



Thomas Jefferson
University

College of Life Sciences

Center City Campus

2026-2027 Student Handbook

Equal Opportunity Statement

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. 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, the Title IX Coordinator, 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 2026 - 2027 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, <https://www.jefferson.edu/life-at-jefferson/handbooks/rights-responsibilities.html>.

For current information about our Graduate and Postbaccalaureate Pre-Professional Programs, consult our Jefferson College of Life Sciences website at <https://www.jefferson.edu/academics/colleges-schools-institutes/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 13, 2026

Jefferson College of Life Sciences
Center City Campus

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2026 – 2027

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

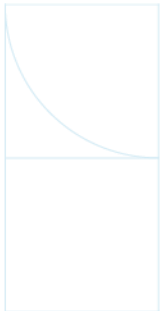


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NOTE:

All students are required to review the University-wide policies and regulations on the Thomas Jefferson University Student Handbook website, <https://www.jefferson.edu/life-at-jefferson/handbooks.html>

JCLS East Falls students should refer to the appropriate documentation for their campus and program at [Undergraduate Policies](#).

Human Genetics and Genetic Counseling Program students should also refer to the [Master of Science in Human Genetics and Genetic Counseling Student Handbook](#) for program-specific information.

Thomas Jefferson University

Jefferson College of Life Sciences

The Jefferson College of Life Sciences (JCLS) of Thomas Jefferson University, originally established on 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 our Postbaccalaureate Pre-Professional Program (P4) and the Office of Postdoctoral Affairs. It is also responsible for stimulating, establishing, and coordinating research and post-baccalaureate educational projects that cross traditional school boundaries.

JCLS offers PhD programs in Biochemistry, Structural and Molecular Biology, Cell Biology and Regenerative Medicine, Genetics, Genomics, and Cancer Biology, Immunology and Microbial Pathogenesis, Molecular Physiology and Translational Medicine, and Neuroscience. An MD/PhD program is offered jointly by JCLS and the Sidney Kimmel Medical College. JCLS also offers MS programs in Biomedical Sciences, Cell and Developmental Biology, Clinical Research, Computational Biology and Medicine, Forensic Biology, Forensic Toxicology, Human Genetics and Genetic Counseling, Microbiology and Immunology, Neuroscience, and Pharmacology. Additionally, the College offers Graduate Certificate programs in Clinical Research and Trials: Implementation, Clinical Research: Operations, Human Clinical Investigation: Theory, and Infectious Disease Control. 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, JCLS offers a P4 program. Both two-year and 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.

JCLS is also the administrative home of the enterprise-wide Office of Postdoctoral Affairs. The Office of Postdoctoral Affairs oversees matters related to postdoctoral training, including the establishment of personnel policies for the postdoc population and coordinating career seminars and extracurricular activities.

The administrative offices of JCLS are located on the mezzanine floor of Jefferson Alumni Hall, 1020 Locust Street, Philadelphia, PA. 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 suite M-60. The Office of Academic Services and Office of Postdoctoral Affairs are in suite M-46. The Director of Graduate Admissions and staff handle all materials for applicants seeking admission to the College and are located on the 1st floor of the Edison Building at 130 S. 9th Street. 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 JCLS Executive Committee and the JCLS Graduate Council have jurisdiction over academic policy and act on behalf of the faculty. Their memberships consist of representatives of all of the college's degree programs and all of the college's programs on the Center City campus, respectively. Under the chairmanship of the Dean, the Executive Committee and Graduate Council approve new programs and courses and act on student requests and petitions regarding academic matters. Each degree program is supervised by a Program Director.

GENERAL REQUIREMENTS and ENROLLMENT

GENERAL REQUIREMENTS

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

It is the student's responsibility 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 and the University Student Handbook. While the College will maintain student records, it is the student's responsibility to ensure that their academic record is accurate.

BannerWeb

The Banner-Web information system is available for students and faculty to more conveniently access academic records and process routine academic functions. BannerWeb can be found at <https://banner.jefferson.edu/>.

Features that are available through BannerWeb 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

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 BannerWeb and must be completed by the dates specified. Non-payment of tuition by the specified due date may result in the cancellation of registration or loss of access to the course management system.

Photo ID Card

Each student is required to obtain a Photo ID card through the Photo ID Center on campus by completing the [Photo ID application](#).

Student Health Insurance

Thomas Jefferson University requires all current students who are in an on-campus or hybrid program and/or have a clinical/internship to have and annually verify health insurance coverage (see exemptions in link below). The enrollment/waiver process must be completed *each* academic year before the Fall semester. Information about the Thomas Jefferson University student health insurance requirement can be found at <https://www.jefferson.edu/life-at-jefferson/health-wellness/student-health-insurance-plan.html>. Review the FAQ section on the webpage, which provides answers to many questions commonly asked. If additional help is needed, please email InsuranceHelp@jefferson.edu.

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. Students may receive this training through their academic program, their laboratory, or place of employment. The Jefferson Department of Environmental Health and Safety provides this training at

Jefferson. <https://research.jefferson.edu/resources/sponsored-research/environmental-health-and-safety.html>

ENROLLMENT

PhD Enrollment on a Full-time Basis

A student matriculated in a PhD program must maintain continuous enrollment each semester until completion of the degree or must request a leave of absence from study from their program director. The leave must be approved and granted by the JCLS Dean (see 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 PhD degree requires five to six years of study.

A student admitted into a PhD 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 PhD 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 (minimum of 54) must be obtained from formal coursework, of which one third (minimum of 18) must be in disciplines other than that of major concentration. JCLS requires successful completion of GC 640 - Research Ethics: The Responsible Conduct of Research, of all doctoral students.

PhD Enrollment on a Part-time Basis

The PhD degree will not be awarded for study taken wholly on a part-time basis. However, a PhD 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 PhD degree. The student must spend at least two consecutive semesters in full-time residence in JCLS. During that time, they cannot be employed full-time elsewhere. The part-time PhD student is to choose a faculty advisor by the conclusion of the first year of study and laboratory research rotations.

MS Enrollment

JCLS students pursuing a Master of Science degree in Biomedical Sciences, Cell and Developmental Biology, Clinical Research, Computational Biology and Medicine, Forensic Biology, Forensic Toxicology, Microbiology and Immunology, Neuroscience 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. Students receiving federal financial aid or on visas must take at least five credits per semester. Most of these programs require a minimum of 40 credits for completion. In most instances, students complete their program over a 2–3-year period.

JCLS students pursuing a Master of Science degree in Forensic Biology, Forensic Toxicology and Human Genetics and Genetic Counseling program are matriculated into full-time, 2-year programs.

Graduate Certificate Enrollment

JCLS students pursuing a Graduate Certificate degree in Clinical Research and Trials: Implementation, Clinical Research: Operations, Human Clinical Investigation: Theory, and Infectious Disease Control programs are matriculated into part-time programs. Students in certificate programs are eligible for federal financial aid. Students receiving federal financial aid or on visas must take at least five credits per semester. 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 15-18 credits for completion.

Non-Degree Enrollment

Students who wish to take courses without committing to a degree or certificate program can enroll in our non-degree option. Courses taken by non-degree students are the same courses taken by students in our Certificate & Master of Science programs. If a non-degree student applies to and is accepted by a certificate or degree program at JCLS, credit for any courses in which the student earned a B or better can be transferred to the certificate or degree program.

P4 Enrollment

Students enrolled in the JCLS P4 program are matriculated as full-time students. For state and federal reporting purposes, full-time status is defined as enrollment in at least seven credits per semester. The certificate requires a minimum of 38 credits, and most students complete the program through either the one-year or two-year pathway as designed.

F-1/J-1 International Students

Students in F-1 or J-1 status are generally required to maintain full-time enrollment to remain in lawful immigration status in the United States. Students in F-1 status are limited to one online course or 3 credits per semester towards the minimum of 5 required credits and students in J-1 status are permitted to take only one online course each semester. Any changes to enrollment or a student's academic program, including but not limited to changes in degree level, degree program, program length, enrollment status, or transfer to another institution, must be reported to and approved by the Program Director and the Office of International Services (OIS) before the change takes place. For more information, visit the OIS webpage at <https://www.jefferson.edu/international-services.html> or contact ois@jefferson.edu.

Accessibility Services

Thomas Jefferson University is committed to providing equal education opportunities to all students, including students with disabilities, in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Thomas Jefferson University will provide reasonable accommodations to all qualified individuals with disabilities to allow equal access and full participation to all University sponsored activities and programs.

Students interested in requesting accommodations should go to the Office of Academic & Career Success' Accessibility Services' webpage, <https://www.jefferson.edu/life-at-jefferson/student-resources-services/academics-career-success/accessibility-services.html>, which includes information on how to start a request.

ACADEMIC CALENDAR, COURSES, CREDITS, and GRADING

ACADEMIC CALENDAR

The 2026-2027 Academic Calendar can be found [here](#).

COURSES

All courses listed in the catalog are available to students enrolled in an appropriate certificate or degree program in JCLS, 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 BannerWeb (<http://banner.jefferson.edu>). Students should also refer to their program requirements and guidance from their program director. A semester-by-semester list of MS and Certificate courses is available on the Student Resources webpage of the JCLS website, [MS & Certificate Course List](#).

Key

ANAT – Anatomy
ASH – Art and Science of Healthcare
BI – Biochemistry, Structural and Molecular Biology
BIO – Biology
CB – Cell Biology and Regenerative Medicine
CHE – Chemistry
FB – Forensic Biology
FT – Forensic Toxicology
GC – Graduate Center for Education and Training
GE – Genetics
HG – Human Genetics
IMP – Immunology and Microbial Pathogenesis
MI – Microbiology and Immunology
NS – Neuroscience
PHY – Physics
PR – Molecular Pharmacology and Structural Biology
PS – Integrative Physiology
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 the length of the semester. Credit for research is based upon the proportion of time spent therein. All P4 courses are undergraduate courses and also follow credit description as presented for graduate courses.

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 PhD 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 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

Academic Integrity Policy

The Administration and Faculty of JCLS 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. JCLS follows the University Academic Integrity Policy, which can be found here, <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/academic-integrity.html>. This policy provides definitions and components, including notice to the student and JCLS, and final notice to the student, along with potential sanctions. Students have a right to appeal using the Grievance Procedure as described in this Handbook.

Artificial Intelligence

JCLS follows the University Artificial Intelligence Policy found here, <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/artificial-intelligence.html>. The policy defines both assistive artificial intelligence and generative artificial intelligence (GAI) and their uses. The use of GAI at Thomas Jefferson University must adhere to the standards set forth in the Academic Integrity Policy, noted above.

Grading Scales

PhD, MS, Certificate, and Non-Degree Grading Scale

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

Course credits will count toward the credit requirements for the degree.

P4 Grading Scale

The following scale, effective the Pre-Fall Semester of 2017 for P4 students, 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

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 "Grade Appeal Protocol" below.)

Grade Appeal Protocol

JCLS student grievances for a grade follow the University Grade Appeal Protocol found here, <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/grade-appeal-protocol.html>. If a JCLS student is not satisfied with the outcome from step 1 of the Official Appeal Process, they can write to the Associate Dean for PhD and MD/PhD programs, Associate Dean for MS and Certificate programs, and Non-Degree students, or Director of the P4 program. If the JCLS student is not satisfied with that outcome, they may submit their appeal to the JCLS Dean. This is the final appeal.

Auditing

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

Degree Works

[Degree Works](#) is an online set of academic planning tools that assists students and advisors in tracking and planning academic progress and ultimately, in completion of degree requirements. Degree Works is integrated with Banner and helps in identifying outstanding requirements needed for graduation. Please note in the event of a discrepancy between Degree Works and the program curriculum list on the website about specific courses required for graduation and electives, the program curriculum will be the final reference.

Transcripts

Students may review their grades and unofficial transcript on BannerWeb at any time. All official transcripts must be ordered online at <https://www.jefferson.edu/registrar/transcripts.html>. The College reserves the right to withhold transcripts from students under certain circumstances.

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 signature of their advisor or Program Director to the JCLS Program Coordinator. Students may drop a course no later than the end of the first week of the course. A course that is dropped does not appear on the student's transcript.

Students, in consultation with their advisors, are responsible for confirming that any course schedule changes will fulfill requirements for the degree or certificate. 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. International students should also consult with the Office of International Services regarding the effect that changing their academic schedule may have on their visa status.

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 their JCLS Program Coordinator and securing the signature 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 for their program 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 date published in the Academic Calendar for their program and will receive the grade of "F" if they do not complete the course. The tuition and fees refunded upon course withdrawal depends on the withdrawal date and ranges from 100% to 0%.

[Tuition and University Fees Refund Policy](#)

Students who stop attending classes without filling out 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.

More information can be found here, [Course Withdrawal](#)

Failure to Complete a Course

A student who has not met all the 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 JCLS 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, the Executive Committee will define a set of recommended conditions under which the student may be allowed to continue study. The decision of the Executive Committee 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.

A P4 student who earns a grade of C- or below in a core prerequisite course is required to repeat the course before progressing to the next level within that subject area. Such a grade represents a significant deficiency in foundational knowledge and may adversely affect the student's preparedness for advanced professional or graduate-level medical studies.

A P4 student may request permission to repeat a core prerequisite course within the same discipline, subject to the following conditions:

A P4 course may be repeated only once. Prior approval must be obtained from the student's Program Director. When a course is repeated, no additional attempted credit hours will be accrued. The most recent grade will replace the original grade in the calculation of the P4 student's GPA and for the awarding of academic credit. Additionally, both the original and repeated course grades will remain part of the student's permanent academic record and will appear on the official transcript.

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 for 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 JCLS Executive

Committee for permission to continue as a student in the College or be dismissed from the College. The student must submit the petition in writing to the JCLS Dean 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 JCLS 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, the Executive Committee will define a set of recommended conditions under which the student may be allowed to continue study. The decision of the Executive Committee will be provided to the student in writing and is final.

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 JCLS graduate program, 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 a written assessment in support of this request for credit transfer from the director of their graduate program. 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 JCLS, 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 PhD 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 PhD 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 PhD curriculum, these transferred credits shall be considered as "elective" courses. Students transferring from an MS to a PhD program are still subject to all credit and required course requirements of the College and their respective PhD Program.

Nine didactic semester hours may be applied toward course requirements for JCLS Master of Science degree programs. Eligibility to transfer credits is determined by the Program Director.

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

P4 students who wish to transfer credits for coursework completed at another institution must consult their Program Director for evaluation of the course(s). Requests must include the course description and syllabus. To be eligible for transfer, each course must have been completed within the past four years with a grade of B or higher.

Up to 14 graduate credits earned at another accredited graduate institution may be transferred toward the 38-credit coursework requirement for the P4 Certificate. If not already included in the student's academic record, an official transcript from the external institution must be submitted. Approved transfer credits will appear on the student's record; however, the original grades will not be recorded on the JCLS transcript and will not be included in the calculation of the student's grade point average.

Courses completed at other institutions while enrolled in the JCLS P4 Program are not eligible for transfer credit toward the 38-credit coursework requirement for the P4 Certificate.

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, they must present the request to the JCLS Dean. Requests must include the appropriate signatures.

For doctoral students, these signatures 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 JCLS Office of Finance of any change in funding source arising from the program transfer. International students should consult with the Office of International Services before any transfer occurs to determine any effect on their visa status.

For Master of Science students, the student's signed request should be delivered to the Program Director or Program Coordinator. The student will receive written confirmation of the approved program transfer at the time it is forwarded to the Registrar. International students should consult with the Office of International Services before a transfer occurs to determine any effect on their visa status.

Change of Student Status

Students should consult with their Program Director or Program Coordinator before submitting a change of status form.

Leave of Absence Overview

Students may request a leave of absence (LOA) or medical leave of absence (MLOA, if they experience health concerns that limit their ability to function successfully or safely), in their role as students. The University-wide policy can be found here, <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/leave-absence.html>. Please see below for specific information on your JCLS academic program.

How to Request a Leave of Absence for PhD Students

PhD students in good standing asking for a leave of absence from the College are required to submit a written request to their Program Director 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. The student should forward the request, accompanied by the above letter(s), to the Dean for final approval. The student will receive written confirmation or denial of the request for a leave from the JCLS Dean. PhD students receiving fellowship support from an outside agency such as an NIH NRSA fellowship must also request permission for a leave of absence from the sponsoring agency in accordance with their rules and regulations. The PhD Program Coordinator will assist the student in submitting their Change of Status form.

By a prescribed date, as noted in the approval letter, the student must notify their research advisor, Program Director, the Dean and the University Registrar (if applicable) of their 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 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 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 their graduate program. A leave will not be granted to students with outstanding financial obligations to the University.

For a medical leave of absence (MLOA), in addition to the steps above, students must proceed through the Jefferson Occupational Health Network (JOHN), which will notify the Dean of its recommendation regarding medical leave. No medical leave will be reviewed or received without the endorsement of the Director of 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 one year's duration will be granted only under the most extraordinary circumstances and only after review by 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 JOHN with consultation, if necessary, to provide assurance of the student's fitness to return to graduate study.

Paid Leave of Absence for PhD Students

PhD students receiving fellowship awards are permitted up to 15 calendar days of sick leave per year during which time their stipends will be continued. Students are also permitted up to 60 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 75 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.

Vacations and Holidays for Full-time PhD Students

Fellowships are awarded to eligible full-time PhD 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. The fellowship is contingent upon maintaining active, full-time status in good standing and ongoing participation in all aspects of the PhD program daily. 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 Services for any additional applicable restrictions based upon their visa status.

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

Unpaid Leave of Absence for PhD Students

PhD students who require an extended leave of absence from their graduate study, beyond the maximum 15 days of sick leave and/or 60 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 MS Students

MS students requesting a leave of absence should email a letter of request for a leave of absence to their MS Program Director and the MS Programs Coordinator. Final approval for a leave of absence will be given in writing by the Dean of JCLS. 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 their program. A leave will not be granted to students with outstanding financial obligations to the University. The MS Program Coordinator will assist the student in submitting their Change of Status form.

For MLOAs, students must forward a letter of request for a leave of absence to their MS Program Director and the MS Programs Coordinator and then proceed through the Jefferson Occupational Health Network (JOHN), who will notify the Dean of its recommendation regarding a medical leave. No medical leave will be reviewed or received without the endorsement of the Director of 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 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 JOHN with consultation, if necessary, to provide assurance of the student's fitness to return to graduate study.

Leave of Absence for P4 Students

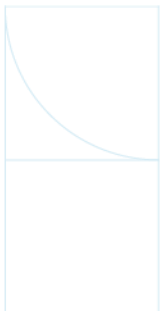
P4 students requesting a leave of absence should email a letter of request for a leave of absence to the Director of the P4 program for approval and then to the Dean for their approval. A leave of absence may

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 their program. A leave will not be granted to students with outstanding financial obligations to the University. The P4 Director will assist the student in submitting their Change of Status form.

For MLOAs, P4 students must forward a letter of request for a leave of absence to their P4 Director then to the Dean. They must also proceed through the Jefferson Occupational Health Network (JOHN), which will notify the Dean of its recommendation regarding a medical leave. No medical leave will be reviewed or received without the endorsement of the Director of JOHN, or other physicians designated by the Director of JOHN. Throughout the leave period, it is the student's responsibility to stay in touch with and keep the P4 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 their 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.



FEES and EXPENSES

The Jefferson 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://www.jefferson.edu/tuition-and-financial-aid/tuition-information.html>

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

Payment of Fees

Jefferson accepts a variety of payment methods to satisfy your financial obligation. View payment methods here, <https://www.jefferson.edu/tuition-and-financial-aid/student-accounts-office/student-payment-methods.html>. The University Tuition and Cashier's Office is at 1101 Market Street-29th Floor and 215-503- 7669. All payments are due by the date indicated on the invoice. A Canvas lockout will occur if payment or satisfactory payment arrangements are not completed by the semester's due date.

Students requiring financial aid will find information on the Financial Aid Office's webpage, <https://www.jefferson.edu/tuition-and-financial-aid/financial-aid-office/financial-aid-programs.html>.

Any student who fails to complete registration, including the payment of all financial obligations due to 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 they are 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 or certificate program or course to which they had registered during the academic year, may request a partial refund of tuition fees in accordance with the following policy: <https://www.jefferson.edu/tuition-and-financial-aid/tuition-information.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 their obligations to JCLS. 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 PhD Students

Fellowships are awarded to eligible full-time PhD 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 PhD program on a daily basis.

Therefore, although JCLS does encourage participation in teaching opportunities or other activities that will enhance a 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 their thesis 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, 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, PhD 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 an 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. The Program Director and JCLS Office of Academic Services will keep a copy of the signed agreement for the student's file.

GRADUATION and COMPLETION

Graduation

Candidates for the 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 the degree of Doctor of Philosophy must deliver one unbound copy of their thesis to the PhD Program Coordinator for digitizing and archiving. Students should consult the PhD completion check list available on the JCLS PhD Student Canvas group 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. For all MS programs, except the MS in Clinical Research, candidates for a Master of Science degree must submit one bound copy of their thesis or capstone document to the MS Program Coordinator.

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 JCLS not to award honors to graduates with a 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, cap and gown for May Commencement Exercises, and information about the ceremony times. The cap, gown, and hood become the property of the graduate. Their cost and that of the diploma are fully covered by JCLS. The cost of replacing a diploma lost or damaged by the alumni is the responsibility of that alumni. 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. See, <https://www.jefferson.edu/about/commencement.html>, for additional information.

Digital Repository for PhD Theses

As a service to its graduates, it is the practice of JCLS to place all PhD theses in a repository at no cost to the student. Information about this service is available from the PhD program coordinator.

Survey of Earned Doctorates

JCLS participates in the annual graduate survey administered by the National Science Foundation. The survey is distributed by <https://sedsurvey.org/Account/Login>.

Completion of P4

Eligibility for the Postbaccalaureate Pre-Health Studies Certificate requires successful completion of the P4 Program's 38-credit coursework requirement. The certificate will be recorded on the student's final transcript.

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 JCLS Finance Office located in M-63, Jefferson Alumni Hall.

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.

Fredric Rieders Family Renaissance Foundation Graduate Student Recognition Award

This award was established in 1998 to recognize those graduate students at JCLS for outstanding commitment and contributions to the University and to their peer community.

Jefferson College of Life Sciences Academic Achievement Award

This award is given in recognition of outstanding academic performance as evidenced by maintaining the highest grade point average in the didactic component by students in our Master's Programs.

Jefferson College of Life Sciences Alumni Thesis Prize

This award, made possible through the support of the JCLS Alumni Association, is given to a candidate for the Doctor of Philosophy or Master of Science degree for an important original contribution to the 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](#).

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.

MD/PhD Thesis Prize for Innovations in Translational Research

Established by MD/PhD Program Alumni Drs. 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 MD/PhD Program.

Rieders Faculty Prize in Graduate Education

This annual award recognizes outstanding performance by a JCLS 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.

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.

Renato V. Iozzo, MD, PhD, Award for Outstanding Thesis in Basic Science

This award was established by JCLS faculty member, Renato V. Iozzo, MD, PhD, to recognize outstanding thesis work by an MD/PhD student.

Rose S. Smith Award

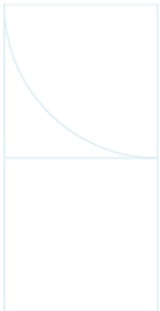
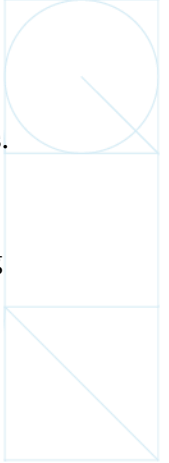
This award, made possible through a gift from the Edward F. and Rose S. Smith Trust, is given to a candidate for the Doctor of Philosophy degree in Integrative Physiology for travel to scientific meetings.

Yun Yen, MD, PhD and Sophie Yen Thesis Prize for Distinguished Research in Pathobiology

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

Yun Yen, MD, PhD and Sophie Yen Faculty Award for Distinguished Training in Translational Research

This prize is awarded annually to a member of the Faculty of JCLS 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.



Grievance Procedures

Grade Appeal Protocol

JCLS student grievances for a grade follow the University Grade Appeal Protocol found here, <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/grade-appeal-protocol.html>. If a JCLS student is not satisfied with the outcome from step 1 of the Official Appeal Process, they can write to the Associate Dean for PhD and MD/PhD programs, Associate Dean for MS and Certificate programs, and Non-Degree students, or Director of the P4 program. If the JCLS student is not satisfied with that outcome, they may submit their appeal to the JCLS Dean. This is the final appeal.

Grievance Procedure

For JCLS student grievances other than grades, JCLS follows the University Grievance Procedures found here, <https://www.jefferson.edu/life-at-jefferson/handbooks/rights-responsibilities/grievance-procedure.html>. If a JCLS student's grievance is unresolved after attempting the informal complaint resolution process (see information at link above), a JCLS student may file a Level 2 (formal) grievance by submitting the grievance through the All Colleges' Grievance Form, found at the webpage above and emailing the grievance to the JCLS Dean. An Appeal Process is described at the link above.

