

**JEFFERSON COLLEGE OF  
LIFE SCIENCES**

Graduate School of  
Biomedical Sciences

**2020 - 2021  
STUDENT HANDBOOK**

## **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 or veteran's status. 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.

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## **Provisions of this Handbook**

The intent of this handbook is to describe the general policies and procedures regarding the Jefferson College of Life Sciences for the 2020 - 2021 academic year. It is not intended to be a binding, irrevocable contract between Thomas Jefferson University and the student. The institution reserves the right to alter without notice its policies, procedures, fees, and academic offerings as is deemed expedient and necessary. Additional general university-wide policies are available on the Thomas Jefferson University Student Handbook website (<http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks.html>).

For more current information about our graduate programs, consult our Jefferson College of Life Sciences website at: <http://www.jefferson.edu/university/life-sciences.html> *Thomas Jefferson University is fully accredited by the Commission of Higher Education of the Middle States Association of Colleges and Schools.*

*Revised August 20, 2020*

# Student Handbook

Jefferson  
College of Life Sciences

Graduate School of Biomedical Sciences

Thomas Jefferson University  
2020 - 2021

Jefferson College of Life Sciences  
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<http://www.jefferson.edu/university/life-sciences.html>

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# NOTE:

All students are required to review the University-wide policies and regulations on the TJU Student Handbook website:

<http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks.html>

**East Falls students should refer to appropriate documentation for their campus and programs at <http://www.eastfalls.jefferson.edu/studentlife/>**

Students in the **Human Genetics and Genetic Counseling Program** should also refer to the **Master of Science in Human Genetics and Genetic Counseling**

**2020-2021 Student Handbook** for program specific information:

<http://www.jefferson.edu/content/dam/university/biomedical-sciences/student-guide/policies/MS%20policies%20and%20guidelines/Genetic%20Counseling%20Student%20Handbook.pdf>

# Thomas Jefferson University

## Jefferson College of Life Sciences

The Jefferson College of Life Sciences of Thomas Jefferson University, originally established July 1, 1969, as the Jefferson College of Graduate Studies, is responsible for the planning, operation, and administration of educational programs of Thomas Jefferson University that lead to undergraduate degrees in various fields of life sciences as well as graduate degrees in the biomedical sciences, including the Master of Science and Doctor of Philosophy degrees. JCLS also includes undergraduate degree programs offered at our East Falls campus. It is also responsible for stimulating, establishing, and coordinating research and post-baccalaureate educational projects that cross traditional school boundaries.

The Jefferson College of Life Sciences offers Ph.D. programs in biochemistry and molecular pharmacology; cell biology and regenerative medicine; genetics, genomics and cancer biology; immunology and microbial pathogenesis; and neuroscience. An M.D./Ph.D. program is offered jointly by the Jefferson College of Life Sciences and Sidney Kimmel Medical College. The College of Life Sciences also offers M.S. programs in biomedical sciences, cell and developmental biology, clinical research, forensic biology, forensic toxicology, human genetics and genetic counseling, microbiology and immunology, and pharmacology. Additionally the College offers graduate certificate programs in clinical research and trials: implementation, clinical research: operations, human clinical investigation: theory, infectious disease control, and patient-centered research. At our East Falls campus, we offer undergraduate programs in biology, biochemistry, chemistry and pre-medical studies.

For individuals seeking to complete their basic science requirements in preparation for entrance to medical and other health professional schools, the Jefferson College of Life Sciences offers a Postbaccalaureate Pre-Professional Program (P4). Both a two-year as well as a one-year accelerated track are available. The curriculum includes undergraduate courses with lectures and labs in General Chemistry, Biology, Organic Chemistry, and Physics, as well as professional experience and advising obtained through the courses Healthcare Practicum and The Art and Science of Healthcare. A formal course in MCAT preparation is also a component of the program.

The Jefferson College of Life Sciences is also the administrative home of the Office of Postdoctoral Affairs.

The administrative offices of the Jefferson College of Life Sciences are located on the mezzanine floor of Jefferson Alumni Hall, 1020 Locust Street. The Office of the Dean and Office of Finance and Business Planning reside in suite M-63. The Office of the Postbaccalaureate Pre-Professional Program is in room M-60. The Office of Admissions, Office of Academic Services, and Office of Postdoctoral Affairs are located in suite M-46. The Director of Admissions and staff handle all materials of applicants seeking admission to the College. Enrollment and all academic records of matriculated and non-degree students are administered by the University Registrar and staff, located in the Curtis Building, 1015 Walnut Street. The University Financial Aid Office, located on the 1st floor of the Curtis Building, assists students with student loans and other financial matters.

The Executive Committee has jurisdiction over academic policy, acting on behalf of the Graduate Faculty. Its membership consists of representatives of the graduate degree programs. Under the chairmanship of the Dean, the Council approves new programs and courses, and acts on student requests and petitions regarding academic matters. Each Ph.D. and M.S. degree program is supervised by a faculty committee, headed by a Program Director.

The Office of Postdoctoral Affairs within the College of Life Sciences oversees matters related to postdoctoral training, including establishment of personnel policies for the postdoc population, coordinating career seminars and extracurricular activities.

## GENERAL REQUIREMENTS

A student is ultimately responsible for meeting all requirements for a degree and for graduation. Mentorship by advisors, faculty, the thesis research committee, and the deans is offered in an advisory capacity only; it is the student who must assure that all course, credit, and graduation requirements are fulfilled.

It is the responsibility of the student to be familiar with and observe the academic policies of the College in all matters including course registration, adding and dropping courses, and withdrawal from courses and/or the College as stated in this Handbook. While the College will maintain student records, it is the student's responsibility to ensure that his/her academic record is accurate.

To receive credit for a graduate course, students must enroll through the University Office of the Registrar at the time of registration prior to the beginning of each semester. Registration is available online via Banner Web and must be completed by the dates specified. Non-payment of tuition by the specified due date may result in the cancellation of registration.

Each student is also required to obtain an ID card through the Photo ID Center on campus. Refer to the section in the TJU Student Handbook.

### Enrollment

#### Ph.D. Enrollment on a Full-time Basis

A student matriculated in a Ph.D. program must maintain continuous enrollment each semester until completion of the degree, or must request a leave of absence from study from the director of the graduate program. The leave must be approved by the Dean of the College of Life Sciences (see the section on "Leave of Absence" in this Handbook). A minimum of three years of full-time study (i.e., 180 credits) beyond the baccalaureate is required for the Doctor of Philosophy degree. In most instances completion of requirements for the Ph.D. degree requires four to five years of study.

A student admitted into a Ph.D. program with a master's degree in a related field, a doctoral degree in medicine, veterinary medicine or dentistry, or successful completion of graduate course work at another institution may be granted up to a maximum of 18 graduate course credits toward the Ph.D. degree. However, in no case shall less than one year of residence (full-time status at Jefferson) be spent at Thomas Jefferson University.

At least 30 percent of the credits (a minimum of 54) must be obtained from formal course work, of which one third (a minimum of 18) must be in disciplines other than that of major concentration.

The Jefferson College of Life Sciences requires successful completion of GC 640 – Research Ethics: The Responsible Conduct of Research, of all doctoral students.

#### Ph.D. Enrollment on a Part-time Basis

The Ph.D. degree will not be awarded for study taken wholly on a part-time basis. However, a Ph.D. student who enrolls primarily on a part-time basis is subject to all the requirements of the College and of the student's doctoral program in the earning of the Ph.D. degree. The student must spend at least two consecutive semesters in full-time residence in the College of Life Sciences of Thomas Jefferson University. During that time, s/he cannot be employed full-time elsewhere. The part-time Ph.D. student is to choose a faculty advisor by the conclusion of the first year of study and laboratory research rotations.

### M.S. Enrollment

Jefferson College of Life Sciences students pursuing a **Master of Science degree** in biomedical sciences, cell and developmental biology, clinical research, forensic biology, forensic toxicology, microbiology and immunology, and pharmacology are matriculated into a part-time program. For national and state statistical reporting purposes, a student is considered a "full-time" student if carrying a course load of nine credits or more per semester. These programs require a minimum of 40 credits for completion. In most instances, students complete their program over a 2-3 year period.

Jefferson students pursuing a Master of Science degree in the Human Genetics and Genetic Counseling Program in the Jefferson College of Life Sciences are matriculated into a full-time program.

**Foreign national students** who hold an F-1 or J-1 visa are required to be continuously enrolled in order to maintain lawful immigration status in the United States. Any change in enrollment must be approved by the Program Director and the Office of International Affairs, <http://www.jefferson.edu/university/campus-life/international-students.html>

# COURSE, CREDIT, ENROLLMENT INFORMATION

## Courses

All courses listed in the catalog are available to students enrolled in an appropriate certificate or degree program in the College of Life Sciences, provided they meet the prerequisites for each course. The course coordinator may limit the number of students in a course. Individuals in non-degree status may also enroll in certain courses for credit, provided the conditions described under "Non-Degree Student Status" are met.

Each course is identified by a five or six character "designator". The first two or three letters are an abbreviation for the program offering the course (see key below), followed by a three digit number.

For graduate courses, the first digit identifies the level of the course: 500-introductory, 600-advanced, 700-seminar/literature review, 800-master's clerkship and research, and 900-doctoral research. Undergraduate courses utilize the 100–200–300–400 sequence in order of introductory to advanced topics. Sequential courses are generally differentiated by the second digit of the course number.

As circumstances require, the time period for a course may be changed, or the course may not be offered in a given academic year. Students are urged to refer to the Class Schedule which is issued at the beginning of each semester and identifies active courses for the current academic term. This list is available on BANNER Web, the University Office of the Registrar, and the TJU website at <http://www.jefferson.edu>.

## Key

ANAT - Anatomy (Sidney Kimmel Medical College core course available to JCBS students)

ASH - Art and Science of Healthcare

BI - Biochemistry and Molecular Biology

BIO - Biology

CB - Cell and Developmental Biology

CHE - Chemistry

FB - Forensic Biology

FT - Forensic Toxicology

GC - Graduate Center for Education and Training

GE - Genetics

HG - Human Genetics

IMP - Immunology and Microbial Pathology

MI - Microbiology

NS - Neuroscience

PHY - Physics

PR - Molecular Pharmacology and Structural Biology

PS - Molecular Physiology and Biophysics

TE - Tissue Engineering and Regenerative Medicine

## Credits

One credit in graduate courses represents one hour of lecture or two hours of laboratory work per week for a minimum of twelve weeks. Credit for research is based upon the proportion of time spent therein.

A **full-time doctoral student** must attempt no fewer than 20 credits for the Fall Semester, 30 for the Spring Semester, and 10 for the Summer Semester, with a total of 60 credits for the academic year. The Summer Semester is a period for full-time study and research training for Ph.D. students.

A **part-time doctoral student** may earn no more combined course and research credits than 60% of the combined number of credits earned at full-time status (60 credits annually).

Both the one year accelerated and two year track **postbaccalaureate pre-professional (P4) students** are required to take a total of 38 credits in science courses and electives. The two year track P4 students have 2 years to fulfill this requirement while the one year accelerated P4 student must accomplish this in one year.

## Grading System

The following scale, effective the Fall Semester of 1994, gives the suggested numerical equivalent for faculty who wish to do the initial grading by using a numerical scale. Only a letter grade will appear on the official transcript.

<u>Grade</u>	<u>Quality Points</u>	<u>Suggested Numerical Equivalent</u>
A	4.0	90 or above
A-	3.7	87-89
B+	3.3	84-86
B	3.0	80-83
B-	2.7	77-79
C+	2.3	74-76
C	2.0	70-73
F	0.0	69 or below
S		Satisfactory/Pass
U		Unsatisfactory/Fail
W		Withdrawal
I		Incomplete

A student who places or tests out of a graduate level course which is a required course in that student's program will receive the grade of "Satisfactory" for that course on his/her official transcript. Course credits will count toward the credit requirements for the degree.

## P4 Grading Scale

The following scale, effective the Pre-Fall Semester of 2017, gives the suggested numerical equivalent for faculty who wish to do the initial grading by using a numerical scale. Only a letter grade will appear on the official transcript.

<u>Grade</u>	<u>Quality Points</u>	<u>Suggested Numerical Equivalent</u>
A+	4.0	98-100
A	4.0	93-97
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	63-66
D-	0.7	60-62
F	0.0	59 or below
S		Satisfactory/Pass
U		Unsatisfactory/Fail
W		Withdraw
I		Incomplete

## Auditing

Auditing a course without registration and receiving a grade is not permitted.

## Grade Point Average (GPA)

The grade point average is derived from the grades and credit hours of courses taken. For each course graded A through F, multiply the number of Quality Points (QPTS - see above for 4.0 scale) by the GPA Hour (GPAH - Courses graded A through F) credit value. Add the products of these multiplications for each course and divide that sum by the sum of GPA Hours to arrive at the GPA. Courses for which a student has the designation of S, U, W, or I and grades for transferred courses are not included in the computation of the grade point average.

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 "Change of Grade".)

## Change of Grade

To change a student's grade of "I" (Incomplete) or to correct a grade, the professor/instructor should complete and sign a Grade Change form, available in the University Office of the Registrar. A student who believes that s/he has received an inappropriate grade should contact the instructor or course coordinator. If the outcome is not satisfactory to the student, further review may be pursued with the Dean of the JCBS. A change of grade may be made within four weeks from the last day or final examination of the course.

## Transcripts

Students may review their grades and unofficial transcript on Banner Web at any time. A fee of \$5 per transcript will be charged for each official transcript issued. All transcripts must be ordered online at <http://www.jefferson.edu/university/academic-affairs/tju/academic-services/registrar/resources/transcripts.html>. The College reserves the right to withhold transcripts from students under certain circumstances, such as defaulting on a loan or having financial obligations to the University.

An official transcript, printed on security paper, is identified by the signature of the University Director of Student Records. Alteration or forgery of such a document is a criminal offense. The Family Educational Rights and Privacy Act of 1974 prohibits release of educational records to a third party without the student's written consent. Upon receipt of the written request by the student and the payment of the fee, the transcript may be released to the third party. If the third party requires the student to submit an official transcript with other materials, the transcript is stamped "Issued to Student", is enclosed in a sealed envelope with the signature of the Director of Student Records across the sealed flap, and is then given to the student to submit to the third party.

## Changes of Schedule: Dropping and Adding Courses

Students who wish to revise their schedules after registration must complete a Drop/Add Form and return it with the signatures of their advisor or Program Director to the University Office of the Registrar. Students may drop a course before the third class meeting. A course that is dropped does not appear on the student's transcript.

Students, in consultation with their advisors, are responsible for making certain that any changes in schedule will fulfill requirements for the degree. Students receiving financial aid should also consult with the University Office of Financial Aid regarding the effect that changing their academic schedule may have on their eligibility for aid.

Students who stop attending classes without filing the required Drop/Add form will be responsible for the full payment of tuition and may receive a failing grade for the course. *Verbal* notification to the course instructor or the Registrar's Office does not constitute an official course drop. Similarly, students who attend classes without properly registering for or adding a course will not receive credit for the course. The addition of a student's name to the class list by an Instructor does not constitute course enrollment.

## **Course Withdrawal**

After the conclusion of the Drop period, students may withdraw from a course by obtaining the appropriate form from the University Office of the Registrar and securing the signatures of their advisor or Program Director. A student who is authorized to withdraw from a class prior to the date published in the Academic Calendar will receive a grade of "W" if the student's performance is at a passing level. If the student is failing at that time, a grade of "F" will be recorded. No credits or quality points are given for either grade, which will remain on the student's permanent record. However, the grade of "F" is included in the calculation of the student's grade point average, while the grade of "W" is not.

A student is not allowed to withdraw after the end of the third quarter of the course and will receive the grade of "F" if s/he does not complete the course. For the present purpose, the course begins the first day of that class, which may be later than the first day of the semester.

Students who stop attending classes without filing the required Course Withdrawal form will be responsible for the full payment of tuition and will receive a grade of "F" for the course. Verbal notification to the course instructor or the Registrar's Office does not constitute an official course withdrawal.

In order to receive credit for a course from which a student has withdrawn, the student must re-register for the course in a subsequent term.

## **Failure to Complete a Course**

A student, who has not met all requirements of a course, may be given the grade of "I" (Incomplete). A grade of "I" indicates that the instructor is not prepared to give a grade for the course because the student has not completed all requirements for the course. This grade automatically becomes an "F" if the work is not completed and a grade is not submitted by the instructor within four weeks after the end of the course or the final examination.

## **Failure in a Course**

A student who receives a grade of "F" must petition the Executive Committee for permission to continue graduate study. The student must submit the petition in writing to the Dean of the JCLS for consideration by the Executive Committee. The petition should include pertinent, detailed information in support of the request to continue graduate study. The student must also request a written statement from the director of the graduate program; this statement should be forwarded to the Dean.

The Executive Committee will make a decision either to allow the student to continue study in the College or to dismiss the student. In the former case, Council will define a set of recommended conditions under which the student may be allowed to continue study. The decision of the Council will be provided to the student in writing and is final.

The grade of "F" will remain on the student's permanent record and will be computed in the student's grade point average. No credit for the course will be earned.

## **Repeating a Course**

A student who has been placed on probation or who receives a grade of "C" in a course that is a requirement of the student's degree program, may be required to repeat the course. As a general policy, graduate students are encouraged to select courses that increase their scholarship. If a student requires additional exposure to a discipline, taking a new course in that area, rather than repeating a course, is strongly recommended. If a serious deficiency in fundamental knowledge is present, a student may request permission to repeat a basic course in that discipline, subject to the following stipulations:

A course may be repeated only once. The student must obtain prior approval from the student's advisor, Program Director, and the Dean. Whenever a course is repeated, no additional hours attempted will accrue, and the latter grade replaces the previous grade in computing the grade point average, and in assignment of academic credit. Both grades remain a part of the student's permanent academic record.

## Transfer of Credits

Credits previously applied to a Master of Science degree may be eligible for transfer into the course requirements for either a master's or doctoral degree. A student wishing to transfer credits for a graduate course earned at another institution should submit a written request to the director of the graduate program at Jefferson, 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. The student should request from the director of his/her graduate program a written assessment in support of this request for credit transfer. All the above materials should then be forwarded to the JCLS Dean's Office for review. Grades for courses for which transfer of credits is approved are not recorded on the student's transcript and are not used to compute the grade point average. When necessary, credits from the other institution will be converted to credit equivalents in the Jefferson College of Life Sciences, as defined in this handbook.

A maximum of 18 graduate course credits earned at another graduate college may be transferred to meet, in part, the 54 credit formal course work requirement for the Ph.D. degree. For coursework taken at JCLS as part of a regular MS program, this limit is increased to 28, exclusive of courses such as research or clerkships, that are not eligible for transfer. Extension of the limit beyond 18 credits to 28 credits shall be at the discretion of the student's Ph.D. graduate program, and a letter of support from the Program Director is required, along with the student's own letter requesting the credit transfer. Unless otherwise specified to suffice for required courses that are part of the Ph.D. curriculum, these transferred credits shall be considered as "elective" courses. Students transferring from an MS to a Ph.D. program are still subject to all credit and required course requirements of the College and their respective Ph.D. Program.

Nine (9) didactic semester hours may be applied toward course requirements for **Master of Science degree programs** in the basic sciences.

Graduate course credits previously applied to an undergraduate degree will not be considered for transfer towards a graduate degree.

**Students in the P4 program** should consult with their Program Director to discuss requirements for transferring credits from another institution to JCLS.

## Transfer of a Matriculated Student from One Program to Another within JCLS

If a student wishes to transfer from one program to another within JCLS, s/he must present the request to the Dean of the Jefferson College of Life Sciences. Requests must include the appropriate signatures. For doctoral students these will be at least the student, the director of the program from which the student is moving, the director of the program to which the student is transferring, and the advisor who is the student's new mentor. It is the responsibility of a doctoral student to inform the Office of Finance of any change in funding source arising from the program transfer.

For master of science students in the basic sciences, the student's signed request should be delivered to the Program Director or academic coordinator. The student will receive written confirmation of the approved program transfer at the time it is forwarded to the Registrar.

## Academic Probation

In order to be considered making satisfactory academic progress, the student is required to maintain a cumulative grade point average of no less than B (3.0). A student whose grade point average falls below B will be placed on academic probation. Students on academic probation have the two following semesters to make up the deficiency. [The Summer Semester is excluded from consideration in this context.] Students on academic probation who have not been able to obtain a cumulative grade point average of 3.0 or higher after two consecutive probationary semesters must petition the Executive Committee for permission to continue as a student in the College, or be discharged from the College. The student must submit the petition in writing to the Dean of the College of Life Sciences for consideration by the Executive Committee. The petition should include pertinent, detailed information in support of the request to continue graduate study. The student must also request a written statement from the director of the graduate program; this statement should be forwarded to the Dean.

The Executive Committee will make a decision either to allow the student to continue study in the College or to dismiss the student. In the former case, Council will define a set of recommended conditions under which the student may be allowed to continue study. The decision of the Council will be provided to the student in writing and is final.

## Banner Web

The Banner Web information system is available for students and faculty to more conveniently access academic records and process routine academic functions. The Banner Web system can be found at <https://banner.jefferson.edu/>. Appropriate security features have been built in to maintain confidentiality of this information.

Features that are available through the internet include:

- Application for admission
- Application for financial aid
- Course registration
- Viewing of course schedules
- Viewing of final grades
- Request for transcript
- Payment for tuition charges
- Viewing and updating demographic information

## Degree Works

Degree Works is an easy-to-use online set of academic planning tools that assists students and advisors in tracking and planning academic progress and ultimate completion of degree requirements. Degree Works is integrated with Banner curriculum information to provide real-time degree counseling capabilities, giving students meaningful and consistent direction and providing advisors and student record managers with up-to-date curriculum and course completion information as well as identifying outstanding requirements needed for graduation.

<http://www.jefferson.edu/university/academic-affairs/tju/academic-services/registrar/degree-works.html>

## Compliance with University Health Regulations

Upon admission to the Jefferson College of Life Sciences, all students including those accepted into degree programs, certificate programs, and the P4 program, are required to provide to University Health Services a pre-matriculation report of medical history, health evaluation, and proof of inoculation. The form is available on the JCLS website with information provided to students upon admission to the College. The physical examination may be given either by the student's private physician or at University Health Services at the student's expense. A student must take care of this matter prior to the time of matriculation. Failure to comply with this regulation will result in the student not being allowed to register for the following semester.

<https://hospitals.jefferson.edu/departments-and-services/occupational-health-network.html>

## Student Health Insurance

As an academic health center, Thomas Jefferson University requires **ALL** matriculated students to have health insurance, and to complete the enrollment/waiver process **each** academic year. Information about the TJU student health insurance requirement can be found at [www.jefferson.edu/studenthealthinsurance](http://www.jefferson.edu/studenthealthinsurance). Take note of the FAQ questions and answers on the student health insurance website which provides answers to many questions commonly asked.

## Laboratory Safety Training

Occupational Safety and Health Administration (OSHA) regulations state that all students who will be working in a laboratory setting are required to be trained in proper laboratory safety procedures. The Jefferson Department of Environmental Health and Safety provides this training for all new students following matriculation.

[https://www.jefferson.edu/university/facilities\\_management/safety/environmental\\_health\\_safety/training.html](https://www.jefferson.edu/university/facilities_management/safety/environmental_health_safety/training.html)

## Policy on Vacations and Holidays for Full-time Ph.D. Students

Fellowships are awarded to eligible full-time Ph.D. graduate students as a means of financial support for graduate study. Graduate study involves active participation in academic studies, as well as in laboratory research and teaching. The fellowship is contingent upon maintaining active, full-time status in good standing and ongoing participation in all aspects of the Ph.D. program on a daily basis. It is thus expected that absences will be discussed with and approved by the thesis advisor in accordance with the policies below. Students receiving funding from external sources, such as government or foundation grants, are further subject to the benefits and restrictions established by the funding source. International students should also consult with the Office of International Affairs for any additional applicable restrictions based upon their visa status.

Ph.D. students are allowed ten days of vacation in any one year in addition to the standard University holidays. Vacation and holiday leaves do not accrue year to year.

## Change of Student Status

Any change in student personal data information or student status requires completion of the appropriate form which may be obtained in the University Office of the Registrar or may be available via the Banner website.

## Leave of Absence

### How to Request a Leave of Absence for Ph.D. Students

Graduate students in good standing asking for a leave of absence from the College are required to submit a written request to the director of the graduate program indicating the effective start and end dates and reasons for the leave. The student should also request a letter of support for the leave from their research advisor, if applicable, and their Program Director. The student should forward the request, accompanied by the above letter(s), to the Dean's office for final approval. The student will receive a written confirmation or denial of the request for a leave. Ph.D. students receiving fellowship support from an outside agency such as an NRSA fellowship from the NIH must also request permission for a leave of absence from the sponsoring agency in accordance with their rules and regulations.

By a prescribed date, as noted in the confirmation letter, the student must notify their research advisor, Program Director, the Dean's office and the University Registrar (if applicable) of his/her intention to return to graduate study. A leave of absence may be granted for a maximum of one year. The student, however, may return to graduate study prior to the designated end of the leave, provided due notice is given to, and approval obtained from, the student's research advisor, Program Director, the Dean, and to the University Registrar. Throughout the leave period, it is the student's responsibility to stay in touch with and keep their advisor, Program Director, and the Dean's office informed of their status and intent to return from their leave of absence. If the student does not return to graduate study by the end of the leave, the College may administratively withdraw the student from his/her graduate program. A leave will not be granted to students with outstanding financial obligations to the University.

For medical leaves of absence students must proceed through University Health Services, which will notify the Office of the Dean of its recommendation regarding a medical leave. No medical leaves will be reviewed or received without the endorsement of the Director of Occupational Health Network, or other physicians designated by the Director of Occupational Health Network.

Medical leaves will be for a period of up to one year. A leave of more than one year's duration will be granted only under the most extraordinary circumstances and only after review by the Office of the Dean. Prior to reentry, which may be applied for prior to the one year anniversary, appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary, to provide assurance of the student's fitness to return to graduate study.

### **Paid Leave of Absence for Ph.D. Students**

Students receiving fellowship awards are permitted up to fifteen calendar days of sick leave per year during which time their stipends will be continued. Students are also permitted up to thirty calendar days of parental leave in instances of the birth or legal adoption of a child. Where appropriate, these two paid leave periods may be combined for a maximum of 45 days of paid leave of absence. Parental leave is available for either parent. These periods for paid leaves of absence do not accrue year to year.

### **Unpaid Leave of Absence for Ph.D. Students**

Students who require an extended leave of absence from their graduate study, beyond the maximum 15 days of sick leave and/or 30 days of parental leave, must request approval from their research advisor, Program Director, and the Dean, for an unpaid leave of absence, for a maximum period of one year, as described above.

### **Leave of Absence for P4 Students**

P4 students requesting a leave of absence should forward a letter of request for a leave of absence to the Director of the P4 program for approval. A leave of absence may be granted for a maximum of one year. Throughout the leave period, it is the student's responsibility to stay in touch with and keep the Program Director and the Dean's office informed of their status and intent to return from their leave of absence. If the student does not return by the end of the leave, the College may administratively withdraw the student from his/her program. A leave will not be granted to students with outstanding financial obligations to the University.

### **Withdrawal from the College**

Students wishing to withdraw from the College must do so in writing, specifying an effective date, to the Dean. Proper notification must also be made to the student's advisor and Program Director. The official date of withdrawal is normally the date approved by the Dean. The student will receive written notification of the decision for withdrawal from the Dean's office.

### **Graduation**

Candidates for degree of Doctor of Philosophy must have successfully defended a scholarly dissertation, earned the credits and completed other course requirements in their program of study, and have a cumulative grade point average of B (3.0) or higher on all work attempted. Also, candidates for degree of Doctor of Philosophy must deliver one unbound copy of their thesis to the Jefferson College of Life Sciences for digitizing and archiving. Students should consult the PhD completion check list available from the Office of the Dean for additional requirements.

Candidates for the degree of Master of Science must have successfully completed all course credits and other requirements of the program, and have a cumulative grade point average of B (3.0) or higher on all work attempted. Candidates for a Master of Science degree in the basic sciences must submit one bound copy of their thesis to the Jefferson College of Life Sciences.

All financial commitments to Thomas Jefferson University must be fulfilled prior to graduation, including payment of late library fines, housing fees, and tuition. The student's diploma will be withheld until the above criteria are met.

It is the policy of the Jefferson College of Life Sciences not to award honors to graduates with the Doctor of Philosophy or Master of Science degree.

### **Graduation: Diploma, Cap, Gown, and Hood**

Each student expecting to graduate in a given year should complete an Application for Degree Certificate by the date specified by the University Office of the Registrar prior to the final semester of degree completion. All students eligible for graduation will be notified concerning graduation materials by the Registrar's Office. These materials include an Application for Degree Certificate which *must* be completed and submitted by the date published in the Academic Calendar, order forms for the diploma and cap and gown for Commencement Exercises, and information about the ceremony and rehearsal times. The cap, gown, and hood become the property of the graduate. Their cost and that of the diploma are fully covered by the Jefferson College of Life Sciences. The cost of replacing a diploma lost or damaged by the alumnus/a is the responsibility of that alumnus/a. Request for replacement diploma should be made to the University Office of the Registrar along with circumstances concerning the loss or damage of the original diploma. Any questions regarding graduation may be directed to [Jefferson.Graduation@jefferson.edu](mailto:Jefferson.Graduation@jefferson.edu)  
See: <http://www.jefferson.edu/university/academic-affairs/tju/academic-services/commencement.html> for additional information.

### **Digital Repository for Theses**

As a service to its graduates, it is the practice of the Jefferson College of Life Sciences to place all Ph.D. theses in a repository at no cost to the student. Information about this service is available in the Dean's Office.

### **Survey of Earned Doctorates**

The Jefferson College of Life Sciences participates in the annual graduate survey administered by the National Opinion Research Center (NORC) at the University of Chicago. The survey is distributed by the Dean's Office.

### **Completion of Post-Baccalaureate P4 Program**

Upon successful completion of the P4 program requirements, a student will earn a Certificate in Post-Baccalaureate Pre-Health Studies.

## FEES AND EXPENSES

The Board of Trustees reserves the right to amend or add to the regulations concerning fees and method of payment and to make such changes applicable to present as well as future students.

### JCLS Student Tuition and Fees

Information about tuition and fees is outlined on the University's Tuition & Fee Information website, <https://w3.jefferson.edu/registrar/tuition/>

Doctoral students must complete registration each semester, including semesters devoted to thesis research, in order to continue receiving a fellowship award, including stipend. The JCLS Finance Office will arrange processing of all doctoral student fellowship awards.

### Payment of Fees

Payments of all fees, including tuition, may be made by cash, check, bank draft, or money order at the University Tuition and Cashier's Office, telephone: 215-503-7669, Thomas Jefferson University, Curtis Center, Room 925 E, 601 Walnut Street, Philadelphia, PA, 19106. On-line payment of either check or credit card (Visa or MasterCard) can be made through Banner Web. All payments are due by the date indicated on the invoice. Any course enrollments will be automatically dropped if payment or satisfactory payment arrangements are not completed by the semester's due date. A student may re-enroll in classes once their financial obligation is met and they pay a \$50 re-enrollment fee. The University offers an extended payment plan through Tuition Management Systems.

Any student who fails to complete registration, including the payment of all financial obligations due the University, shall be deprived of the privileges of the College. Payment of all outstanding financial obligations must be completed in order to receive credit and grades for the semester in which s/he is currently enrolled and to be permitted to enroll for the following semester. Should the student default on any tuition payment, it will result in submission of the account to a collection agency. All attorney's fees, collection costs, and charges necessary for the collection of any amounts not paid when due will be the responsibility of the student.

### Refund of Tuition

A student who is granted a leave of absence, or who withdraws from a graduate program or course to which s/he had registered during the academic year, may request a partial refund of tuition fees in accordance with the following policy: <https://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/tuition-refund-policy.html>.

Students may receive a refund only on funds they have paid.

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.

No student will be granted a withdrawal or a leave of absence who has not paid in full all of his/her obligations to the Jefferson College of Life Sciences.

A student who is suspended or dismissed because of a violation of College or University regulations shall receive no refund.

## Policy On Part-time Work For Full-time Ph.D. Students

Fellowships are awarded to eligible full-time Ph.D. graduate students as a means of financial support for graduate study. Graduate study involves active participation in academic studies, including coursework as well as laboratory research and training. The fellowship is contingent upon maintaining active, full-time status in good standing and ongoing participation in all aspects of the Ph.D. program on a daily basis.

Therefore, although JCLS does encourage participation in teaching opportunities or other activities that will enhance our student's professional development, full-time doctoral students cannot, during the fellowship period, engage without permission in any employment that would potentially interfere with their academic requirements including the progress of their research studies. Thus, it is the responsibility of the student to keep the advisor and the Program Director informed of any planned employment activities and to seek their approval before they are initiated. Furthermore, any arrangements made under this policy must be reviewed at least annually between the student and their advisor and Program Director to confirm that such activity is not interfering with the student's academic progress.

To request permission for part-time employment, students should discuss their proposed activity with their thesis advisor and Program Director to ensure that there is a plan in place for appropriate time-management for maintaining a high level of academic and laboratory performance. After agreement has been reached, the student must contact the JCLS Associate Dean for Student Affairs with a letter and/or email from the employer (whether internal or external to Jefferson) describing the nature of the activity, including commitment of time and effort. The Associate Dean will help the student draft the mentor-mentee agreement which must be signed by the student, thesis advisor (if selected) and Program Director.

A copy of the signed agreement will be kept by the Program Director and JCLS Office of Academic Services for the student's file.

## Jefferson College of Life Sciences Awards

Several awards and scholarships are offered through the College. Some of these awards are described below. Specific details of these and other awards are available in the Finance Office of the Jefferson College of Life Sciences located in M-63, Jefferson Alumni Hall.

### Jefferson College of Life Sciences Alumni Thesis Prize

This award, made possible through the support of the Jefferson College of Life Sciences Alumni Association, is given to a candidate for the Doctor of Philosophy or Master of Science degree for an important original contribution to scientific literature.

### Jefferson College of Life Sciences Alumni Travel Fellowships

These awards are used to assist graduate students attending national or other major scientific meetings related to their program of study or a career/professional development opportunity. Applications for these funds are available on the College's website under Student Resources, Policies & Guidelines.

<http://www.jefferson.edu/content/dam/university/biomedical-sciences/student-guide/policies/Alumni%20Assoc.%20Travel%20Fellowship%20042016.pdf>

### Rieders Fellowship

The fellowship was established through a generous gift from the Rieders Foundation and is awarded each year to a PhD degree student on the basis of academic excellence and financial need.

### Fredric Rieders Family Renaissance Foundation Graduate Student Recognition Award

This award was established in 1998 to recognize those graduate students at Jefferson College of Life Sciences for outstanding commitment and contributions to the University and to his or her peer community.

### Jefferson College of Life Sciences Postdoctoral Travel Fellowships

These awards are used to assist postdoctoral fellows attending national or other major scientific meetings related to their current research. Applications for these funds are available on the Postdoctoral Fellow's website

<http://www.jefferson.edu/university/biomedical-sciences/postdoctoral-affairs/postdoc-resources.html>

### **Foerderer Grants for International Study**

The Foerderer Foundation has approved grants for Thomas Jefferson University students to use for a study abroad experience. Students in the Jefferson College of Life Sciences have the opportunity to present a study plan and apply for funding to supplement a partial personal contribution to the costs. Applicants must submit a proposal including the objectives and outcomes of the experience, designated faculty mentors both here and abroad, and a description of the site. If you have questions or need access to resources for developing a study plan, contact the Office of International Affairs for assistance.

### **Rieders Faculty Prize in Graduate Education**

This annual award recognizes outstanding performance by a Jefferson College of Life Sciences faculty member engaged in the education of graduate students at the doctoral or master level including lecturing in didactic courses, research training in the laboratory setting, or other aspects of student mentorship.

### **Clinical Microbiology Alumni Scholarship**

The scholarship was established in memory of Jane Stipceovich, a graduate of the Master of Science Degree Program in Clinical Microbiology. The Scholarship is awarded each year to a master's degree student in Microbiology to defray costs of textbook and educational expenses.

### **Rose S. Smith Award**

This award, made possible through a gift from the Edward F. and Rose S. Smith Trust, is given to a candidate for the Doctor of Philosophy degree in Molecular Physiology and Biophysics for travel to scientific meetings.

### **Loretta F. Rocco Memorial Scholarship**

The scholarship was established in memory of Loretta F. Rocco, a 1974 graduate of the Master of Science Degree Program in Clinical Microbiology. The scholarship is awarded each year to a master's degree student in Microbiology and Immunology on the basis of academic excellence and financial need.

### **M.D./Ph.D. Thesis Prize for Innovations in Translational Research**

Established by M.D./Ph.D. Program Alumni E. J. Caterson and Leon Nesti through the Theta Kappa Psi fraternity fund. This prize is awarded in recognition of academic excellence and research scholarship by a graduating member of the Jefferson M.D./Ph.D. Program.

### **Yun Yen, M.D., Ph.D. and Sophie Yen Thesis Prize for Distinguished Research in Pathobiology**

This prize is awarded annually to a graduating Ph.D. student whose thesis work provides an outstanding example of translational research that provides insight into mechanisms of disease.

### **Yun Yen, M.D., Ph.D. and Sophie Yen Faculty Award for Distinguished Training in Translational Research**

This prize is awarded annually to a member of the Faculty of the Jefferson College of Life Sciences who provides outstanding laboratory mentorship and training that enhances opportunities for interdisciplinary research, teamwork and career development for their trainees, and that bridges the gap between basic and clinical research.

## JCLS Grievance Procedure

For student grievances other than grades, students are encouraged to address the problem at the point closest to the issue. In Jefferson College of Life Sciences, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member. If dissatisfied with the outcome, the student may meet with the appropriate Program Director, then the appropriate Associate Dean, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, s/he may meet with the College Dean. The grievance form found at <https://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/tju-grievance-process.html> should be filled out before the dispute is heard by the JCLS Dean. The Dean is the final authority in hearing student grievances. All parties are encouraged to address the issue promptly in writing (within three [3] class days whenever possible) so that resolution of the grievance should require no more than three weeks.

## JCLS Academic Integrity Policy

The Administration and Faculty of the Jefferson College of Life Sciences believe that academic integrity is one of the most important values and behaviors that should be practiced by students during their studies. Because we are committed to training future scientists and educators who perform the highest quality of research, the College Administration and Faculty are equally committed to mandating and enforcing the practice of academic integrity by all students. The following policy on academic integrity defines dishonesty and describes the procedures for responding to charges of academic dishonesty in the College.

### Forms of Academic Dishonesty

#### Plagiarism

As stated in the American Medical Association Manual of Style, "in plagiarism, an author passes off as his or her own the ideas, language, data, graphics or even scientific protocols created by someone else, whether published or unpublished."

When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Examples of plagiarism include, but are not limited to:

1. Quoting another person's actual words, complete sentences or paragraphs, or entire pieces of written work without acknowledgment of the source.
2. Using another person's ideas, opinions or theories, even if they are completely paraphrased in one's own words, without acknowledgment of the source.
3. Noting the original source of only a part of what is borrowed.
4. Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
5. Copying another student's essay test answers.
6. Copying, or allowing another student to copy, a computer file that contains another student's assignment and submitting it, in part or in its entirety, as one's own.
7. Working together on an assignment, sharing the computer files and programs involved and then submitting individual copies of the assignment as one's own individual work. Students are urged to consult with individual faculty members if in doubt.

## **Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive. Examples include, but are not limited to:

1. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
2. Listing sources in a bibliography not directly used in the academic exercise.
3. Submission in a paper, thesis, lab report or other academic exercise of falsified, invented or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence.
4. Submitting as one's own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.

## **Cheating**

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to:

1. Copying from another student's test paper or allowing another student to copy from a test paper.
2. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
3. Collaborating during a test with any other person by receiving information without authority, or collaborating with others on projects where such collaboration is not expressly permitted.
4. Using or possessing specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student's clothing, etc., that are not authorized.
5. Taking a test for someone else or permitting someone else to take a test in one's place.
6. Exchanging information, e.g., through electronic (text messaging) or physical (tapping pencils or other objects) means.
7. Entering any office or opening a file to obtain a test or answer key.
8. Viewing test materials on a secretary's or faculty member's desk.
9. Passing quiz/test questions or answers from one student to another, even after the test is completed.
10. Copying a posted answer key without permission.
11. Discussing test questions or answers outside the examination room while the test is in progress.

## **Academic Misconduct**

Academic misconduct is the intentional violation of University policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test. Examples include, but are not limited to:

1. Stealing, buying or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test including answers to an unadministered test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test or on other work

for which a grade is given.

5. Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, in a computer, on a "change of grade" form or other official academic records of the University which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.
7. Continuing to work on an examination or project after the specified allotted time has elapsed.
8. Signing into classes for others.

## **Sanctions**

Two possible sanctions exist for cases of academic dishonesty. Option A outlines adjudication of cases at the discretion of the faculty. Cases may also be referred directly to the JCBS Judicial Board for adjudication under Option B of these guidelines.

### **Option A**

Option A is limited to one or more of the following, by choice of the faculty member:

- a verbal reprimand
- a written reprimand
- a grade of zero for an assignment or examination
- a requirement that the student repeat the work affected by the academic dishonesty
- a statement concerning the action to be sent to the Dean by the instructor

No notation of faculty action will appear on the student's transcript. However, the College may choose to keep documentation in the student's file and this may be taken into account if the student is involved in another incident of academic dishonesty.

When the instructor chooses to have the student repeat the assignment, the instructor will tell the student the maximum grade that may be assigned for the repeated assignment. For example, it is acceptable for the instructor to assign no more than a minimal passing grade to a repeated assignment, if successfully completed by the student.

The student may contest the instructor's allegation by requesting a hearing with the Judicial Board. Any such request must be made within five (5) working days from the time the student has been informed of the charge and the instructor's recommended resolution. The instructor's initial penalty will be considered in assessing a penalty for a guilty finding by the Judicial Board.

### **Option B**

Direct referral of the charge by the faculty member to the Judicial Board for adjudication. Information concerning procedures for requesting a judicial hearing is found on the TJU Student Handbook website under University Policies, [Code of Conduct Students Rights, Freedoms & Responsibilities](http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/code-of-conduct.html), <http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/code-of-conduct.html>

Note: The contents of sections on Academic Dishonesty were taken wholly or adapted in part with permission from the Academic Integrity Policy of the Jefferson College of Health Professions, Thomas Jefferson University, and the Code of Conduct policy of the Office of Judicial Affairs Office of the University of Delaware.