per copy.

An official transcript bears the signature of the University Director of Student Records. A student who requests a personal copy will be issued an unofficial copy, stamped with the notation "Issued to Student."

Official transcripts will be issued to students only if documentation is presented that the receiving institution requires the student to include the transcript with other documents (such as an admissions application for graduate school).

In such cases, the official transcript will be noted as "Issued to Student in a Sealed Envelope" with the signature of the University Director of Student Records written across the flap.

To request a transcript, a student must pick up and complete the Transcript Request Form in the University Office of the Registrar, specifying where the transcript should be forwarded. Although transcripts are normally processed within a few days, students should allow for a processing time of up to 10 working days, particularly during peak periods such as registration, drop-add, grade reporting and commencement.

The University reserves the right to deny transcript requests of students who have not fully satisfied all financial obligations to the University.

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.

MARCH 2007

MONDAY 5

Spring Recess Begins / No Classes Scheduled

TUESDAY 6

WEDNESDAY 7

THURSDAY 8

FRIDAY 9

SATURDAY 10

SUNDAY 11

Daylight Savings Begins

FEBRUARY

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MARCH

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APRIL

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In order to withdraw, the student must obtain a Student Status Change Form from the University Office of the Registrar. The date upon which 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 or 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.

A student who withdraws voluntarily or who is administratively withdrawn from the College must reapply to the Office of Admission to re-enroll. If readmitted, the student is subject to the academic and curricular requirements in place at the time of readmission.

NOTE: Students who have been dismissed from an academic department or school of the College and who seek readmission to that department or school must apply directly to the Chair of the department or Dean of the school.

CODE OF CONDUCT

STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

GENERAL STATEMENT

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

PREAMBLE

In addition to those rights and responsibilities ensured by the Constitution of the United States and those limitations imposed by federal, state and local laws, are special rights and responsibilities acquired by students because they are members of the University community. Besides clarifying these special rights and responsibilities, this document enumerates the means by which abuse of these rights and responsibilities will be treated by the University.

I. Academic Freedom

Because intellectual development is best fostered in an atmosphere of active engagement in the educational process, each faculty member should encourage free discussion, free inquiry and free expression regarding issues within the domain of the instructor's course or program. Students are free to take reasoned exception to the data or to views offered in any course of study and to reserve judgment about matters of opinion.

II. Evaluation

A. Students are evaluated on the basis of:

1. their academic and clinical performance,
2. adherence to professional standards, and
3. compliance with standards of student conduct articulated by the college in which the course was taken.

B. The use of information unrelated to the standards of evaluation is inappropriate. Students may appeal an evaluation that they allege is not based on these criteria. The appeal should take place through the appeal process of that college.

MARCH 2007

MONDAY 12

Spring Recess Ends / Classes Resume

TUESDAY 13

WEDNESDAY 14

THURSDAY 15

FRIDAY 16

SATURDAY 17

St. Patrick's Day

SUNDAY 18

FEBRUARY

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MARCH

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APRIL

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- C. A faculty member should excuse himself or herself from evaluating a student if the faculty member believes that he or she cannot make an objective evaluation as a result of his or her possession of information unrelated to the standards of evaluation.

III. Protection Against Improper Disclosure

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

IV. Student Records

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

V. Student Organizations

- A. Students are free to organize and join associations that promote their common interests. Organizations that operate in a manner consistent with the University's mission, regulations and policies, including its non-discrimination policies, and meet the requirements below may be recognized by the University. If recognized, such organizations may seek funding from University sources. The requirements for recognition are:
 - 1. The membership policies and actions of a student organization shall be developed only by vote of those persons who are matriculated students of Thomas Jefferson University.
 - 2. Each student organization that seeks recognition by the University is required to submit to the Office of Student Affairs and/or the appropriate oversight body of its college complete bylaws, a statement of purpose, criteria for membership, rules of procedure, a current list of officers and members, and the name of a designated faculty or administrative staff advisor. Any changes in the preceding modus operandi, or advisor must be submitted to the college's Office of Student Affairs within two weeks of the change. Such organizations must annually resubmit for recognition and/or funding.
 - 3. The advisor shall be chosen with his or her consent. Advisors will advise organizations about University policies and procedures. However, the advisor does not have the authority to control the policy of such organizations.
 - 4. Recognized organizations must refrain from:
 - a) using the organization for the financial enrichment of any officer, member or affiliate of the student organization
 - b) directly or indirectly using University resources for the express benefit of external affiliates

MARCH 2007

MONDAY 19

TUESDAY 20

Spring Begins

WEDNESDAY 21

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY 25

FEBRUARY

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APRIL

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- c) maintaining outside bank accounts (Accounting for such organizations will be through the TJU controller's office or the Commons Board)
 - d) using the name of the University or any of its divisions on private bank accounts
 - e) entering or attempting to enter into contractual obligations on behalf of the University or any of its divisions or departments without prior written authorization from the appropriate University senior officer or his or her designee. The organization's advisor may not give such consent
 - f) soliciting funds outside of the University without the written approval by the student affairs office of the appropriate college
- B. A campus student organization may be affiliated with a parent or corresponding extramural organization, but the campus student organization must:
- 1. disclose to the University oversight body such extramural affiliations,
 - 2. provide the constitution and bylaws of any affiliated organization, and
 - 3. certify that all conditions for affiliation meet the standards of the University.
- C. A student who misrepresents his or her own or a group's relationship with the University or violates any of the College's or the University's rules shall be subject to the sanctions described in the section on Discipline (section XII) in this document.
- D. Students groups that are not recognized by the University
- 1. may not represent themselves as affiliated with the University or any of its parts
 - 2. may not receive funds from the University
 - 3. may use University facilities only if they meet the requirements for use of University facilities by outside parties and meet the requirements stated in section V. A. 4.

VI. Freedom of Inquiry and Expression

- A. Students and student organizations may discuss all questions of interest to them; may express their opinions privately and publicly, so long as they make it clear that they speak only for themselves and not for the University or their college; and may support causes so long as these activities do not violate civil law or rules, policies and procedures of Thomas Jefferson University or their college, or adversely affect the operations of the University.
- B. The right of free speech and expression does not include activity that may endanger the safety of any member of this University community or damage any of the University community's physical facilities, nor does it include any activity that disrupts or obstructs the functions of the University or threatens such disruption or obstruction. Moreover, modes of expression, including, but not limited to, electronic transmissions that are unlawful or indecent or that are grossly offensive on matters such as race, color, national and ethnic origin, religion, sexual orientation, sex, age, disability or veteran status are inconsistent with accepted norms of conduct of the University and are subject to the sanctions described in the section on Discipline (section XII).
- C. Recognized student organizations may invite speakers on campus as long as the organization:
- 1. provides adequate advanced written notice to the pertinent office of student affairs and receives written approval from the same office.

MARCH › APRIL 2007

MONDAY 26

On-line Registration for Pre-Summer/Summer/Fall Semesters Begins

TUESDAY 27

WEDNESDAY 28

THURSDAY 29

FRIDAY 30

SATURDAY 31

March

SUNDAY 1

April

April Fool's Day

FEBRUARY

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MARCH

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2. bears the cost of any additional services deemed necessary by the inviting organization and/or by the office of student affairs.
3. follows institutional procedures.
4. ensures a decorum appropriate to an academic community.
5. states in all promotional literature and activities that its sponsorship of guest speakers does not imply approval or endorsement of the speakers' views by the University.

VII. Student Publications

A. *Publications of recognized student organizations*

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

B. *Publications of unrecognized student organizations*

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

C. *Distribution of handbills, posters, pamphlets or other written material*

1. Posters and other similar written notices must be registered with the appropriate College's Office of Student Affairs. Such notices may be put only in locations designated for that purpose by the Office of Student Affairs.
2. Handbills and pamphlets that in any way invoke the name of the University or any of its parts must clearly display the following disclaimer: "Not endorsed by Thomas Jefferson University." University recognized organizations may distribute materials meeting the preceding guidelines, but only in public areas. Distribution in classrooms or offices is prohibited. Organizations that are not formally recognized by the University may not distribute such materials anywhere on Jefferson property or at any Jefferson event without prior written permission from the appropriate Office of Student Affairs.
3. The location of indoor distribution of written material may be restricted to preserve safety, security and the orderly conduct of scheduled events.

VIII. Student Participation in Institutional Government

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

MONDAY 2

TUESDAY 3

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

Good Friday

SATURDAY 7

SUNDAY 8

Easter

MARCH

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IX. Off-Campus Activities

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

X. Standards of Conduct

- A. Students enrolled at Thomas Jefferson University are required to follow a code of behavior consonant with the high standards of the medical and health sciences professions and the reputation of the University. Standards of professional behavior include honesty, integrity, civility and, where possible, assistance to one's colleagues with problems or in distress. In addition, students shall comply with all rules and regulations duly established within their respective colleges.
- B. Misconduct includes, but is not limited to:
 - 1. Dishonesty, such as cheating, committing plagiarism, knowingly furnishing false information or engaging in unethical conduct in research.
 - 2. Forgery, alteration or misuse of documents, records or identification that are pertinent to the student's role at the University.
 - 3. Abuse, malicious misuse, damage or destruction of University property.
 - 4. Abuse of, assault and battery upon or threat of force or violence against any member of the University community.
 - 5. Theft or misappropriation of, or damage to, any property either temporarily or permanently located on campus.
 - 6. Commission and subsequent conviction of any felony or misdemeanor.
 - 7. Obstruction or disruption of teaching, research, administration, disciplinary procedures or any other authorized activities of the University on campus, or creation or an unreasonable risk of harm to any member of the University community (premises owned or controlled by Jefferson or premises on which students pursue activities in their roles as students of the University).
 - 8. Unauthorized entry into, occupation of or obstruction of any building, structure or part thereof at any time and anywhere on campus.
 - 9. Falsification of or failure to provide personal identification when requested by an authorized official or by a faculty member of the University when such request is consistent with the rules and regulations of the institution.
 - 10. Violation of any other duly established rules and regulations of the University.

XI. Investigation of Misconduct

- A. Where appropriate, the University shall investigate allegations of misconduct, as defined above. Such investigations may be performed by appropriate administration authorities including, but not limited to, the Office of Student Affairs, Security and the respective college deans or their designees.
- B. Where an allegation of misconduct gives authorities reasonable cause to believe that a search is needed, the search will be performed in accordance with the Jefferson Search Policy (Policy 119.01).
- C. The University may conduct other forms of investigation as needed before the matter is referred for discipline.

MONDAY 9

TUESDAY 10

WEDNESDAY 11

THURSDAY 12

FRIDAY 13

Thomas Jefferson's
Birthday

SATURDAY 14

SUNDAY 15

MARCH

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XII. Discipline

The degrees of discipline include, but are not limited to: reprimand, disciplinary probation, suspension and dismissal. Suspension and dismissal are prerogatives of the Dean of the student's college upon the recommendation of the Judicial Board of the College.

The discipline process described in this document is separate from other mechanisms (e.g., the Student Code of Professional Conduct Committee of Jefferson Medical College) charged to consider allegations of inappropriate conduct in the respective colleges. In the event of a conflict between such a mechanism to review professional conduct and the Judicial Board, the Judicial Board's decisions shall have precedence.

Reprimand.

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

Disciplinary Probation.

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

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

Suspension.

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

Dismissal.

Dismissal for misconduct from any one college in the University is mandatory exclusion from all colleges of the University. The dismissal may be permanent or with a right to apply for readmission. Dismissal will be invoked only by the relevant college Dean or Dean's delegate following the recommendation of the college's Judicial Board. If the right of application has been allowed, the Dean of the college will entertain the application for readmission to the college. Under no circumstance shall the student be allowed to apply less than one year following dismissal.

Pending the outcome of an appeal of the decision to dismiss, the student in question may be temporarily separated from the University by the Dean of the college in which the student is enrolled.

XIII. Judicial System

A. Judicial Boards on Student Conduct

MONDAY 16

Tax Day

TUESDAY 17

WEDNESDAY 18

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

Earth Day

MARCH

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1. *Definition.* Each College of Thomas Jefferson University shall have a standing faculty-student board designated as the Judicial Board to hear allegations of misconduct as defined in the document on Student Rights, Freedoms and Responsibilities. Additional boards may be impaneled by the appropriate body as needed at the request of the Dean in situations she or he deems necessary to safeguard in a particular case the student's rights to a speedy resolution of an alleged infraction. Provision for overlap in the existing Boards shall be made if the infractions being heard are related in a material way.
2. *Board Membership.* Each Board shall consist of
 - a. a member of the administration designated by the dean of the respective college
 - b. two faculty members and two alternates of such college
 - c. two students and two alternates enrolled in such college

The same process of appointment to the Board shall be followed as that customarily followed for all faculty-student committees of the respective college or as provided in the bylaws of the college unless otherwise indicated. The Dean shall remain independent of the deliberations in order to preserve his or her later role in the appeal process.

3. *Quorum.* In all cases, a quorum of the Board shall consist of all five members, or alternates in the same proportion as previously specified. All decisions of the Board shall require a majority vote of the members present, except for dismissal or suspension, which requires an affirmative vote of at least four of those present.
- B. *Board Procedure.* The Board, by majority vote of the whole Board, shall elect one of its members as chairman at the beginning of the academic year. The Board may also designate a secretary to record the discussion and prepare a summary of the proceedings. The chairman will be responsible for the conduct of the hearing. The summary must be approved by the Board and must be prepared for each session.

The Board or the accused with the Board's concurrence may call any person whom it deems to possess relevant information concerning the matter before the Board.

C. *Conduct of Hearing.*

1. *Initiation of Hearing.* The hearing of an alleged offender shall be initiated by a written charge from the Dean to the chairman of the Judicial Board. Ordinarily the initial hearing should take place within 15 business days of the receipt of the charge by the Board.
2. *Notice of Offense.* The chairman of the Board, after consultation with the Dean, shall give written notice of any alleged infraction of student conduct to the alleged offender at least five business days prior to the convening of the Board to hear such case. Such written notice shall consist of the following: a list of witnesses, the specific allegations, the basis for the charges, notice that he or she has the right to an advisor as described in Section C.3, and a Waiver form (see C.3, below). In addition, the alleged offender shall be given specific notice of the penalties that may be imposed.
3. *Representation at the Hearing.* In all cases the alleged offender shall have the right to have present an advisor of his or her own choosing. If the alleged offender desires to appear before the Board without legal counsel, he

MONDAY 23

TUESDAY 24

WEDNESDAY 25

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29

MARCH

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or she must submit to the chairman of the Board the signed Waiver of the right to counsel no later than 48 hours before the time of the hearing, stating that he or she does so with full knowledge and intent to do so. Under no circumstances is Thomas Jefferson University, or any of its colleges, required to retain counsel on behalf of the alleged offender or pay the cost of any party producing information on behalf of the accused. Should counsel for the alleged offender be present, the chairman of the Board shall inform the counsel that her or his role is solely that of an advisor to his or her client.

4. *Appointment of Hearing Officer.* In any case, the Board shall have the right to appoint a Hearing Officer to conduct the examination of witnesses from among the faculty or staff of the respective college or any other person, as it may deem appropriate.
5. *Board Review.* After the conclusion of the hearing, the Board will meet to review all relevant facts and circumstances and reach a decision about appropriate action, if any.

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

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

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

- F. *Appeal to President.* Each alleged offender shall have the right to a final appeal to the President of Thomas Jefferson University within fifteen (15) business days of the rendering of a final decision by the student's College. The President may consider claims by the student of arbitrary or capricious behavior, the appropriateness of the penalty and the extent of due process afforded. Upon such appeal, the President may:
1. affirm the decision of the College,
 2. require the College to reconsider the decision or rehear the case,
 3. reduce the severity of the penalty imposed by the College process.

All decisions of the President are final. In reaching his or her decision, the President may discuss the case with any witness, the alleged offender or any participant in the College process.

APRIL › MAY 2007

MONDAY 30

April

TUESDAY 1

May

WEDNESDAY 2

THURSDAY 3

FRIDAY 4

Classes End

SATURDAY 5

Cinco de Mayo

SUNDAY 6

MARCH

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XIV. Amendment

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

- A. PRESENTATION of a proposed amendment to a joint committee appointed by the President and composed of student, administrative and faculty representatives from all colleges in the University. The presentation must originate from one or more of the following sources:
1. any student interest group whose proposed amendment is endorsed by ten (10) percent of a college's student body matriculated in a degree-granting program, or
 2. any faculty group whose proposed amendment is endorsed by ten percent of a college's full-time, fully-salaried faculty, or
 3. the Dean of a college, or
 4. the President of the University.

This joint committee will then determine if the proposed amendment is in accordance with the goals of the University and is in the best interest of the University, the faculties and the student body as a whole. The joint committee shall be responsible for making available to the student body the minutes of its meetings. Acceptance by the committee requires two-thirds majority.

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

XV. Board Approval

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

STUDENT ALCOHOL POLICY

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

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

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

MONDAY 7

Final Examinations Begin

TUESDAY 8

National Teachers' Day

On-line Registration for Summer Semester Ends

WEDNESDAY 9

THURSDAY 10

FRIDAY 11

SATURDAY 12

Final Examinations End

SUNDAY 13

Mother's Day

APRIL

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The use of alcoholic beverages at social functions for students at Jefferson is restricted to those functions open to members of sponsoring organizations or groups and their invited guests, where the service of alcohol is restricted to areas designated by the appropriate authority, as defined below. In all cases, state laws governing the dispensing of alcoholic beverages must be observed.

Authority to Use Alcohol

No alcohol is to be consumed by any student in any common campus area without permission to do so from the appropriate authority. **Alcohol may not be served at outdoor locations on campus.** Exceptions may be made only by the Office of the President. Students seeking to hold a function where alcohol is to be served must obtain written authorization to do so not less than five days in advance of the function, as follows:

- a. for those events under the supervision of the Activities Office, approval must be obtained from the Director of the Activities Office;
- b. for the University's Housing facilities, approval must be obtained from the Department of Housing and Residence Life by completing the *Community Lounge Reservation Request Form*; and
- c. if an organization or group of students desires to serve alcohol at a function held in an area other than those specified above, approval must be obtained from the designated Student Affairs Officer in the college with which the organization or group is associated; and
- d. a representative of the authorizing office must be present or on call at the event.

The organization or group must designate one person over the legal age who will not consume alcohol at the event and will be the sponsor for the function. That individual shall be personally responsible for compliance with all applicable rules and regulations.

Disciplinary Action

Any student who violates this Policy will be subject to disciplinary action as outlined in the individual college's catalogs and student handbooks, or in the Residential Intervention Policy, as appropriate.

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

Procedures

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

A. *Promotional Literature*

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

MONDAY 14

Senior Grades Due in Registrar's Office, 9:00 a.m.
Classes Begin

TUESDAY 15

WEDNESDAY 16

All Other Grades Due in Registrar's Office, 9:00 a.m.

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20

APRIL

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B. *Party Procedures*

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

C. *Underage Student/Guest Participation*

Students or guests under the age of 21 years may be allowed to participate at these functions pursuant to the following procedures:

1. Underage attendees will not consume or possess any alcoholic beverages anywhere within the University property; and
2. Any attendee who attempts to provide an alcoholic beverage to someone less than 21 years of age will be removed from the event and will face possible disciplinary action, including suspension or dismissal from the University.

D. *Guest Responsibility*

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

E. *In the Event of an Incident*

1. Security will be notified by the event’s sponsor if there are problems related to the enforcement of this Policy.
2. An Incident Report will be filed for any alcohol-related incident. These reports will be sent to the designated Student Affairs Officer of the student’s college for review and possible disciplinary action.

F. *Organizations*

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

MONDAY 21

TUESDAY 22 Drop/Add Period Ends

WEDNESDAY 23

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27

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UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL

Background

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

STANDARDS OF CONDUCT

Alcoholic Beverages

Pennsylvania law forbids a person less than twenty-one years of age to attempt to purchase, consume, possess or transport any alcoholic or malt or brewed beverage within the Commonwealth. Violation of this law could result in disciplinary action including suspension or dismissal from the University.

Thomas Jefferson University policy 102.28 addresses the University's position regarding possession and use of alcoholic beverages by students. Policy 102.29 includes a statement on possession and use of alcoholic beverages by employees.

Drugs

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

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

The willful possession, merchandising or consumption of drugs, other than for medicinal purposes, may result in suspension or dismissal from the University. The University reserves the right to investigate any student's housing facility or belongings if it has information which would lead to a reasonable belief that any illegal or illicit activity is taking place.

Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

In addition to University sanctions, the University complies with all state and federal drug and alcohol control laws. State and federal sanctions include both fines and imprisonment. A summary of state and federal criminal sanctions is available in the Office of Student Affairs, 708 Edison.

Health Risks of Alcohol and Drug Abuse

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

Drug or Alcohol Counseling, Treatment and Rehabilitation

Students in need of counseling, treatment or rehabilitation services should contact the

MAY › JUNE 2007

MONDAY 28

Holiday, Memorial Day

Memorial Day

TUESDAY 29

Last Date to Withdraw with a Grade of "W"

WEDNESDAY 30

THURSDAY 31

Commencement Exercises

May

FRIDAY 1

June

SATURDAY 2

SUNDAY 3

APRIL

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JUNE

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

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

Disciplinary Sanctions

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

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

SEXUAL HARASSMENT POLICY

I. STATEMENT OF PURPOSE

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

II. SCOPE

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

III. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, emphasis of sexual identity, or requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

MONDAY 4

TUESDAY 5

WEDNESDAY 6

THURSDAY 7

FRIDAY 8

SATURDAY 9

SUNDAY 10

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IV. PROHIBITED CONDUCT

1. It shall be a violation of University policy for anyone:
 - a. To make sexual advances or request sexual favors as the basis for either implicitly or explicitly recommending, granting or refusing terms and conditions that affect the status of the employee, job applicant or student.
 - b. To recommend, grant or refuse to take any official action consistent with his or her duties and responsibilities because of sexual favors, or as a reprisal against an employee, job applicant or student who has rejected or reported sexual advances.
 - c. To engage in conduct having the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.
 - d. To disregard or fail to investigate allegations of sexual harassment, whether reported by the subject or by a witness, and to fail to take immediate corrective action in the event misconduct has occurred.
2. Persons who are not employed by or directly affiliated with the University, including but not limited to vendors, contractors and salespersons, shall be subject to the above prohibitions in their conduct involving members of the University Community.

V. RESOURCES FOR ASSISTANCE

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

- Office of Employee Relations, 237 Martin, (215) 503-7758
- University Affirmative Action Officer, 109 College Building, (215) 955-0704
- Office of Student Affairs, Jefferson Medical College, 157 Jefferson Alumni Hall, (215) 503-6988
- Office of Student Affairs, Jefferson College of Health Professions, 708 Edison, (215) 503-8189
- Office of Student Affairs, Jefferson College of Graduate Studies, M-63 Jefferson Alumni Hall, (215) 503-8982.

VI. COMPLAINT RESOLUTION

1. Aggrieved persons are encouraged, if possible, to directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
2. Aggrieved persons who do not wish to communicate directly with the person whose conduct or communication is offensive, or who have found no remedy through direct communication with the offending party, should contact any of the resources listed in Section V above for guidance and assistance.
3. When informal means of resolution are not chosen or prove unsatisfactory, any person who believes that he or she is a victim of sexual harassment may file a complaint as follows:

Employees - his or her supervisor, or the supervisor of the person who is behaving objectionably or the Office of Employee Relations.

MONDAY 11

Last Date to Remove an "I" Grade from Previous Term

TUESDAY 12

WEDNESDAY 13

THURSDAY 14

Flag Day

FRIDAY 15

SATURDAY 16

SUNDAY 17

Father's Day

MAY

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JULY

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Faculty - the appropriate Department Chair, Dean or University Affirmative Action Officer.

Students - the appropriate faculty member, Department Chair or School Dean, as appropriate or Office of Student Affairs.

4. In addition to the complaint procedure outlined in Section VI (3) above, aggrieved persons alleging either sexual harassment by anyone with supervisory or academic authority, or failure by an appropriate supervisor to take immediate action on the individual's complaint about an employee or non-employee, may file a formal grievance in accordance with the provision of the appropriate University EEO Grievance Procedure, which is filed in the Department of Human Resources. The aggrieved person will be required to submit a written statement documenting the specific nature of the charge and the identity of the accused person.
5. All complaints and concerns about conduct of vendors, contractors and salespersons shall be addressed to the Office of Employee Relations, which will then review the matter in conjunction with the Department serving as the liaison with the subject vendor, contractor or salesperson.
6. All complaints of sexual harassment will be investigated promptly, equitably and, to the extent practicable, confidentially. In order to ensure consistent application of this policy, the Office of Employee Relations will either conduct the appropriate investigation or serve as a consultative resource to the individual conducting the investigation.

VII. DISCIPLINE

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

VIII. CONFIDENTIALITY

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

IX. TRAINING

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

STUDENT SEXUAL OFFENSE RESPONSE POLICY

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

MONDAY 18 Classes End

TUESDAY 19 Final Examinations Begin

WEDNESDAY 20 Final Examinations End

THURSDAY 21
Summer Begins

FRIDAY 22 Grades Due in Registrar's Office, 9:00 a.m.

SATURDAY 23

SUNDAY 24

MAY

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JULY

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

Educational Programs

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

Sanctions

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

Procedures

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

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

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

Notification

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

Filing Charges

The complainant will be informed of the procedures for filing charges through the College disciplinary procedures and for filing criminal charges via the Sex Crimes Unit of the Philadelphia Police Department.

Support Services

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

JUNE ▸ JULY 2007

MONDAY 25

TUESDAY 26

WEDNESDAY 27

THURSDAY 28

FRIDAY 29

SATURDAY 30

June

SUNDAY 1

July

Canada Day

MAY

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JULY

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Disciplinary Procedures

Campus disciplinary procedures are detailed in the Statement of Student Rights, Freedoms and Responsibilities under the heading of "Judicial System" in the College catalogs and/or student handbooks. If the complainant chooses to follow the campus judicial system, both the complainant and the accused shall be informed of the outcome of any Judicial Board deliberations.

USE OF THE COLLEGE'S NAME

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 through the Dean of the College.

MONDAY 2

TUESDAY 3

WEDNESDAY 4

Independence Day

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8

JUNE

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JULY

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MONDAY 9

Classes Begin

TUESDAY 10

WEDNESDAY 11

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15

JUNE

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JULY

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MONDAY 16

Drop/Add Period Ends

TUESDAY 17

WEDNESDAY 18

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

Parent's Day

JUNE

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MONDAY 23

TUESDAY 24

WEDNESDAY 25

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29

JUNE

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JULY · AUGUST 2007

MONDAY 30

Last Date to Withdraw with a Grade of "W"

TUESDAY 31

July

WEDNESDAY 1

Last Date to Remove an "I" Grade from Previous Term

August

THURSDAY 2

FRIDAY 3

SATURDAY 4

SUNDAY 5

Friendship Day

JUNE

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AUGUST 2007

MONDAY 6

TUESDAY 7

WEDNESDAY 8

THURSDAY 9

FRIDAY 10

SATURDAY 11

SUNDAY 12

JULY

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AUGUST 2007

MONDAY 13

TUESDAY 14

WEDNESDAY 15

THURSDAY 16

FRIDAY 17 Classes End

SATURDAY 18

SUNDAY 19

JULY						
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AUGUST 2007

MONDAY 20

Final Examinations Begin

TUESDAY 21

Final Examinations End

WEDNESDAY 22

THURSDAY 23

Grades Due in Registrar's Office, 9:00 a.m.

FRIDAY 24

SATURDAY 25

SUNDAY 26

Online Registration for Fall Semester Ends

JULY

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AUGUST › SEPTEMBER 2007

MONDAY 27

TUESDAY 28

WEDNESDAY 29

THURSDAY 30

FRIDAY 31

August

SATURDAY 1

September

SUNDAY 2

JULY

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