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Jefferson College of Health Professions

**Institute of Emerging Health Professions (IEHP)
Student Handbook
2020-2021**

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

Thomas Jefferson University is committed to building and expanding a diverse educational community founded on mutual respect and appreciation for each other. We aspire to create a diverse and inclusive environment, knowing that the creative energy and innovative insights that result from diversity are vital for our intellectual rigor and social fabric. As a scholarly community, we are people of all racial, ethnic, cultural, socio-economic, national, and international backgrounds. We welcome diversity of thought, pedagogy, religion, age, sexual orientation, gender, gender identity, and disability. Our shared responsibility is to enhance the quality of life for all members of the Jefferson community, providing a safe, welcoming, and supportive environment in which to learn, work, and grow.

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 in the Jefferson College of Health Professions (JCHP), I would like to welcome you to the IEHP programs and Thomas Jefferson University.

This Student Handbook is just one of several resources designed to assist you while at Jefferson. This Student Handbook serves to share information, guidelines, and policies and procedures that will be useful to you during your studies in the 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 Jefferson College of Health Professions Course 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 2020–21 academic year.

Best wishes for a very successful year.

A handwritten signature in dark ink, appearing to read "Laura Pontiggia". The signature is fluid and cursive, with the first name "Laura" and last name "Pontiggia" clearly distinguishable.

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

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MISSION STATEMENT, GOALS and VALUE PROPOSITION

The mission of the Institute of Emerging Health Professions (IEHP) is to:

- Provide innovative and unique education and training that will be needed to fill future career, training, and certification gaps in healthcare practice and delivery.
- Become first-of-its-kind educational think-tank and incubator aimed at providing today the training that workers in healthcare and related disciplines will need tomorrow.
- Establish a new community of scholars at Jefferson that is enduring, transdisciplinary, and life-long

Goals of IEHP:

- Create education pathways to jobs and skills of the future
- Improve scope of practice and professional satisfaction for clinicians
- Empower laypeople to interact more confidently with the healthcare system with creative learning and training opportunities
- Provide educational resources and innovation that are not available anywhere else
- Take an entrepreneurial approach to developing educational offerings

Value Proposition:

- First-to-market programs for emerging jobs and areas of educational interest
- Take advantage of limited national/regional competition
- Value-add distinction to traditional programs
- Actively seek philanthropic support for specific programs and for overall reach
- Minimize delivery costs with substantial online content
- Partnership with pertinent Colleges for degree programs
- Ongoing engagement with enrollees to expand the Jefferson brand and sphere of influence

IEHP PROGRAMS OF STUDY

Please Note: IEHP also oversees the *Certified Medical Assistant* certificate program and the *Perfusion and Extracorporeal Technology* certificate program. Specific policies, procedures, and requirements for those programs can be found in the respective program's student handbook.

- ***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. This certificate consists of three 3-credit graduate courses.

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 dollars enterprise offering many jobs in farming, processing, research, sales and medical treatment. The Cannabis Science Graduate 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. This certificate consists of three 3-credit graduate courses.

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: Telehealth and Digital Health Innovation Advanced Practice Certificate (9 credits)***

This 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 Data of Healthcare and Emerging Technologies	3
Summer	DIGH 502 Business of Telehealth and Digital Health	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
Spring 2021	IN 500 Foundations in Integrative Nutrition	3
Fall 2021	IN 510 Functional Genomic, Proteomics and Metabolomics	3
Spring 2022	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
Spring 2021	MBM 500 Foundations in Integrative Mind-Body Medicine	3
Fall 2021	MBM 510 Advanced Mindfulness-Based Stress Reduction	3
Spring 2022	MBM 520 Advanced Mind-Body Practice: The Neuro Emotional Technique	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.

PROGRAM 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:

Perfusion and Extracorporeal Technology

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 Academic Regulations for Thomas Jefferson University (TJU) and the Jefferson College of Health Professions (JCHP) as detailed in the TJU and JCHP catalog and handbook publications and the Policies and Procedures for the IEHP specific programs. It is the responsibility of students to be familiar with and observe the academic regulations of Thomas Jefferson University, the Jefferson College of Health Professions (JCHP) and the IEHP programs in all matters of course registration, dropping and adding courses, withdrawal from courses and/or the College.

Students are 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 certificate programs must maintain a minimum cumulative grade point average (GPA) of 3.0 and have an earned course grade of B- or above in all courses. Failure to maintain a cumulative grade point average of 3.0 and/or the receipt of a grade below B- will result in a formal academic action, including academic probation, or dismissal from the program. A student who earns a grade of D or F will be recommended for dismissal from the program.

Failure to Complete a Course

Under extenuating circumstances (i.e., documented serious illness), a student who has not completed all requirements of a course, but has demonstrated satisfactory progress in the course may discuss the possibility of a grade of I (Incomplete). The student and faculty member must complete an Incomplete Grade Contract that outlines the conditions and timeline of the incomplete. The student will be allowed to complete and submit remaining coursework no later than 6 weeks from the date of the last official class of the course. Please note, the faculty member may impose an earlier deadline date at their discretion based on the nature of work to be completed and/or the impact of the incomplete grade on the student's progression in the program. At the end of the term listed on the contract, the final grade will be calculated based on the courses assignments that were completed and submitted by the student.

Academic Probation

Students who do not maintain a minimum cumulative grade point average (cGPA) of 3.0 and/or have earned one course grade of C+, C, or C- will be placed on academic probation. Students must return to good academic standing (all grades B- or above and minimum cGPA of 3.0) in order to be eligible for graduation.

See Repeating Courses policy below for requirements pertaining to a repeated course.

Repeating Courses

A student who receives a grade of C+, C, or C- in any course required for their certificate program must repeat the course for which the minimum grade expectation has not been earned. Only one course in the program can be repeated and 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/cGPA necessary for progression (minimum B- or minimum cGPA of 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.

Grounds for Dismissal

Students may be dismissed from the program if the student:

1. Does not successfully attain the standards as outlined in the IEHP Program Satisfactory Academic Standing section.
 - a. Earned grade of D/F in a course
 - b. Second earned grade of C+, C, or C-
 - c. Failure to meet minimum cGPA of 3.0 upon completion of coursework
2. Does not meet the standards as outlined in the Repeating Courses policy and procedure as contained in the IEHP Student Handbook.
3. Has been found responsible of violating University, College and/or program policies, inclusive of but not limited to the TJU Community Standards and Academic Integrity.

Readmission

Matriculated students who have withdrawn (administratively or self-initiated) or who have been dismissed from the Institute of Emerging Health Professions may, within 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, they will be dismissed. The student's respective Program Director will indicate any additional specific requirements that the student must meet upon readmission.

Matriculated students who have withdrawn (administratively or self-initiated) or have been dismissed from the Institute must follow the procedures below for readmission.

Academic Integrity Policy

The Administration and Faculty of the Institute of Emerging Health Professions believe that academic integrity is one of the most important values and behaviors that should be practiced by students during their academic and clinical education. Integrity and honesty are especially valued in the healthcare professions because accurate diagnosis and treatment of patients are greatly dependent upon a health practitioner's honest and capable assessment of symptoms and diagnostic tests. This assessment can be rendered only by the practitioner who has "real" knowledge obtained as a student who answered test questions independently, thereby identifying and correcting mistakes. The successful practitioner can

communicate important diagnostic and therapeutic information in writing because, as a student, such skills were developed and/or enhanced by completing writing assignments independently. The practitioner who was dishonest in his or her educational pursuits is at great risk for making diagnostic and therapeutic mistakes and such errors can mean that someone's health care is mismanaged. Because we are committed to educating practitioners who provide the highest quality of health care, the administration and faculty are equally committed to mandating and enforcing the practice of academic integrity by all students. For more information regarding the Academic Integrity Policy, please refer to the Thomas Jefferson University Student Handbook.

Continuous Enrollment

A student matriculated in a program of the Institute of Emerging Health Professions 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. Please refer to the JCHP Student Handbook for more information on a personal leave of absence.

For medical leaves of absence, students should refer to the TJU Student Handbook.

Non-Degree Status Enrollment

Students may apply for non-degree status and register for 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 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 in these graduate certificate programs must complete their coursework within three (3) academic years after matriculation. Students who fail to complete their graduate certificate and degree programs in the timeline indicated may be dismissed from their programs. An extension may be granted in the event of extenuating circumstances, such as documented medical illness. After discussion with the Program Director, the student must petition the IEHP Director of Academic Programs for an extension. The student and Program Director will be informed of the decision in writing.

Changes in Schedule: Course Drop/Add

Please refer to the TJU Student Handbook for more information on schedule changes.

Course Withdrawal

After the conclusion of the Drop/Add period, but prior to the "last day to withdrawal from a course with a "W" grade", 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. Please refer to the TJU Student Handbook for more information about the course withdrawal process and the tuition refund policy.

Transfer of Credits

Student may not transfer external credits into the Institute's programs.

Withdrawal from IEHP

A student may initiate a withdrawal from the Institute by completing the Student Status Change Form from the University Office of the Registrar. The effective date will be the date the status change form is signed and submitted.

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 offer 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. Students who have an outstanding tuition balance are not permitted to attend classes.

Evaluating the 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, laboratory and clinical 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 Student Handbook](#).

Student Grievance Procedures

All students in the Jefferson community have the right to express a grievance when they allege they have been treated in a manner not consistent with the community standards at the university. A grievance may involve a violation of university policy or procedure or improper, unfair, or arbitrary treatment. Please refer to the [TJU Grievance Procedure](#) for more information.

Transcripts

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

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

Academic Calendars 2020-2021

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)
- Request for transcript
- Payment of tuition charges
- Viewing and updating demographic information