



**Thomas Jefferson
University**

Jefferson College of Rehabilitation Sciences

Student Handbook

Academic Year: 2025-2026

Notice of Equal Opportunity

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran's status or any other protected characteristic. 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.

Required Background Check

Students who are offered admissions to programs in the Jefferson College of Rehabilitation Sciences will be required to pass criminal background checks, fingerprinting, a child abuse clearance, and health clearances. Please consult with the Office of Enrollment Management and/or your program director/department chair for clarification on required paperwork for admission. Additionally, some departments and/or programs within the College, as well as some clinical sites, may require students to fulfill additional requirements, such as drug testing.

Clinical rotation, fieldwork, and residency sites that require a criminal background check, child abuse clearance and/or fingerprinting may deny a student's participation in the clinical experience, rotation, fieldwork, or residency because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experiences for other reasons, including but not limited to failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations, fieldwork, or residencies is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site or student failure to maintain current with compliance documentation by communicated deadline dates may result in delay of graduation or the inability to graduate from the program.

Regardless of whether a student graduates from Jefferson, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.

Thomas Jefferson University and its College of Rehabilitation Sciences reserve the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions, and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this handbook are not and may not be regarded as contractual between or among the College, its students or its employees or agents.

Table of Contents

HANDBOOK PURPOSE/WELCOME	3
ACCREDITATION	4
JCRS Policies and Procedures.....	6
ACADEMIC HONORS (Bachelor Degree Candidates only)	6
ACADEMIC INTEGRITY POLICY	6
ACADEMIC STANDING	6
CANCELLATION OF CLASSES.....	7
CLEARANCES.....	7
CLINICAL PROBATION AND DISMISSAL.....	7
COURSE WITHDRAWAL	7
DIVERSITY AND INCLUSION STATEMENT.....	7
GRADE APPEAL PROTOCOL.....	8
GRADING	8
HOUSING	9
ILLNESS/INJURY.....	9
JCRS INTERPROFESSIONAL PROGRAM.....	10
PERSONAL LEAVE OF ABSENCE.....	10
NON-MATRICULATED STUDENTS	10
READMISSION PROCEDURE.....	10
REMOTE LEARNING EXPECTATIONS.....	11
REPEATED COURSES	11
STUDENT GRIEVANCE PROCEDURE	122
TRANSFER OF CREDIT FROM OTHER INSTITUTIONS.....	123
WITHDRAWAL FROM THE COLLEGE	133
Service Opportunities.....	144
STUDENT PARTICIPATION ON JCRS COMMITTEES	14
STUDENT PARTICIPATION ON STUDENT ADVISORY COUNCIL	14
STUDENT PARTICIPATION ON INTER-COLLEGE COMMITTEES.....	14
Honors and Awards	144
Academic Calendar	144

Dear Jefferson College of Rehabilitation Sciences Students:

Welcome to the Jefferson College of Rehabilitation Sciences! We are pleased to present you with this Graduate Student Handbook to guide you to the policies and procedures that impact your academic career within the University, the College of Rehabilitation Sciences, and within your individual program of study. If you should have any questions throughout your academic career here, we encourage you to reach out to your program director/department chair, your faculty advisor, or the Associate Dean for Student Affairs, Ms. Nannette Fromm at Nannette.fromm@jefferson.edu.

The following outline will direct you to the policies applicable to you based on the program in which you are enrolled. In addition to the references provided below, students should refer to the University Handbook and their Department/Program student handbook for specific policies related to their individual program of study.

UNDERGRADUATE STUDENTS EAST FALLS

These students include undergraduate students in the Associate of Science degree in Occupational Therapy, Bachelor of Science degree in Exercise Science, and undergraduate students in the pre-professional phase of their accelerated degree program BS in Exercise Science and Doctoral of Physical Therapy, MS/OTD in Occupational Therapy, and MS in Athletic Training.

Students will follow policies and procedures as described in the Thomas Jefferson University Student Handbook, as well as Undergraduate Student policies located at www.jefferson.edu/handbook.

UNDERGRADUATE STUDENTS IN THE PROFESSIONAL PHASE OF STUDY

These students include students in the professional phase (graduate coursework) of their accelerated BS/MS program in Occupational Therapy and Athletic Training and the accelerated BS/doctorate program in Physical Therapy and Occupational Therapy.

Students are directed to the policies and procedures contained within this handbook, and the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook.

GRADUATE STUDENTS

These students include graduate students in the Master of Science in Athletic Training, Master of Science in Occupational Therapy Program, the Master of Science in Speech-Language Pathology, the BS/MS and BS/OTD Occupational Therapy program, the Occupational Therapy Doctorate degree program, the Post-Professional Occupational Therapy Doctorate, the Doctor of Physical Therapy Program, and all graduate certificate programs within the College, including the advance practice certificates in the Department of Occupational Therapy, and in the Center for Outcomes Measurement.

Students are directed to the policies and procedures contained within this handbook, in addition to the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook.

ACCREDITATION

Thomas Jefferson University is fully accredited by:

Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA 19104
(267) 284-5000, info@msche.org, españolinfo@msche.org (Spanish)

In addition to full accreditation by the Middle States Commission on Higher Education, the following professional programs of the Jefferson College of Rehabilitation Sciences are approved by the appropriate accrediting agencies:

Athletic Training

Commission on Accreditation of Athletic Training Education
6836 Austin Center Blvd., Suite 250
Austin, TX 78731-3193
(512) 733-9700
<https://caate.net/>

Occupational Therapy

Associate of Science in Occupational Therapy Assistant

Accreditation Council for Occupational Therapy Programs (ACOTE) of the American Occupational Therapy Association
7501 Wisconsin Ave, Suite 510E
Bethesda, MD 20814
301-652-6611
<https://www.acoteonline.org>

Master of Science in Occupational Therapy-East Falls Campus

Accreditation Council for Occupational Therapy Programs (ACOTE) of the American Occupational Therapy Association
7501 Wisconsin Ave, Suite 510E
Bethesda, MD 20814
301-652-6611
<https://www.acoteonline.org>

Occupational Therapy Doctorate-Center City Campus

Accreditation Council for Occupational Therapy Programs (ACOTE) of the American Occupational Therapy Association
7501 Wisconsin Ave, Suite 510E
Bethesda, MD 20814
301-652-6611
<https://www.acoteonline.org>

Physical Therapy

Commission on Accreditation in Physical Therapy Education (CAPTE)
Department of Accreditation
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314-1488
(703) 706-3245
accreditation@apta.org

Speech-Language Pathology

Candidate for Accreditation
Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the
American Speech-Language Hearing Association (ASHA)
Accreditation Office
2200 Research Boulevard, #310
Rockville, MD 20850
(800) 498-2071 or (301) 296-5700
accreditation@asha.org

JCRS Policies and Procedures

It is the responsibility of the student to be familiar with and observe the Policies and Procedures of the College in all matters. If a student is unclear on any material referenced in this handbook, they should consult with their academic advisor, program director or Department Chair.

ACADEMIC HONORS (Bachelor Degree Candidates only)

In recognition of undergraduate student achievement, upon degree conferment, the university recognizes the high achievement of student performance by the awarding of Latin honors. For more information, refer to the [Academic Honors Policy](#) in the TJU Student Handbook.

ACADEMIC INTEGRITY POLICY

The Administration and Faculty of the Jefferson College of Rehabilitation Sciences believe that academic integrity is one of the most important values and behaviors that should be practiced by students during their academic and clinical education. Integrity and honesty are especially valued in the healthcare professions because accurate diagnosis and treatment of patients are greatly dependent upon a health practitioner's honest and capable assessment of symptoms and diagnostic tests. This assessment can be rendered only by the practitioner who has "real" knowledge obtained as a student who answered test questions independently, thereby identifying and correcting mistakes. The successful practitioner can communicate important diagnostic and therapeutic information in writing because as a student, such skills were developed and/or enhanced by completing writing assignments independently. The practitioner who was dishonest in their educational pursuits is at great risk for making diagnostic and therapeutic mistakes and such errors can mean that someone's health care is mismanaged.

Because we are committed to educating practitioners who provide the highest quality of health care, the administration and faculty are equally committed to mandating and enforcing the practice of academic integrity by all students. Please refer to the TJU Student Handbook for more information on [the Academic Integrity Policy](#).

ACADEMIC STANDING

Probation and Dismissal

Students should familiarize themselves with academic progression standards/special program requirements of their program of study that will be identified in their program's student handbook. Please note: these standards are in addition to academic standing requirements of the university and satisfactory academic progress for financial aid eligibility.

Students' academic records are reviewed at the end of each semester, including summer sessions, to evaluate academic standing and satisfactory progress toward degree requirements. Students who fail to meet departmental/program regulations pertaining to academic standing will be subject to departmental/program academic probation or dismissal in accordance with the policies regarding progression within their respective departments/programs. Official notification of probation or dismissal will be sent in writing directly to the student by the Department Chair/Program Director.

Please note that for students in Masters and Doctoral level degree programs, dismissal from their respective department/program will also result in dismissal from the College of Rehabilitation Sciences. Students wishing to remain in the University will be required to apply for admission to another graduate program through the Office of Admissions.

Students in the professional phase of an undergraduate program should consult with the Department Chair/Program Director to determine potential options for transfer to another bachelor level degree program if dismissed for academic reasons.

Students enrolled in the accelerated programs (BS to graduate) on the East Falls campus who are dismissed from the 1st year of the professional phase of their program (when completing undergraduate and graduate courses concurrently) should consult with their advisor to determine options for completion of a bachelor's degree.

CANCELLATION OF CLASSES

In circumstances where the typical mode of delivery for a class cannot occur due to unforeseen circumstances at the faculty/department level, faculty will provide an alternative mode of delivery to ensure continuation of student learning. The faculty will notify the students in a timely manner of the class cancellation and the alternative mode of delivery. If the alternative format is not available at the scheduled time of the typical class period, student attendance is strongly recommended; however, students cannot be penalized for missing a rescheduled class. In planning rescheduled course activities, faculty should recognize students' work, family, and other obligations.

CLEARANCES

Students are provided information on required compliance documents through their new student portal managed by the Office of Enrollment Management. The College partners with a third-party vendor, EXXAT to help support submission and approval of compliance documents. Student not compliant with compliance documents by the first day of class may be de-enrolled from their program coursework for lack of compliance. In addition to new student requirements, the College requires that students annually renew, at a minimum, their PA Child Abuse Clearance and their PA Background Check (PATCH). The EXXAT system, along with the students' experiential learning teams, will remind students of this requirement. Students are also responsible for all compliance documents required by their assigned experiential learning sites. Students not completing their compliance documents within the timelines set by the College, program, and or experiential learning site after new student requirements have been fulfilled will be prohibited from participating in their scheduled experiential learning. This will delay students' time to degree up to a one-year period of time.

Students should refer to their respective department's experiential learning guidelines for any additional program specific requirements. The program reserves the right to prohibit a student's participation in experiential learning if the student fails to complete clearance requirements within the timeline defined by the program.

CLINICAL PROBATION AND DISMISSAL

Because patient/client well-being is a major concern of the University, it is necessary that certain actions be taken when a student's clinical practice poses a potential threat to patient health, welfare or safety or is disruptive to the typical operations of the clinical site. Therefore, students may be subject to College and/or Department probation and/or dismissal for clinical behavior deemed unsafe and/or unprofessional. Students who wish to appeal a decision of clinical dismissal for unsafe clinical performance may do so by following the provisions of the JCRS Student Grievance Procedure.

COURSE WITHDRAWAL

Due to the cohort-based model of the full-time graduate programs in the college, students may not withdraw from single courses within their program of study. Students wishing to withdraw from coursework must follow the personal leave of absence policy in this handbook or the medical leave of absence policy, as defined in the University Student Handbook. In both instances, students will be required to withdraw from all coursework in the semester in which the leave is granted.

DIVERSITY AND INCLUSION STATEMENT

Jefferson holds itself accountable, at every level of the organization, to nurture an environment of inclusion and respect, by valuing the uniqueness of every individual, celebrating and reflecting the rich diversity of its communities, and taking meaningful action to cultivate an environment of fairness, belonging, and opportunity.

GRADE APPEAL PROTOCOL

The grade appeal policy and procedure afford recourse to a student who has evidence that an inaccurate final grade has been awarded under specific conditions. For more information on appealing a grade, please refer to the [Grade Appeal Protocol](#) in the TJU Student Handbook.

GRADING

At the close of an academic term, each instructor assigns a letter grade indicating the quality of a student's work in the course. The following is the grading system used in the College, including the quality points assigned for use in the calculation of the grade point average (GPA). Note that the minimal grades required for satisfactory performance in each course and for progression in a specific program are determined by the academic policies governing the particular program (undergraduate vs. graduate) and academic department. For example, in some programs the minimal passing course grade is a C, while in others, it may be a B-. Depending on the program, failure to achieve the minimal passing grade may result in dismissal or academic probation. Please note, students also must meet minimum 3.0 cumulative GPA requirements for their program and the University. Consistently earning the *minimum* passing grade as defined by the program may make it difficult for students to achieve the minimum required 3.0 cumulative GPA.

Students should refer to the [Academic Standing Policy](#) in the TJU Student Handbook for Academic Standing in the University, and should also consult the appropriate section in their departmental/program student handbook for specific criteria and policies governing progression in and special program requirements for the programs in which they are enrolled.

The following grading scale is utilized by the College of Rehabilitation Sciences.

Letter Grade	Numeric Value	Quality Points	Letter Grade	Numeric Value	Quality Points
A	93-100	4.0	C+	77-79.99	2.3
A-	90-92.99	3.7	C	73-76.99	2.0
B+	87-89.99	3.3	C-	70-72.99	1.7
B	83-86.99	3.0	D	60-69.99	1.0
B-	80-82.99	2.7	F	Below 60	0.0
			WF		0.0

The college also recognizes the following grades, which are not calculated into grade point average. Courses designated as Pass/Fail or Credit/No Credit, along with minimum threshold numerical grades to achieve Pass or Credit will be identified on the course syllabus.

P: Pass	Awarded when a student successfully achieves the minimum threshold for a course labeled Pass/Fail.
CR: Credit	Awarded when a student successfully achieves the minimum threshold for a course labeled CR/NC.
NC: No Credit	Awarded when a student has not successfully achieved the minimum threshold for a course labeled CR/NC.

In extraordinary circumstances where a student must take a leave of absence (personal/medical) for reasons deemed out of their control, the College may approve a grade of WP (withdraw pass) if the

requested leave occurs after the last day to receive a W grade. For a complete list of grading options that do not impact GPA calculation, please refer to the [Grading](#) policy in the TJU Student Handbook.

HOUSING

The Thomas Jefferson University Office of Housing and Residence Life serves students wishing to reside on campus throughout their degree program; however, students must be aware that the completion of their clinical experiences and/or degree program may not coincide with the timing of their housing contracts. It is the student's responsibility to understand contract periods of the University-assigned housing and to contact the Director of Housing and Residence Life to discuss extended housing options should they be needed.

ILLNESS/INJURY

In the event of a change in health status, extended illness, or serious injury, the department chair/program director of the student's respective program reserves the right to require documentation of clearance through the Jefferson Occupational Health Network for Employees & Students (JOHN), the Office of the Dean of Students, or Student Health Services, East Falls Campus to return to required didactic and/or experiential learning coursework.

Situations that may require a student to report to for an evaluation **before** returning to the classroom or experiential learning include*:

- student was hospitalized for any reason
- student sought care in an Emergency Room
- student received outpatient surgery or had an outpatient procedure
- students with current illness that may be potentially contagious
- student was injured/experienced health concern during class or experiential learning

Students may be required to present information from the treating provider to assist in the evaluation of their readiness to return to class.

Clearance will be communicated from the appropriate university office to the respective department chair/program director **prior to** the student returning to the classroom or experiential learning setting. When the student has been cleared to return, they should work with the faculty of their enrolled courses to develop a plan for making up missed coursework.

*This requirement is in effect when students are actively enrolled in a semester.

If a faculty member believes that a physical or mental health concern may be impairing a student's ability to safely and effectively learn and/or execute their responsibilities, the student will be referred to the appropriate university office for an evaluation. Though the student's right to privacy is recognized and respected, it is important that optimal support is provided to the student and that student, client, and patient safety is protected.

As per the University [Alcohol, Drugs, and Prohibited Substances Policy](#), controlled substances legally prescribed by a licensed medical provider, as well as other medications, can influence performance and behavior. Where impairment potential exists, the student must inform their academic program. The student may be referred to JOHN (Center City) or Student Health Services (East Falls) for assessment.

If a change in health status requires accommodation, the student should contact the [Office of Academic and Career Success](#) (Center City Campus) and the [Office of Student Accessibility Services](#) (East Falls Campus).

JCRS INTERPROFESSIONAL PROGRAM

All students enrolled in entry level graduate programs within the Jefferson College of Rehabilitation Sciences (JCRS) are required to complete the *Interprofessional Practice Issues for the Rehabilitation Team* interprofessional program as a condition of graduation.

Students will complete the program during their designated academic term as outlined by their academic department. Failure to meet participation and/or assessment requirements of the program may result in a delay in graduation or other academic consequences as determined by the student's department and the JCRS Office of Dean.

The 2025-2026 academic year represents the inaugural year of the program. The college will be providing a formal opportunity for all students to provide feedback on the student experience at the conclusion of the program. Students are also encouraged to informally provide any feedback during the program by reaching out to your faculty facilitator and/or the JCRS Office of the Dean.

PERSONAL LEAVE OF ABSENCE

When personal circumstances make a temporary absence from the College advisable and when intent to return is evident, a personal leave of absence may be granted to students. Permission of the Department Chair/Program Director is required. A personal leave of absence will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a personal leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning.

Students considering a leave should first consult with their program director/chair and other appropriate university personnel regarding possible effects on their progress toward the degree, financial aid and tuition charges.

If a personal leave of absence is granted during an academic term, the same procedures and policies pertaining to grading of course withdrawals will be in effect.

Students who fail to return to the College at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission in order to return.

NON-MATRICULATED STUDENTS

At the discretion of the respective academic departments, students who have not been admitted to a degree or certificate program of the Jefferson College of Rehabilitation Sciences may register for courses as non-matriculated students. Should they subsequently wish to pursue a degree, the academic credits they have earned may be counted toward their degree requirements, if applicable. Please contact the respective Department for specific information on transferrable credits earned as a non-matriculated student at Jefferson. Non-matriculated students who wish to be considered as degree candidates in the rehabilitation sciences programs must apply for admission through the Office of Admissions. Non-matriculated students are not eligible for financial aid.

READMISSION PROCEDURE

Matriculated students who have withdrawn (administratively or self-initiated) or been dismissed from the College of Rehabilitation Sciences or an academic department/program of the College must follow the procedures below for readmission to their previous department/program:

- 1) Students who wish to apply for readmission **within 1 year** of withdrawal or dismissal should refer to their departmental/program student handbook for department/program-specific readmission procedures. Questions can be directed to the department chair/program director or their faculty advisor.
- 2) Students who have not been enrolled within JCRS for greater than a 1-year period must re-apply for admission through the Office of Admissions.

*** Please refer to your specific program/department handbook for specific guidelines who is eligible to apply for readmission to the department and timelines for reapplying. Some programs may have more condensed timelines for allowing readmission directly to the program director/chair.**

Please note: All readmitted students are subject to the academic and curricular requirements in place at the time of readmission. Additionally, start terms for the readmitted students will be determined by the College and/or program and based on the student's plan of study; readmitted students cannot assume that they will start in the next immediate term after readmission has been granted.

The student's respective Department Chair/Program Director will indicate any requirements that the student must meet upon readmission. The student will be held responsible for meeting these requirements and any special criteria of academic performance established with the department upon readmission, in addition to overall Departmental and College requirements for achieving good academic standing.

REMOTE LEARNING EXPECTATIONS

Faculty in the College of Rehabilitation Sciences are committed to creating an engaging learning environment, which inspires students to actively participate. This environment will be one where ongoing feedback (instructor to student, student to instructor, and peer to peer) is encouraged.

To support the faculty in creating an engaging learning environment for all students, students are expected to:

- Treat synchronous learning environments as they would in-person courses by being physically in a safe place to engage in learning (i.e. not driving a vehicle or being in transit while logged on, not being in an active work environment).
- Be visible to others (on camera) and engaged with peers and faculty in classes as much as possible. If this is not possible or poses discomfort, students are expected to proactively communicate with the course instructor. *
- Limit distractions in the remote learning environment to the extent possible.
- Engage in course discussion as appropriate for the class (real time discussion, class chat feature and group chat), to respectfully support peers and participate appropriately in class, and to refrain from using technology to distract themselves or others.
- Hold themselves accountable for learning.
- Be a source of support and feedback to peers.

** Students are expected to communicate with faculty in advance if they anticipate the need to go off camera for a period of time during class. Please note that students are not required to share a reason.*

Faculty also understand the need for scheduled breaks to refocus students during longer synchronous class meetings and will provide such times.

Students are reminded that all standards and policies in the program/department, College, and University handbooks remain in effect in remote learning environments. As is stated in the Community Standards, "all students...must conduct themselves respectfully, lawfully and responsibly in a manner that preserves the integrity of the learning environment." In furtherance of this mission, students must refrain from participating in class activities while under the influence of drugs and/or alcohol.

REPEATED COURSES

With the approval of the Department Chair/Program Director, a student may repeat a course**in which they received a grade that did not meet minimum satisfactory performance requirements for the program in which they are enrolled or a course from which they had previously withdrawn. Students are responsible for paying tuition and fees for repeated courses.

When a course is repeated, the initial credits attempted, credits earned, and quality points are excluded from the calculation of the grade point average. The original course grade remains on the transcript in all cases.

****NOTE:** Please refer to your respective Department/Program Student Handbook for department/program specific guidelines and permissions on eligibility for repeating a course. Not all programs within the College allow for course repeats and/or may limit the number of courses that a student may repeat throughout the curriculum.

Generally, neither employee tuition nor financial aid will cover the cost of a repeated course. Students receiving financial assistance should consult with the University Office of Financial Aid to determine what effect repeating a course may have on their financial aid package.

STUDENT GRIEVANCE PROCEDURE

All members of the Thomas Jefferson University Community have the right to express concerns when they perceive that they have been treated in a manner not consistent with the standards of conduct at the University. The student grievance procedure as described below is intended to allow students this mode of expression.

The student grievance procedure includes the following steps:

- 1) Students are encouraged to address the problem at the point closest to the issue. In the Jefferson College of Rehabilitation Sciences, the student is encouraged to attempt to resolve the issue directly with the faculty or staff member involved with the issue through a meeting, either virtual or in person.).
- 2) If the complaint is not resolved after the meeting in Step 1, the student submits written complaint materials to the appropriate Department Chair to reach a resolution. The Department Chair may request a meeting for additional information. Should the complaint involve a member of the dean's office, the student should immediately skip to Step #3.
- 3) If satisfactory resolution was not achieved with the Department Chair, the student may file an official grievance by completing the Student Grievance Form located at https://cm.maxient.com/reportingform.php?Jefferson&layout_id=8.
 - a. When the grievance information is received, the JCRS Committee on Student Promotions will review the grievance materials. The Committee may request additional information from the student who submitted the grievance, as well as from other individuals who have knowledge of the facts of the grievance. Every reasonable effort will be made to preserve an individual's privacy and protect the confidentiality of information connected with the grievance. The information will be shared only with individuals who assist or are otherwise involved in the review and/or resolution of the grievance, or who otherwise have a need to know about the grievance and/or its resolution.
 - b. The JCRS Committee on Student Promotions will make a recommendation to the Dean as to the resolution of the grievance.
 - c. The Dean makes the final determination regarding the grievance and is the **final** authority in addressing student grievances. There are no additional avenues for appeal after the Dean's decision.

A student must complete a meeting with the faculty/staff member involved and file the initial complaint with the department chair (if still not resolved) within 7 business days after the date of the incident that is the basis of the complaint (e.g., if the complaint is about a dismissal or probation, the student has 7 days to initiate a written complaint from the date their dismissal/probation letter is written; if the grievance is about a grade in a course [that is not covered under the grade appeal policy], the student has 7 days from

when “grades are due” on the program’s academic calendar). All parties are encouraged to address the issue promptly in writing (within five [5] business days whenever possible) so that resolution of the grievance should require no more than four weeks. If, due to extenuating circumstances, the student is unable to follow the timeframe, they must submit a written request for an extension from the Associate Dean, Student Affairs during the specified timeframe. Likewise, the individual at the center of the complaint/grievance, department chair, or the Committee on Student Promotions must communicate a request for an extension to the dean if there are extenuating circumstances that would not allow the timely completion of their review and decision.

Records of the complaint are kept by the Department Chair and records of the grievance are kept by the Office of the Dean and do not become part of the student’s permanent record. If an official grievance is filed with the Office of the Dean, the University will also track such grievances and maintain a record that includes the date the grievance was received, the student(s) identified with the grievance, the nature of the grievance (including a copy of the written grievance, the University officials who were involved in addressing the grievance, the steps taken to resolve the grievance, and the final resolution/disposition of the grievance. This information may also be made available to regulatory agencies and accrediting bodies as required in accordance with applicable laws, regulations, and policies.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

For information about the transfer of credits from other institutions prior to matriculation at Thomas Jefferson University, please refer to the Office of Admissions.

Once matriculated into a graduate degree program or advanced practice certificate program, a student may not transfer any credits from another institution to satisfy curricular requirements in the current academic program. Please note that upon approval of the Post Professional Occupational Therapy Doctorate program director, courses taken in an advanced practice certificate may be utilized to fulfill curricular requirements in the post professional occupational therapy doctoral program only.

Additionally, students are not eligible to obtain credit for required graduate program courses through challenge exams or credit by exam. The College does not offer courses by appointment.

WITHDRAWAL FROM THE COLLEGE

A student may initiate withdrawal from the College by due notice if not subject to dismissal because of failure or disciplinary action. If a withdrawal is initiated, the same procedures and policies pertaining to grading of course withdrawals will be in effect.

To withdraw, the student should contact the Office of the Registrar for their respective campus for necessary paperwork requirements. The date that the form is filed, and not the date of the last class attendance, is considered the official day of withdrawal.

Please Note: Students matriculated in degree granting programs in the College are expected to be continuously enrolled from the point of matriculation until graduation unless a leave of absence is approved. If a personal or medical leave of absence is required, the leave must be approved and must not exceed one calendar year. Students who do not maintain continuous enrollment may be subject to administrative withdrawal from their academic program.

Students enrolled in certificate programs should consult with their program director for enrollment requirements.

Service Opportunities

STUDENT PARTICIPATION ON JCRS COMMITTEES

The Jefferson College of Rehabilitation Sciences has several committees that may offer students a chance to work alongside faculty in establishing policy, review recommendations, and contribute to the overall organization of the College. Student participation in these committees is valued and offers a chance for students to interact with peers and faculty outside of the classroom and to establish leadership skills. As these committee opportunities arise, students will be contacted via email with instructions on the self-nomination process.

STUDENT PARTICIPATION ON INTER-COLLEGE COMMITTEES

The University has several University-wide committees that offer students a chance to work alongside faculty and administrative personnel throughout the University. As these committee opportunities arise, students will be contacted via email with instructions on the self-nomination process.

Honors and Awards

At the end of each academic year and throughout graduation activities, the College seeks to acknowledge graduating students for excellence in academics, leadership and service.

Graduating students will be made aware of award eligibility and application procedures during the Spring semester of their graduating year and will work with faculty advisors to apply for awards.

Academic Calendar

The 2025-2026 Academic Calendar can be found [here](#).