



**Thomas Jefferson
University**



Institute of Emerging Health Professions (IEHP)

Undergraduate Student Handbook

2025-2026



Table of Contents

<i>Notice of Equal Opportunity</i>	<i>1</i>
<i>Commitment to Diversity</i>	<i>1</i>
<i>Right to Amend.....</i>	<i>1</i>
<i>Message From the Associate Dean of Academic Programs.....</i>	<i>2</i>
<i>IEHP Undergraduate Programs Staff.....</i>	<i>3</i>
<i>Undergraduate Certificate Programs</i>	<i>4</i>
<i>Associate’s Degree Programs</i>	<i>7</i>
<i>Bachelor’s Degree Programs.....</i>	<i>9</i>
<i>Accreditation.....</i>	<i>23</i>
<i>University-Wide Undergraduate Academic Policies and Procedures</i>	<i>23</i>
<i>IEHP-Specific Undergraduate Academic Policies and Procedures.....</i>	<i>25</i>
<i>Academic Integrity Policy</i>	<i>25</i>
<i>Adding, Dropping, and Withdrawing from Undergraduate IEHP Courses</i>	<i>25</i>
<i>Drop for Non-Participation.....</i>	<i>27</i>
<i>Generative Artificial Intelligence Policy</i>	<i>27</i>
<i>Withdrawal from the University.....</i>	<i>28</i>
<i>Readmission.....</i>	<i>28</i>
<i>Grading Criteria</i>	<i>28</i>
<i>Dean’s List</i>	<i>29</i>
<i>Residency Requirement.....</i>	<i>29</i>
<i>Prior Learning Portfolio Procedure.....</i>	<i>29</i>
<i>Scheduling of Courses</i>	<i>30</i>
<i>University-Wide Students’ Rights and Responsibilities</i>	<i>30</i>
<i>IEHP-Specific Students’ Rights and Responsibilities</i>	<i>30</i>
<i>University-Wide Health and Safety Policies.....</i>	<i>31</i>



Notice of Equal Opportunity

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

Commitment to Diversity

Jefferson holds itself accountable, at every level of the organization, to nurture an environment of inclusion and respect, by valuing the uniqueness of every individual, celebrating and reflecting the rich diversity of its communities, and taking meaningful action to cultivate an environment of fairness, belonging, and opportunity.

Right to Amend

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

Message From the Associate Dean of Academic Programs

On behalf of the faculty and staff of the Institute of Emerging Health Professions (IEHP) in the Jefferson College of Health Professions (JCHP), I would like to welcome you to the IEHP undergraduate programs and Thomas Jefferson University.

Jefferson's Institute of Emerging Health Professions (IEHP) is an educational incubator and accelerator aimed at providing the training and education that workers in healthcare and related disciplines will need tomorrow and creating pathways to jobs and skills of the future. IEHP offers innovative and unique certificates, associate's degrees, and bachelor's degrees in emerging fields such as Medical Coding and Data Quality, Health Sciences, and Health Services Management. In all of these programs you will receive cutting-edge education and training from faculty recognized as experts and leaders in their field.

This Student Handbook serves to share information, guidelines, and policies and procedures that will be useful to you during your studies in IEHP Programs. Please familiarize yourself with this Handbook. In some cases, it will refer you to other documents, such as the Jefferson College of Health Professions Student Handbook, the Thomas Jefferson University Catalog or the Thomas Jefferson University Student Handbook (all documents are available online), that contain more detailed information about College policies and University policies. I urge you to review this Handbook and all JCHP and University materials carefully and keep them handy as a resource throughout the year.

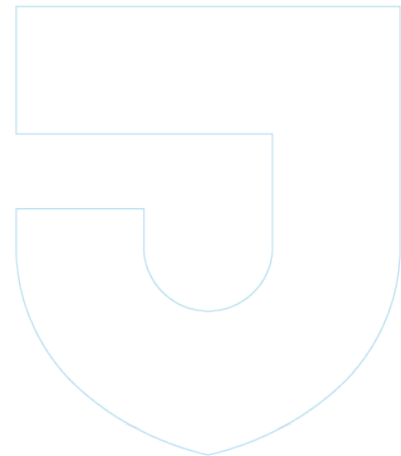
The IEHP faculty and staff are committed to providing you an excellent education and directing you to the resources you need to meet the challenges of the ever-evolving health care environment. We value the opportunity to share our expertise and our passion with you. We invite and appreciate your feedback both through the formal evaluation processes as well as through informal recommendations regarding how we can enhance this experience for you and your colleagues.

We look forward to working with you and wish you success in the 2025-2026 academic year.

Best wishes for a very successful year.



Laura Pontiggia, PhD
Professor and Associate Dean of Academic Programs
Institute of Emerging Health Professions (IEHP)



IEHP Undergraduate Programs Staff

Laura Pontiggia, Ph.D.

Professor and Associate Dean of Academic Programs

Email address: Laura.Pontiggia@jefferson.edu

Ann M. Solan, Ph.D.

Assistant Dean of Continuing Studies and Online Learning

Email address: Ann.Solan@jefferson.edu

Marsela Furxhiu, M.S.

Administrative Assistant

Email address: Marsela.Furxhiu@jefferson.edu

Nicole Grant, M.S.

Sr. Instructional Designer

Email address: Nicole.Grant@jefferson.edu

Caroline Hample

Education Coordinator

Email address: Caroline.Hample@jefferson.edu

Sharon Harris, M.B.A.

Director Faculty Affairs, Continuing and Professional Studies Programs

Email address: Sharon.Harris@jefferson.edu

Mary Kelly

Academic Operations and Programs Coordinator

Email address: Mary.Kelly2@jefferson.edu

Serena Lofton

Education and Programs Coordinator

Email address: Serena.Lofton@jefferson.edu

Kyle Long, M.S.

Sr. Instructional Designer

Email address: Kyle.Long@jefferson.edu

General IEHP Contact: Phone: 215-503-1111, Email: IEHP-Info@jefferson.edu



Undergraduate Certificate Programs

Certificate in Healthcare Information Systems

The Undergraduate Certificate in Healthcare Information Systems equips students with knowledge and skills to support the design, implementation, and management of information systems in healthcare environments. The program blends foundational concepts in healthcare management and information systems with applied learning in systems analysis, cybersecurity, and health informatics. Students explore how technology can be used to improve healthcare delivery, ensure data security, and support regulatory compliance. The curriculum also addresses emerging trends such as artificial intelligence in healthcare, preparing students to engage with innovative tools and practices shaping the future of the industry. Elective options allow students to tailor the program to their professional interests, with topics such as project management and cloud management. Graduates are prepared to contribute to healthcare organizations by enhancing operational efficiency, protecting sensitive information, and supporting data-driven decision-making in a rapidly evolving field.

Curriculum: 21 credits

Certificate in Healthcare Information Systems
Major Requirements (21 cr.*) <i>*A maximum of 6.0 credits may transfer.</i> <i>Complete all of the following courses (18 cr.):</i> HSMX 201 Introduction to Healthcare Management HSMX 310 Healthcare Information Systems HSMX 311 Health Informatics MISX 211 Management Information Systems ITX 321 Systems Analysis & Design ITX 324 Cybersecurity Management <i>Choose one of the following courses (3 cr.):</i> CLCX 330 Project Management HINX 380 Medical Billing and Coding ITX 320 Database Management*



Certificate in Medical Billing and Coding

The Undergraduate Certificate in Medical Billing and Coding blends foundational academic coursework with hands-on experience using industry-standard coding software. In a virtual lab environment, students engage with leading healthcare technologies, applying coding concepts to realistic scenarios that develop both technical proficiency and critical thinking. This practical approach equips students to navigate the ethical and regulatory frameworks essential for producing accurate, high-quality coding data that supports the financial integrity and health of the U.S. healthcare system. Advanced courses introduce students to the role of artificial intelligence (AI) in medical billing and coding. Students explore how AI technologies—such as natural language processing and machine learning—are transforming medical billing and coding by enhancing coding accuracy and efficiency. Using coding simulations, students learn to evaluate AI-assisted coding using real-world documentation. The program culminates in a virtual coding practicum, where students analyze both simulated and real patient cases to reinforce their learning. Graduates are prepared for entry-level coding positions in a variety of healthcare settings, including physician practices, hospitals, rehabilitation centers, and skilled nursing facilities.

Curriculum: 24 credits

Certificate in Medical Billing and Coding
Requirements (24 cr.*) <i>*A maximum of 6.0 credits may transfer.</i> <i>Complete all the following courses:</i> HSCX 130 Medical Terminology & Human Body** HSCX 201 Human Disease and Treatment** MBCX 212 ICD-10 Coding Concepts MBCX 213 CPT Coding Concepts MBCX 312 ICD-10 Coding Applications MBCX 313 CPT Coding Applications MBCX 317 Reimbursement Methodology MBCX 350 Virtual Coding Practicum

**Must be completed within 10 years of admission or re-admission to Jefferson.

Certificate in Medical Billing and Coding Progression Criteria:

- A grade of “C” or better must be earned in all medical coding courses (MBCX subject code).

Certificate in Medical Practice Management

The Undergraduate Certificate in Medical Practice Management prepares students for the management and administration of day-to-day operations of a health professions practice in both acute and ambulatory settings across the continuum of care. The curriculum encompasses key areas such as healthcare management, health systems and policy, finance, law, information systems, and quality improvement. It also includes a course in medical billing and coding, providing practical skills essential for the healthcare industry. The program concludes with an elective, allowing students to tailor their learning experience to their individual interests or career goals. The Certificate in Medical Practice Management prepares students for a variety of roles in healthcare management, enhancing their ability to navigate and succeed in the ever-evolving healthcare landscape.

Curriculum: 24 credits

Certificate in Medical Practice Management
Major Requirements (24 cr.*) <i>*A maximum of 6.0 credits may transfer.</i> <i>Complete all the following courses (21 cr.):</i> HINX 380 Medical Billing and Coding HSMX 201 Introduction to Healthcare Management HSMX 301 Health Systems & Policy HSMX 303 Healthcare Law & Regulations HSMX 307 Healthcare Finance HSMX 310 Healthcare Information Systems HSMX 412 Healthcare Quality Improvement <i>Complete one of the following courses (3 cr.):</i> HINX 401 Prospective Payment & Value-Based Healthcare HRMX 201 Introduction to HR Management HSMX 351 Strategic Planning & Marketing for HSOs



Associate's Degree Programs

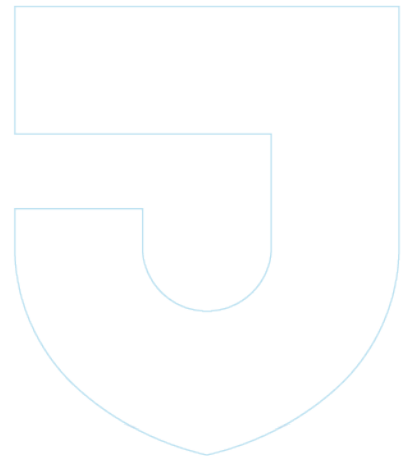
A.S. in Health & Human Services

- Restricted Enrollment: District 1199C Training & Upgrading Fund

This 60-credit program builds on technical training programs that have been approved by the Pennsylvania Department of Education for post-secondary credit and that have articulation agreements with the University.

Curriculum: 60 credits

A.S. in Health and Human Services (60 cr.*) Enrollment is restricted to District 1199C Training & Upgrading Fund	
General Education Core (23-24 cr.*) WRIT 101 Writing Sem I: Written Comm. COMM 301 Rhetoric and Debate MATH 215 College Algebra SCI 101 Environmental Science HIST 114AC Amer in Focus: Themes US Hist PSYC 100 Introduction to Psychology HLSV 210 Eth Issues Hlth & Hmn Svcs Prov IT 101 Computer Applications	
Major Requirements (15 cr.) PSYC 251 Abnormal Psych PSYC 254 Psychology of Addiction PSYC 263 Inter Relations & Sm Grp Dynamcs COMM 310 Communication Theory & Dynamics BHLT 290 Clinical Inter/Behavioral Hlth	
Transfer Block (21 cr.) Training & Upgrading Fund Partnership	



A.S. in Health & Human Services: Radiologic Technology

Restricted Enrollment: Einstein

This 63-credit program builds on transferable credits earned through successful completion of specified **Albert Einstein Medical Center School of Radiologic Technology** coursework.

- Block Transfer Segment 1: Radiologic Technology Technician Program 5 credits
- Block Transfer Segment 2: Radiologic Technology Technician Program 20 credits
- Block Transfer Segment 3: Radiologic Technology Technician Program 17 credits

Curriculum: 63 credits (includes block transfer)

A.S. in Health and Human Services: Radiologic Technology (63 cr.) Enrollment is restricted to Einstein Medical Center School of Radiologic Technology	
General Education Requirements (21 cr.*) <i>*A minimum of 20 credits must be completed at Thomas Jefferson University</i>	
Written Communication course: ENGX 110 College Writing (3 cr.) <i>(Students who transfer ENGX 110 must complete a different written communication course at Jefferson to meet residency requirements.)</i>	
Oral Communication course (3 cr.)	
Mathematics course: MATX 120 College Algebra (3. Cr.) <i>(Students who transfer MATX 120 must complete either MATX 154 Pre-calculus or STAX 211 Finding and Evaluating Statistical Data at Jefferson to meet residency requirements.)</i>	
Natural Science course (3 cr.) (choose one of the following: BIOX 120, BIOX 121, BIOX 215, CHMX 110, PHYX 151)	
Humanities course (3 cr.)	
Social Sciences course (3 cr.)	
Technological Literacy course: HSMX 311 Health Informatics (3 cr.) <i>(Students who transfer HSMX 311 must complete a different technological literacy course at Jefferson to meet residency requirements.)</i>	
Transfer Block (42 cr.)	
Block Transfer Segment 1: Radiologic Technology Program (5 cr.)	
Block Transfer Segment 2: Radiologic Technology Program (20 cr.)	
Block Transfer Segment 3: Radiologic Technology Program (17 cr.)	

Bachelor's Degree Programs

B.S. in Behavioral and Health Services

The B.S. in Behavioral and Health Services covers the major theories and concepts in behavioral health and enables students to apply various intervention approaches used in the delivery of behavioral and health services. Behavioral health policies, legal and ethical matters, social justice concerns, delivery systems, service settings, target populations, and service approaches also are covered. Graduates are prepared for entry-level positions in mental health settings and for graduate programs, such as Jefferson's MS in [Community and Trauma Counseling](#) and the MS in [Family Therapy](#).

Curriculum: 120 credits

B.S. in Behavioral and Health Services	
General Education Requirements (40 cr.)	
CSSX 200 Foundations for Lifelong Learning ENGX 110 College Writing Second written communication course Oral communication course STAX 211 Finding/Evaluating Statistical Data Science course Humanities course PSYX 101 Fundamentals of Psychology I Technological literacy course General education electives (13 cr.)	
Major Requirements (30 cr.*) <i>*A minimum of 12 credits must be completed at Thomas Jefferson University.</i>	
PSYX 251 Abnormal Psychology PSYX 253 Developmental Psychology Complete one of the following two PSYX courses: PSYX 254 Psychology of Addictions PSYX 256 Psychology of Trauma PSYX 262 Counseling Psychology PSYX 263 Psychology of Small Group Dynamics PSYX 264 Health Psychology BHSX 201 Foundations in Behavioral Health Services BHSX 351 Behavioral Health Policies and Services BHSX 353 Human Services Administration BHSX 450 Applied Project in Behavioral Health Services	
General Electives (50 cr.)	
Total 120 cr.**	

***A minimum of 30 credits must be completed at Thomas Jefferson University.*

B.S. in Health Sciences

The B.S. in Health Sciences provides knowledge and skills for career paths in clinical and non-clinical roles. Students will be prepared for roles that require critical thinking, data analysis, and ethical decision-making skills in contexts such as hospitals, clinics, insurance companies, pharmaceutical companies, research labs, or community agencies. Students also will complete prerequisite coursework for entry into graduate programs in a variety of health professions.

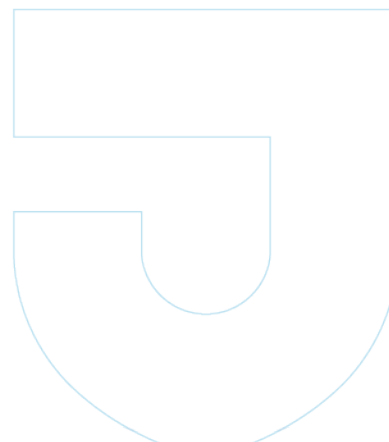
Curriculum: 120 credits

B.S. in Health Sciences	
General Education Requirements (40 cr.) CSSX 200 Foundations for Lifelong Learning ENGX 110 College Writing Second written communication course Oral communication course STAX 211 Finding/Evaluating Statistical Data* Science lecture and lab courses (3 cr. + 1 cr.)* Complete one of the following humanities courses: PHLX 300 Healthcare Ethics PHLX 222 Applied Professional Ethics PSYX 101 Fundamentals of Psychology I Technological literacy course General education electives (12 cr.)	
Major Requirements (40 cr.) <i>A minimum of 12 credits must be completed at Thomas Jefferson University.</i> Complete 16 credits from the following* (at least one lab must be completed): BIOX 110 Anatomy and Physiology I BIOX 111 Anatomy and Physiology II BIOX 113 Anatomy and Physiology I Lab BIOX 114 Anatomy and Physiology II Lab BIOX 215 Microbiology Lecture BIOX 216 Microbiology Lab BIOX 121 General Biology I BIOX 122 General Biology I Lab BIOX 123 General Biology II BIOX 124 General Biology II Lab CHMX 110 General Chemistry I CHMX 111 General Chemistry I Lab CHMX 112 General Chemistry II CHMX 113 General Chemistry II Lab PHYX 151 Algebra-Based Physics I PHYX 152 Algebra-Based Physics I Lab	

B.S. in Health Sciences
PHYX 153 Algebra-Based Physics II PHYX 154 Algebra-Based Physics II Lab <i>Complete all of the following courses (24 cr.):</i> HSCX 110 Introduction to Health Professions HSCX 120 Medical Terminology* HSMX 301 Health Systems and Policy HSMX 350 Public Health and Epidemiology HSMX 412 Healthcare Quality Improvement HSCX 330 Social Determinants of Health HSCX 460 Research Methods in Healthcare* HSCX 499 Capstone Seminar in Health Sciences
General Electives (40 cr.)
Total 120 cr.**

**Must be completed within 10 years of admission or re-admission to Jefferson.*

***A minimum of 30 credits must be completed at Thomas Jefferson University.*



B.S. in Health Sciences: Pre-Professional Pathways

The BS in Health Sciences: Health Professions Pathways program provides adult learners with a structured pathway into Jefferson's professional programs. The courses in the Health Professions Pathways program are 8-week online, which enable working adults to complete the necessary prerequisite courses at TJU, and then seamlessly transition into the professional program of their choice. Within the BS in Health Sciences: Health Professions Pathways the following concentrations are available:

- Pre-Biotechnology
- Pre-Cytology
- Pre-Medical Laboratory Science
- Pre-Medical Imaging & Radiation Sciences
- Pre-Nursing
- Pre-Respiratory Therapy

B.S. in Health Sciences: Health Professions Pathways Pre-Biotechnology (55 cr.*)
*A minimum of 30 credits must be completed at Thomas Jefferson University.
Requirements (55 cr.):
BIOX 121/122 Biology I/Lab**
BIOX 123/124 Biology II/Lab**
CHMX 110/111 General Chemistry I/Lab **
CHMX 112/113 General Chemistry II/Lab**
Complete three of the following lecture/lab pairs:
BIOX 110/113 Anatomy & Physiology I/Lab**
BIOX 111/114 Anatomy & Physiology II/Lab**
BIOX 215/216 Microbiology Lecture/Lab**
PHYX 151/152 Algebra-based Physics I/Lab**
STAX 211 Finding & Evaluating Statistical Data**
ENGX 110 College Writing
Second written communication course
CSSX 200 Foundations for Lifelong Learning
General Electives

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Biotechnology Progression Criteria:

- All grades must be C or higher; AP credit accepted for non-science courses only;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Pre-Biotechnology program for upper-level professional coursework leading to the BS in Biotechnology.

**B.S. in Health Sciences: Health Professions Pathways: Pre-Cytology
(88 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (88 cr.):

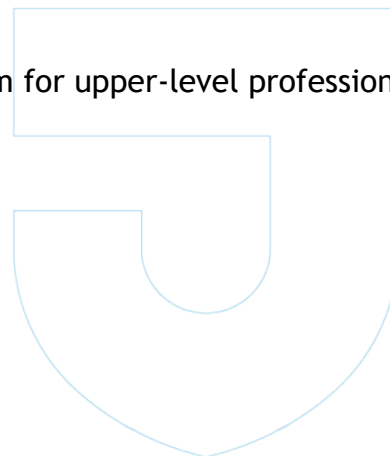
BIOX 121/122 Biology I/Lab**
BIOX 123/124 Biology II/Lab**
CHMX 110/111 General Chemistry I/Lab**
CHMX 112/113 General Chemistry II/Lab**
BIOX 110/113 Anatomy & Physiology I/Lab**
BIOX 111/114 Anatomy & Physiology II/Lab**
BIOX 215/216 Microbiology Lecture/Lab**
STAX 211 Finding & Evaluating Statistical Data**
PSYX 101 Fundamentals of Psychology I
Oral communication course
Technological literacy course
Complete one of the following courses:
 PHLX 222 Applied Professional Ethics
 PHLX 300 Healthcare Ethics
ENGX 110 College Writing
Second written communication course
CSSX 200 Foundations for Lifelong Learning
HSCX 110 Intro to Health Professions
HSCX 120 Medical Terminology
HSCX 330 Social Determinants of Health
HSMX 301 Health Systems & Policy
HSMX 350 Public Health and Epidemiology
HSMX 412 Healthcare Qual Improvement
HSCX 460 Research Methods in Health Sci
HSCX 499 Capstone Seminar in Health Sci
General Electives (8 cr.)

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Cytology Progression Criteria:

- All grades must be C or higher; AP credit accepted for non-science courses only;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Pre-Cytology program for upper-level professional coursework leading to the MS in Cytology.



B.S. in Health Sciences: Health Professions Pathways

Pre-Medical Laboratory Science (55 cr.*)

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (55 cr.):

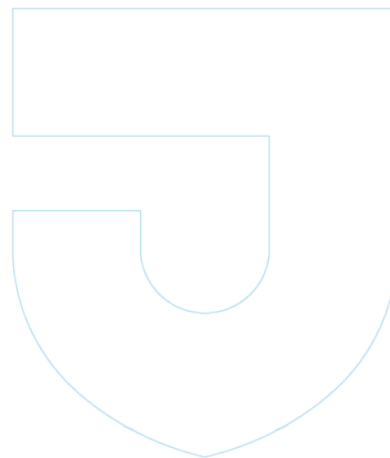
BIOX 121/122 Biology I/Lab**
BIOX 123/124 Biology II/Lab**
BIOX 110/113 Anatomy & Physiology I/Lab **
BIOX 111/114 Anatomy & Physiology II/Lab**
BIOX 215/216 Microbiology Lecture/Lab**
CHMX 110/111 General Chemistry I/Lab**
CHMX 112/113 General Chemistry II/Lab**
STAX 211 Finding & Evaluating Statistical Data**
ENGX 110 College Writing
Second written communication course
CSSX 200 Foundations for Lifelong Learning
General Electives (15 cr.)

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Medical Laboratory Science Progression Criteria:

- All grades must be C or higher; AP credit accepted for non-science courses only;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Medical Laboratory Science program for upper-level professional coursework leading to the BS in Medical Laboratory Science.



**B.S. in Health Sciences: Health Professions Pathways
Pre-Medical Imaging and Radiation Sciences (50 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (50 cr.):

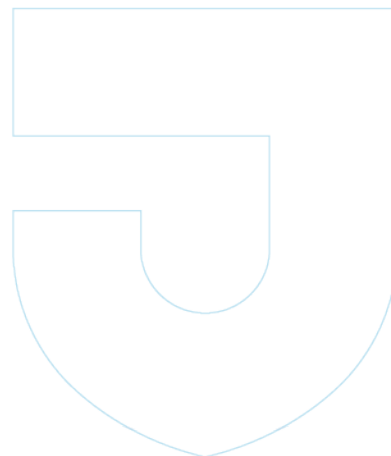
BIOX 110/113 Anatomy & Physiology I/Lab**
BIOX 111/114 Anatomy & Physiology II/Lab**
CHMX 110/111 Chemistry I/Lab**
PHYX 151/152 Algebra-based Physics I/Lab**
PHYX 153/154 Algebra-based Physics II/Lab**
MATX 154 Pre-calculus*
STAX 211 Finding & Evaluating Statistical Data*
HSCX 120 Medical Terminology
ENGX 110 College Writing
Second written communication course
CSSX 200 Foundations for Lifelong Learning
General Electives**
**30 credits of General Electives for a 3+1 option

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Medical Imaging and Radiation Sciences Progression Criteria:

- All grades must be C or higher;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Medical Imaging and Radiation Sciences program for upper-level professional coursework leading to the BS in Medical Imaging and Radiation Sciences.



B.S. in Health Sciences: Health Professions Pathways

Pre-Nursing (55 cr.*)

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (55 cr.):

CSSX 200 Foundations for Lifelong Learning

ENGX 110 College Writing

Second written communication course

STAX 211 Finding & Evaluating Statistical Data**

Complete one of the following courses:

MATX 120 College Algebra**

MATX 154 Pre-calculus**

Complete one of the following courses:

PHLX 222 Applied Professional Ethics

PHLX 300 Healthcare Ethics

Select one course from logic, philosophy, ethics, critical thinking, or ethnic studies (CLCX 310, CLCX 340, HRMX 350, HUMN 315, MGTX 305, PHLX 101, or PHLX 301)

BIOX 110 Anatomy & Physiology I**

BIOX 113 Anatomy & Physiology I Lab**

BIOX 111 Anatomy & Physiology II**

BIOX 114 Anatomy & Physiology II Lab**

BIOX 215 Microbiology Lecture**

BIOX 216 Microbiology Lab**

CHMX 110 Chemistry I**

CHMX 111 Chemistry I Lab**

NUTX 301 Nutrition

PSYX 101 Fundamentals of Psychology I

PSYX 251 Abnormal Psychology

PSYX 253 Developmental Psychology

SOCX 101 Introduction to Sociology

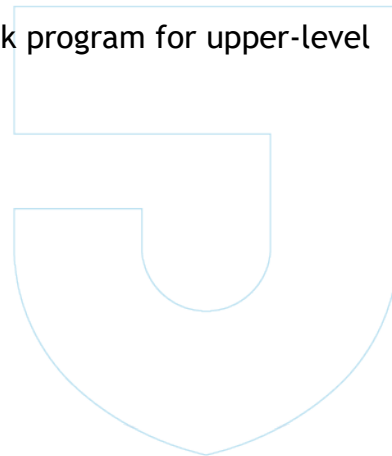
General Elective

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Nursing Progression Criteria:

- All grades must be C or higher;
- A minimum 3.0 cumulative and prerequisite science GPA is recommended.

Professional Program: Refer to the BSN Traditional Track program for upper-level professional coursework leading to the BS in Nursing.



B.S. in Health Sciences: Health Professions Pathways

Pre-Respiratory Therapy (60 cr.*)

*A minimum of 30 credits must be completed at Thomas Jefferson University.

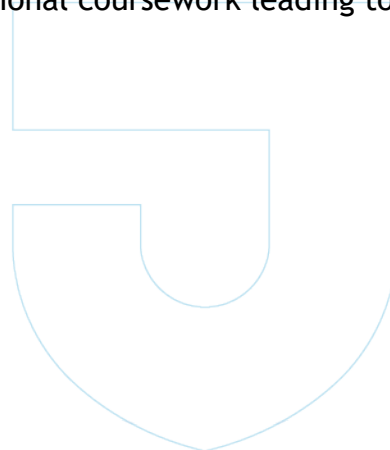
Requirements (60 cr.):

BIOX 110/113 Anatomy & Physiology I/Lab**
BIOX 111/114 Anatomy & Physiology II/Lab**
BIOX 121/122 Biology I/Lab**
BIOX 215/216 Microbiology Lecture/Lab**
CHMX 110/111 General Chemistry I/Lab
Complete one of the following lecture/lab pairs:
 BIOX 123/124 Biology II/Lab**
 CHMX 112/113 General Chemistry II/Lab**
 PHYX 151/152 Algebra-based Physics I/Lab**
STAX 211 Finding & Evaluating Statistical Data
Complete one of the following courses:
 MATH 120 College Algebra
 MATX 154 Pre-calculus
HSCX 120 Medical Terminology
ENGX 110 College Writing
Second written communication course
Complete two humanities courses
Complete one of the following courses:
 PHLX 300 Healthcare Ethics
 PHLX 222 Applied Professional Ethics
PSYX 100 Fundamentals of Psychology I
Social science course
Complete one of the following courses:
 HSCX 110 Introduction to Health Professions
 HSCX 201 Human Disease and Treatment
CSSX 200 Foundations for Lifelong Learning

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Respiratory Therapy Progression Criteria:

- All grades must be C or higher.
- A minimum cumulative 3.0 GPA is recommended. Professional Program: Refer to Respiratory Therapy program for upper-level professional coursework leading to the BS in Respiratory Therapy: Entry Into Practice.



B.S. in Health Insurance Management

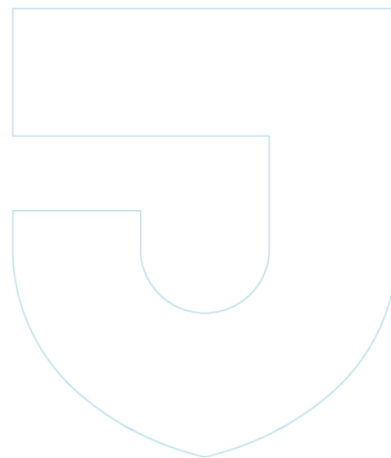
The BS in Health Insurance Management provides a comprehensive understanding of health insurance management. This program is unique in its focus on the health insurance industry, offering an innovative educational model that examines health insurance from the perspectives of both payers and providers.

The curriculum encompasses the following core content areas:

- Health insurance: This area focuses on the principles and practices of health insurance, including policy design, underwriting, and claims management.
- Health systems science: Students will gain an understanding of the structure and function of health systems and the role of health insurance within these systems.
- Healthcare finance and reimbursement: This component covers financial management in healthcare organizations and the principles of healthcare reimbursement.
- Leadership and management: This area develops leadership and management skills tailored to the health insurance industry.
- Capstone course: In the final course, students will apply their knowledge in a comprehensive project that integrates all elements of the program.

Graduates of the BS in Health Insurance Management will be well-prepared to navigate and lead in the growing field of health insurance management.

B.S. in Health Insurance Management
General Education Requirements (40 cr.) CSSX 200 Foundations for Lifelong Learning ENGX 110 College Writing Second written communication course Oral communication course Mathematics/Statistics course Science course Humanities course Social science course Technological literacy course General education electives (13 cr.)



Major Requirements (42 cr.*)

**At least 12 credits must be completed at TJU.*

CLCX 340 Leading Diverse Organizations

Complete one of the following courses:

CLCX 360 Leadership in the Digital Age

HSMX 450 Healthcare Leadership

MKTX 404 Consumer Behavior

HSMX 301 Health Systems & Policy

HSMX 307 Healthcare Finance

HSMX 311 Health Informatics

HSMX 351 Strategic Planning & Mktg for HSOs

HSMX 412 Healthcare Quality Improvement

HINX 201 Introduction to Health Insurance

HINX 250 Health Insurance Company Operations

HINX 370 Health Insurance Law and Regulations

HINX 380 Medical Billing & Coding

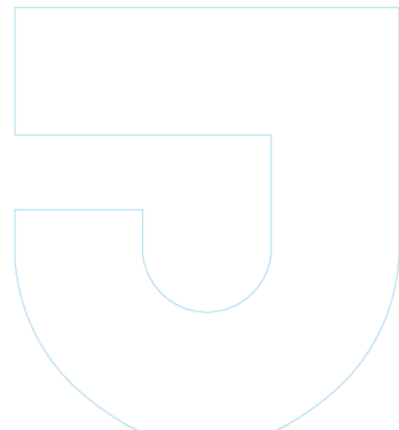
HINX 401 Prospective Payment and Value Based Healthcare

HINX 499 Capstone Seminar in Health Insurance Management

General Electives (38 cr.)

Total 120 cr.**

***A minimum of 30 credits must be completed at Thomas Jefferson University.*



B.S. in Health Services Management

The B.S. in Health Services Management prepares individuals for entry-level management positions in a wide variety of healthcare settings. Health services managers plan, organize, coordinate and supervise the delivery of healthcare services. They may be generalists who manage or help to manage entire facilities or systems, or specialists who manage clinical departments or services specific to the healthcare industry. Students learn to recognize and adapt to changes in healthcare policies, laws, regulations, and technology.

Curriculum: 120 credits

B.S. in Health Services Management
General Education Requirements (40 cr.) CSSX 200 Foundations for Lifelong Learning ENGX 110 College Writing Second written communication course Science course Oral communication course STAX 211 Finding and Evaluating Statistical Data One of the following humanities courses: PHLX 300 Healthcare Ethics PHLX 222 Applied Professional Ethics Social science course HSMX 311 Health Informatics General education electives (13 cr.)
Major Requirements (27 cr.*) <i>*At least 12 credits must be completed at TJU.</i> HSMX 201 Introduction to Healthcare Management HSMX 301 Health Systems & Policy HSMX 303 Healthcare Law & Regulations HSMX 307 Healthcare Finance HSMX 310 Healthcare Information Systems HSMX 350 Public Health and Epidemiology HSMX 351 Strategic Planning & Mktg for HSOs HSMX 412 Healthcare Quality Improvement HSMX 450 Healthcare Leadership
General Electives (53 cr.)
Total 120 cr.**

****A minimum of 30 credits must be completed at Thomas Jefferson University.**

B.S. in Health Studies

The B.S. in Health Studies serves the needs of students who are interested in a health professions-related program, but who desire maximum flexibility in designing their curriculum. Health Studies majors often have varied backgrounds and future interests that cannot be captured in a singularly-focused health-related degree. The B.S. in Health Studies will provide students with a solid major core in health studies, including timely topics such as health systems & policy, public health & epidemiology, and social determinants of health. The program enables students to leverage their prior college coursework and to tailor their health studies electives and general electives to personal and professional goals.

Curriculum: 120 credits

B.S. in Health Studies	
General Education Requirements (40 cr.)	
CSSX 200 Foundations for Lifelong Learning	
ENGX 110 College Writing	
Second written communication course	
Oral communication elective	
Mathematics/statistics course	
Complete one of the following science courses:	
BIOX 111 Human Anatomy & Physiology II	
HSCX 130 Med Terminology & Human Body	
HSCX 200 Structure/Function of Human Body	
Complete one of the following humanities courses:	
PHLX 300 Healthcare Ethics	
PHLX 222 Applied Professional Ethics	
Social science course	
Technological literacy course	
General education electives (13 cr.)	
Health Studies Electives (15 cr.)	
Electives from health professions, and biological and physical sciences (see list below)	
Major Requirements (18 cr.*)	
<i>*A minimum of 12 credits must be completed at Thomas Jefferson University.</i>	
HSCX 120 Medical Terminology	
HSCX 201 Human Disease and Treatment	
HSCX 330 Social Determinants of Health	
HSMX 301 Health Systems and Policy	
HSMX 350 Public Health and Epidemiology	
NUTX 301 Nutrition	
General Electives (47 cr.)	
Total 120 cr.**	

***A minimum of 30 credits must be completed at Thomas Jefferson University.*

Health Studies Electives

Effective 2025-2026

Transfer Courses

<u>Health professions courses:</u> Behavioral health, dental hygiene, health services management, EMT, medical cannabis, medical coding, medical imaging and radiation science, medical lab science, nursing, occupational therapy, paramedic, physical therapy, respiratory therapy, etc. Other courses may be used with permission from the program.	<u>Health sciences courses:</u> Biology, biochemistry, chemistry, environmental health science, exercise science, health and wellness, physics, etc. Courses must pertain to health. Other courses may be used with permission from the program.
---	---

Health Studies Electives offered by IEHP CPS:

(Sample list. Other courses may be used with permission from the program.)

BHLX 341	Behav Health & Neurorehab	HSCX 110	Intro Health Professions
BHLX 499	Appld Proj Behav Hlth/Neuro	HSCX 460	Research Methods Healthcare
BHSX 351	Behav Health Policies & Serv.	HSCX 498*	Health Sciences Capstone
BHSX 353	Human Services Admin.	HSMX 201	Intro to Healthcare Mgmt
BHSX 361	Applic Behav Health Research	HSMX 303	Healthcare Law & Regulations
BHSX 498	Behav and Hlth Serv Capstone	HSMX 307	Healthcare Finance
BIOX 110	Human Anatomy & Phys I	HSMX 310	Healthcare Information Syst.
BIOX 111	Human Anatomy & Phys II	HSMX 311	Health Informatics
BIOX 113	Human Anatomy & Phys I Lab	HSMX 407	Financial Mgmt of HSOs
BIOX 114	Human Anatomy & Phys II Lab	HSMX 412	Healthcare Quality Improv.
BIOX 121	Biology I	HSMX 450*	Healthcare Leadership*
BIOX 122	Biology I Lab	HSMX 498	Health Services Mgmt. Cap.
BIOX 123	Biology II	MBCX	All MBCX courses
BIOX 124	Biology II Lab	PHYX 151	Algebra-Based Physics I
BIOX 215	Microbiology Lecture	PHYX 152	Algebra-Based Physics I Lab
BIOX 216	Microbiology Lab	PHYX 153	Algebra-Based Physics II
CHMX 110	General Chemistry I	PHYX 154	Algebra-Based Physics II Lab
CHMX 111	General Chemistry I Lab	PSYX 251	Abnormal Psychology
CHMX 112	General Chemistry II	PSYX 253	Developmental Psychology
CHMX 113	General Chemistry II Lab	PSYX 262	Counseling Psychology
CODP	All CODP courses	PSYX 263	Psychology of Small Grp Dyn
HINX 201	Intro to Health Insurance	PSYX 264	Health Psychology

*Students who have earned credit for HSM 498/HMSX 498 may not earn credit for HSMX 450 and vice versa.

Accreditation

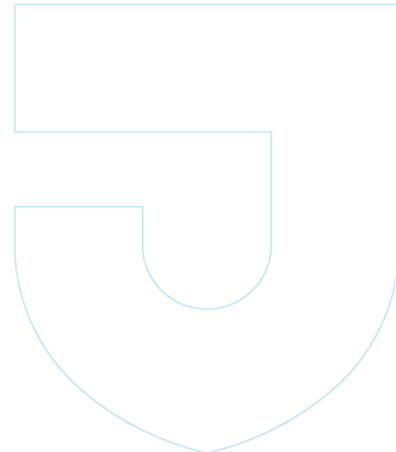
Thomas Jefferson University is accredited by:

Middle States Commission on Higher Education
1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801
(267) 284-5011
info@msche.org
españolinfo@msche.org (Spanish)
<https://www.msche.org/>

University-Wide Undergraduate Academic Policies and Procedures

Please refer to the University Handbook for the following [University-Wide Undergraduate Policies](#):

- Academic Advising
- Academic Honors
- Academic Integrity
- Academic Standing
- Accessibility Services
- Add/Drop Courses
- Address or Name Changes
- Advanced Placement (AP)
- Attestation
- Appeal of Adverse Decisions
- Artificial Intelligence
- Attendance
- Audit Course
- Cancellation of Classes
- Change of Major
- Changing Catalog Year
- Children in Instructional Settings
- Chosen Name
- Class Meeting Time
- Courses by Appointment
- Course Load & Overload
- Course Withdrawal
- Courses Taken Elsewhere
- Credit for Prior Learning
- Credit/No Credit



Cross-Level Courses
Dean's List
Declaring a Major
Degree Types/Options
Double Major
FERPA - Student Record Access and Confidentiality
Final Exams
Financial Dispute Time Limit
Foreign Language Placement
Fundamental Courses
Grade Appeal
Grade Change
Grade Scale & Terminology
Graduate Courses for Undergraduate Students
Graduation Application Procedures
Graduation Requirements
Honors Institute
Human Subjects Policy
Inactivation of Student Records
Inclement Weather
Independent Study
International Student
Internship
Leave of Absence
Leave of Absence - Medical
Minor
National Student Exchange
Non-Degree Enrollment
Official Class Roster
Overload Charges
Part-Time Tuition Charge
Physical Education & Service Learning
Placement Test
Reading & Review Days
Refund Policy
Re-Entry to Traditional Undergraduate Program
Repeating a Course
Residency Requirement
Responsibility to Keep Informed
Retention of Student Work
Schedule Changes
Student Email Policy
Student Financial Obligation
Student Religious Observance Policy
Student Status Based on Completed Credits
Study Away

Time Limit to Degree
Transfer Credit
Transcript
Tuition Billing/Payment Policy
Tuition Charges Across University Programs
Tuition & University Fees Refund
Valedictorian
Withdraw from University

IEHP-Specific Undergraduate Academic Policies and Procedures

Academic Integrity Policy

Academic Integrity is the foundation of all Jefferson teaching, learning, and professional endeavors and is vital to advancing a culture of fairness, trust and respect. All members of the University community must maintain respect for the intellectual efforts of others and be honest in their own work, words, and ideas. Please review the full undergraduate [Academic Integrity Policy](#).

Adding, Dropping, and Withdrawing from Undergraduate IEHP Courses

Schedule changes, such as adding a course, changing a section, replacing a course or section, etc., must be made by the “last day to add” in the Academic Calendar. See Academic Calendar online. Refer to the annual IEHP Academic Calendar for add, drop, and withdraw deadlines for a specific semester and term. You should also refer to the deadlines provided below:

Course Add (8-week courses)

Students may add an 8-week course through BannerWeb until **Thursday of the first week of classes**.

Course Add (full semester courses)

Students may add a full semester course through BannerWeb until **Sunday of the first week of classes**.

Course Drop (8-week courses)

Students who wish to drop an 8-week course may do so through BannerWeb, provided they are not dropping to zero credits, through **Monday of the second week of classes**. Students dropping to zero credits must seek assistance from their academic advisor. Students who drop a course will not have any record of that course on their academic transcript nor will they have financial responsibility for that course.

Course Drop (full semester courses)

Students who wish to drop a full semester course may do so through BannerWeb, provided they are not dropping to zero credits, through **Wednesday of the second week of classes**. Students dropping to zero credits must seek assistance from their academic advisor. Students who drop a course will not have any record of that course on their academic transcript nor will they have financial responsibility for that course.

Course Withdrawal (8-week courses)

Students seeking to withdraw from 8-week courses should review the university [course withdrawal policy](#) and must seek assistance from their academic advisor. Students must complete a [Course Withdraw Form](#) and send it to their academic advisor. Students who withdraw from a course will have a “W” on their transcript, which will not affect GPA calculations, and they will be financially responsible according to the university’s published tuition refund schedule.

The deadline to withdraw from an 8-week course is Sunday of week 5. Starting on Monday of week 6, students may not withdraw from an 8-week course unless extenuating circumstances exist and an appeal is approved by the Assistant Dean or Associate Dean. Students who do not properly withdraw will receive the grade they earned at the time they stopped participating in the course and this grade will affect their GPA and academic standing. To ensure withdrawals are executed promptly, students should consult the IEHP Academic Calendar and speak with an academic advisor.

If a student receives permission to withdraw after the “last day to withdraw from a course,” a “WF” will appear on the transcript and will affect the GPA calculations and Academic Standing. Verbal notification to the course instructor does not constitute an official course withdrawal. Approved, official university documentation must be completed.

Course Withdrawal (full semester courses)

Students seeking to withdraw from full semester courses should review the university [course withdrawal policy](#) and must seek assistance from their academic advisor. Students must complete a [Course Withdraw Form](#) and send it to their academic advisor. Students who withdraw from a course by the withdrawal deadline will have a “W” on their transcripts, which will not affect GPA calculations, and they will be financially responsible according to the university’s published tuition refund schedule.

The deadline to withdraw from a full semester course is Wednesday of week 9. Starting on Thursday of week 9, students may not withdraw

from a full semester course unless extenuating circumstances exist and an appeal is approved by the Assistant Dean or Associate Dean. Students who do not properly withdraw will receive the grade they earned at the time they stopped participating in the course and this grade will affect their GPA and academic standing. To ensure withdrawals are executed promptly, students should consult the IEHP Academic Calendar and speak with an academic advisor.

If a student receives permission to withdraw after the “last day to withdraw from a course,” a “WF” will appear on the transcript and will affect the GPA calculations and Academic Standing. Verbal notification to the course instructor does not constitute an official course withdrawal. Approved, official university documentation must be completed.

Drop for Non-Participation

Students who do not participate in courses for which they are enrolled by the time attendance is reported to the Registrar’s Office will be dropped for non-participation.

Generative Artificial Intelligence Policy

Artificial intelligence (AI) is an umbrella term for any theory, computer system, or software that is developed to allow machines to perform tasks that normally require human intelligence (e.g. a personal assistant on a smart device such as Alexa, Siri, Hey Google, etc.). Generative Artificial Intelligence (GAI) is a type of AI system capable of generating text, images, or other media in response to prompts (e.g. ChatGPT, Copilot, DALL-E, etc.).

The use of GAI tools is permitted in IEHP undergraduate courses for the following activities:

- Brainstorming and refining your ideas
- Finding information on your topic
- Checking grammar and style (e.g. Grammarly, Packback)

The use of GAI tools is not permitted in IEHP undergraduate courses for the following activities:

- Responding to a discussion prompt (initial post) or responding to a classmate’s post (response post) in a graded discussion forum.
- Answering questions on quizzes, tests, or exams.
- Completing group work that your group has assigned to you.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs, or papers to complete course assignments.

Responsible and ethical use of GAI:

- Keep in mind that your use of GAI tools may hinder your own critical thinking and creative thinking skills.
- You are responsible for the information you use based on a GAI query and that information might be inaccurate, outdated, or proprietary.
- Your use of GAI tools must be properly documented and cited using APA style 7th ed. (see [How to cite ChatGPT](#), for an example) in order to comply with the university's [Academic Integrity Policy](#).
- Any discussion post, assignment, quiz, test, or exam that is found to have used GAI tools in unauthorized ways will be considered a violation of the University's [Academic Integrity Policy](#). When in doubt about permitted usage, please ask your instructor for guidance.

Withdrawal from the University

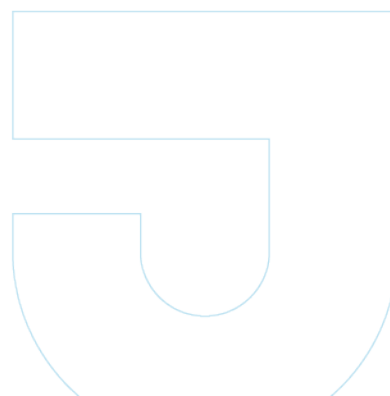
The decision to withdraw from the University is a serious one and is a separate action from withdrawal from a course. Students wishing to withdraw from the University must complete the [Change of Status Form](#). For more information, view the [policy for undergraduate students who are considering withdrawing from the University](#).

Readmission

Students are expected to make adequate, timely progress towards completion of their degree or certificate. Students who have voluntarily withdrawn from the University or have been away from their program for 12 months, with the exception of a Leave of Absence, will need to submit a new application for admission. Students who are readmitted are subject to the policies and curricular requirements specified in the Catalog and Student Handbook in effect at the time of readmission.

Grading Criteria

At the close of each academic term, each instructor will assign a letter grade indicating the quality of a student's work in the course. The following is the grading system used in the College, including the quality points assigned for use in the calculation of the grade point average (GPA). Please refer to individual course syllabi for specific grading elements within each course.



Letter Grade	Numeric Value	Quality Points	Letter Grade	Numeric Value	Quality Points
A	93-100	4.0	C+	77-79.99	2.3
A-	90-92.99	3.7	C	73-76.99	2.0
B+	87-89.99	3.3	C-	70-72.99	1.7
B	83-86.99	3.0	D	60-69.99	1.0
B-	80-82.99	2.7	F	Below 60	0.0

If a student wants to challenge a final course grade, then the grade appeal policy and procedure affords recourse to a student who has evidence that an inaccurate final grade has been awarded under specific conditions. See the university's undergraduate [Grade Appeal](#) policy.

Dean's List

The Dean's List status recognizes the exemplary performance of an undergraduate student's academic performance. Undergraduate students enrolled in at least 12 semester credits, nine of which are graded, and who earn a semester grade point average of 3.50 or better are eligible for the Dean's List for that semester. The Registrar calculates student's eligibility for the Dean's List after the fourth week of the following semester, when all *incomplete* ('I') grades have been resolved. Subsequent grade changes will not be eligible for Dean's List.

Residency Requirement

To be eligible for graduation with a Bachelor of Science degree program offered through IEHP, a student must earn a minimum of 30 credits in residence, meaning the credits must be earned at Thomas Jefferson University. To be eligible for graduation with an Associate of Science degree program offered through IEHP, a student must earn a minimum of 20 credits in residence at Thomas Jefferson University. To be eligible for graduation with an Undergraduate Certificate offered through IEHP, a student must earn a minimum of 15 credits in residence at Thomas Jefferson University.

Prior Learning Portfolio Procedure

Prior Learning Portfolio is an academic process wherein students articulate learning acquired through work or life experiences in writing. A subject matter expert evaluates each portfolio. This faculty evaluator determines if the learning shown and supporting documentation meets the learning objectives of the identified course. Credit is awarded with a score of 70% or higher. Credit earned via Prior Learning Portfolio does not count toward Jefferson residency credit. See the IEHP Prior Learning Portfolio Handbook for more details.

Scheduling of Courses

With rare exception, undergraduate courses in IEHP are offered as asynchronous online courses in 8-week terms. All general education and major courses are offered regularly. IEHP students may choose from a variety of Continuing and Professional Studies (CPS) electives offered through IEHP, the School of Business, and the College of Humanities and Sciences, if seats are available and prerequisites are satisfied.

University-Wide Students' Rights and Responsibilities

Please refer to the University Handbook for the following [University-Wide Rights & Responsibilities](#):

- Alcohol, Drugs, and Prohibited Substances
- Assistance Animals
- Community Standards
- Disability Accommodations
- Gambling
- Grievance Procedure
- Hazing Policy
- Peer-to-Peer File Sharing on University Networks
- Residency Requirement (East Falls)
- Smoking Policy (East Falls)
- Social Media Policy
- Student Alcohol Policy
- Student Identification Cards
- Sex and Gender Based Misconduct Policy
- Tobacco Free Environment (Center City)
- Use of University Name/Logo
- On-Campus Demonstration Policy

IEHP-Specific Students' Rights and Responsibilities

As is the case with attendance at any college or university, IEHP students have numerous responsibilities, including:

- Acting respectfully toward staff, instructors, and fellow students.
- Obtaining the correct edition of a textbook and being prepared for the first class session.
- Checking your Jefferson student email account on a regular basis, as the College and some University departments including Student Accounts, Financial Aid, and the Registrar's Office routinely send important messages to this address. All Jefferson faculty, staff, and students are expected to use their Jefferson student email to communicate about Jefferson matters.
- Obtaining a student ID Card (for access to all campus buildings). Locations:

- Photo ID Center in the Medical Office Building located at 1100 Walnut Street, Suite 102 in Center City
 - Kanbar Campus Center Welcome & Information Desk in East Falls
- Being aware of and abiding by the policies concerning academic honesty.
- Completing a course evaluation at the conclusion of every course.

University-Wide Health and Safety Policies

Please refer to the University Handbook for the following [University-Wide Health and Safety Policies](#):

- Covid-19 Vaccination Advisory
- Emergency Preparedness
- Flu Vaccination Policy
- Health Insurance Policy
- JeffALERT Emergency Notification System
- Occupational Exposure to Blood & Body Fluids
- Vaccination Exemption Policy
- Weapons Policy