

Institute of Emerging Health Professions (IEHP)

Undergraduate Student Handbook

2023-2024



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Notice of Equal Opportunity

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

Commitment to Diversity

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

Right to Amend

The Institute of Emerging Health Professions 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 Institute, its students, employees, or agents.

Message From the Associate Dean of Academic Programs

On behalf of the faculty and staff of the Institute of Emerging Health Professions (IEHP) in the Jefferson College of Health Professions (JCHP), I would like to welcome you to the IEHP undergraduate programs and Thomas Jefferson University.

Jefferson's Institute of Emerging Health Professions (IEHP) is an educational incubator aimed at providing the training and education that workers in healthcare and related disciplines will need tomorrow and creating pathways to jobs and skills of the future. IEHP offers innovative and unique certificates, associate's degrees, and bachelor's degrees in emerging fields such as Medical Coding and Data Quality, Health Sciences, and Health Services Management. In all of these programs you will receive cutting-edge education and training from faculty recognized as experts and leaders in their field.

This Student Handbook serves to share information, guidelines, and policies and procedures that will be useful to you during your studies in IEHP Programs. Please familiarize yourself with this Handbook. In some cases, it will refer you to other documents, such as the Jefferson College of Health Professions Student Handbook, the Thomas Jefferson University Catalog or the Thomas Jefferson University Student Handbook (all documents are available online), that contain more detailed information about College policies and University policies. I urge you to review this Handbook and all JCHP and University materials carefully and keep them handy as a resource throughout the year.

The IEHP faculty and staff are committed to providing you an excellent education and directing you to the resources you need to meet the challenges of the ever-evolving health care environment. We value the opportunity to share our expertise and our passion with you. We invite and appreciate your feedback both through the formal evaluation processes as well as through informal recommendations regarding how we can enhance this experience for you and your colleagues.

We look forward to working with you and wish you success in the 2023-24 academic year.

Best wishes for a very successful year.



Laura Pontiggia, PhD
Professor and Associate Dean of Academic Programs
Institute of Emerging Health Professions (IEHP)

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Undergraduate Certificate Programs

Certificate in Medical Coding & Data Quality

The 34 credit Certificate in Medical Coding and Data Quality combines traditional academic coursework, state-of-the-art technology, and supervised fieldwork with expert certified medical coders. The program emphasizes ethical and regulatory policies necessary to produce accurate high-quality coding data that support the economic vitality of the US healthcare system. The Coding Certificate will help you succeed in the Health Information Management field, which is expected to grow by over 8% (twice the average for all occupations) through 2029, according to the Bureau of Labor Statistics. Graduates are prepared for entry-level medical coding positions in hospital-based and physician-based settings and are eligible to sit for AHIMA and AAPC certification exams.

Curriculum: 34 credits

HSC 120	Medical Terminology	3	CODP 203	CPT Coding Concepts	3
HSC 200	Structure/Function of Human Body	3	CODP 204	Application of CPT Coding	3
HSC 201	Human Disease and Treatment	3	CODP 205	ICD-10 PCS	3
HSM 303	Business and Healthcare Law	3	CODP 206	ICD-10 Principles/Applications	1
CODP 100	Intro Health Information & Data Quality	3	CODP 207	Reimbursement Methodology	3
CODP 202	ICD-10-CM	3	CODP 210	Coding Prof. Practicum Exper	3

Certificate in Medical Practice Management

The 36 credit Certificate in Medical Practice Management provides comprehensive preparation for the management and administration of day-to-day operations of a health professional practice. The program includes enhanced skills in computer applications, managerial accounting and management as well as presentation of legal issues related to healthcare practice. All courses are transferable to the BS in Health Services Management.

Curriculum: 36 credits

ACCT 101	Financial Accounting	3	HCA 302	Healthcare Classification Systems	3
ACCT 102	Managerial Accounting	3	HCA 303	Business & Healthcare Law	3
CMST 201	Technology Apps for Healthcare	3	HCA 410	Medical Practice Management	3
ENGL 101	Composition I	3	HSC 120	Medical Terminology	3
ENGL 103	Business and Technical Writing	3	MGMT 101	Principles of Management and Organizational Behavior	3
HCA 300	Health Services Delivery and Organization	3	MGMT 102	Human Resources Management	3

Certificate in Healthcare Information Systems

The 21 credit Certificate in Healthcare Information Systems provides competency in key areas of healthcare information. All credits earned may be transferred to our bachelor's degrees in information technology and health services management.

Curriculum: 21 credits

CMST 212	Database Management	3	HMIS 401	Network Management	3
HCA 300	Health Services Delivery and Organization	3	HMIS 402	Systems Design	3
HMIS 310	Management Information Systems in Healthcare	3	HMIS 420	Informatics Analysis and Utilization in HSOs	3
HMIS 311	Informatics Resources & Technology for Health Services	3			

Associate's Degree Programs

A.S. in Health & Human Services

Restricted Enrollment: District 1199C Training & Upgrading Fund

This 60-credit program builds on technical training programs that have been approved by the Pennsylvania Department of Education for post-secondary credit and that have articulation agreements with the University.

Curriculum: 60 credits

<u>General Education Core</u>			<u>Major Courses</u>		
WRIT 101AC	Writing Seminar I	3	PSYC 251	Abnormal Psychology	3
COMM 320	Professional Comm Skills	3	PSYC 263	Interpersonal Relations and Small Group Dynamics	3
MATH 215	College Algebra	3	PSYC 254	Psychology of Addiction	3
SCI 101	Environmental Science	3	COMM 310	Comm Theory and Practice	3
HIST 114AC	America in Focus: Themes in U.S. History	3	BHLT 290	Clinical Interactions in Behavioral Health	3
PSYC 100	Introduction to Psychology	3	BHLT 1199C	Behavioral Health Technician Training Program	21
HLSV 210	Ethical Issues for Health & Human Services Providers	3			
IT 101	Intro to Computer Applications	3			

A.S. in Health & Human Services: Radiologic Technology

Restricted Enrollment: Einstein

This 63-credit program builds on transferable credits earned through successful completion of specified Albert Einstein Medical Center School of Radiologic Technology coursework.

- Block Transfer Segment 1: Radiologic Technology Technician Program 5 credits
- Block Transfer Segment 2: Radiologic Technology Technician Program 20 credits
- Block Transfer Segment 3: Radiologic Technology Technician Program 17 credits

Curriculum: 63 credits (includes block transfer)

<u>General Education Core</u>		
WRIT 105	Writing About Workplace Culture	3
PLA 100	Scientific Reasoning	3
MATH 215	College Algebra	3
HIST 114AC	America in Focus: Themes in U.S. History	3
PSYC 100	Introduction to Psychology	3
HUMN 301 or HUMN 310	Art in Context or Globalization & World Politics	3
IT 201	Learning and Technology	3

Bachelor's Degree Programs

B.S. in Behavioral and Health Services

The B.S. in Behavioral and Health Services covers the major theories and concepts in behavioral health and enables students to apply various intervention approaches used in the delivery of behavioral and health services. Mental health policies, legal and ethical matters, social justice concerns, delivery systems, service settings, target populations, and service approaches also are covered. Graduates are prepared for entry-level positions in mental health settings and for graduate programs, such as Jefferson's MS in Community and Trauma Counseling and the MS in Couple and Family Therapy.

Curriculum: 120 credits

<u>General Education Requirements</u>		<u>Major Requirements</u>	
Written Communication Elective	3	PSYC 251/ Abnormal Psychology	3
Written Communication Elective	3	PSYX 251	
		PSYC 253/ Developmental Psychology	3
		PSYX 253	

STAT 211/ STAX 211	Finding & Evaluating Statistical Data Science elective	3 3	PSYC 254/ PSYX 254	Psychology of Addiction	3
			PSYC 256/ PSYX 256	Psychology of Trauma	3
COMM 220/ COMX 220	Speaking to Lead in the Digital Age	3	PSYC 262/ PSYX 262	Counseling Psychology	3
PHIL 222/ PHLX 222	Applied Professional Ethics	3	PSYC 263/ PSYX 263	Interpersonal Relations & Small Group Dynamics	3
PSYC 100/ PSXY 100	Introduction to Psychology/ Fundamentals of Psychology Foundation Requirements	3	BHS 351/ BHSX 351	Behavioral Health Policies & Services	3
			BHS 353/ BHSX 353	Human Services Administration	3
CCSE 101/ CSSX 101	Learning Across the Lifespan	3	BHS 361/ BHSX 361	Applications of Behavioral Health Research	3
	<u>Creativity & Leadership Core</u>		BHS 498/ BHSX 498	Behavioral & Health Services Capstone	3
CLC 310/ CLCX 310	Creativity Foundations and Applications	3		General Electives	51
CLC 330/ CLCX 330	Project Management	3			
CLC 340/ CLCX 340	Leading Diverse Organizations	3			
CLC 350/ CLCX 350	Creative Leadership	3			
CLC360/ CLCX 360	Leadership in the Digital Age	3			

B.S. in Health Sciences

The B.S. in Health Sciences provides knowledge and skills for career paths in clinical and non-clinical roles. You will be prepared for roles that require critical thinking, data analysis, and leadership skills in contexts such as hospitals, clinics, insurance companies, pharmaceutical companies, research labs, or community agencies. You also will complete prerequisite coursework for entry into graduate programs in a variety of health professions.

Curriculum: 120 credits

<u>General Education Requirements</u>			<u>Creativity & Leadership Core</u>		
	Written Communication Elective	3	CLC 310 CLCX 310	Creativity Found and Appl	3
	Written Communication Elective	3	CLC 330 CLCX 330	Project Management	3
STAT 211	Finding & Evaluating Stat Data	3	CLC 340 CLCX 340	Leading Diverse Organizations	3
BIOL 121/122	General Biology I/Lab	4	CLC 350 CLCX 350	Creative Leadership	3

COMM 220	Speaking to Lead in the Digital Age	3	CLC 360/ CLCX 360	Leadership in the Digital Age	3
PHIL 222	Applied Professional Ethics	3		Health Sciences Electives Choose electives from biological & physical sciences, social sciences, or health professions	6
	Social Science Elective	3			
	Foundation Requirements			Major Requirements	
CCSE 101	Learning Across the Lifespan	3	HSC 201	Human Disease & Treatment	3
BIOL 110/113	Anatomy and Physiology I/Lab	4	HSM 301	Health Systems & Policy	3
BIOL 111/114	Anatomy and Physiology II/Lab	4	HSM 350	Public Health & Epidemiology	3
BIOL 123/124	Biology II/Lab	4	HSM 412	Healthcare Quality Improvement	3
CHEM 110/111	Chemistry I/Lab	4	HSC 498	Health Sciences Capstone	3
HSC 110	Intro to Health Professions	3		General Electives	37
HSC 120	Medical Terminology	3			

B.S. in Health Services Management

The B.S. in Health Services Management prepares individuals for entry-level management positions in a wide variety of healthcare settings. Health services managers plan, organize, coordinate and supervise the delivery of healthcare services. They may be generalists who manage or help to manage entire facilities or systems, or specialists who manage clinical departments or services specific to the healthcare industry. You will learn to be familiar with and adapt to changes in healthcare policies, laws, regulations, and technology.

Curriculum: 120 credits

General Education Requirements			Creativity & Leadership Core		
	Written Communication Elective	3	CLC 310/ CLCX 310	Creativity Foundations and Applications	3
	Written Communication Elective	3	CLC 330/ CLCX 330	Project Management	3
STAT 211/ STAX 211	Finding and Evaluating Statistical Data	3	CLC 330/ CLCX 330	Project Management	3
	Science Elective	3	CLC 340/ CLCX 340	Leading Diverse Organizations	3
COMM 220/ COMX 220	Speaking to Lead in the Digital Age	3	CLC 350/ CLCX 350	Creative Leadership	3
PHIL 222/ PHLX 222	Applied Professional Ethics	3	CLC 360 / CLCX 360	Leadership in the Digital Age	3
	Social Science Elective	3		Major Requirements	
CSSE 101/ CSSX 101	Learning Across Lifespan	3	HSM 301/ HSMX 301	Health Systems and Policy	3

FIN 201/ FINX 201	Accounting & Finance for Nonfinancial Leaders	3	HSM 303/ HSMX 303	Business & Healthcare Law	3
ECON 231/ ECNX 231	Economic Decision Making	3	HSM 311/ HSMX 311	Health Informatics	3
			HSM 350/ HSMX 350	Public Health & Epidemiology	3
			HSM 351/ HSMX 351	Strategic Planning and Marketing for HSOs	3
			HSM 407/ HSMX 407	Financial Management of HSOs	3
			HSM 412/ HSMX 412	Healthcare Quality Improvement	3
			HSM 498/ HSMX 498	Health Services Management Capstone	3
				General Electives	51

B.S. in Health Studies

The B.S. in Health Studies serves the needs of students who are interested in a health professions-related program, but who desire maximum flexibility in designing their curriculum. Health Studies majors often have varied backgrounds and future interests that cannot be captured in a singularly-focused health-related degree. The B.S. in Health Studies will provide you with a solid major core in health studies, including timely topics such as health systems & policy and public health & epidemiology, while enabling you to leverage your prior college coursework and to tailor your health studies electives and general electives to personal goals.

Curriculum: 120 credits

<u>General Education Requirements</u>			<u>Creativity & Leadership Core</u>		
	Written Communication Elective	3	CLC 310/ CLCX 310	Creativity Foundations and Applications	3
	Written Communication Elective	3	CLC 330/ CLCX 330	Project Management	3
	Math Elective	3	CLC 340/ CLCX 340	Leading Diverse Organizations	3
	Science Elective	3	CLC 350/ CLCX 350	Creative Leadership	3
COMM 220/ COMX 220	Speaking to Lead in the Digital Age	3	CLC 360/ CLCX 360	Leadership in the Digital Age	3
PHIL 222/ PHLX 222	Applied Professional Ethics	3			
	Social Science Elective	3		<u>Health Studies Electives</u>	30
				Choose electives from biological sciences, physical sciences, social sciences, or health professions	
	<u>Foundation Requirements</u>			<u>Major Requirements</u>	
CCSE 101/	Learning Across the Lifespan	3	HSC 201/	Human Disease &	3

CSSX 101			HSCX 201	Treatment	
HSC 120/ HSCX 120	Medical Terminology	3	HSM 301/ HSMX 301	Health Systems and Policy	3
HSC 200/ HSCX 200	Structure/Function of the Human Body	3	HSM 350/ HSMX 350	Public Health & Epidemiology	3
			NUTR 301/ NUTX 301	Nutrition	3
			HST 498/ HSTX 498	Health Studies Capstone	3
				General Electives	30

Accreditation

Thomas Jefferson University is accredited by:

Middle States Commission on Higher Education

3624 Market Street

Philadelphia, PA 19104

(267) 284-5000

info@msche.org

españolinfo@msche.org (Spanish)

<https://www.msche.org/>

University-Wide Undergraduate Academic Policies and Procedures

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

- Academic Advising
- Academic Honors
- Academic Integrity
- Academic Standing
- Accessibility Services
- Add/Drop Courses
- Address or Name Changes
- Annual Student Attestation
- Appeal of Adverse Decisions
- Articulation Agreement
- Attendance
- Audit Course
- Cancellation of Classes
- Change of Major
- Changing Catalog Year
- Children in Instructional Settings
- Chosen Name
- Class Meeting Time
- Course Withdrawal
- Courses by Appointment
- Courses Taken Elsewhere
- Course Load and Overload
- Credit for Prior Learning
- Credit/No Credit
- Cross-Level Courses
- Dean's List
- Declaring a Major
- Degree Types/Options
- Double Major
- FERPA—Student Record Access and Confidentiality
- Foreign Language Placement
- Fundamental Courses
- Grade Appeal
- Grade Change
- Graduate Courses for Undergraduate Students
- Graduation Application Procedures
- Graduation Requirements
- Human Subjects Policy
- Inactivation of Student Records
- Inclement Weather

Independent Study
International Student
Internship
Leave of Absence
Leave of Absence - Medical
Minor
Non-Degree Enrollment
Official Class Roster
Overload Charges
Part-Time Tuition Charge
Placement Test
Refund Policy
Re-Entry to Traditional Undergraduate Program
Repeating a Course
Residency Requirement
Responsibility to Keep Informed
Retention of Student Work
Schedule Changes
Student Email Policy
Student Financial Obligation
Student Religious Observance Policy
Student Status Based on Completed Credits
Study Away
Time Limit to Degree
Transfer Credit
Transcript
Tuition Billing/Payment Policy
Tuition Charges Across University Programs
Tuition & University Fees Refund Policy
Withdrawal from University

IEHP-Specific Undergraduate Academic Policies and Procedures

Academic Integrity Policy

Academic Integrity is the foundation of all Jefferson teaching, learning, and professional endeavors and is vital to advancing a culture of fairness, trust and respect. All members of the University community must maintain respect for the intellectual efforts of others and be honest in their own work, words, and ideas. Please review the full undergraduate [Academic Integrity Policy](#).

Adding, Dropping, and Withdrawing from Undergraduate IEHP Courses

Schedule changes, such as adding a course, changing a section, replacing a course or section, etc., must be made by the “last day to add” in the Academic Calendar. See Academic Calendar online. Refer to the annual IEHP Academic Calendar for add, drop, and withdraw deadlines for a specific semester and term. You should also refer to the deadlines provided below:

Course Add (8-week courses)

Students may add an 8-week course through BannerWeb until **Thursday of the first week of classes.**

Course Add (full semester courses)

Students may add a full semester course through BannerWeb until **Sunday of the first 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 **Sunday of the first week of classes.** Students dropping to zero credits must seek assistance from their academic advisor. 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 (full semester courses)

Students who wish to drop a full semester course may do so through BannerWeb, provided they are not dropping to zero credits, through **Wednesday of the second week of classes.** Students dropping to zero credits must seek assistance from their academic advisor. 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 should review the university [course withdrawal policy](#) and must seek assistance from their academic advisor. Students must complete a [Course Withdraw Form](#) and send it to their academic advisor. 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.

The deadline to withdraw from an 8-week course is Sunday of week 5. Starting on Monday of week 6, students may not withdraw from an 8-week course unless extenuating circumstances exist and an appeal is approved by the Assistant Dean or Associate Dean. 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 and academic standing. To ensure withdrawals are executed promptly, students should consult the IEHP Academic Calendar and speak with an academic advisor.

If a student receives permission to withdraw after the “last day to withdraw from a course,” a “WF” will appear on the transcript and will affect the GPA calculations and Academic Standing. Verbal notification to the course instructor does not constitute an official course withdrawal. Approved, official university documentation must be completed.

Course Withdrawal (full semester courses)

Students seeking to withdraw from full semester courses should review the university [course withdrawal policy](#) and must seek assistance from their academic advisor. Students must complete a [Course Withdraw Form](#) and send it to their academic advisor. Students who withdraw from a course by the withdrawal deadline 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.

The deadline to withdraw from a full semester course is Wednesday of week 9. Starting on Thursday of week 9, students may not withdraw from a full semester course unless extenuating circumstances exist and an appeal is approved by the Assistant Dean or Associate Dean. 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 and academic standing. To ensure withdrawals are executed promptly, students should consult the IEHP Academic Calendar and speak with an academic advisor.

If a student receives permission to withdraw after the “last day to withdraw from a course,” a “WF” will appear on the transcript and will affect the GPA calculations and Academic Standing. Verbal notification to the course instructor does not constitute an official course withdrawal. Approved, official university documentation must be completed.

Drop for Non-Participation

Students who do not participate in courses for which they are enrolled by the time attendance is reported to the Registrar’s Office will be dropped for non-participation.

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 complete the [Intent to Withdraw from the University Form](#). For more information, view the [policy for undergraduate students who are considering withdrawing](#) from the University.

Readmission

Students are expected to make adequate, timely progress towards completion of their degree or certificate. Students who have voluntarily withdrawn from the University or have been away from their program for 12 months, with the exception of a Leave of Absence, will need to submit a new application for admission. Students who are readmitted are subject to the policies and curricular requirements specified in the Catalog and Student Handbook in effect at the time of readmission.

Grading Criteria

At the close of each academic term, each instructor will assign 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). Please refer to individual course syllabi for specific grading elements within each course.

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

If a student wants to challenge a final course grade, then the grade appeal policy and procedure affords recourse to a student who has evidence that an inaccurate final grade has been awarded under specific conditions. See the university's undergraduate [Grade Appeal](#) policy.

Dean's List

The Dean's List status recognizes the exemplary performance of an undergraduate student's academic performance. 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 fourth week of the following semester, when all *incomplete ('I')* grades have been resolved. Subsequent grade changes will not be eligible for Dean's List.

Residency Requirement

To be eligible for graduation with a Bachelor of Science degree program offered through IEHP, a student must earn a minimum of 33 credits in residence, meaning the credits must be earned at Thomas Jefferson University. To be eligible for graduation with an Associate of Science degree program offered through IEHP, a student must earn a minimum of 20 credits in residence at Thomas Jefferson University.

Prior Learning Portfolio Procedure

Prior Learning Portfolio is an academic process wherein students articulate learning acquired through work or life experiences in writing. A subject matter expert evaluates each portfolio. This faculty evaluator determines if the learning shown and supporting documentation meets the learning objectives of the identified course. Credit is awarded with a score of 70% or higher. Credit earned via Prior Learning Portfolio does not count toward Jefferson residency credit. See the IEHP Prior Learning Portfolio Handbook for more details.

Scheduling of Courses

With the exception of some medical coding courses, all undergraduate courses in IEHP are offered in 8-week terms. All courses are offered online, while select courses also are offered in a hybrid format wherein courses meet on campus and online in alternating weeks. All core and major courses are offered regularly. In addition, several courses required by multiple majors are offered every semester. IEHP students may choose from a variety of Continuing and Professional Studies (CPS) electives offered through IEHP, the School of Business, and the College of Humanities and Sciences, as long as seats are available and prerequisites are satisfied.

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
- Peer-to-Peer File Sharing on University Networks
- Psychological Evaluation and Withdrawal (East Falls)
- Residency Requirement (East Falls)
- Sex and Gender Based Misconduct Policy
- Smoking Policy (East Falls)
- Social Media Policy
- Student Alcohol Policy
- Student Directory
- Student Emergency Contact Information
- Student Identification Cards
- Tobacco Free Environment (Center City)
- Use of University Name/Logo

IEHP-Specific Students' Rights and Responsibilities

As is the case with attendance at any college or university, IEHP students have numerous responsibilities, including:

- Attending every in-person hybrid class meeting and not habitually arriving late or departing early. If you must miss a class, inform your professor via email or in person prior to missing the class.
- Arriving at in-person hybrid class meetings prepared (e.g. not needing to print a document at the last second, reading and completing assigned coursework prior to the due date or scheduled class).
- Attending in-person hybrid class meetings 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 fellow students.
- 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 College 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 actively in the required online course activities via Canvas. Participation in Canvas is not voluntary and is a required element of all online and hybrid courses in IEHP. 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 (for access to all campus buildings). Locations:
 - Photo ID Center in the Medical Office Building located at 1100 Walnut Street, Suite 102 in Center City
 - Kanbar Campus Center Welcome & Information Desk in East Falls
- Being aware of and abiding by the policies concerning academic honesty.
- 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](#):

- Covid-19 Vaccination Policy
- Emergency Preparedness
- Flu Vaccination Policy
- Health Insurance Policy
- JeffALERT Emergency Notification System
- Occupational Exposure to Blood and Body Fluids
- Weapons Policy

Capstone Portfolio

Capstone Portfolio Outline, Essay Prompts, & Portfolium

Portfolio Outline

Personal Profile Section

- Reflective Essay
- Artifacts to be included:

Course	Artifact
N/A	Resume
N/A	Curriculum Sheet
CSSE 101/CSSX 101	Academic/Professional Goals PowerPoint

Communication & Ethics Section

- Opening Essay
- Artifacts to be included:

Course	Artifact
COMM 220/COMX 220	Persuasive Speech (outline and video)
PHIL 222/PHLX 222	Code of Professional Ethics Assignment
	Assignment of choice related to communication or ethics

Creativity & Leadership Section

- Opening Essay
- Artifacts to be included:

Course	Artifact
CLC 310/CLCX 310	Creativity Timeline
CLC 340/CLCX 340	Inclusive Workplace Research Paper
CLC 350/CLCX 350	Organizational Audit and Action Plan
CLC 360/CLCX 360	Digital Readiness Assessment and Action Plan
	Assignment of choice related to creativity or leadership

Professional Skills & Knowledge Section

- Opening Essay
- Artifacts to be included:

Course	Artifact
CLC 330/CLCX 330	Waterfall Project Assignment or Agile Project Assignment
Capstone course	Major project
Any course in the “Major Requirements” section	Two or three assignments of choice from any course(s) in the Major Requirements section of the curriculum

Professional Development Plan Section

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

Essay Prompts

Personal Profile Section

Write a 2- to 3-page essay that demonstrates self-awareness about your personal and professional development while a bachelor's degree student at Thomas Jefferson University. Discuss how the following artifacts demonstrate your development.

- Resume
- Curriculum Sheet
- Academic/Professional Goals PowerPoint (CSSE 101/CSSX 101)

Communication & Ethics Section

Write a 1- to 2-page essay wherein you reflect on your development as a communicator and as an ethical citizen in a professional setting. Discuss how the following artifacts demonstrate your development.

- Persuasive Speech outline and video (COMM 220/COMX 220)
- Code of Professional Ethics Assignment (PHIL 222/PHLX 222)
- Assignment of choice related to communication or ethics

Creativity & Leadership Section

Write a 1- to 2-page essay wherein you reflect on your development as a creative individual or team member, and as a leader in an organization or in a community or personal setting. Discuss how the following artifacts demonstrate your development.

- Creativity Timeline (CLC 310/CLCX 310)
- Inclusive Workplace Research Paper (CLC 340/CLCX 340)
- Organizational Audit and Action Plan (CLC 350/CLCX 350)
- Digital Readiness Assessment and Action Plan (CLC 360/CLCX 360)
- Assignment of choice related to creativity or leadership

Professional Skills & Knowledge Section

Write a 1- to 2-page essay wherein you reflect on your development as a professional in your chosen field. Discuss how the following artifacts demonstrate your development.

- Waterfall Project Assignment or Agile Project Assignment (CLC 330/CLCX 330)
- Major project (Capstone course)
- Two or three assignments of choice from any course(s) required for the major (from Major Requirements section of curriculum sheet)

Professional Development Plan Section

Write a 1- to 2-page Professional Development Plan (PDP). For this section only, you may use narrative format or bullet points. Your PDP should be structured with five sections as follows:

- Self-assessment
This is an assessment of your current state as a professional.
- Goals
This is your desired future state as a professional. Goals should be written as SMART goals. SMART goals are specific, measurable, achievable, relevant, and time-bound.
- Strategies
These are the steps you will take to achieve your goals.
- Resources
These are resources you will need achieve to achieve your goals
- Timeline
Provide a timeline for short- and long-term goals.

For more information, review “[How to Create a Professional Development Plan](#)” by the Editorial Team at Indeed.com:

<https://www.indeed.com/career-advice/career-development/professional-development-plan/>

Portfolium

[Portfolium](#) is an ePortfolio network for students and alumni to display 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.