

M.S. in Cardiovascular Perfusion Post-Professional Program

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 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 Faculty and Responsibilities.....	3
Curriculum	3
Attendance Regulations	3
 ACADEMIC STANDARDS AND POLICIES	
Grading System	4
Satisfactory Academic Standing	4
Requirements for Graduation	4
Repeating Courses	4
Academic Probation and Dismissal	5
Remediation Policy	6
Readmission.	6
Leave of Absence	6
Time to Degree	7
Changes in Schedule: Course Drop/Add	7
Course Withdrawal	7
Transfer of Credits	8
Academic Integrity Policy	8
 ADDITIONAL PERFUSION AND EXTRACORPOREAL TECHNOLOGY POLICIES AND PROCEDURES	
Academic Advising	8
Accommodations for Disabilities	8
Student Support Services	8
Student Grade Appeal	8
Student Grievance Procedures	8
Transcripts	9
Academic Calendars 2020-2021	9
Banner	9
 ACKNOWLEDGEMENT.....	 10

MESSAGE FROM THE PROGRAM DIRECTOR

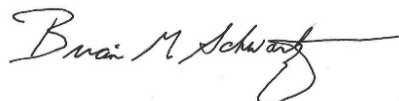
On behalf of the entire Institute of Emerging Health Professions (IEHP), I would like to formally welcome you to our M.S. in Cardiovascular Post-Professional program. We are extremely excited to have the opportunity of furthering your education, as you aspire to take your knowledge of cardiovascular perfusion to the next level. Over the next two years, you will enhance your knowledge base and be afforded the opportunity to broaden your ability for providing superior care to you patients by completing a capstone project. I hope that you take advantage of all of the resources provided to you by Thomas Jefferson University

Please thoroughly review this student handbook, the academic policies and procedures of the University, 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, and information on University Services 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 your 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's post-professional program is to provide the already board certified cardiovascular perfusionists with advanced knowledge and practices related to the field of cardiovascular perfusion. The advanced teachings will aid perfusionists in providing superior patient care, using evidence based medicine (EBM), while simultaneously elevating ones own professional status.

PROGRAM GOALS

The Center for Perfusion and Extracorporeal Technology's post-professional program will enhance the certified cardiovascular perfusionist's (CCP) educational and professional goals. Through cognitive, psychomotor, and affective learning domains, graduates will be able to utilize advanced practices, supported by evidence based medicine (EBM) to help provide better patient care.

LEARNING DOMAINS

1. Cognitive - Mastery of the advanced body of knowledge regarding the application of clinical perfusion, research, and leadership skills
2. Psychomotor – Mastery of knowledge that is necessary to observe, recognize, develop, implement to enhance patient care
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

TUITION

- Tuition 2021-2022: \$1,000/credit
Visit 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., 11th Floor, Philadelphia, PA 19107

Phone Number: 215-503-1111 Email: 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 Clinical Coordinator Cardiovascular Perfusion
- Laura Pontiggia, PhD, Director of Academic Programs, IEHP
- Caroline Hample, Education Coordinator, IEHP
- Serena Lofton, Administrative Coordinator, IEHP

INSTRUCTIONAL FACULTY and RESPONSABILITIES

Name	Instructor Load
Brian Schwartz, Program Director (609) 413-6027	Medical Ethics (2 credits, Summer Year 1) Perfusion Capstone Project (3 credits, Spring Year 2)
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)

CURRICULUM

YEAR ONE

Semester	Course	Credits
Fall	Organizational Leadership	3
	TOTAL CREDIT HOURS	3
Spring	Foundations of Biostatistical Methods	3
	TOTAL CREDIT HOURS	3
Summer	Medical Ethics	2
	TOTAL CREDIT HOURS	2

YEAR TWO

Semester	Course	Credits
Fall	Applied Research Design and Methods	3
	TOTAL CREDIT HOURS	3
Spring	Perfusion Capstone Project	3
	TOTAL CREDIT HOURS	3

ATTENDANCE REGULATIONS

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.

ACADEMIC STANDARDS AND POLICIES

Students will follow the Academic Regulations for 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 Post-Professional program. It is the responsibility of students to be familiar with and observe the academic regulations of the Jefferson College of Health Professions (JCHP) and the MS in Cardiovascular Perfusion Post-Professional program in all matters of course registration, dropping and adding courses, withdrawal from courses and/or the College.

Students are required to satisfactorily meet all MS in Cardiovascular Perfusion Post-Professional 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" or correcting an inappropriate grade (refer to Grade Appeal Process).

Grading Scale (Didactic)

Students are expected to maintain a C- minimum 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 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 coursework.

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 in the capstone course
- Meet all financial obligations to the University
- Complete all University graduation application requirements

Repeating 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 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 post-professional 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 Courses

Students who are placed on academic probation due to a grade received in a 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-.
- Unprofessional behavior that violates program, College and/or University policy, inclusive of Community Standards.

Remediation Policy

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.

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 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 course 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. 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 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 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 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)
- 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 Post-Professional

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.

STUDENT NAME (Printed)

STUDENT SIGNATURE

DATE