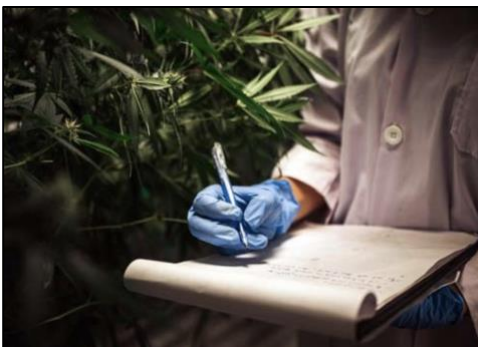


Cannabis Medicine, Science, Business Connected Care & Telehealth Integrative Health Sciences

Institute of Emerging Health Professions (IEHP)
Jefferson College of Health Professions (JCHP)

Student Handbook 2021-2022



NOTICE OF EQUAL OPPORTUNITY

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

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.

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 or its employees or agents.

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MESSAGE FROM THE IEHP DIRECTOR OF ACADEMIC PROGRAMS

On behalf of the Program Directors, 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 programs and Thomas Jefferson University.

Jefferson's Institute of Emerging Health Professions (IEHP) is an educational incubator 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 and master's programs in emerging fields such as Cannabis, Cardiovascular Perfusion, Connected Care & Telehealth, and Integrative Health. 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 is just one of several resources designed to assist you while enrolled at Jefferson in graduate programs in Cannabis, Connected Care & Telehealth, or Integrative Health Sciences (for the MS in Cardiovascular Perfusion program please refer to the program specific Perfusion Student Handbook). 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 Program Directors, 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 2021–22 academic year.

Best wishes for a very successful year.



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

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PROGRAMS OF STUDY

CANNABIS PROGRAMS

- ***M.S. in Medical Cannabis Science and Business (33 credits)***

Across the globe, cannabis medicalization and legalization are having a profound effect on the world. The potential for new pharmacotherapies working through unique mechanisms of action offer hope for many unmet clinical needs. Over half of the United States have already legalized cannabis in some form and the legal cannabis industry has been growing at a rate faster than any other industry over the past four years, becoming the single greatest job creation engine in America. The Master of Science in Medical Cannabis Science and Business program is designed to provide students with the knowledge in cannabis medicine, science, business, and policies required to enter the cannabis industry, support patients, add to existing research and develop innovative cannabis business models. The M.S. degree program encompasses three stackable graduate certificates in Cannabis Business, Cannabis Medicine and Cannabis Science.

Semester	Course	Credits
Fall	CBU 501 Emerging Issues in the Business of Cannabis	3
	CMD 503 Pathology Potentially Responsive to Cannabis	3
	CSC 511 Botany & Chemistry of Cannabis	3
Spring	CBU 506 Essentials of Cannabis Financial and Operations Analysis	3
	CMD 504 Conventional & Cannabinoid Therapy of Disease	3
	CSC 512 Forensic Analysis of Cannabinoids & Cannabis Derived Products	3
Summer	CMD 505 Health Implications of Cannabis and Cannabinoids	3
	CSC 513 Cannabinoid Pharmacology	3
Fall, Spring,	iMBA 604 Business Model Innovation	3
Summer	CRS 600 Applied Research Design and Methods	3
	CRS 610 Cannabis Capstone Project`	3

- ***Cannabis Business Graduate Certificate (9 credits)***

Over half of the United States have already legalized cannabis in some form and the legal cannabis industry has been growing at a rate faster than any other industry over the past four years, becoming the single greatest job creation engine in America. However, the path to a successful cannabis business is full of confusing and complex laws and regulations, steep taxes, and many other roadblocks. This certificate equips graduates with the knowledge, skills and entrepreneurial mindset needed to turn a unique winning idea that fills an unmet need in the cannabis industry into reality.

Semester	Course	Credits
Fall	CBU 501 Emerging Issues in the Business of Cannabis	3
Spring	CBU 506 Essentials of Cannabis Financial and Operations Analysis	3
Summer*	iMBA604 Business Model Innovation	3

* Also offered in Fall and Spring

- ***Cannabis Medicine Graduate Certificate (9 credits)***

As the number of states legalizing medical use of cannabis continues to rise and as an increasingly number of patients use cannabis as an alternative treatment for various medical conditions, it becomes more essential for health care providers to be able to appropriately counsel those patients. This graduate

certificate is designed to equip participants with an in-depth understanding of the mechanism of action of current cannabinoid therapies, their clinical applications and their health effects.

Semester	Course	Credits
Fall	CMD 503 Pathology Potentially Responsive to Cannabis	3
Spring	CMD 504 Conventional & Cannabinoid Therapy of Disease	3
Summer	CMD 505 Health Implications of Cannabis and Cannabinoids	3

- ***Cannabis Science Graduate Certificate (9 credits)***

Across the globe, cannabis medicalization and legalization is having a profound effect on the world. The potential for new pharmacotherapies working through unique mechanisms of action offer hope for many unmet clinical needs. The cannabis industry is rapidly growing into a multi-billion dollar enterprise offering many jobs in farming, processing, research, sales and medical treatment. The Cannabis Science Certificate provides students an in-depth view of the botany and chemistry of the cannabis plant, cannabinoids pharmacology and resultant effects, and how to identify and quantify the different chemical components and potential toxicants in cannabis. This certificate prepares graduates to enter into the cannabis business of growing or processing cannabis plants, improving the quality and safety of cannabis products, developing new cannabis strains, or researching the potential of many different cannabinoids, terpenes or flavonoids or of new combinations of these chemicals.

Semester	Course	Credits
Fall	CSC 511 Botany & Chemistry of Cannabis	3
Spring	CSC 512 Forensic Analysis of Cannabinoids & Cannabis Derived Products	3
Summer	CSC 513 Cannabinoid Pharmacology	3

CONNECTED CARE AND TELEHEALTH PROGRAMS

- ***Connected Care: Telehealth and Digital Health Innovation (9 credits)***

This certificate program explores the convergence of technology and healthcare. Students will examine strategies designed to improve healthcare delivery and outcomes, engage patients, expand population-based research, create and mine new data repositories, and support positive health behaviors. This certificate delves into emerging developments in areas of telehealth, connected care and digital health to provide students the knowledge of different healthcare data streams and arming them with best practices in technology adoption for business implementation.

Semester	Course	Credits
Fall	DIGH 500 Telehealth and Connected Care: An Advanced Course	3
Spring	DIGH 501 Introduction to Clinical Data	3
Summer	DIGH 502 Business and Legal Tools for Digital Health Entrepreneurship	3

- ***Telehealth Facilitator Certificate (1 credit; 10-11 CE credits)***

The goal of this 5-week certificate program is to prepare participants for a role in Telehealth facilitation as part of the inter-professional healthcare team by providing both Telehealth content expertise and Telehealth facilitation competencies. Participants will develop the skills to successfully facilitate, evaluate, and advocate for Telehealth in their departments and organizations.

INTEGRATIVE HEALTH SCIENCES PROGRAMS

- **M.S. in Integrative Health Sciences (30 credits)**

Integrative health is an emerging specialty that is of expanding interest. Jefferson is leading the nation in developing a clinical and academic model of integrative healthcare. Key components of the model are highlighted and emphasized in the master's degree curriculum, including advanced nutrition, nutrition-based therapies, innovative mind-body medicine practices, and other scientifically promising modalities. The Master of Science in Integrative Health Sciences degree offers health professionals an opportunity to gain a deep background in integrative health in order to meet the growing demand for wellness-oriented strategies to improve health outcomes and well-being. The program stacks three Advanced Practice Certificates – Mind-Body Medicine, Integrative Nutrition and Integrative Health Education – with a capstone course that delivers a 30-credit MS degree.

Semester	Course	Credits
Fall	IN 500 Foundations in Integrative Nutrition	3
	MBM 500 Foundations in Mind-Body Medicine	3
	IHE 600 Foundations in Integrative Health Education	3
Spring	IN 510 Functional Genomics, Proteomics and Metabolomics	3
	MBM 510 Advances in Mindfulness-Based Stress Reduction	3
	IHE 610 Integrative Health Education for Wellness and Clinical Conditions	3
Summer	IN 520 Advanced Concepts in Integrative Nutrition	3
	MBM 520 Advanced Mind-Body Practice: The Neuro Emotional Technique	3
	IHE 620 Integrative Health Education Practicum	3
Fall, Spring, Summer	IHE 700 Integrative Health Sciences Master's Program Capstone	3

- **Integrative Health Education Advanced Practice Certificate (9 credits)**

Integrative health is an emerging specialty that is of expanding interest. In 2018, it was estimated that more than 60% of the global population used some form of nontraditional treatment for health issues; yet, there is limited medical education on common and scientific promising modalities. The Advanced Practice Certificate in Integrative Health Education focuses on the theories, evidence for and practice of integrative health education approaches and prepares students to meet patients' growing demand of complementary practices. This program builds on existing knowledge of Integrative Health. It is for individuals who have significant background in the field, or for those who have taken or are concurrently enrolled in the other two Integrative Health advanced practice certificates.

Semester	Course	Credits
Fall	IHE 600 Foundations in Integrative Health Education	3
Spring	IHE 610 Integrative Health Education for Wellness and Clinical Conditions	3
Summer	IHE 620 Integrative Health Education Practicum	3

- **Integrative Nutrition Advanced Practice Certificate (9 credits)**

The Integrative Nutrition Advanced Practice Certificate is unique in that it provides a foundation in nutritional science, as well as clinical and integrative applications of diets and specific nutrients. With an increasingly high demand for nutrition education among physicians and many other health professionals,

learners will be better equipped to address nutrition as a tool for improving overall health outcomes across a wide range of patients.

Semester	Course	Credits
Fall	IN 500 Foundations in Integrative Nutrition	3
Spring	IN 510 Functional Genomic, Proteomics and Metabolomics	3
Summer	IN 520 Advanced Concepts in Integrative Nutrition	3

- **Mind-Body Medicine Advanced Practice Certificate (9 credits)**

With an increasingly high demand for mind-body education among health professionals, learners will be better equipped to incorporate these modalities into practice to improve overall health outcomes across a wide range of patients. Upon completion of this certificate, students will fulfill the foundational course requirements needed for Mindfulness-Based Stress Reduction (MBSR) and the Neuro-Emotional Technique (NET) basic training.

Semester	Course	Credits
Fall	MBM 500 Foundations in Integrative Mind-Body Medicine	3
Spring	MBM 510 Advanced Mindfulness-Based Stress Reduction	3
Summer	MBM 520 Advanced Mind-Body Practice: The Neuro Emotional Technique	3

PROGRAMS ACCREDITATIONS

Thomas Jefferson University is fully accredited by:

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

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

Cardiovascular Perfusion

Accreditation Committee-Perfusion Education (AC-PE)
6663 South Sycamore Street
Littleton, CO 80120
(303) 794-6283
www.ac-pe.org

Telehealth Facilitator Certificate Program

The American Telemedicine Association (ATA)
1100 Connecticut Ave, NW • Ste 540
Washington, D.C., 20036
Phone: 202-223-3333
<http://www.americantelemed.org/>

ACADEMIC POLICIES AND PROCEDURES

Students will follow the policies and procedures of Thomas Jefferson University (TJU) and the Jefferson College of Health Professions (JCHP) as detailed in the TJU catalog, TJU handbook, JCHP handbook and the Policies and Procedures for the IEHP specific programs. It is the responsibility of students to be familiar with and observe these policies .

Students are also required to satisfactorily meet all IEHP program specific academic and professional behavior standards. Additionally, It is the expectation that each student will conduct themselves in a manner compatible with the University Community Standards.

Satisfactory Academic Standing

Students' academic records are reviewed at the end of each term, to evaluate academic standing and satisfactory progress toward program requirements. The Program Director or the IEHP Director of Academic Programs will notify the student when problems in academic performance may jeopardize a student's good standing. Official notification of probation or dismissal will be in writing and sent directly to the student by the IEHP Director of Academic Programs.

To remain in good academic standing and be eligible for graduation, students enrolled in IEHP graduate programs in Cannabis, Connected Care, or Integrative Health Sciences, must maintain a minimum cumulative grade point average (CGPA) of 3.0 and have earned a minimum grade of B- in all coursework. Failure to maintain a cumulative grade point average of 3.0 and/or the receipt of any grade below B- may result in repeating a course, dismissal from the program, and/or academic probation. If a student wishes to transfer to another program of study at the University, academic work in the prior program may be considered in determining acceptance to the new program and satisfactory progress.

Students receiving payment from Title IV Programs (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans, Federal Work Study, Federal Direct Loan Programs) must maintain satisfactory progress in their chosen program of study. Students should consult with the Office of Financial Aid to determine any implications of probation, delayed time to degree, course repeats, etc. on their aid eligibility.

Requirements for Graduation

In order for students to qualify for graduation they must have met or exceeded all the following requirements:

- Maintain a minimum cumulative GPA of 3.0
- Achieve a B-/Pass grade in all coursework
- Meet all financial obligations to the University
- Complete all University graduation application requirements

Failure to Complete a Course

Under extenuating circumstances (i.e. documented serious illness), a student who has not completed all requirements of a course may request a grade of I (Incomplete). The student and faculty member must complete an Incomplete Grade Contract and submit the completed contract to the IEHP Director of Academic Programs. The student will be allowed to complete and submit remaining coursework within six weeks of the date of the last official class of the course or as specified on the Incomplete Grade

Contract. At the end of the term listed on the contract, the final grade will be calculated based on evaluation criteria set forth in the course syllabi

Repeating Courses

A student who receives a grade below B- in any course required for their graduate program, must repeat the course. A course may be repeated only once. To repeat a course, students must obtain approval prior to registration from the IEHP Director of Academic Programs. Upon completion of the repeated course the subsequent grade earned will replace the initial grade in determination of cumulative grade point average (CGPA); however, the grade for the first attempt will remain on the student's transcript. If a student does not achieve a minimally acceptable grade necessary for progression (minimum B-/Pass) or cumulative GPA (minimum 3.0) after a course is repeated, they will be dismissed from the program. Students are not eligible to apply for readmission when unsuccessful in a course a second time.

Academic Probation

Students enrolled in one of the IEHP graduate programs in Cannabis, Connected Care, Integrative Health Sciences, who do not maintain a minimum cumulative grade point average (CGPA) of 3.0 will be placed on academic probation for one full time semester. If a student is enrolled in courses totaling fewer than six graduate credits during the subsequent semester, the probationary period will be extended to two semesters. At the end of the probationary period:

1. The student achieves the minimum cumulative grade point average and is reinstated in good standing, or
2. The student fails to achieve the minimum grade point average at the end of the probationary period and is dismissed from the program for academic underachievement.
3. In extraordinary cases, where the student has made significant progress toward achieving the minimum grade point average, the program director may recommend granting one additional probationary semester. If, at the conclusion of the extended probationary semester, the cumulative grade point average is still below 3.0, the student is dismissed for academic underachievement.

Grounds for Dismissal

1. Failure to meet minimum 3.0 CGPA requirements at the end of the student's probationary period.
2. Failure to earn a minimum B-/Pass grade on a repeated course.
3. Unprofessional behavior that violates program, College and/or University policy, inclusive of Community Standards

Readmission

Matriculated students who have withdrawn (administratively or self-initiated) or who have been dismissed from the Institute of Emerging Health Professions may, within one (1) year of the withdrawal or dismissal, re-apply directly to an IEHP program by submitting a written request directly to the IEHP Director of Academic Programs.

Any student dismissed from an IEHP program because of academic underachievement and subsequently readmitted must achieve a term grade point average of 3.0 for the term in which they were readmitted and a cumulative grade point average of 3.0 by the following term. If the student fails to do so, the student will be dismissed. The student's respective Program Director will indicate any additional specific requirements that the student must meet upon readmission.

Please note: All readmitted students are subject to the academic and curricular requirements in place

at the time of readmission. Additionally, start terms for the readmitted students will be determined by the program and based on the student's plan of study; readmitted students cannot assume that they will start in the next immediate term after readmission has been granted.

Continuous Enrollment

A student matriculated in an IEHP graduate program in Cannabis, Connected Care, Integrative Health Sciences must maintain continuous enrollment each term until completion of the program, or must request a leave of absence from study by completing the Student Status Change Form. The leave must be approved by the IEHP Director of Academic Program.

Leave of Absence

When personal circumstances necessitate a temporary absence from the program and 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. Normally, a leave will be granted for a period from one term to a full academic year. Students considering a leave should first consult with their Program Director regarding possible effects on their academic progress. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. Students who fail to return 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 to return.

For medical leaves of absence students must proceed through Jefferson Occupational Health Network, which will notify IEHP. No medical leaves will be reviewed without endorsement of the Director of Jefferson Occupational Health Network, or other physicians designated by the Director of University Health Services. Medical Leave will be for a period of up to one year. A leave of more than a year's duration will be granted only under the most extraordinary circumstances and only after review by the IEHP Director of Academic Programs.

Non-Degree Status Enrollment

Students may apply for non-degree status and register for graduate courses offered by the Institute of Emerging Health Professions. Students with non-degree status are permitted to register for a total of six (6) earned credits and thereafter must apply for matriculating status. Credits earned under non-degree status cannot be used to receive a certificate or degree without matriculating. Students enrolling in a course without matriculation into a program must meet all program and course prerequisite requirements and obtain approval through IEHP prior to registration.

Time to Degree

Students enrolled in one of IEHP graduate certificate programs must complete their coursework within three (3) academic years after matriculation. Students enrolled into one of the IEHP master degree programs must complete their coursework within five (5) years after matriculation.

Changes in Schedule: Course Drop/Add

Students who wish to revise their schedules after registration must complete a Drop/Add form and return it with the appropriate signatures to the University Office of the Registrar by emailing it at University.Registrar@jefferson.edu. The last day to drop/add is listed on the academic calendar.

Students who stop attending classes or do not participate in online discussion without filing the required Schedule Change form will be responsible for the full payment of tuition and fees and will receive a grade of F for the course. Verbal or written (email) notification to the course instructor does not constitute as

an official course drop. Also, students who attend classes without properly registering will not receive credit for the course.

Course Withdrawal

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a [Student Schedule Change form](#) from the University Office of the Registrar with an authorized signature of their program director. In alignment with dates indicated in the academic calendar

Students should refer to the [TJU Tuition Refund Policy](#) for processes used in determining any refund associated with a course withdrawal.

The effective date of withdrawal is the date on which the student's written request for withdrawal is received and accepted in the University Registrar's Office.

Transfer of External Credits

Student may not transfer external credits into any of IEHP certificate programs.

Students may request to transfer up to 9 credits completed at other academic institutions prior to enrollment in the program to satisfy IEHP master degree program requirements.. Preliminary determinations regarding course transferability may be done at the time of application, but the actual transfer will not be initiated until the student is accepted into a master degree program. A student wishing to transfer credits for a graduate course earned at another institution should submit a written request to their Program Director, accompanied by a course description and a syllabus. A grade of B or better is required in each course for which transfer of credits is requested. An official transcript from the outside institution should be obtained if not already included in the student's academic file. Grades for courses for which transfer of credits is approved are not recorded on the student's TJU transcript and are not used to compute cumulative or termgrade point average.

Withdrawal from IEHP

A student may initiate a withdrawal from the Institute by submitting a request in writing, specifying an effective date, to their Program Director. A student can do so by completing the Student Status Change Form from the University Office of the Registrar. The effective date will be the last day of class.

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. The University Academic Integrity Policy can be found [here](#).

ADDITIONAL IEHP POLICIES AND PROCEDURES

Academic Advising

A primary role of the Program Director is to mentor students through the development process across the knowledge, skills and behavior domains of learning. Questions pertaining to the program, instruction, course selection and any related matters may be discussed with the Program Director and/or the IEHP Director of Academic Programs. You are encouraged to schedule meetings with your Program Director whenever you need assistance or guidance throughout the program. If you require assistance beyond

faculty advising, the University offers academic support and writing services through the [Office of Student Affairs](#), and counseling services through the [Student Personal Counseling Center](#).

Accommodations for Disabilities

A student may request [accommodation for a disability](#) through the Office of Student Affairs. Information about the process is available online. The University policy on [Disability Accommodations](#) is also available online.

Attendance Regulations

Attendance is expected in all classes for which a student is registered. The instructor determines attendance requirements for each course. These requirements will be clearly described in the course syllabus.

Audiotaping, Photography & Videotaping Policy

Faculty and students have a right to privacy in all classroom and experiential learning activities. Students should be familiar with the [University Electronic Recording Devices Policy](#). Upon matriculation to the program students will indicate their permission by signing off on the “*Consent and Release for Use of Images and Audio/Video Content*” form.

The program director will meet with any student requesting to take images or recordings of any classroom activities. If the program director elects to agree to the request, a written agreement will be completed outlining:

- the specific scope of what is to be recorded
- the time duration / instance(s) of images and/or recordings
- agreement of intended use and distribution of images and/or recordings

Sharing of any recordings with any person not currently enrolled in the recorded class is strictly prohibited. Any posting of a recorded lecture or classroom activity on a non-TJU website is strictly prohibited. IEHP will seek to discipline those found to be responsible for the posting in accordance with university Community Standards policies.

Evaluating IEHP Programs

The IEHP programs are committed to an adaptable curriculum, which changes with the needs of the discipline, profession and our students. One of the sources of information that contributes to thoughtful changes of the curriculum is the feedback received from students and alumni of the program. To that end, the program has developed a number of instruments and methods for collecting feedback. You will be asked to participate in this process by giving thoughtful feedback and constructive criticism about the effectiveness of instruction, examinations, assignments, experiences, etc. in achieving the course and professional goals of the program.

Course Evaluations: Students will be given the opportunity to evaluate the quality of their coursework. To do so, anonymous, Likert-style questionnaires are administered, usually through the learning management system (Canvas), to solicit feedback regarding the courses and the instructors who deliver those courses. Also included in these instruments is space for open-ended feedback. Again, please provide thoughtful and constructive feedback and suggestions for improvement when indicated.

Student Grade Appeal

The grade appeal policy and procedure affords recourse to a student who believes they have evidence

that an inaccurate final grade has been assigned under identified circumstances. For the detailed grade appeal policy and corresponding procedures, please refer to [TJU Policies and Procedures](#).

Student Grievance Procedures

All members of the Thomas Jefferson University Community have the right to express concerns when they perceive that they have been treated in a manner not consistent with the standards of conduct at the University. The student grievance procedure is intended to allow students this mode of expression. For academic grievances within the program, students should refer to the Student Grievance Procedure outlined in the JCHP Student Handbook. For grievances external to the academic program, students should consult the Grievance Procedure outlined in the Rights and Responsibilities section of the TJU Student Handbook.

Transcripts

Unofficial transcripts can be printed from [Banner](#).

Official transcripts are available through the [University Office of the Registrar](#).

Academic Calendars 2021-2022

Students can access the program's academic calendar for each specific IEHP program [here](#).

Banner

The [Banner](#) Information System enables students and faculty to access academic records and process routine academic functions. Appropriate security features have been built in to maintain confidentiality of this information. Students are issued a Campus Key upon matriculation which is the universal login credential and personal identifier for accessing University resources such as JeffMail, Canvas, and Banner Web. Features that are available through Banner include:

- Application for financial aid
- Course registration
- Viewing of course schedules
- Viewing of final grades (unofficial transcript) and request for official transcript
- Payment of tuition charges
- Viewing and updating demographic information

Student Handbook Acknowledgement Form
Thomas Jefferson University
Institute of Emerging Health Professions

My signature below acknowledges receipt of the Thomas Jefferson University Institute of Emerging Health Professions (IEHP) Student Handbook for Cannabis, Connected Care & Telehealth and Integrative Health Sciences Programs. I understand that I am responsible for reading and abiding by the materials contained within the IEHP Student Handbook, which contain important information needed during my student experiences at Thomas Jefferson University. Additionally, I understand that it is my responsibility to be familiar with and observe the policies and procedures of the Jefferson College of Health Professions and Thomas Jefferson University.

STUDENT NAME (Printed)

STUDENT SIGNATURE

DATE