

# **M.S. in Cardiovascular Perfusion Entry Level Program**

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

## **Student Handbook 2022-2023**



## 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 Center for Perfusion & Extracorporeal Technology 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 Program, its students or its employees or agents.***

## TABLE OF CONTENTS

Message from the Program Director .....	1
Mission Statement .....	2
Program Goals .....	2
Learning Domains .....	2
Programs Accreditation .....	2
Tuition .....	2
Office Hours .....	2
Administration and Staff .....	2
Instructional and Clinical Faculty Responsibilities .....	3
Curriculum .....	4
Clinical Responsibilities .....	5
On-Call Responsibilities .....	5
Attendance Regulations .....	6
 <b>ACADEMIC STANDARDS AND POLICIES</b>	
Grading System .....	6
Satisfactory Academic Standing .....	7
Requirements for Graduation .....	7
Repeating Didactic Courses .....	8
Academic Probation and Dismissal .....	8
Remediation Policy .....	9
Readmission .....	10
Leave of Absence .....	10
Time to Degree .....	10
Changes in Schedule: Course Drop/Add .....	10
Course Withdrawal .....	11
Transfer of Credits .....	11
Academic Integrity Policy .....	11
 <b>ADDITIONAL CARDIOVASCULAR PERFUSION POLICIES AND PROCEDURES</b>	
Academic Advising .....	11
Accommodations for Disabilities .....	12
Student Clinical Work .....	12
Health Policies .....	12
Dress Code .....	12
Student Support Services .....	12
Student Grade Appeal .....	12
Student Grievance Procedures .....	12
Transcripts .....	13
Academic Calendars 2022-2023 .....	13
Banner .....	13
 <b>ACKNOWLEDGEMENT</b> .....	 14

## MESSAGE FROM THE PROGRAM DIRECTOR

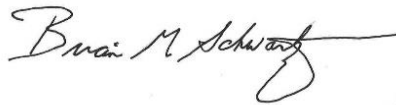
On behalf of the entire Institute of Emerging Health Professions (IEHP), I would like to formally welcome you to our M.S. in Cardiovascular Perfusion Entry Level program. We are extremely excited to have the opportunity of further educating you as you aspire to becoming a cardiovascular perfusionist. Over the next twenty-one months, you will gain the knowledge and clinical skills necessary to making you a competent perfusionist. I hope that you take advantage of all the resources provided to you by Thomas Jefferson University.

Please thoroughly review the Cardiovascular Perfusion Entry Level student handbook, the Thomas Jefferson University Student Handbook and Academic Catalog, and the Jefferson College of Health Professions Handbook. As you embark on this journey, it is important to understand Thomas Jefferson University's expectations on professional conduct and resources. Important University wide policies, including the Community Standards and Student Sexual Misconduct Policy are found on the [Thomas Jefferson University Student Handbook](#).

As program director, I am confident you will enjoy your entire experience at Thomas Jefferson University. If for any reason you have any questions and or concerns regarding the aforementioned, never hesitate to contact me. The entire institute is here to support you throughout your tenure here at Jefferson.

I wish you the best of luck in both your clinical and didactic studies.

Regards,

A handwritten signature in black ink, reading "Brian M. Schwartz". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Brian Schwartz, CCP, RN, MBA, APN

## **MISSION STATEMENT**

The mission of the Center for Perfusion and Extracorporeal Technology is to train competent, focused and highly-skilled perfusion technicians. Using evidence-based medicine, the program will produce students ready for board examinations and prepare graduates to perform the duties and responsibilities of a cardiovascular perfusionist in a variety of clinical settings.

## **PROGRAM GOALS**

The Center for Perfusion and Extracorporeal Technology will produce competent entry level perfusionists in the cognitive, psychomotor, and affective learning domains. Graduates will be eligible to apply to take the national certification examinations offered by the American Board of Cardiovascular Perfusion.

## **LEARNING DOMAINS**

1. Cognitive - Mastery of the entry-level body of knowledge regarding the application of clinical perfusion
2. Psychomotor - Mastery of the fundamental and emergency clinical skills necessary for the safe conduct of clinical perfusion
3. Affective - Fluency of professional communication, behaviors and attitudes

## **PROGRAM ACCREDITATION**

The Perfusion and Extracorporeal Technology program is fully accredited through:

Accreditation Committee-Perfusion Education (AC-PE)

6663 South Sycamore Street, Littleton, CO 80120

(303) 794-6283

[www.ac-pe.org](http://www.ac-pe.org)

## **TUITION**

- Year 1: \$39,500 for 2022-23 tuition  
Visit [www.jefferson.edu/tuition](http://www.jefferson.edu/tuition) for information regarding additional fees
- Year 2: \$39,500 + TJU annual tuition increase for 2023-24 tuition  
Visit [www.jefferson.edu/tuition](http://www.jefferson.edu/tuition) for information regarding additional fees

## **OFFICE HOURS**

Program Director Information:

*Brian Schwartz, CCP, RN, MBA, APN*

Office Hours: Thursday 8am to 3pm or by appointment on alternative days

Office Location: 901 Walnut St., 11<sup>th</sup> Floor, Philadelphia, PA 19107

Phone Number: 215-503-1111 Email: [Brian.Schwartz@jefferson.edu](mailto:Brian.Schwartz@jefferson.edu)

## **ADMINISTRATION AND STAFF**

- Michael Dryer, PA-C, Dr.PH, Dean, Jefferson College of Health Professions
- Brian Schwartz, CCP, RN, MBA, APN Program Director Cardiovascular Perfusion
- Rohinton Morris, MD, Medical Advisor
- Amy Tropea, BS, CCP, Program Coordinator Cardiovascular Perfusion
- Robert Rios, BS RN RRT CCP LP, Clinical Coordinator Cardiovascular Perfusion
- Laura Pontiggia, PhD, Director of Academic Programs, IEHP
- Caroline Hample, Education Coordinator, IEHP
- Serena Lofton, Administrative Coordinator, IEHP

## INSTRUCTIONAL AND CLINICAL FACULTY RESPONSIBILITIES

### Didactic Instruction:

Name	Instructor Load
Brian Schwartz, Program Director (609) 413-6027	Perfusion Technology I (4 credits, Fall Year 1) Medical Ethics (3 credits, to be offered online, Fall Year 1) Perfusion Technology II (4 credits, Spring Year 1) Perfusion Basic Science Review (2 credits, Spring Year 2) Perfusion Capstone Project (3 credits, Spring Year 2)
George Haynes, MS	Human Physiology I (4 credits, Fall Year 1) Human Physiology II (4 credits, Spring Year 1)
Debra Priore, PA-C, MHS	Cardiovascular Anatomy (3 credit, Fall Year 1) Pathophysiology (4 credits, Spring Year 1)
Emily Hajjar, PharmD	Pharmacology for Perfusion (3 credits, Spring Year 1)
Anthony Shackelford, MHA, DHA	Organizational Leadership (3 credits, Fall Year 1)
Laura Pontiggia, PhD	Foundations of Biostatistical Methods (3 credits, Spring Year 1)
Laura Pontiggia, PhD Adam Bailis, PhD	Applied Research Design and Methods (3 credits, Fall Year 2)

### Clinical Instruction:

Name	Location
Joseph Leo	Thomas Jefferson University Hospital –Jefferson Health
Charles Yarnall	Abington Hospital–Jefferson Health
Vince Graziotto	AtlantiCare Regional Medical Center
Molly Dreher	Children’s Hospital of Philadelphia
Nick Spadea	Christiana Hospital
Robert Rios	Cooper University Hospital
Joe Petzold	Geisinger Wyoming Valley Medical Center
Robert Scheers	Jefferson Torresdale Hospital (Aria) - Jefferson Health
Nicole Messina	Johns Hopkins University Hospital
Mark Pearson	Newark Beth Israel Medical Center
Elon Trager	St. Barnabas Medical Center
Keisha Richards	Temple University Hospital
Talya Frey	Children’s Mercy: Kansas City
Christa Kampert	University of Maryland St. Joseph’s Medical Center
Robert DeGiosio	Vidant Medical Center
Dan Ahring	Saint Luke’s Hospital
Neal Singleton	Children’s Hospital of New Orleans
Paul Shuttleworth	Dignity Health
D. Neal Singleton	Thibodaux Regional Medical Center
Casey Mears	Integris Baptist Medical Center

Brian Schwartz	Virtua Our Lady of Lourdes Hospital
Philip Scala	Hackensack Meridian Jersey Shore
Adriana Scherr	Robert Wood Johnson University Hospital
Angie Monroe	University of Maryland Medical Center
Claire Altman	Hospital of the University of Pennsylvania

## CURRICULUM

### YEAR ONE

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
<b>Fall</b>	PER 500 Perfusion Technology I	4
	PER 510 Human Physiology I	4
	PER 520 Cardiovascular Anatomy	3
	PER 690 Clinical Application in Perfusion I	3
	PER 650 Organizational Leadership	3
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>
<b>Spring</b>	PER 600 Perfusion Technology II	4
	PER 620 Pharmacology for Perfusion	3
	PER 610 Human Physiology II	4
	PER 540 Pathophysiology	3
	PER 691 Clinical Application in Perfusion II	4
	<b>TOTAL CREDIT HOURS</b>	<b>18</b>
<b>Summer</b>	PER 640 Applications of ECMO & VAD	1
	PER 692 Clinical Application in Perfusion III	12
	PER 660 Foundations of Biostatistical Methods	3
	<b>TOTAL CREDIT HOURS</b>	<b>16</b>

### YEAR TWO

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
<b>Fall</b>	PER 693 Clinical Application IV	12
	PER 530 Medical Ethics	2
	PER 670 Applied Research Design and Methods	3
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>
<b>Spring</b>	PER 694 Clinical Application in Perfusion V	12
	PER 550 Perfusion Basic Science Review	2
	PER 700 Perfusion Capstone Project	3
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

#### Additional Curriculum Information:

- The academic calendar for the perfusion program at Thomas Jefferson University will commence on September 6, 2022 and run continuously through May 2024. Students will be introduced to the

operating room starting in September of their Year 1. The clinical affiliates for the perfusion program at Thomas Jefferson University will be as follows:

- Abington Hospital–Jefferson Health: Abington, PA
- AtlantiCare Regional Medical Center: Atlantic City, NJ
- Children’s Hospital of Philadelphia: Philadelphia, PA
- Christiana Care: Newark, DE
- Cooper University Hospital: Camden, NJ
- Geisinger Wyoming Valley Medical Center: Wilkes-Barre, PA
- Jefferson Torresdale Hospital (Aria): Philadelphia, PA
- Johns Hopkins Hospital: Baltimore, MD
- Newark-Beth Israel Medical Center: Newark, NJ
- St. Barnabas Medical Center: Livingston, NJ
- Thomas Jefferson University: Philadelphia, PA
- Temple University Hospital: Philadelphia, PA
- University of Maryland Medical Center: Baltimore, MD
- University of Maryland St Joseph’s Medical Center: Towson, MD
- Vidant Medical Center: Greenville, NC
- Saint Luke’s Hospital: Kansas City, MO
- Children’s Hospital of New Orleans: New Orleans, LA
- Dignity Health: Redwood City, CA
- Thibodaux Regional Medical Center: Thibodaux, LA
- Children’s Mercy Hospital: Kansas City, MO
- Virtua Our Lady of Lourdes Hospital: Camden, NJ
- Integris Baptist Medical Center: Oklahoma City, OK
- Robert Wood Johnson University Hospital: New Brunswick, NJ
- Jersey Shore University Medical Center: Neptune, NJ
- Hospital of the University of Pennsylvania: Philadelphia, PA

### **CLINICAL RESPONSIBILITIES**

Students are responsible to complete their clinical requirements over 21 months. Please refer to your Clinical course syllabus for more information. Students are expected to complete the following required amount of days in the operating room as dictated by the student’s clinical site’s case volumes:

PER 690 – 3 days per week

PER 691 – 3 days per week

PER 692 – 5 days per week

PER 693 – 5 days per week

PER 694 – 5 days per week

Clinical assignments in the last 3 semesters of the MS program may require students to move away from Philadelphia. Students are responsible for all costs associated with clinical assignments, including, but not limited to moving costs, living expenses, transportation, and meals.

### **ON-CALL RESPONSIBILITIES**

Every perfusion student will be responsible for taking call during each of their clinical rotation sites. The amount of on call is dependent upon the clinical site and number of students at each facility. Students will



be “on-call” a minimum of one (1) weekend (Friday 3pm to Monday 7am) per month and one (1) day per week (Monday-Thursday 3pm to 7am). It is mandatory that each student “on-call” provides the clinical site with their contact information so they can be notified of emergency procedures during the time they are “on-call”. The expected “response time” (time from getting notification of the emergency procedure to time of arrival at the clinical site) for any emergency procedure is 30 minutes.

Due to the amount of mandatory clinical hours, didactic courses, and on-call responsibilities, it is ***highly recommended that students do not maintain employment during their academic program.***

## **ATTENDANCE REGULATIONS**

- For Didactic Courses:

Attendance/participation is expected in all classes for which a student is registered. The instructor determines attendance/participation requirements for each course as detailed in the course syllabus.

- For Clinical Courses:

Students are permitted to take a maximum number of 10 personal days off from their clinical course for each year (Fall, Spring, and Summer) of their program. These days may not be rolled over. If a student is sick and unable to attend their assigned clinical case, the student must notify the site coordinator by 6:00am day of surgery via text or call. Student must receive acknowledgement from the site coordinator that their message was received. In addition to the aforementioned, the student must notify the Program Director by email regarding their clinical absence.

## **ACADEMIC STANDARDS AND POLICIES**

Students will follow the academic 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 specific Policies and Procedures for the MS in Cardiovascular Perfusion Entry Level program. It is the responsibility of students to be familiar with and observe these policies.

Students are also required to satisfactorily meet all MS in Cardiovascular Perfusion 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.

### **Grading System**

At the close of an academic term, each instructor assigns a letter grade indicating the quality of a student’s work in the course.

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

### **Grading Scale (Didactic)**

Students are expected to maintain a minimum grade of a B-, within the program, at all times. The following grading scale is used for all graded courses.

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
			WF		0.0

#### Grading Scale (Clinical)

Based on each student's clinical performance, the following grades will be awarded at the conclusion of each clinical rotation.

P: PASS

F: FAIL

Students will be evaluated on their performance level during each procedure. Evaluation forms will be submitted and reviewed on a weekly basis by both the Program Director (PD) and Clinical Coordinator (CC). Identified clinical deficiencies will be addressed with the student on an individual basis at the time of the noted deficiency. At the conclusion of each semester, the Program Director will review each student's clinical performance using an evaluation form noting the student's competency level for each learning domain. Students will receive a pass or fail grade based on the evaluation results. Students who do not receive a pass grade must undergo remediation.

#### Grading for Capstone course:

The following grades will be awarded at the conclusion of the Capstone Project course:

P: PASS

F: FAIL

#### **Satisfactory Academic Standing**

In order to remain in good academic standing and progress in the curriculum, students must maintain a minimum cumulative GPA (CGPA) of 3.0 and earn at least a B- in all didactic coursework and Pass grade on all clinical application coursework and capstone course. Additionally, the perfusion curriculum was designed to be delivered sequentially, where concepts and skills are introduced, expanded upon, and mastered across the program and where competencies are enhanced at different points across the curriculum. To be most effective at delivering the requisite competencies in accordance with accreditation standards, students must be continuously enrolled from the point of matriculation until graduation unless a leave of absence is approved. If a personal or medical leave of absence is required, the leave must be approved and must not exceed one calendar year.

#### **Requirements for Graduation**

In order for students to qualify for graduation and receive their M.S. degree, they must have met or exceeded all the following requirements:

- Maintain a minimum cumulative GPA of a 3.0
- Achieve a B- or better in all coursework
- Successfully earn a Pass grade on all clinical application courses and capstone course
- Perform a minimum of 150 procedures under the direct supervision of a certified cardiovascular perfusionist (CCP)

- Perform or shadow a minimum of ten (10) pediatric procedures
- Obtain an 80% or better on the program's exit exam
- Meet all financial obligations to the University
- Complete all University graduation application requirements

### **Repeating Didactic Courses**

A student who receives a grade below B- (but above D/F) in any didactic course required for the MS in Cardiovascular Perfusion program must repeat the course the next time it is offered. Student will be able to continue in their didactic courses but are prohibited from proceeding to any clinical applications course until the repeated course is passed with a B- or above. Students may repeat only one course throughout the entire program. Please note that repeating a course will increase time to degree.

To repeat a course, students must obtain approval prior to registration from the Program Director. Upon completion of the repeated course the subsequent grade earned will replace the initial grade in determination of cumulative grade point average (CGPA) and in assignment of academic credit; 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-) 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 and Dismissal**

Students' academic records are reviewed at the end of each term, to evaluate academic standing and satisfactory progress toward program requirements. Probation serves as notification to the student when problems in academic performance jeopardizes a student's standing. Official notification of probation or dismissal will be in writing and sent directly to the student.

#### ***Academic Probation:***

Students enrolled in the perfusion program at TJU, who do not earn a minimum B- grade in all didactic courses within the program and/or maintain a minimum CGPA of 3.0 at all times will be placed on Academic Probation for at least one term.

#### **Probation Related to GPA**

Students who receive the minimum passing grade in their coursework but are placed on academic probation due to a cumulative GPA below 3.0 must achieve a cumulative GPA of 3.0 or above in the subsequent semester to return to good academic standing. If the students do not take a full course load (9 credits) in the subsequent semester, the probationary period may be extended beyond one semester.

At the end of the probationary period:

1. The student achieves the minimum 3.0 cumulative grade point average and is reinstated in good standing,  
OR
2. The student fails to achieve the minimum 3.0 cumulative grade point average at the end of the probationary period and is dismissed from the program for academic underachievement.

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.

### Probation Related to Grade in Didactic Courses

Students who are placed on academic probation due to a grade received in a didactic course will remain on academic probation until the course can be repeated and the student earns a B- or better in the repeated course. Students must also meet minimum 3.0 cumulative GPA requirements at the end of the semester in which the course is repeated, or the student will be dismissed from the program.

### ***Grounds for Dismissal***

- Failure to meet minimum 3.0 CGPA requirements and/or minimum B- grade requirements at the end of the student's probationary period. This includes failure to earn a minimum B- on a repeated course.
- More than 1 earned grade in the C range (C+, C, C-).
- Any grade earned below C-.
- Any Fail (F) grade in a clinical application course.
- Failure to meet additional program graduation requirements, including:
  - Performing a minimum of 150 procedures under the direct supervision of a certified cardiovascular perfusionist (CCP)
  - Performing or shadowing a minimum of ten (10) pediatric procedures
  - Obtaining an 80% or better on the program's exit exam
- Unprofessional behavior that violates program, College and/or University policy, inclusive of Community Standards.

### **Remediation Policy**

The Thomas Jefferson University cardiovascular perfusion program is academically intense and challenging. Most perfusion students will accomplish this highly integrated and compact curriculum maintaining a high degree of academic excellence. However, some students who may ultimately become quality perfusionists may not be suited to this intense curriculum given their individual skills and/or special situations.

For the TJU MS in Cardiovascular Perfusion, any didactic course grade below a C- or 70% is considered a failure and will result in dismissal from the Program. Students may appeal for consideration of course remediation. The opportunity for course remediation may be offered only once during the course of the 21-month program and will be considered on an individual basis for students with extenuating circumstances. The procedure is as follows:

1. Students pursuing an appeal for remediation will need to communicate this intent, in writing, to the Program Director within 3 business days of notification of the final course grade.
2. In the event of a successful appeal process, students participating in course remediation may need to decelerate from their current cohort to allow time for remediation, resulting in delayed completion of program requirements and delayed graduation.
3. When offered, the method of remediation is to be determined by the Program Director and may take the form of a comprehensive examination, presentation, research paper, or any other form the course director deems appropriate.
4. The student will meet with the Program Director throughout the remediation period as needed by the student to review the material in need of remediation.
5. The student must obtain a minimum grade of 70% to successfully remediate the failed course. The highest grade the student may obtain in the failed course after successful remediation is a "C-."
6. Unsuccessful remediation of the course will result in automatic dismissal from the Perfusion Program. Students dismissed from the program will be eligible to apply for readmission.
7. If the student does not pass remediation, the initial grade will remain on the transcript and will factor

into the calculation for the semester and cumulative GPA.

8. The student will be responsible for the full cost of any repeated and audited courses.

This policy is in effect only for the didactic component of the program. Graduation from the program may be delayed depending on when and how the course is remediated. Students may only remediate one didactic course during the perfusion program. Any additional failing didactic courses will result in the automatic dismissal from the Thomas Jefferson University Cardiovascular Perfusion master program.

### **Readmission**

Matriculated students who have withdrawn (administratively or self-initiated) or who have been dismissed from the MS in Cardiovascular Perfusion Program may, within one (1) year of the withdrawal or dismissal, re-apply by submitting a written request directly to the Program Director. Any student dismissed from the MS in Cardiovascular Perfusion Program because of academic underachievement and subsequently readmitted must achieve a minimum overall grade of B- in any didactic course and a P (Pass) overall grade for any clinical rotations in the following term. If the student fails to do so, the student will be dismissed. The Program Director will indicate any additional specific requirements that the student must meet upon readmission.

### **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 the 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 (JOHN), which will notify the IEHP. No medical leaves will be reviewed without endorsement of the Director JOHN, or other physicians designated by the Director of JOHN. 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 Program Director.

A maximum of 2 leaves of absence will be approved for students during their entire program. After the student reaches the maximum number of leaves of absence, the student will be withdrawn from the program.

### **Time to Degree**

Students enrolled in the MS in Cardiovascular Perfusion Entry Level Program must complete their coursework within three (3) academic 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 to the following address [University.Registrar@jefferson.edu](mailto:University.Registrar@jefferson.edu). The last day to drop/add should be listed on the academic calendar. If not listed, students may drop before the third-class meeting.

Students who stop attending online 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 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.

Students who stop attending or participating in-person classes without going through the official drop or withdrawal process will be responsible for the full payment of tuition and may receive a failing grade for the course. Verbal or written (email) notification to the course instructor or the University Office of the Registrar does not constitute an official course drop. Similarly, students enrolled in onsite programs who attend classes without properly registering or adding a course will not receive credits for the course. The addition of a student's name to the class list by an instructor does not constitute course enrollment.

All students should refer to Jefferson's schedule policy changes in the Jefferson student handbook for additional information.

### **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.

### **Transfer of Credits**

The MS in Cardiovascular Perfusion Entry Level Program **does not** accept any transfer credits for any of the courses within the program.

### **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 CARDIOVASCULAR PERFUSION 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.

### **Student Clinical Work**

Because patient well-being is a major concern of IEHP and University, it is necessary that certain actions be taken when a student's clinical practice poses a potential threat to patient health, welfare or safety. Therefore, students are subject to the regulations governing clinical practice and may be placed on probation by IEHP. Students may also be recommended for dismissal for unsafe clinical behavior. Unsafe clinical behavior includes but is not limited to: performing procedure without preceptor oversight, violating HIPAA, violating dress code, unprofessional conduct in the operating room that are outlined by clinical site, and not reporting medical errors.

While students are involved in their clinical rotations, time spent in the operating room will be tracked daily on each clinical preceptor evaluation form. Time spent in the operating room will be reviewed by the Program Coordinator to verify each student is spending adequate time in the clinical setting.

### **Health Policies**

Thomas Jefferson University and IEHP require that all students meet specific prerequisite health screening requirements 30 days prior to matriculation. This includes immunizations and PPD. In order for students to enter the clinical area, they need to upload the appropriate documentation of completed health requirements to their Complio (American Date Bank) account. There will be NO exceptions granted to this policy. Students are responsible for any additional clearances requested by the clinical site.

### **Dress Code**

All students are expected to dress appropriately during on-campus and off-site clinical courses using general socially acceptable attire. During one's clinical rotation, students must wear hospital issued scrubs when working in the operating room setting and abide by clinical site dress code. It is the responsibility of the site coordinator to assist students in getting access to approved hospital attire.

### **Student Support Services**

The Office of Student Affairs offers support to students in a variety of ways. Academic Support Services and the Student Writing Center offer workshops and one-on-one consultations to help guide students through their academic career. Students needing accommodations can also contact the Program Director to facilitate the Disability Accommodations process. Policy guidance can be found at: <http://www.jefferson.edu/university/academic-affairs/schools/student-affairs.html>

### **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 2022-2023**

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



***Student Handbook Acknowledgement Form***  
**Thomas Jefferson University**  
**Institute of Emerging Health Professions**  
**MS in Cardiovascular Perfusion - Entry Level**

My signature below acknowledges receipt of the Perfusion Student Handbook. I understand that I am responsible for reading and abiding by the materials contained within the Perfusion 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.

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STUDENT NAME (Printed)

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STUDENT SIGNATURE

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DATE