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 the 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 admission to Jefferson in a health related program are generally required to pass a criminal background check and child abuse clearance. Please consult with the Program Director of Office of Admissions 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 be fingerprinted and/or drug tested. The Office of Admissions, along with your academic program, will provide you with the appropriate information to complete these requirements.

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 may result in delay of graduation or the inability to graduate from the program.

Regardless of whether or not 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 Health Professions 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.
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UNIVERSITY POLICIES
CENTER CITY POLICIES
Dear Jefferson College of Health Professions Student:

As we continue to transition to a new Jefferson College of Health Professions at Jefferson (Philadelphia University + Thomas Jefferson University), we present you with this Student Handbook to guide you to the policies and procedures that impact your academic career within the University, the College of Health Professions 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 Academic and 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 and the campus at which you are enrolled. In addition to the references provided below, students should refer to their Department/Program student handbook for specific policies related to their individual program of study.

**UNDERGRADUATE STUDENTS IN THE PRE-PROFESSIONAL PHASE OF STUDY, EAST FALLS CAMPUS**

*These students include undergraduate students in Bachelor of Science degree in Health Sciences as well as undergraduate students in the pre-professional phase of their combined degree program (BS in Health Studies and MS in Physician Assistant Studies or MS in Community and Trauma Counseling).*


**GRADUATE STUDENTS AND UNDERGRADUATE STUDENTS IN THE PROFESSIONAL PHASE, EAST FALLS CAMPUS**

*These students include Master of Science students in Disaster Management, Midwifery, Community and Trauma Counseling, Art Therapy/Community and Trauma Counseling, and Physician Assistant Studies (East Falls and New Jersey campuses) and students in the professional phase (graduate coursework) of their combined BS/MS program in Community and Trauma Counseling and Physician Assistant Studies.*


**EXCEPTION:** The Jefferson College of Health Professions maintains a consistent grading scale across all graduate level programs within the College. As such, information regarding *Academic Standing, Grading, Graduation Requirements* contained in this handbook will supercede information in the Graduate Student Academic Policies and Procedures referenced above.

Additionally, students are subject to the Grade Appeal Protocol in this handbook, as well as policies in Appendix A, labeled “University Policies.”

For ease of use, policies in this handbook marked with an “**” are applicable to East Falls graduate students and undergraduate students in the professional phase within JCHP.

**UNDERGRADUATE STUDENTS IN THE PROFESSIONAL PHASE OF STUDY, CENTER CITY CAMPUS**
These students include undergraduate students in the Bachelor of Science degree programs offered within the Department of Medical Imaging and Radiation Sciences or the Bachelor of Science degree programs in the Department of Medical Laboratory Sciences and Biotechnology and students in the Bachelor phase of the BS/MS degree programs in the Department of Medical Laboratory Sciences and Biotechnology.

Students are directed to the policies and procedures contained within this handbook, in addition to the JCHP Student Catalog-Center City Campus at https://www.jefferson.edu/university/health-professions/student-resources.html and the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook.

GRADUATE STUDENTS-CENTER CITY CAMPUS

These students include graduate students in the Master of Science in Couple and Family Therapy, Biotechnology, Cytotechnology, Medical Laboratory Sciences, Physician Assistant Studies (Center City campus), Radiologic and Imaging Sciences, Medical Physics, and all graduate certificate programs within the College on the Center City campus.

Students are directed to the policies and procedures contained within this handbook, in addition to the JCHP Student Catalog-Center City Campus at https://www.jefferson.edu/content/dam/university/health-professions/resources/2017-2018-JCHP-Student-Handbook-Revised-2-2018.pdf and the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook.

INSTITUTE OF EMERGING HEALTH PROFESSIONS STUDENTS-CENTER CITY CAMPUS

Students are directed to the policies and procedures contained within this handbook, in addition to the JCHP Student Catalog-Center City Campus at https://www.jefferson.edu/content/dam/university/health-professions/resources/2017-2018-JCHP-Student-Handbook-Revised-2-2018.pdf and 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 Health Professions are approved by the appropriate accrediting agencies:

Couple and Family Therapy
Marriage and Family Therapy Program
Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
112 South Alfred Street
Alexandria, VA 22314
(703) 838-9808
(703) 838-9805 (FAX)
https://www.aamft.org

Medical Laboratory Sciences and Biotechnology
Cytotechnology Program
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the Cytotechnology Programs Review Committee of the American Society of Cytopathology
CAAHEP
25400 US Highway 19N, Suite 158
Clearwater, FL 33763
(727) 210-2350
(727) 210-2354 (fax)
www.caahep.org

Medical Laboratory Science Programs
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720
Rosemont, IL 60018-5119
(847) 939-3597
(773) 714-8880
(773) 714-8886 (FAX)
www.naacls.org

Midwifery
Accreditation Commission for Midwifery Education (ACME)
8403 Colesville Road
Suite 1550
Silver Spring, MD 20910
(240) 485-1802
www.midwife.org/acme
Physician Assistant Studies -Center City Campus
Accreditation-Continued
Accreditation Review Commission on Education for the Physician Assistant, Inc, (ARC-PA)
12000 Findley Road, Suite 150
Johns Creek, GA 30097
(770) 476-1224
(770) 476-1738 (FAX)
http://www.arc-pa.org/

Physician Assistant Studies –East Falls & New Jersey Campus
Accreditation-Continued
Accreditation Review Commission on Education for the Physician Assistant, Inc (ARC-PA)
12000 Findley Road, Suite 150
Johns Creek, GA 30097
(770) 476-1224
(770) 476-1738 (FAX)
http://www.arc-pa.org/

Radiologic Sciences
General Sonography, Cardiac Sonography and Vascular Sonography Programs

Thomas Jefferson University, Diagnostic Medical Sonography and Cardiovascular Sonography Program are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Hwy 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

JRCDMS
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
(443) 973-3251 (fax)
jrcdms@intersocietal.org
www.jrcdms.org

Magnetic Resonance Imaging, Medical Dosimetry, Radiography and Radiation Therapy Programs
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
(312) 704-5304 (fax)
mail@jrcert.org
www.jrcert.org
Nuclear Medicine Program
Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
2000 W. Danforth Rd., Suite 130 #201
Edmond, OK 73003
(405) 285-0546
(405) 285-0579 (fax)
jrcnmt@coxinet.net
www.jrcnmt.org

Institute of Emerging Health Professions
Perfusion and Extracorporeal Technology Program
Accreditation Committ-Perfusion Education (AC-PE)
552 West Jamison Place
Littleton, CO 80120
303-794-6283
office@ac-pe.org
JCHP 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 (Professional Phase UG Students-Center City Campus)

Dean’s List
At the end of each academic term, recognition on the Dean’s List for Distinguished Academic Achievement is awarded to those students enrolled in undergraduate programs with no fewer than 12 credit hours per semester who have achieved a minimum grade point average of at least 3.50 for the term.

Academic Honors at Graduation (Undergraduate Students Only)
To graduate with honors, a student must:
• complete at the College a minimum of 60 credits in a bachelor’s degree program or 30 credits in an associate degree program
• earn at least 50% of these credits in graded (non-Pass/Fail) courses
• achieve a cumulative grade point average as follows:
  - Cum Laude 3.50
  - Magna Cum Laude 3.70
  - Summa Cum Laude 3.85

The cumulative grade point average is based only on those courses completed at the College.

ACADEMIC INTEGRITY POLICY
The Administration and Faculty of the Jefferson College of Health Professions 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 his or her 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. The following policy on academic integrity defines dishonesty and describes the procedures for responding to charges of academic dishonesty in the College.
Forms of Academic Dishonesty

Plagiarism
As stated in the American Medical Association Manual of Style (2007), “In plagiarism, an author documents or reports ideas, words, data, or graphics, whether published or unpublished, of another as his or her own and without giving appropriate credit.”

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

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

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

Cheating
Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include but are not limited to:
1. Copying from another student’s test paper or allowing another student to copy from a test paper.
2. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
3. Collaborating during a test with any other person by receiving information without authority, or collaborating with others on projects where such collaboration is not expressly permitted.
4. Using or possessing specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student’s clothing, etc., that are not authorized.
5. Taking a test for someone else or permitting someone else to take a test in one’s place.
6. Tapping pencils or other objects or otherwise signaling in code.
7. Entering any office or opening a file to obtain a test or answer key.
8. Viewing test materials on a secretary’s or faculty member’s desk.
9. Passing quiz/test questions or answers from one student to another, even after the test is completed.
10. Copying a posted answer key without permission.
11. Discussing test questions or answers outside the examination room while the test is in progress.

**Academic Misconduct**

Academic misconduct is the intentional violation of University policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test. Examples include, but are not limited to:
1. steal, buy or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test including answers to an unadministered test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test or on other work for which a grade is given.
5. Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, in a computer, on a "change of grade" form or other official academic records of the University which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.
7. Continuing to work on an examination or project after the specified allotted time has elapsed.
8. Signing into classes for others.

**Academic Dishonesty in Clinical Settings**

Academic dishonesty in the clinic is characterized by deliberate, deceitful intention to (1) obtain information from another source and claim as one’s own, (2) fabricate clinical data or information, or (3) misrepresent one’s own actions or the actions of another in order to avoid sanctions. Examples include, but are not limited to:
1. Looking up in a log book, equivalent source or consulting a professional for a diagnosis or treatment plan on an assigned unknown case without authorization from the clinical instructor.
2. Using a correlated histopathologic or clinical diagnosis in lieu of his or her own clinical or technical interpretation.
3. Reporting results without performance of a test or procedure.
4. Providing unauthorized information to other students on clinical assignments.
5. Changing answers on work sheets or patient records after they have been reviewed and/or submitted.
6. Misrepresenting one’s own or another’s identity.
7. Feigning illness or emergency to avoid a clinical rotation or assignment.
8. Signing into rotation for another student when absent.
9. Communicating confidential information to a person not involved in the patient’s care without authorization.
10. Misrepresenting any aspect of patient care or documentation.

**Sanctions**

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

**Option A**

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

- a verbal reprimand
- a written reprimand
- a grade of zero for an assignment or examination
- a requirement that the student repeat the work affected by the academic dishonesty
• a statement concerning the action to be sent to the Department Chair or College Dean, as appropriate, by the instructor.

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

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

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

Option B
Option B is direct referral of the charge by the faculty member to the Community Standards Board for adjudication.

The contents of sections on Academic Dishonesty were taken wholly or adapted in part with permission from “The Academic Honesty & Dishonesty” brochure prepared by the Dean of Students Office, 218 Hullihen Hall, University of Delaware, Newark, Delaware, (302) 831-2117.
Revised June 20, 1997

ACADEMIC STANDING*

Probation and Dismissal
Students’ academic records are reviewed at the end of each semester, including summer sessions, to evaluate academic standing and satisfactory progress toward degree requirements. The program director, department chair, or advisor in the student’s academic program of study will notify the student when problems in academic performance may jeopardize a student’s academic standing. Official notification of probation or dismissal will be sent in writing directly to the student by the Department Chair/Program Director.

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. 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. Actions related to academic probation and dismissal, as defined by program and campus specific policies and procedures, may be reviewed by both College and/or Department/Program Committees on Student Affairs and the Office of the Dean before final action is taken.

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 University.

For students in the professional Undergraduate Programs (Department of Medical Imaging and Radiation Sciences and Medical Laboratory Sciences and Biotechnology), students should consult with the Department Chair/Program Director to determine potential options for transfer to another bachelor degree program if dismissed from their undergraduate degree program.
Students enrolled in the BS/MS programs 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.

**ATTENDANCE REGULATIONS**

Attendance is expected in all classes for which a student is registered. The instructor, in conjunction with the academic department, determines attendance requirements for each course. These requirements along with the objectives and the anticipated outcomes of the course shall be clearly outlined by the instructor at the beginning of each course. STUDENTS WHO HAVE AN OUTSTANDING TUITION BALANCE ARE NOT PERMITTED TO ATTEND CLASSES. Additionally, students who are non-compliant with pre-matriculation, annual maintenance, and/or flu vaccine requirements are prohibited from participating in clinical rotations and may be prohibited from accessing their Blackboard course materials and/or from attending class.

**AUDITING**

A student may audit a course with the written permission of the instructor and final approval from the respective Department Chair or designate. The student must register for the course during the registration period and pay the regular course fee. The registration for any course may not be changed from audit to credit or vice versa after the first week of class.

**CHANGES IN SCHEDULE: COURSE DROP/ADD**

Students who wish to revise their schedules after initial registration must complete a Schedule Change Form and return it with the appropriate signatures to the University Office of the Registrar by the deadline published in the Academic Calendar of the College. During the fall and spring semesters, the Drop/Add period is normally a two week period. In accelerated terms like the summer sessions, it is proportionately less. **NOTE:** Please refer to the academic calendar for specific Drop/Add deadlines.

It is the students’ responsibility for consulting with their advisors on how course registration changes will affect their progress toward degree completion. Additionally, prior to changing their schedules, students receiving financial assistance should consult with the University Office of Financial Aid to determine what effect the change may have on their eligibility for aid or deferments on payment of student loans.

Matriculated students are not permitted to drop all courses in a term without obtaining an approved Leave of Absence or withdrawing from the College, and they will be subject to the refund policy described in the JCHP Student Handbook.

Students who stop attending classes without filing the required Schedule Change form will be responsible for the full payment of tuition and will receive a grade of F for the course. Verbal notification to the course instructor does not constitute an official course drop.

**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. Therefore, students are subject to the College and/or Department’s specific regulations governing clinical practice and may be placed on probation by the Department and/or recommended for dismissal from the Department for unsafe clinical behavior as defined by the appropriate academic division. The specific regulations are contained in a college/departmental handbook or similar publication and are distributed to students at the beginning of the academic year and/or prior to the clinical rotation. Students who wish to appeal a decision of clinical dismissal for unsafe clinical performance may do so by following the provisions of the Grade Appeal Protocol.
COURSE WITHDRAWAL

Following the conclusion of the Drop/Add period, a student may withdraw from a course by completing a Schedule Change Form and obtaining the necessary approvals from the appropriate academic department. A student who withdraws from a course prior to the deadline published in the academic calendar will receive a grade of “W.”

A student who withdraws from a course after the deadline published in the academic calendar will receive a grade of “WP” (withdrew Passing) or “WF” (withdrew Failing), depending upon the level of work at the time of the withdrawal. No credits or quality points are given for either grade; however, a grade of “WF” is included in the calculation of the student’s grade point average as a course failure. In order to receive credit for a course from which the student has withdrawn, the student must re-register for the course in a subsequent semester.

Prior to withdrawing from courses and/or the College, students receiving financial assistance should consult with the University Office of Financial Aid to determine what effect the change may have on their eligibility for aid or deferments on payment of student loans.

Additionally, students should understand that withdrawal from a course does not release a student from tuition payment obligations for that course. Please refer to the Refund Policy later in this section of the JCHP Student Handbook.

NOTE: Students who do not officially drop or withdraw from a course according to the procedures described above but stop attending classes 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 does not constitute an official course drop or withdrawal.

DIVERSITY AND INCLUSION STATEMENT*

At Jefferson, we are reimagining diversity and inclusion to promote and cultivate an inclusive environment that celebrates the diversity of our patients, families, students, workforce and the communities we serve. We believe that a diverse and inclusive environment is fundamental to our mission for the advancement of education and health and the achievement of health equity.

At Jefferson, we use the following definitions:

- **Diversity:** is the richness of human similarities and differences that make up the One Jefferson Family.
- **Inclusion:** is the ability to provide outstanding health care to all people and all communities while giving everyone voice and the opportunity to be valued, respected and supported.

GRADE APPEAL PROTOCOL*

The grade appeal policy and procedure affords recourse to a student who has evidence that an inaccurate final grade has been awarded under the following circumstances:

- Grade awarded does not align with criteria established in the course syllabus, rubrics, or other course documents.
- Grade awarded has been inaccurately assigned due to clerical or administrative error.

Please note the grade appeal process described in this policy is for final grades only, not individual assignments. If a student thinks that an inaccurate final grade has been assigned based on the circumstances above, they should discuss the grade with the course instructor. If an agreeable outcome is not reached, the student may begin an official grade appeal. Before starting an official grade appeal a student is required to meet with a member of Academic or Student Affairs to learn more about the process and timelines. Students on the East Falls campus should discuss with their academic advisor, students on the Center City campus should contact the Associate Provost for Student Affairs.
Official Appeal process:

1. To appeal a grade for a course, the student should begin with the course instructor by submitting the documents outlined below. The course instructor will review the appeal and provide a written response to the student.

2. If the student is not satisfied with the outcome or does not receive a response, the appeal can be continued in writing to the next designated academic official. This will vary by college or school providing the course, and may include the course coordinator, program director, department chair, or associate dean, who will also respond in writing.

3. In the event that the student is not satisfied with the outcome at that level, an appeal may be submitted to the dean of the college or school providing the course. The dean will respond in writing and is the final appeal.

Required documentation:

For a grade appeal, the burden of proof is on the student. To formally begin the appeal, the student must provide the following documents for review:

a) a detailed written statement requesting and explaining the basis for the appeal.

b) a copy of the course materials, including syllabus and assignments; and

b) copies of other pertinent documents, including student’s submitted work, and any other evidence that may have a bearing on the grade in question. These may include, but are not limited to, work done by the student in the course, school/department/university policies, tests, papers, clinical records or evaluations, journals, handouts, correspondence to/from the instructor, course outlines, handouts, logs and any written feedback given by the instructor on written work.

If the appeal is for a prerequisite course for the subsequent semester, or if a student has been dismissed from a program based on a grade being appealed, college or school administration (program director or dean) will notify the student if they may or may not continue in the subsequent course or academic program during the appeal process.

Timeline:

If the course is not a prerequisite for the subsequent semester, the grade appeal should be completed by the end of the following semester or term.

If the course is a prerequisite for the subsequent semester, the following timeline is recommended:

A student must file the initial appeal within 10 business days after the deadline date for grade submittal as found in the Academic Calendar. The entire grade appeal process should take no more than 30 business days. If, due to extenuating circumstances, the student is unable to follow the timeframe, they must submit a written request for an extension from the next person in the process during the specified timeframe. Likewise, a course instructor, course coordinator, program director, department chair, or associate dean must submit a written request for an extension to the dean if there are extenuating circumstances that would not allow the timely completion of their review and decision.

A student whose basis for dissatisfaction with a grade does not fall within this grade appeal policy may wish to review the university grievance policy found at: https://www.eastfalls.jefferson.edu/studentgrievances/ for East Falls courses or
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 a given 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 it others, it may be a C-. Depending on the program, failure to achieve the minimal passing grade may result in dismissal or academic probation.

Student should consult the Academic Standing: Academic Probation and Dismissal section of this handbook for policies regarding academic status in the College. Students 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. A copy of the departmental/program handbook is available from the student’s faculty advisor.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF*</td>
<td>0.0</td>
</tr>
</tbody>
</table>

GRADERS NOT CALCULATED IN THE GRADE POINT AVERAGE (GPA)

<table>
<thead>
<tr>
<th>AU</th>
<th>Audit</th>
<th>Instructor permission required; no credit awarded.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Awarded for successful completion of a challenge examination.</td>
</tr>
</tbody>
</table>

I  Incomplete  Awarded only when the student has done course work at a satisfactory level, but has missed work because of illness or other emergencies beyond the student’s control. It indicates that the student is likely to successfully complete the missing requirements within the prescribed time limit and receive a passing grade for the course.

Center City Campus: Failure to remove an incomplete grade prior to the end of the 6th week following the conclusion of the final exam (or as determined by the department if the course is a pre-requisite) will result in a grade of F.

East Falls Campus: Both the student and faculty member assigning the grade must sign the “Agreement for the Completion of Work Outstanding.” An “I” grade automatically becomes an “F” grade unless changed by the end of the 4th week following the conclusion of the last day of the semester in which the course is taken.

IP  In Progress  Assigned when course work is scheduled on a continuous basis over more than academic term (e.g., selected clinical practical). The final course grade and credit are awarded in the term of completion.

N  No Credit  When it is impossible to complete work in a given course, the student
may submit a written application for a grade of N, within one academic term, through the instructor to the Dean. If the request is approved, the student will be awarded a grade of N. No credit is awarded.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>Did not achieve passing score on a challenge examination.</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Satisfactory completion of a course graded on a Pass/Fail basis.</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>Transfer credit awarded.</td>
</tr>
<tr>
<td>W/WP/WF</td>
<td>Withdrawal</td>
<td>Students who complete an authorized withdrawal by the deadline published in the Academic Calendar receive a grade of W. After the deadline, a student who withdraws receives a grade of WP (Withdraw Passing) or WF* (Withdraw Failing), depending upon the level of performance in the course at the time. WF is calculated in the student’s GPA.</td>
</tr>
</tbody>
</table>

**Grade Point Average Calculation**
The grade point average (GPA) is computed in the following manner:
1. Multiply the number of Quality Points for each grade by the Credit Hour value assigned to each course attempted.
2. Divide the sum of these products by the total number of credits attempted.

**Repeated Courses**
With the approval of the Department Chair/Program Director or College Dean, as appropriate, 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 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.

**Admission To A Second Program**
A graduate of one program of the University who is admitted to a second program has a cumulative GPA for the second program computed only on the grades earned in courses taken after the completion of the first program.

**Change of Grade Reporting**
To change a grade, the instructor must complete and submit a change of grade report, which may be obtained in the University Office of the Registrar or in the academic unit’s office. For grade changes other than that of “I” (incomplete) or correction of a miscalculated grade, the instructor must submit for the approval by the College Dean the reason for the change together with the signed endorsement of the department chair or program director.

**GRADUATION REQUIREMENTS***
A student must fulfill the specific credit hour and course requirements for their specific program in accordance with the academic standards criteria outlined in their department/program handbook.
Students must be in good academic standing within their respective programs and achieve a cumulative grade point average of at least 2.00 for undergraduates or 3.00 for graduate students on all attempted work to qualify for graduation from the University. Please note that department/program cumulative GPA requirements may exceed these minimums. Refer to your program/department guidelines.

**GRADUATION APPLICATION**

The official awarding of degrees takes place three times each year: at the Commencement Exercises following the conclusion of the spring semester, in August/September at the conclusion of the summer semester (no commencement activities), and in December at the conclusion of the fall semester (no commencement activities). Students who expect to meet the requirements for graduation must file an online application with the University Office of the Registrar. These applications are normally filed during the fall semester but must be received no later than the deadline published in the Academic Calendar.

A student who applies for graduation and then fails to qualify must reapply, indicating the revised date of the completion of graduation requirements. A student who does not qualify for graduation in time for Commencement Exercises may participate in the next academic year’s graduation program.

**HOUSING-CENTER CITY CAMPUS**

The Thomas Jefferson University Office of Housing and Residence Life, Center City campus serves students wishing to reside on or off campus throughout their degree program; however, students must be aware that the completion of their 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 that causes the student to miss clinical rotation or class time, the department chair/program director of the student’s respective program reserves the right to require documentation of clearance through the Occupational Health Network for Employees & Students (OHN).

Students **MUST** report to OHN for an evaluation **before** returning to the classroom or clinical rotation in the following situations*:

- 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

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 OHN to the respective department chair/program director **prior to** the student returning to the classroom or clinical 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.

Faculty may also request documentation of illness as a part of their processing an excused absence request. Students may obtain this documentation at OHN or a facility of their choosing. This visit should occur during the time period in which the student is ill, not after the fact.

*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 OHN for an evaluation. Though the student’s right to privacy is recognized and respected, it is important that the optimal support is provided to the student and that client and patient safety is protected.

As per the University Drug and Alcohol 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 OHN for assessment.

If a change in health status requires accommodations, the student should contact the Office of Accessibility Services.

**LEAVE OF ABSENCE**

When personal circumstances make a temporary absence from the College advisable and when intent to return is evident, a leave of absence may be granted to students who file the Student Status Change Form available in the University Office of the Registrar. Permission of the Department Chair, College Dean or Program Director, as appropriate, is required. Normally, a leave 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 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.

If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual 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. Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the College. Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session with the University Office of Financial Aid. Besides being a federal requirement, it is a very helpful counseling process to ensure that students know the facts and repayment strategies that apply to student loans and to safeguard loans from becoming delinquent during a leave of absence, withdrawal or any other period of non-enrollment or drop in credits to below a half-time status level.

**MEDICAL LEAVE OF ABSENCE**

The Jefferson College of Health Professions (JCHP) has an obligation to protect, students, patients, faculty and employees from harm caused by the actions of any student. If remaining in a course or rotation or as a student in the College is thought to be detrimental to the student, classmates, faculty or to the delivery of patient care, the respective JCHP Department Chair, or Program Director (of the program in which the student is enrolled) has the right to temporarily remove a student from JCHP (and their respective department), a course, or a rotation, pending medical and/or psychiatric evaluation.

In coordination with the Director of the Occupational Health Network for Employees & Students (OHN), the JCHP Department Chair or Program Director will determine the length of the leave and will require the student to demonstrate fitness to return to school. When appropriate, the JCHP Department Chair or Program Director will discuss with the student the effects of the medical leave on their progress toward degree completion, as well as stipulations and timelines for re-instatement. The JCHP Department Chair or Program Director, in coordination with the Director of OHN, will determine whether restrictions in access to campus, students and/or email account are necessary during the leave. The JCHP Department
Chair or Program Director will alert the student, in writing, of any restrictions during their leave of absence.

Prior to reinstatement, appropriate medical screening will be arranged by the student and the Director of OHN. Any financial costs that may be incurred are the responsibility of the student. Reinstatement after a leave for psychological/psychiatric reasons may include an interview by the psychiatrist designated by the Director of OHN.

Medical leaves will be for a period of up to one year. A leave of more than one year’s duration will be granted only under the most extraordinary circumstances and only after review by the Office of the Dean.

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 Health Professions 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 health professions programs must apply for admission through the Office of Admissions and Enrollment Management. 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 Health Professions or an academic department of the College must follow the procedures below for readmission to their previous department:

1) Students who wish to apply for readmission within 1 year of withdrawal or dismissal should contact the Department Chair to petition for readmission. The Department Chair will inform the student of the department-specific readmission procedures.

2) Students who have not been enrolled within JCHP for greater than a 1 year period of time must re-apply for admission through the Office of Admissions.

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

REGISTRATION
Prior to each registration period, students are provided with detailed instructions and materials for registration. With the assistance and guidance of a faculty advisor, students must register for classes according to the schedule published in the Academic Calendar. Any registration made after the conclusion of the official registration period will require payment of a late registration fee.

SATISFACTORY ACADEMIC PROGRESS POLICY
In order to receive payment for any Title IV Financial Aid Program, students must maintain satisfactory progress in their chosen program of study. If a student transfers to another program of study at the University, academic work in the prior program may be considered in determining satisfactory progress.

Students receiving aid for the first time must have been making satisfactory progress prior to receiving Title IV aid. For additional information on how the Satisfactory Academic Progress Policy affects your
receipt of aid, please refer to the Satisfactory Academic Progress Policy under "Policies“ on the University Office of Student Financial Aid website at:  
http://www.jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/policies/graduate_studies.html

**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. However, the student grievance procedure is not intended for grade appeals or dismissal due to unsafe clinical practice. Please see the policy for grade appeals outlined in this handbook for resolution to those issues.

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 Health Professions, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member involved with the issue.

2) If dissatisfied with the outcome after meeting with the person closest to the issue, the student may meet with the appropriate Department Chair to reach a resolution.

3) If satisfactory resolution was not achieved in the student’s meeting with the Department Chair, the student may file an official complaint by completing the Student Grievance Form located at http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/tju-grievance-process/student-grievance-form.html.

   a. When the complaint information is received, the Dean or Dean’s Designee will schedule a meeting with the student to discuss the complaint. Please note that the Dean/Dean’s Designee may request additional information from the student who submitted the complaint, as well as from other individuals identified in the complaint. Every reasonable effort will be made to preserve an individual’s privacy and protect the confidentiality of information connected with the complaint. The information will be shared only with individuals who assist or are otherwise involved in the investigation and/or resolution of the complaint, or who otherwise have a need to know about the complaint and/or its resolution.

   b. The Dean is the final authority in hearing student grievances.

All parties are encouraged to address the issue promptly in writing (within three [3] class days whenever possible) so that resolution of the grievance should require no more than three weeks.

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

**TRANSCRIPTS**

At the end of each semester, active status students can view grades and transcript (a copy of the student’s complete academic record) at Banner Web.

Thomas Jefferson University has authorized the National Student Clearinghouse to provide transcript ordering privileges via the Web, using any major credit card. To request a transcript, please access the following website:
http://www.jefferson.edu/university/academic-affairs/tju/academic-services/registrar/resources/transcripts.html

Please contact the Office of the Registrar at 215.503.8734 if you have questions regarding costs of obtaining transcripts, special handling requirements, timelines for receiving transcripts and any other related questions you may have.

Please note: the University reserves the right to deny transcript requests of students who have not satisfied all financial obligations to the University.

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.

To be considered for transfer of credit of course work taken at another institution while a student is enrolled in an undergraduate degree or certificate program with JCHP, the student must have prior written approval of the Department Chair or College Dean in conjunction with the Associate Registrar. Approval forms may be obtained in the University Office of the Registrar. Students are responsible for seeing that an official transcript is forwarded to the Registrar’s Office upon completion of the course.

**PLEASE NOTE: Once matriculated into a bachelor’s degree program within the College of Health Professions, the last 30 credits of that degree program must be completed at Thomas Jefferson University. In addition, once enrolled into a certificate program, all courses required by the certificate program need to be completed at Thomas Jefferson University.

To maintain full-time status, students who receive transfer credit for required curricular courses must register for at least twelve semester credits per semester for undergraduate students and nine semester credits for graduate students.

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 individual course withdrawals will be in effect.

In order to withdraw, the student must obtain a Student Status Change Form from the University Office of the Registrar. The date that the form is filed, and not the date of the last class attendance, is considered the official day of withdrawal.

A student matriculated in a degree-granting or post-baccalaureate certificate program who fails to enroll for more than two consecutive semesters without having been granted a leave of absence will be given an administrative withdrawal.
Service Opportunities

STUDENT PARTICIPATION ON JCHP COMMITTEES
The Jefferson College of Health Professions has several committees that 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 excellency 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
Appendix A: TJU Student Handbook Policies

The following policies can be found on the Thomas Jefferson University Student Handbook website at [www.jefferson.edu/handbook](http://www.jefferson.edu/handbook). Please note that these policies are being reviewed to ensure consistency across Jefferson (Philadelphia University + Thomas Jefferson University); therefore, this list will be continually be updated.

**UNIVERSITY POLICIES AND PROCEDURES*  
- Academic Advising  
- Alcohol, Drugs, and Prohibited Substances  
- Assistance Animals  
- Campus Violence  
- Children in Instructional Settings  
- Community Standards  
- Disability Accommodations  
- Gambling  
- Grievance Procedure  
- Hazing Policy  
- Inclement Weather  
- JEFFAlert Emergency Notification System  
- Social Media Policy  
- Student Alcohol Policy  
- Student Religious Observance Policy  
- Student Sexual Misconduct Policy  
- Tuition Charges Across TJU Programs  
- Tuition Refund Policy  
- Use of College’s Name/University Logo  
- Use of Electronic Recording Devices  
- Weapons Policy

**CENTER CITY POLICIES AND PROCEDURES  
- Confidentiality of Student Records  
- Emergency Preparedness  
- Flu Vaccination Policy  
- Health Insurance Policy  
- Occupational Exposure to Blood and Body Fluids  
- Peer-To-Peer File Sharing on University Networks  
- Policy on Equal Opportunity; Policy Prohibiting Sexual Harassment, Policy on Other Forms Of Harassment; Policy Prohibiting Retaliation  
- Student Directory  
- Student Emergency Contact Information  
- Student Identification Cards  
- Tobacco Free Environment  
- Weather Emergency Policy