



Jefferson School of Continuing and
Professional Studies

Undergraduate Student Handbook 2020-2021

Bucks County | Center City | East Falls | Online

Notice of Equal Opportunity

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age disability, veteran's status or any other protected characteristic. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources - Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

Diversity Statement

Thomas Jefferson University has a long and proud history of contributing to the national healthcare workforce. We aspire to create a diverse and inclusive environment, knowing that the creative energy and innovative insights that result from diversity are vital for the intellectual rigor and social fabric of the University. It is also requisite for a highly effective healthcare workforce of the future. As a scholarly community, the University welcomes people of all racial-ethnic, cultural, socio-economic, national and international backgrounds, diversity of thought, pedagogy, religion, age, sexual orientation, gender/gender identity, political affiliation, and disability.

The School of Continuing and Professional Studies (SCPS) reserves the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this handbook are not and may not be regarded as contractual between or among the College, Department, its students or its employees or agents.

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Message from the Dean

Hello Students!

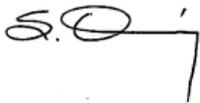
Welcome to the School of Continuing and Professional Studies! We are excited that you have chosen to make our school your academic “home.” The School of Continuing and Professional Studies (SCPS) at Thomas Jefferson University is based on the philosophy that education is a lifelong experience influencing personal growth, career advancement, or career change. Specialized and practical degree programs, certificate programs, and individual prerequisite courses are designed to accommodate adult learners and their professional and personal obligations. SCPS prepares students to strive for academic excellence, become leaders in their community, and participate as active global citizens to enrich and improve their personal lives.

The school offers three certificate programs (Healthcare Information Systems, Medical Practice Management, and Medical Coding & Data Quality), three associate’s degree programs (Health and Human Services, Health and Human Services: Radiologic Technology, and Occupational Therapy; eleven bachelor’s degrees (Accounting, Behavioral and Health Services, Building and Construction Studies, Business Management, Health Sciences, Health Services Management, Health Studies, Human Resource Management, Information Technology, Leadership in Emergency Services, and Organizational Leadership), a master’s degree in Organizational Leadership, and a doctoral program Strategic Leadership.

Our school supports the University’s mission, vision, and values. Our mission is “We Improve Lives.” Our vision is to reimagine health, education and discovery to create unparalleled value. Our values are what are expected of not only employees but students as well: put people first, be bold and think differently, do the right thing. Learn it, know it, live it!

We wish you much academic success in the coming year!

Best,

A handwritten signature in black ink, appearing to read 'S. Osagie', with a stylized flourish at the end.

Shelley E. Osagie, Ed.D.

Dean

Introduction to the Student Handbook

We are pleased to present you with the School of Continuing and Professional Studies' Student Handbook! It includes information on official school policies and procedures, in addition to resources and opportunities available to you.

While we have attempted to provide you with a comprehensive handbook, it does not stand alone. Important University-wide policies, including Community Standards and the Student Sexual Misconduct Policy, and information on University Services are found on the Thomas Jefferson University Student Handbook website at www.jefferson.edu/academicpolicies.

Best wishes for a successful year!

Information Literacy

Jefferson is committed to graduating students who are effective and creative problem solvers, critical thinkers and creators of new knowledge, team players, and lifelong learners. Jefferson students learn to be “wise information consumers,” and are empowered to act as both competent employees and informed citizens of the modern global village.

To help achieve this goal, Jefferson has developed six university-wide Information Literacy Outcomes for its students:

1. Students will be able to identify and articulate their information needs.
2. Students will generate a knowledge base of relevant information resources and sources, including various formats and delivery mechanisms.
3. Using this knowledge base, students will be able to identify and apply the resources and tools that are most appropriate for specific information problems.
4. Students will demonstrate the ability to critically evaluate and ethically apply information.
5. Students will apply the information literacy-related skills, attitudes and behaviors necessary for lifelong learning.
6. Students will exercise information literacy skills and competencies as active, globally aware citizens.

The University’s Information Literacy Initiative, administered through the Paul J. Gutman Library, is a collaborative, campus-wide effort involving classroom faculty, librarians, the University Writing Program, technology and computing support, and University administrators.

Additional information on the University’s Information Literacy Program is available on the [Jefferson Libraries website](#).

School of Continuing & Professional Studies

Mission, Vision, & Values

Mission

SCPS is committed to improving lives by providing a career-focused and supportive environment delivered by industry experts who encourage lifelong learning and critical thinking. We promote creativity and leadership through a variety of programs by leveraging professional and academic collaboration that prepares students to thrive in a rapidly changing world.

Vision

To be widely recognized as a diverse learning community that cultivates professional and personal advancement in a collaborative and creative environment.

Key Values and Focus Areas

The School of Continuing & Professional Studies is committed to providing:

- Opportunities for engagement to promote collaboration and creativity.
- A unique combination of assessments preparing students for professional practice and the evolving needs of their chosen discipline.
- A student-centered approach to a professional education taught by highly accomplished faculty.
- An educational environment that values diversity.
- A balance between theory and practice with a focus on current valued leadership skills that will enable students to demonstrate leadership in the home, work and community.
- Curricula structured to expand analytical and cognitive skills through learning experiences in diverse subjects.

School of Continuing & Professional Studies

Locations and Staff

Bucks County Location
Bucks County Technology Park
4800 E. Street Road
Trevose, PA 19053
215-526-0980

East Falls Location
4201 Henry Avenue
Philadelphia, PA 19144
215-951-2900

Center City Location
130 South Ninth Street, 5th Floor
Philadelphia, PA 19107
215-503-8414

Jefferson Online
online.jefferson.edu
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Jefferson Online

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General Procedures

Banner

The [Banner](#) Student Information System enables students and faculty to access academic records and process routine academic functions. Appropriate security features have been built in to maintain confidentiality of this information. Students are issued a Campus Key upon matriculation; the campus key is required to access information on the Banner website.

Features available through Banner:

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

Canvas

[Canvas](#) is the online learning platform for all courses. Student calendars, announcements, and links are all in a student's course.

Students should expect instructors to post:

- Course syllabi
- Assignment details
- Grading rubrics for all graded assignments
- Grades for submitted assignments
- Announcements

Students are expected to review the [Canvas How-to Guides for Students](#). The guides provide a basic exploration of Canvas' features.

Student Resources

SCPS Student Resource Site

Located in Canvas, the Student Resource Site is a place for many resources that exist to help you navigate your academic journey at Jefferson. The site contains important announcements, calendars, campus maps, and forms, and as well as information on scholarships, the libraries, parking, Portfolium, tutoring, and much more.

Career Services

The [Career Development Center](#) is located on the **Center City** campus and offers help with all aspects of the job search from developing resumes, CVs and cover letters, strengthening interviewing skills, and designing effective job search strategies to evaluating and negotiating job offers. The Center does this via individual appointments, class outreach, on-campus career fairs, networking events, and much more!

The [Career Services Center](#) is located on the **East Falls** campus and offers help with all aspects of the job search from developing resumes, CVs and cover letters, strengthening interviewing skills, and designing effective job search strategies to evaluating and negotiating job offers. The Center does this via individual appointments, class outreach, on-campus career fairs, networking events, and much more!

Academic Support Services

The [Student Writing Center](#) is located on the **Center City** campus and offers one-on-one writing consultations with a professional writing consultant to help students plan, create, and strengthen writing. Both online and on-campus consultations are available.

The [Academic Success Center](#) is located on the **East Falls** campus and offers one-on-one writing consultations with a professional writing consultant to help students plan, create, and strengthen writing. Both online and on-campus consultations are available. Students also have access to 24/7 live tutoring on a variety of subjects. Obtain help with writing, math, statistics, and more. Each student has five hours of tutoring included in each eight-week term. Tutor.com can be accessed via your course in Canvas.

University Libraries

The [Scott Memorial Library](#) is located on the Center City campus and is open to TJU ID cardholders, 24 hours a day, 7 days a week (guest access available for spouses and domestic partners). The Library's four floors holds its print collection, study spaces, computer stations and classrooms, special collections and archive, information services, and anatomical models. Online resources include a specialty software catalog, journals and e-books, Jefferson Digital Commons, datasets, and interlibrary loan services

The [Paul J. Gutman Library](#) is located on the East Falls campus and is open to TJU ID cardholders, 7 days a week. The Library's floors hold its print collection, study spaces, computer stations and classrooms, special collections and archive, information services, and anatomical models. Online resources include a specialty software catalog, journals and e-books, Jefferson Digital Commons, datasets, and interlibrary loan services

University-Wide Academic Policies and Procedures

Please refer to the University Handbook for the following [University-Wide Academic Policies](#):

- Academic Advising
- Academic Integrity
- Academic Standing: University Good Standing
- Address or Name Changes
- Attendance
- Auditing a course
- Changing Catalog Year
- Children in Instructional Settings
- Confidentiality of Student Records
- Course Withdrawal
- Grade Appeal
- Grading
- Graduation Application Procedures
- Graduation Requirements
- Human Subjects Policy
- Inclement Weather
- Intellectual Property
- Leave of Absence - Medical
- Preferred Name
- Schedule Changes
- Student Religious Observance Policy
- Tuition Charges Across TJU Programs
- Use of Electronic Recording Devices

School-Specific Academic Policies and Procedures

Adding, Dropping, and Withdrawing From Courses

Course Add (8-week courses)

Students may add an 8-week course until **Friday of the first week of classes**.

Course Add (15- or 16-week courses)

Students may add a 15- or 16-week course until **Monday of the second week of classes**.

Course Drop (8-week courses)

Students who wish to drop an 8-week course may do so through BannerWeb, provided they are not dropping to zero credits, through **Monday of the second week of classes**. Students dropping to zero credits must seek assistance from the School of Continuing and Professional Studies. Students who drop a course will not have any record of that course on their academic transcript nor will they have financial responsibility for that course.

Course Drop (15- and 16-week courses)

Students who wish to drop a 15- or 16-week course may do so through BannerWeb, provided they are not dropping to zero credits, through **Thursday of the third week of classes**. Students dropping to zero credits must seek assistance from the School of Continuing and Professional Studies. Students who drop a course will not have any record of that course on their academic transcript nor will they have financial responsibility for that course.

Course Withdrawal (8-week courses)

Students seeking to withdraw from 8-week courses must seek assistance from the School of Continuing and Professional Studies. Students must complete the **Notification of Course Withdrawal** form, which is housed in the Student Resource Site in Canvas. Students who withdraw from a course will have a “W” on their transcript, which will not affect GPA calculations, and they will be financially responsible according to the university’s published tuition refund schedule (below).

The deadline to withdraw from an 8-week course is Monday of week 6. After Monday of week 6, students may not withdraw from an 8-week course unless extenuating circumstances exist and an appeal letter is written to, and approved by, the Director of Student Services. Students who do not properly withdraw will receive the grade they earned at the time they stopped participating in the course and this grade will affect their GPA. To ensure withdrawals are executed promptly, students should consult the [JSCPS Academic Calendar](#) or speak with an academic advisor.

Course Withdrawal (15- and 16-week courses)

Students seeking to withdraw from 15- and 16-week courses must seek assistance from the School of Continuing and Professional Studies. Students must complete the **Schedule Change Form**, which they can obtain from the School. Students who withdraw from a course will have a “W” on their transcripts, which will not affect GPA calculations, and they will be financially responsible according to the university’s published tuition refund schedule (below).

The deadline to withdraw from a 15- or 16-week course is Thursday of week 9. After Thursday of week 9, students may not withdraw from a 15- or 16-week course unless extenuating circumstances exist and an appeal letter is written to, and approved by, the Director of Student Services. Students who do not properly withdraw will receive the grade they earned at the time they stopped participating in the course and this grade will affect their GPA. To ensure withdrawals are executed promptly, students should consult the [JSCPS Academic Calendar](#) or speak with an academic advisor.

Withdrawal from the University

The decision to withdraw from the University is a serious one and is a separate action from withdrawal from a course. Students wishing to withdraw from the University must notify the School of Continuing and Professional Studies in writing. Failure to notify SCPS will negatively impact the student’s ability to return to the University.

Tuition Refund Policy

The following tuition refund schedule applies to:

1. A student who is enrolled in a standard 15 week semester, 12 week, accelerated or summer session of a minimum of 5 weeks who is charged tuition separately for each term in which they are enrolled during the academic year; and
2. Who withdraws from the University; or
3. Is dismissed from the University for academic reasons;
4. Who is granted a Leave of Absence from the University will be eligible for a refund of tuition according to the following schedule.

Percent of Refund of Semester of Term Paid Tuition	Number of Days Enrolled
100%	0-7 calendar days
75%	8-14 calendar days
50%	15-21 calendar days
25%	22-28 calendar days
0%	29+ calendar days

Grading Scale and Descriptions

The University uses a plus/minus grading system. The passing grades for the University are “CR,” “A,” “B,” “C” and “D.” A grade of “F” signifies that the course has been failed.

Grade Scale

Grade	Quality Points	Grade	Quality Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0
C+	2.3	WF	0.0

Note: To graduate, a student must have a cumulative grade point average of 2.00 or higher.

Grade Descriptions

A = Excellent	Awarded to students who demonstrate an excellent understanding of the subject matter and who have achieved outstanding results in fulfilling the course objectives. Note: Grade of A+ signifies extraordinary performance but carries no additional quality points above 4.0
B = Above Average	Awarded to students who demonstrate above-average understanding of the subject matter and who show consistent achievement beyond the usual requirements of the course.

C = Average	Awarded to students who perform at the satisfactory level and demonstrate acceptable levels of understanding of the subject matter commensurate with continued study in the next successive course.
D = Below Average	Awarded to students as evidence of less-than-average understanding of the subject matter and who demonstrate weak performance. It indicates insufficient preparation for students to enroll in any course reliant upon an acceptable level of understanding of the particular subject matter. Note 1: A grade of “D-” (.70) represents a minimum grade necessary to receive credit for a course Note 2: Some courses require and identify a higher grade requirement for course and/or higher prerequisite as noted on course syllabus and course description.
F = Failure	Awarded to students showing poor understanding of the basic elements of the course.
I = Incomplete	The “I” grade indicates that a student has missed some portion of required coursework because of illness or another emergency beyond his/her control. It indicates that the student, with the approval of the professor, has agreed in writing to complete the missing course requirements within an extended period of time and not to exceed the end of the 4th week counting from the last day of the end of the semester in which the course was taken. (See current Academic Calendar for the exact date.) The professor has sole authority to grant or deny such a request. Failure of the student to complete the agreed-upon work in the prescribed time frame will result in a grade of “F” for the course. To obtain an “I” grade the student must submit an Incomplete Form to the professor for approval before the due date for final grades to be submitted to the Registrar. Copies of the form are available online on the University’s Registrar’s website, www.eastfalls.jefferson.edu/registrar/ .
W = Withdraw	The W grade indicates that a student withdrew from a course during the scheduled withdraw period for a term. A W is not included in GPA calculations, but is included when calculating the credit completion rate. As a result, a W grade may affect a student’s academic standing for the cumulative credit completion rate.
WF = Withdraw Failure	The WF grade indicates that a student withdrew from a course after the last day to withdraw with a W grade. A WF is included in GPA calculations and carries the same quality points as an F grade. It is included when calculating the credit completion rate. As a result, a WF grade may affect a student’s academic standing for the cumulative credit completion rate or the minimum GPA requirement.
CR = Credit	The CR grade indicates that a student has successfully completed a course which is graded on a Credit/No Credit basis. To obtain a CR grade, students must earn a “C” or better in the course. A CR grade is not included in GPA calculations, but is included when calculating the credit completion rate.
NC = No Credit	The NC grade indicates that a student has not successfully completed a course which is graded on a Credit/No Credit basis. This means that the student earned less than a “C” in the course. An NC grade is not included in GPA calculations, but is included when calculating the credit completion rate. As a result, a W grade may affect a student’s academic standing for the cumulative credit completion rate.

AU = Audit	The AU grade indicates that a student has audited a course. The AU grade is assigned by the faculty member at the end of the semester in which the student is registered for the audited course. An AU grade is not included in GPA or credit completion rate calculations, and has no effect on a student's academic standing. This is the only eligible grade for an audited course, and will not replace a previously earned grade for a repeated course. Since it is automatic, this grade does not necessarily imply the completion of specific coursework by the student.
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Academic Honors

Dean's List

Undergraduate students enrolled in at least 12 semester credits, nine of which are graded, and who earn a semester grade point average of 3.50 or better are eligible for the Dean's List for that semester. The Registrar calculates student's eligibility for the Dean's List after the 4th week of the following semester, when all *incomplete* ('I') grades have been resolved. Subsequent grade changes will not be on the downloaded Dean's List.

Latin Honors

In recognition of undergraduate student achievement, upon degree conferment, the university recognizes the high achievement of student performance by the awarding of Latin Honors.

Definitions

- **Cum Laude** - with praise
- **Magna Cum Laude** - with great praise
- **Summa Cum Laude** - with highest praise

Components

- Latin Honors are calculated by the Registrar's Office upon completion of a student's final term to degree.
- Student's earning Latin Honors receive recognition of distinction on their final university transcript.
- Alignment with "Residency Requirement"- students in a Bachelors Degree program must complete a minimum of 60 credits at Jefferson students and students in an Associate Degree program must complete a minimum of 30 credits at Jefferson in order to qualify for Latin Honors.
- For the School of Continuing and Professional Studies, alignment with "Residency Requirement"- students in a bachelor's degree program must complete a minimum of 33 credits at Jefferson students and students in an associate's degree program must complete a minimum of 20 credits at Jefferson in order to qualify for Latin Honors.

Latin Honors are awarded based on the following GPAs:

ACADEMIC HONOR	GPA RANGE
Cum Laude	3.50-3.64
Magna Cum Laude	3.65-3.79
Summa Cum Laude	3.80 or above

Prior Learning Assessment

SCPS awards academic credit for previous learning accomplished through academic, military, competency testing, and learning experiences resulting from non-traditional college classroom settings. It is important to note that Thomas Jefferson University awards credits based upon the level of learning achieved during these experiences, not for simply participating in these non-traditional learning experiences.

Credit for Prior Learning may be earned for achieving an appropriate level of knowledge from courses approved for credit from other institutions, ACE-evaluated workplace training, Advanced Placement Tests (AP), International Baccalaureate Exams (IB), the College Level Examination Program (CLEP), military coursework evaluated by ACE, DAN TES Subject Standardized Tests (DSST), and for the School of Continuing and Professional Studies (SCPS) learning from prior life and work experience if presented in a competency level learning portfolio.

Limits to awarding Credit for Prior Learning are described by the following:

- The credit must be applicable to the student's program of study.
- Credit for a course currently in progress or duplicate credit for a course already awarded through other methods will not be permitted.
- The residency requirement is 33 credits. Prior Learning credits only apply to the general requirements and free electives and do not count toward the residency requirement.
- The maximum number of credits a student can earn via Credit for Prior Learning is 30 credits.
- Prior Learning Credits in the major will only be awarded for courses for which Thomas Jefferson University maintains a program of study or significant coursework in a subject area constituting a cluster or concentration in University curricula. Free elective credits may be awarded for courses taken elsewhere that fit no Thomas Jefferson University major.
- The School of Continuing and Professional Studies will consider CLEP tests taken after matriculation for credit.
- Like transfer credit equivalencies, Credit for Prior Learning means that Thomas Jefferson University will award credit for knowledge and competency in certain areas, not grades. Credit will never be awarded for the same learning experience twice. Transcripts of Credit for Prior Learning will list credit for equivalent coursework, not a grade for that work.
- Joint Services Transcripts, ACE transcripts, and official score reports for AP, CLEP, DSST, and IB exams should be sent to the School of Continuing and Professional and should be received by the start of the student's third term of enrollment.

Prior Learning Assessment: Graduates of Police, Sheriff, or Fire Academies

Consistent with standards set by the Council on Adult and Experiential Learning that allows students to earn credit for learning that occurred through non-classroom based experience, students in the School of Continuing and Professional Studies (SCPS) Accelerated Degree Completion B.S. program may be awarded a maximum of 12 credits for college-level learning they gained through successful completion of training in a municipal police, sheriff or fire academy prior to entering the SCPS program. Graduates of the Philadelphia Police and Fire Academies or Sheriff's Training Academy will be awarded 12 credits. Graduates of other municipal training programs will be awarded credits based on an assessment of the specific training program when compared to the standard of the Philadelphia training program. Students may only earn credits for completion of a municipal training program once (i.e., those who have received credits through another regionally accredited academic institution must either use the credits that were awarded by that institution or voluntarily decline to have those credits transferred into Jefferson).

Prior Learning Assessment credits in Law Enforcement or Fire Safety will be awarded if the student successfully meets all of the conditions described below.

1. The student must submit their materials to apply to earn their Law Enforcement (PLA 180) or Fire Safety (PLA 181) credits to the Director of Faculty Affairs within five months of successful completion of CSSE 300 (Professional Practice Seminar). Students will have 20 days to respond to feedback. Students will receive notification of the awarding of credits within ten days of their final submission. All credits must be awarded within six months of the student's successful completion of CSSE 300.
2. The student must schedule a mandatory individual advising session with the SCPS Director of Student Services before submitting any materials. Detailed information, including a copy of the PLA Student Handbook, and clarification regarding all PLA requirements will be provided at this advising session. Typically, this session should be arranged immediately after successful completion of CSSE 300.
3. The student must register for PLA-180 or PLA-181 by submitting a letter of registration to the School of Continuing and Professional Studies before beginning the PLA process. A sample PLA registration letter is included in the PLA Student Handbook.
4. Within five months of successful completion of CSSE 300, the student must submit all of the following in one professional document:
 - Documentation of successful completion of police or fire academy training
 - A paper that describes:
 - Scope and content of the training program
 - Dates of participation in the training
 - Date of graduation
 - Name and contact information of individual who can provide additional verification and information regarding the student's participation in the training program.

- Reflection on their training experience and the college-level knowledge they obtained.
- The final document should be professional in appearance and the reflection paper should be a minimum of three pages in length.

Students will receive notification of the awarding of credits for completion of this municipal training within 30 business days of the final submission of all of the above listed PLA materials. Official posting of PLA credit will be listed on the student's transcript as PLA-180 Law Enforcement or PLA-181 Fire Safety. The grade will be posted as CR. No posting will appear if the student's credentials are not deemed sufficient.

Students who have additional experience in the Law Enforcement or Fire Safety fields may want to consider applying for PLA credits in another content area. Areas that students should consider include PLA-150 Leadership and Supervision, PLA-146 Training and Development and/or PLA-151 Negotiation and Conflict Resolution.

Note: Students must follow the general Prior Learning Assessment policy and procedures when applying for credits earned through any process other than graduation from municipal police academy or fire academy.

Residency Requirement

To be eligible for graduation with a Bachelor of Science degree from the School of Continuing and Professional Studies at Thomas Jefferson University, a student must earn a minimum of 33 credits in residence.

Taking Courses at Another Institution

Following is the SCPS policy for students who seek permission to take a course at another institution after matriculation in an undergraduate program (does not apply to the A.S. in Occupational Therapy):

1. Completion of Request for Permission: The SCPS "Permission to Take Courses at Another Institution Form" must be completed before taking a course at another institution. The form is housed in the SCPS Student Resource Site.
2. Timing: Students must submit the completed permission form to the School of Continuing & Professional Studies (SCPS) for approval at least six weeks before courses are scheduled to begin at the transfer institution.
3. Academic Standing: Students must be in good academic standing, i.e. minimum 2.00 cumulative GPA.
4. Two-year versus Four-year Institutions: Permission to take courses equivalent to Jefferson's junior and senior level courses (300- and 400-level) will be granted only if the other institution is a four-year college or university.
5. Maximum Number of Courses: Current students (including students on a Leave of Absence or Medical Leave of Absence) may take a maximum of two (2) courses at another institution after matriculating in a degree program in SCPS. Separate lecture and lab count as one course.

6. Residency: Students must fulfill residency requirements at Jefferson in order to graduate. SCPS students must earn a minimum of 33 semester credit hours in residence at Jefferson. Students must be in residence during the semester immediately preceding the awarding of the degree.
7. Credits & Grades: If a student earns a grade of "C" or better, Jefferson will accept transfer credit for an approved course. Grades earned at another institution are NOT included in the student's GPA at Jefferson. Jefferson will only accept credit for a course taken on a "Credit/No Credit" or "Pass/Fail" basis if there is evidence that the "Credit" or "Pass" grade is equivalent to "C" or higher. Transfer credits from an institution that operates on a *quarter* system will be converted to the equivalent number of *semester* credits.
8. Notification of Decision: If the request is approved, a notification letter will be sent to the transfer institution. Copies will be sent to the Registrar, student, and academic advisor. Note: If the request is not approved, the student will be informed in writing.
9. Transcripts: Students must arrange for an official transcript from the transfer institution to be forwarded directly to the Registrar's Office at tju_ef_registrar@jefferson.edu upon completion of the approved course(s). Students may follow up with their advisor in the School of Continuing & Professional Studies to confirm the transcript has been received.
10. Issues concerning the other institution: Other institutions may have policies which prevent a student from another institution [such as Jefferson] taking a given course. Students are responsible for reading the catalog and contacting the other institution to determine any applicable policies. Students should also be aware that other institutions may cancel advertised courses in any given term according to that institution's policies.

Scheduling of Courses

With the exception of English, science, and some social science and medical coding courses offered via the Center City campus, all SCPS undergraduate courses are offered in accelerated, 8-week terms. All courses are offered either online or in a hybrid format wherein courses meet on campus and online in alternating weeks. All core and major courses are offered regularly and in the case of courses required by multiple majors are offered every semester. A variety of free electives from the fields of management, leadership, emergency services, health sciences, social sciences, and the humanities are offered in every 8-week term either in hybrid or online delivery format.

Online Courses

Online courses offered by SCPS should not be viewed as an easier way to meet a degree requirement; they meet the same standards of academic rigor as on campus and hybrid courses. SCPS's online courses are reading-intensive and writing-intensive. Another important consideration is that our online courses are not self-paced; deadlines exist and must be adhered to. Additionally, we recommend that students not enroll in an online course until they successfully complete CSSE 300 or CSSE 101. **Successful participation in and completion of an online course requires that the student possess excellent written communication skills, has appropriate computer access, and is self-directed.**

Appeal of Adverse Decisions

Students have the right to question or appeal any decisions that are made regarding them by any official or committee of the University. The first step of the appeal process is to discuss

the decision with the individual or committee responsible for that decision. If a satisfactory resolution of the problem cannot be reached at that level, students should ask what additional avenues of appeal are available.

A specific procedure has been established for students who wish to express concern over academic matters.

1. Appeal your grade, in writing (via email) to the instructor and copy Sharon Harris, Director of Faculty Affairs (sharon.harris@jefferson.edu) or Mary Beth Kurilko, Director of Online Learning (marybeth.kurilko@jefferson.edu) for Jefferson Online students. If the instructor determines that there was a grading error, a “Change of Grade” form can be completed.
2. If the problem cannot be resolved at this level, you may file a subsequent appeal with Dr. Shelley Osagie, Dean. The appeal to Dr. Osagie must, again, be made in writing, and must thoroughly document your complaint. Your appeal must document one of the following:
 - a. A mathematical/computational error
 - b. Proof that the instructor applied grading standards that differed from what was presented on the course syllabus
3. Dr. Osagie will issue the final ruling on the appeal, typically within ten business days.
4. Before appealing to the instructor or Dr. Osagie, students are welcome to discuss their concerns with Sharon Harris, Director of Faculty Affairs or Mary Beth Kurilko, Director of Online Learning.
5. **The appeal process must be initiated before the end of the subsequent academic term.** Appeals initiated after the start of the second term following the term in question, will not be heard.

University-Wide Students’ Rights and Responsibilities

Please refer to the University Handbook for the following [University-Wide Rights & Responsibilities](#):

Alcohol, Drugs, and Prohibited Substances
Assistance Animals
Community Standards
Disability Accommodations
Gambling
Grievance Procedure
Hazing Policy
Social Media Policy
Student Alcohol Policy
Student Sexual Misconduct Policy
Use of University Name/Logo
Peer-to-Peer File Sharing on University Networks
Policy on Equal Opportunity; Policy Prohibiting Sexual Harassment; Policy Prohibiting Retaliation
Student Directory
Student Emergency Contact Information

School-Specific Students' Rights and Responsibilities

As with attendance at any college or university, students enrolled in the School of Continuing and Professional Studies have numerous responsibilities. They include:

- Attending every class and not habitually arriving late or departing early.
- Arriving at class prepared (e.g. not needing to print a document at the last second).
- Attending class **without** bringing your children. Although it is understood that sometimes childcare issues arise, it is not appropriate to bring children, no matter their age, to the classroom. Even well-behaved children can cause an unnecessary distraction and their presence can negatively affect the quality of classroom discussions. If childcare issues arise, the student should not attend class but instead should discuss their situation with their instructor. If necessary, the student should withdraw from the class if childcare issues pose a persistent problem.
- Acting respectfully toward staff, instructors, and your fellow students.
- Notifying your professors if you must miss a class or arrive late.
- Obtaining the correct edition of a textbook and being prepared for the first class session.
- Checking your Jefferson email account on a regular basis, as the School and some University departments including Student Accounts, Financial Aid and the Registrar's Office routinely send important messages to this address. Please note that the first course announcement, for every class, is sent to your Jefferson email address. All Jefferson faculty, staff, and students are expected to use their Jefferson email to communicate about Jefferson matters.
- Participating in the required online course activities via Canvas. Participation in Canvas is not voluntary and is a required element of all courses in the School of Continuing & Professional Studies. Online course participation must be timely and appropriately address the class topic for discussion.
- Obtaining the necessary Parking Permit (for the East Falls Campus).
- Obtaining a student ID Card with barcode (for access to all campus buildings). Locations:
 - Photo ID Center in the University Bookstore at 1009 Chestnut Street in Center City
 - Kanbar Campus Center Welcome & Information Desk in East Falls
- Being aware of and abiding by the policies concerning academic dishonesty.
- Completing a course evaluation at the conclusion of every course.

University-Wide Health and Safety Policies

Please refer to the University Handbook for the following [University-Wide Health and Safety Policies](#):

Campus Violence
JeffALERT Emergency Notification System
Weapons Policy
Emergency Preparedness
Flu Vaccination Policy
Health Insurance Policy

Health and Safety Policies Specific to COVID-19 and the Fall 2020 Relaunch

Thomas Jefferson University has assembled a cross disciplinary team to develop a [comprehensive University Relaunch Guide](#) for faculty, staff and students that details how we will safely move Jefferson education forward. This is a dynamic document so students should check the website regularly for updates. As of the date this handbook was published, supplemental requirements to the community standards have been added for all students to observe to promote health and safety when they visit campus:

- Mask use at all times
- Social Distancing
- Frequent hand washing
- Avoiding touching one's face
- Coughing/sneezing into one's elbow
- Staying home when feeling ill
- Reporting signs and symptoms, and possible COVID-19 exposures, to University Student Health

Inclement Weather Notification

School closing information also is posted on the University website at www.jefferson.edu. Additionally, students can call the University's general information number, 215-951-2700.

If classes are canceled due to inclement weather, students are responsible for checking their university email and/or Canvas for information from their faculty advising them of an immediate impact on the students' preparation for the next class meeting.

Undergraduate Academics

Certificate Programs

Healthcare Information Systems	Undergraduate Certificate
Medical Coding and Data Quality	Undergraduate Certificate
Medical Practice Management	Undergraduate Certificate

Associate’s Degree Programs

Health & Human Services (restricted enrollment)	AS
Health & Human Services-Radiologic Technology (restricted enrollment)	AS
Occupational Therapy	AS

Bachelor’s Degree Programs

Accounting	BS
Behavioral & Health Services	BS
Building & Construction Studies	BS
Business Management	BS
Health Sciences	BS
Health Services Management (Center City)	BS
Health Services Management (East Falls)	BS
Health Studies	BS
Human Resource Management	BS
Information Technology	BS
Leadership in Emergency Services	BS
Organizational Leadership	BS

Creativity and Leadership Core

By fall 2021, each SCPS bachelor’s degree curriculum will include a Creativity and Leadership Core, which is designed to help students to think creatively and lead in life, work, and the community. The Creativity and Leadership Core, which aligns with the University’s Creativity Core, is comprised of five courses:

CLC 310	Creativity Foundations and Applications	3
CLC 320	Creativity in the Digital Age	3
CLC 330	Project Management	3
CLC 340	Leading Diverse Organizations	3
CLC 350	Creative Leadership	3

Behavioral Outcomes Aligned with Employer Need:

According to the National Association of Colleges and Employers [NACE, 2017), employers rated the career competencies they sought in new hires. Five of the top competencies align with the Creativity and Leadership Core:

Career Competencies
Critical Thinking/Problem Solving
Teamwork/Collaboration
Professionalism/Work Ethic
Leadership
Digital Technology

The SCPS Portfolio

The Jefferson School of Continuing and Professional Studies (JSCPS) values the learning students gain through the Bachelor of Science (B.S.) Degree Program. The Portfolio chronicles your growth and journey throughout the JSCPS Degree Program. It is used to assess how well you have satisfied the course outcomes for the Degree Program.

The Portfolio should reflect your demonstrated ability to:

- Retain and apply concepts;
- Use technology in your professional and personal life;
- Communicate effectively through written, oral and nonverbal means;
- Understand and value cultural and ethnic diversity;
- Conduct an in-depth analysis of an industry, organization or economic sector
- Effectively manage multi-faceted information;
- Think critically and to apply multidisciplinary approaches to problem-solving and decision making;
- Incorporate global perspectives on the world of work into your professional efforts;
- Apply concepts that reflect a breadth and depth of professional knowledge and skills related to your major area of study;
- Be an ethical, responsible citizen and leader in your personal, professional, and civic community.

The Portfolio includes the following:

- **Personal Profile** (reflective essay, mission statement, and updated resume and curriculum sheet)
- **Industry and Organizational Analysis** (reflective essay and artifacts that demonstrate your ability to analyze an industry or organization)
- **Information and Technology Literacy** (reflective essay and artifacts that demonstrate your ability to access and use a variety of information and technology)
- **Global Perspectives** (reflective essay and artifacts that demonstrate your understanding of global issues that affect your social and professional lives)
- **Professional Skills and Knowledge** (reflective essay and artifacts that document the professional skills and knowledge that you gained through the B.S. Degree Program)

Each section of the Portfolio should demonstrate your ability to satisfy the outcome goals listed below and should include an explanation for the selection of artifacts in each marked section.

Students are responsible for retaining graded copies of all work that will be included in your final Portfolio.

Students begin to develop their JSCPS Portfolio in the Professional Practice Seminar (CSSE-300). In conjunction with that course, students receive guidelines for preparing the JSCPS portfolio including use of Portfolium*. Students continue to collect artifacts and reflect on learning throughout the remainder of the Degree Program. The final Portfolio is assessed in the Professional Studies Capstone Seminar (CSSE-499). Students receive final grading criteria

for their JSCPS portfolios in conjunction with the Professional Studies Capstone Seminar. You will be graded for the quality, depth, and breadth of your autobiographical chronicle about your developmental journey throughout the Jefferson University B.S. Degree Program.

All students are required to include the following in their portfolio:

Course Number	Course Name	Required Project Artifact	Portfolio Section
COMM-320	Professional Communication Skills	Multimedia Project	Organizational Analysis
CSSE-300	Professional Practice Seminar	Leadership Skills Project	Information and Technology Literacy
MGMT-361	Leadership Theory	Leadership Case Analysis	Organizational Analysis
HUMN-310	Globalization and World Politics	Debt Project or Treaty Project	Global Perspectives
IT-201	Learning with Technology	Annotated Bibliography	Information and Technology Literacy

Students in all majors except Health Sciences will be required to include artifacts from:*

Course Number	Course Name	Required Project Artifact	Portfolio Section
ECON-331	<i>Economic Decision Making</i>	Final Project	Information and Technology Literacy
FINC-323	<i>Financial Decision Making</i>	Company Analysis	Organizational Analysis

**Health Sciences majors will be required to include an artifact from*

- *STAT-311-Finding and Evaluating Data (in lieu of artifacts from FINC-323 and ECON-331).*

Course Number	Course Name	Required Project Artifact	Portfolio Section
STAT-311	<i>Finding and Evaluating Statistical Data</i>	Any Homework Assignment	Professional Skills and Knowledge

Students will be required to include artifacts from ONE of the following, depending on their major:

Course Number	Course Name	Required Project Artifact	Portfolio Section
ACCT-412	<i>Advanced Accounting</i>	TBD	Professional Skills and Knowledge
CMGT-XXX	<i>Project Management in Construction</i>	TBD	Professional Skills and Knowledge
HRM-350	<i>Cross Cultural Communication and Diversity Management</i>	Communication Package	Professional Skills and Knowledge
EMS-330	<i>Public Health Issues Impacting Emergency Services</i>	Case Study	Professional Skills and Knowledge
PSYC-263 (formerly 233)	<i>Interpersonal Relations and Small Group Dynamics</i>	Annotated Bibliography	Professional Skills and Knowledge
MKTG-102	<i>Principles of Marketing</i>	Semester Project	Professional Skills and Knowledge
HRM-421	<i>Organizational and Employee Relations</i>	Formal Essay	Professional Skills and Knowledge
IT-410	<i>Needs Assessment</i>	Any Homework Assignment	Professional Skills and Knowledge
LHS-403	<i>Critical Infrastructure: Vulnerability Analysis & Protection</i>	TBD	Professional Skills and Knowledge
LAW-410	<i>Advanced Law Enforcement Theory & Management</i>	TBD	Professional Skills and Knowledge

Note: CSSE-499 instructors will make individual accommodations for those students who have not taken one of the above-specified courses at Thomas Jefferson University due to transfer or other legitimate reasons.

***Portfolium**

[Portfolium](#) is an ePortfolio network for students and alumni to visually showcase their work and projects directly to employers, faculty, and fellow students/alumni - proving their skills and experiences beyond the limits of a traditional resume. Students can directly correlate their academic work to real job requirements - connecting their learning (both inside and outside of the classroom) with opportunities.

Users can create any number of projects within their portfolio and import their Canvas assignment submissions directly to their ePortfolio. Additionally, Canvas users can access the Portfolium network to share their portfolio and connect with classmates and peers around the world.