



Jefferson School of Continuing and
Professional Studies

Undergraduate Student Handbook 2022-2023

Center City | East Falls | Online

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Right to Amend

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

History

The School of Continuing and Professional Studies has a long and rich history. The school's 138-year history can be described metaphorically as three streams (East Falls, Center City, and Online) that flow into the river that comprises the school today.

The school's East Falls roots trace back to the Evening College, which formed at the same time as the day college when Philadelphia Textile School began in 1884. In 1941, Philadelphia Textile School became Philadelphia Textile Institute, which became Philadelphia College of Textiles and Science in 1961. That same year the Evening College launched professions-focused B.S. degree programs, and in 1963, associate's degree programs were added. The Evening College became the Division of Evening and Continuing Education in 1981 and in 1999 Philadelphia College of Textiles and Science was granted university status and became Philadelphia University. In 2005, the department's name changed to Continuing and Professional Studies and moved to accelerated terms and hybrid courses. In 2014, the department became the School of Continuing and Professional Studies (SCPS). The school launched its first doctoral program—a Doctor of Management in Strategic Leadership in 2016—and its first master's degree—an M.S. in Organizational Leadership—in 2021.

On the Center City side of the house, the school's roots trace to 1968, with the Department of General Studies establishment within Jefferson's College of Allied Health Sciences. The department provided students in allied health programs and university employees the opportunity to begin or continue working toward an associate's or bachelor's degree in health professions-focused programs. In addition, the department offered several humanities and science courses for non-degree students seeking to meet the prerequisites for the nursing program. The College of Allied Health Sciences' name changed to the College of Health Professions in 1996. In 2012, the department's name changed to the Department of Professional and Continuing Studies.

The school's online education roots can be traced to 2012 when Philadelphia University Online (PhilaU Online) launched. PhilaU Online offered most of the bachelor's programs that SCPS offered in East Falls in a 100% online delivery format, thus removing location barriers to accessing a quality Philadelphia University education.

One year after the 2017 merger between Philadelphia University and Thomas Jefferson University, the School of Continuing and Professional Studies (East Falls) and the Department of Professional and Continuing Studies in the College of Health Professions (Center City) joined and was called the School of Continuing and Professional Studies. In 2019, Jefferson Online (formerly PhilaU Online) also became part of the school.

Today, the School of Continuing and Professional Studies continues to flourish. The school offers a variety of programs: graduate, bachelors, associate, and certificate. The school also offers specialized training, such as midwifery, partners with local organizations to meet workforce-training needs, and provides courses for non-degree students for completion of prerequisites or for personal or professional enrichment.

Throughout its rich history and continuing to this day, the school has made it a point to take non-traditional students where they are and to help them realize their goals. As a result, many SCPS students have achieved things they never imagined were possible. Change is a certainty if the future is like the past, but one thing will remain constant—an unwavering focus on student success. To all students, staff, faculty, and internal and external partners past, present, and future, thank you for being part of the SCPS story.

School of Continuing & Professional Studies

Mission, Vision, & Values

Mission

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

Vision

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

Key Values and Focus Areas

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

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

School of Continuing & Professional Studies

Locations and Staff

Center City Location
130 South Ninth Street, 10th Floor
Philadelphia, PA 19107
215-503-8414

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

Jefferson Online
online.jefferson.edu
844-331-2745

Leadership

Shelley Osagie, Dean, shelley.osagie@jefferson.edu
Allison Keene, Associate Dean, Graduate Programs, allison.keene@jefferson.edu
Ann M. Solan, Associate Dean, Academic & Student Affairs, ann.solan@jefferson.edu
Maryellen Woltman, Executive Director, Enrollment Management & Operations,
maryellen.woltman@jefferson.edu

Center City

Tamika Landers, Administrative Assistant, tamika.landiers@jefferson.edu
Carmella Trippett-Blanks, Program Coordinator, carmella.trippett@jefferson.edu

East Falls

Susan Calder, Director of Student Services, susan.calder@jefferson.edu
Sharon M. Harris, Director of Faculty Affairs, sharon.harris@jefferson.edu
Brooke Irwin, Manager of Academic Operations, brooke.irwin@jefferson.edu
Kathy Moran-Gannon, Director, Admissions, kathleen.moran-gannon@jefferson.edu
Ann Perazzelli, Director, Recruitment, ann.perazzelli@jefferson.edu
Sue Perrone, Senior Operations Coordinator, susan.l.perrone@jefferson.edu
Stephanie Shestakow, Academic Advisor, stephanie.shestakow@jefferson.edu
Lawrence Starr, Program Director, lawrence.starr@jefferson.edu

Jefferson Online

Mary E. Kelly, Operations Coordinator, mary.kelly2@jefferson.edu
Mary Beth Kurilko, Director, Online Programs, marybeth.kurilko@jefferson.edu

Message from the Dean

Hello Students!

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

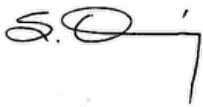
The school offers three certificate programs (Healthcare Information Systems, Medical Practice Management, and Medical Coding & Data Quality), two associate’s degree programs (Health & Human Services and Health & Human Services: Radiologic Technology); eight bachelor’s degrees (Behavioral and Health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

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

We are pleased to present you with the School of Continuing and Professional Studies’ Undergraduate Student Handbook! It includes information on official school-specific policies and procedures, in addition to resources available to you. Although this handbook is detailed, it does not stand alone. Important University-wide academic policies and procedures, policies related to rights and responsibilities including Community Standards, and health and safety policies, are found on the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook.

We wish you much academic success in the coming year!

Best,

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

Shelley E. Osagie, Ed.D.

Dean

University Systems

Banner

[BannerWeb](#) is the university's official information system. Students can access grades, general financial aid information, unofficial transcripts, tuition information, class schedules, final grades and much more.

Canvas

[Canvas](#) is the online learning platform for all courses. Course syllabi, course modules, calendars, assignments, announcements, and grades are all in a student's course. Students are expected to review the [Canvas How-to Guides for Students](#). The guides provide a basic exploration of Canvas' features.

Student Portal

The [Student Portal](#), which launched in 2022, is a one-stop repository for access to essential systems such as Banner, Canvas, and student email. In addition, important announcements and resources will be housed in the portal. New content is being added regularly so be sure to log in frequently. The portal can be accessed via internet browser (<https://studentportal.jefferson.edu>) or via mobile app (Jefferson Student Portal).

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
- Address or Name Changes
- Articulation Agreement
- Attendance
- Audit Course
- Cancelation of Classes
- Change of Major
- Changing Catalog Year
- Children in Instructional Settings
- Chosen Name
- Class Meeting Time
- Courses by Appointment
- Course Load and Overload
- Course Withdrawal
- Credit/No Credit
- Cross-Level Courses
- Declaring a Major
- Degree Types/Options
- Division Change
- Double Major
- FERPA—Student Record Access and Confidentiality
- Final Exams
- Financial Obligation
- Grade Appeal
- Grade Change
- Graduate Courses for Undergraduate Students
- Graduation Application Procedures
- Graduation Requirements
- Human Subjects Policy
- Inclement Weather
- Independent Study
- International Student
- Internship
- Leave of Absence
- Leave of Absence - Medical
- Non-Degree Enrollment
- Official Class Roster
- Overload Charges
- Part-Time Tuition Charge
- Refund Policy
- Re-Entry to Traditional Undergraduate Program
- Repeating a Course
- Responsibility to Keep Informed
- Retention of Student Work

Schedule Changes
Student Attestation
Student Email Policy
Student Records
Student Religious Observance Policy
Student Status Based on Completed Credits
Study Away
Transfer Credit
Transcript
Student Billing/Payment Policy
Tuition Charges Across TJU Programs
Tuition Refund Policy

School-Specific Undergraduate Academic Policies and Procedures

Adding, Dropping, and Withdrawing from SCPS Courses

Course Add (8-week courses)

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

Course Add (15- or 16-week courses)

Students may add a 15- or 16-week course 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 the School of Continuing and Professional Studies. Students who drop a course will not have any record of that course on their academic transcript nor will they have financial responsibility for that course.

Course Drop (15- and 16-week courses)

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

Course Withdrawal (8-week courses)

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

The deadline to withdraw from an 8-week course is Sunday of week 5. After Monday of week 6, students may not withdraw from an 8-week course unless extenuating circumstances exist and an appeal is approved by the 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. To ensure withdrawals are executed promptly, students should consult the [JSCPS Academic Calendar](#) or speak with an academic advisor.

Course Withdrawal (15- and 16-week courses)

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

The deadline to withdraw from a 15- or 16-week course is Wednesday of week 9. After Thursday of week 9, students may not withdraw from a 15- or 16-week course unless extenuating circumstances exist and an appeal is approved by the 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. To ensure withdrawals are executed promptly, students should consult the [JSCPS Academic Calendar](#) or speak with an academic advisor.

Withdrawal from the University

The decision to withdraw from the University is a serious one and is a separate action from withdrawal from a course. Students wishing to withdraw from the University must 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 in the School of Continuing and Professional Studies (SCPS). Students who have voluntarily withdrawn from the School or have been away from their program without notifying the University for 12 months will need to submit a new application to SCPS. Students who are readmitted are subject to the policies and curricular requirements specified in the Student Handbook and the Catalog in effect at the time of readmission.

Grading Scale and Descriptions

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

Grade Scale

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

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

Grade Descriptions

A = Excellent	Awarded to students who demonstrate an excellent understanding of the subject matter and who have achieved outstanding results in fulfilling the course objectives. Note: Grade of A+ signifies extraordinary performance but carries no additional quality points above 4.0
B = Above Average	Awarded to students who demonstrate above-average understanding of the subject matter and who show consistent achievement beyond the usual requirements of the course.
C = Average	Awarded to students who perform at the satisfactory level and demonstrate acceptable levels of understanding of the subject matter commensurate with continued study in the next successive course.
D = Below Average	Awarded to students as evidence of less-than-average understanding of the subject matter and who demonstrate weak performance. It indicates insufficient preparation for students to enroll in any course reliant upon an acceptable level of understanding of the particular subject matter. Note 1: A grade of "D-" (.70) represents a minimum grade necessary to receive credit for a course Note 2: Some courses require and identify a higher grade requirement for course and/or higher prerequisite as noted on course syllabus and course description.
F = Failure	Awarded to students showing poor understanding of the basic elements of the course.

I = Incomplete	<p>The “I” grade indicates that a student has missed some portion of required coursework because of illness or another emergency beyond his/her control. It indicates that the student, with the approval of the professor, has agreed in writing to complete the missing course requirements within an extended period of time and not to exceed the end of the 4th week counting from the last day of the end of the semester in which the course was taken. (See current Academic Calendar for the exact date.) The professor has sole authority to grant or deny such a request. Failure of the student to complete the agreed-upon work in the prescribed time frame will result in a grade of “F” for the course. To obtain an “I” grade the student must submit an Incomplete Form to the professor for approval before the due date for final grades to be submitted to the Registrar. Copies of the form are available online on the University’s Registrar’s website, www.eastfalls.jefferson.edu/registrar/.</p>
W = Withdraw	<p>The W grade indicates that a student withdrew from a course during the scheduled withdraw period for a term. A W is not included in GPA calculations, but is included when calculating the credit completion rate. As a result, a W grade may affect a student’s academic standing for the cumulative credit completion rate.</p>
WF = Withdraw Failure	<p>The WF grade indicates that a student withdrew from a course after the last day to withdraw with a W grade. A WF is included in GPA calculations and carries the same quality points as an F grade. It is included when calculating the credit completion rate. As a result, a WF grade may affect a student’s academic standing for the cumulative credit completion rate or the minimum GPA requirement.</p>
CR = Credit	<p>The CR grade indicates that a student has successfully completed a course which is graded on a Credit/No Credit basis. To obtain a CR grade, students must earn a “C” or better in the course. A CR grade is not included in GPA calculations, but is included when calculating the credit completion rate.</p>
NC = No Credit	<p>The NC grade indicates that a student has not successfully completed a course which is graded on a Credit/No Credit basis. This means that the student earned less than a “C” in the course. An NC grade is not included in GPA calculations, but is included when calculating the credit completion rate. As a result, a W grade may affect a student’s academic standing for the cumulative credit completion rate.</p>

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

Undergraduate students enrolled in at least 12 semester credits, nine of which are graded, and who earn a semester grade point average of 3.50 or better are eligible for the Dean's List for that semester. The Registrar calculates student's eligibility for the Dean's List after the 4th week of the following semester, when all *incomplete* ('I') grades have been resolved.

Subsequent grade changes will not be on the downloaded Dean's List.

Residency Requirement

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

SCPS Credit for Prior Learning Policy

PURPOSE

This policy sets forth the protocol for awarding college credit for learning that occurs outside the traditional college classroom setting.

DEFINITIONS

Credit by Examination: Thomas Jefferson University awards college credits to students who take nationally standardized exams such as Advanced Placement (AP) exams, College Level Examination Program (CLEP) exams, and DANTES Subject Standardized Tests (DSST) exams, and who achieve minimum scores based on American Council on Education (ACE) credit recommendations. Only exams that apply to a student's program of study will be awarded credit.

Credit for Prior Learning: The opportunity to earn academic credit for learning acquired via collegiate and non-collegiate sources such as work, life, and community

experiences.

Duplicate Credit: Earning credit for the same course more than once.

Matriculation: Enrolled in an undergraduate degree or certificate program.

Residency Credits: Credits earned at Thomas Jefferson University via coursework or prior learning portfolio.

Previously-Evaluated Licenses, Certifications, and Training: Certain licenses, certifications, and training have been evaluated and determined to be worth college credit. Examples include licensed paramedic, Certified Information System Security Professional (CISSP), and PA Municipal Police Officer Basic Training. Appropriate documentation must be provided.

Prior Learning Portfolio: A prior learning portfolio is a compilation of artifacts and documentation showing prior college-level learning outside the classroom.

Transfer Credit: Thomas Jefferson University accepts Transfer Credit (with the exception of students enrolling in the combined B.S./OTD Occupational Therapy program*) for college level courses previously taken and awarded grades of C or higher from other institutions of higher learning with accreditation recognized by Jefferson, in all modes of delivery.

POLICY

The School of Continuing and Professional Studies (SCPS) awards academic credit for learning acquired via collegiate and non-collegiate sources such as work, life, and community experiences. SCPS awards credit for learning achieved during non-collegiate experiences, not for participating in those experiences, and that learning must be assessed.

Scope

This policy applies to all undergraduate students in SCPS.

Components

Sources of Credit:

- Transfer credit
- Prior Learning Portfolio
- Credit by Examination
 - Advanced Placement (AP)
 - College Level Examination Program (CLEP)
 - DANTES Subject Standardized Tests (DSST)
 - International Baccalaureate (IB)
- Previously-Evaluated Licenses, Certifications, and Training
 - American Council on Education-evaluated workplace training
 - American Council on Education-evaluated military courses and jobs

- National College Credit Recommendation Service (University of the State of New York)
- Thomas Edison State University-evaluated licenses and certifications

Parameters:

- SCPS bachelor’s degree-seeking students must earn at least 33 credits in residence at TJU. SCPS associate’s degree-seeking students must earn at least 21 credits in residence at TJU.
- Credits earned via Prior Learning Portfolio count toward residency credits. Credits earned via all other forms of Credit for Prior Learning do not count toward the residency requirement.
- The maximum number of credits a bachelor’s degree-seeking student can earn via Prior Learning Portfolio is 30 credits.
- The maximum number of credits a student can earn from a combination of all Credit for Prior Learning sources is:
 - Certificate programs: 6
 - Associate’s programs: 39-42
 - Bachelor’s programs: 87
- Students may submit one Prior Learning Portfolio per course.
- Students must complete CSSE 101 or CSSX 101 and one writing course (preferably composition) prior to pursuing Credit for Prior Learning.
- Certificate and bachelor’s degree-seeking SCPS students may participate in SCPS’s Credit for Prior Learning Program.
- Students who have earned a grade of “F” in a course may not pursue Credit for Prior Learning to earn credit for the same course.
- Students may not participate in the Prior Learning Portfolio option in their first or final term. Students must complete CSSE 101/CSSX 101 (or the equivalent as determined by the school) prior to pursuing the Prior Learning Portfolio option.
- SCPS students may take a CLEP or DSST exam at any point in their matriculation subject to prior written approval from their advisor.
- Credit for a course currently in progress or duplicate credit for a course already awarded through other methods will not be permitted.
- In general, Credit for Prior Learning may be used to satisfy SCPS General Education Requirements, Foundation Requirements, Creativity & Leadership Core, Major Requirements, and electives as long as residency requirements are met. See Prior Learning Portfolio Handbook for a list of courses that are not eligible for Prior Learning Portfolio.
- Credits earned via Credit for Prior Learning are transcribed as “CR” (Credit); no grades are transcribed.
- Joint Services Transcripts, ACE transcripts, and official score reports for exams should be sent to the School of Continuing and Professional Studies.

Taking Courses at Another Institution

Following is the SCPS policy for students who seek permission to take a course at another institution after matriculation in an undergraduate program:

1. Completion of Request for Permission: The SCPS “Permission to Take Courses at Another Institution Form” must be completed before taking a course at another

- institution. The form is housed in the SCPS Student Resource Site.
2. **Timing:** Students must submit the completed permission form to the School of Continuing & Professional Studies (SCPS) for approval at least six weeks before courses are scheduled to begin at the transfer institution.
 3. **Academic Standing:** Students must be in good academic standing, i.e. minimum 2.00 cumulative GPA.
 4. **Two-year versus Four-year Institutions:** Permission to take courses equivalent to Jefferson's junior and senior level courses (300- and 400-level) will be granted only if the other institution is a four-year college or university.
 5. **Maximum Number of Courses:** Current students (including students on a Leave of Absence or Medical Leave of Absence) may take a maximum of two (2) courses at another institution after matriculating in a degree program in SCPS. Separate lecture and lab count as one course.
 6. **Residency:** Students must fulfill residency requirements at Jefferson in order to graduate. SCPS students must earn a minimum of 33 semester credit hours in residence at Jefferson. Students must be in residence during the semester immediately preceding the awarding of the degree.
 7. **Credits & Grades:** If a student earns a grade of "C" or better, Jefferson will accept transfer credit for an approved course. Grades earned at another institution are NOT included in the student's GPA at Jefferson. Jefferson will only accept credit for a course taken on a "Credit/No Credit" or "Pass/Fail" basis if there is evidence that the "Credit" or "Pass" grade is equivalent to "C" or higher. Transfer credits from an institution that operates on a *quarter* system will be converted to the equivalent number of *semester* credits.
 8. **Notification of Decision:** If the request is approved, a notification letter will be sent to the transfer institution. Copies will be sent to the Registrar, student, and academic advisor. Note: If the request is not approved, the student will be informed in writing.
 9. **Transcripts:** Students must arrange for an official transcript from the transfer institution to be forwarded directly to the Registrar's Office at tju_ef_registrar@jefferson.edu upon completion of the approved course(s). Students may follow up with their advisor in the School of Continuing & Professional Studies to confirm the transcript has been received.
 10. **Issues concerning the other institution:** Other institutions may have policies which prevent a student from another institution [such as Jefferson] taking a given course. Students are responsible for reading the catalog and contacting the other institution to determine any applicable policies. Students should also be aware that other institutions may cancel advertised courses in any given term according to that institution's policies.

Scheduling of Courses

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

sciences, and the humanities are offered in every 8-week term either in hybrid or online delivery format.

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

School-Specific Students' Rights and Responsibilities

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

- Attending every class and not habitually arriving late or departing early.
- Arriving at class prepared (e.g. not needing to print a document at the last second).
- Attending class **without** bringing your children. Although it is understood that sometimes childcare issues arise, it is not appropriate to bring children, no matter their age, to the classroom. Even well-behaved children can cause an unnecessary distraction and their presence can negatively affect the quality of classroom discussions. If childcare issues arise, the student should not attend class but instead should discuss their situation with their instructor. If necessary, the student should withdraw from the class if childcare issues pose a persistent problem.
- Acting respectfully toward staff, instructors, and your fellow students.
- Notifying your professors if you must miss a class or arrive late.
- Obtaining the correct edition of a textbook and being prepared for the first class session.
- Checking your Jefferson email account on a regular basis, as the School and

some University departments including Student Accounts, Financial Aid and the Registrar's

Office routinely send important messages to this address. Please note that the first course announcement, for every class, is sent to your Jefferson email address. All Jefferson faculty, staff, and students are expected to use their Jefferson email to communicate about Jefferson matters.

- Participating in the required online course activities via Canvas. Participation in Canvas is not voluntary and is a required element of all courses in the School of Continuing & Professional Studies. Online course participation must be timely and appropriately address the class topic for discussion.
- Obtaining the necessary Parking Permit (for the East Falls Campus).
- Obtaining a student ID Card with barcode (for access to all campus buildings).
Locations:
 - Photo ID Center in the University Bookstore at 1009 Chestnut Street in Center City
 - Kanbar Campus Center Welcome & Information Desk in East Falls
- Being aware of and abiding by the policies concerning academic dishonesty.
- Completing a course evaluation at the conclusion of every course.

University-Wide Health and Safety Policies

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

- 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

School-Specific Health and Safety Policies

Course and Clinical Attendance

Students who have any symptoms that are associated with infectious diseases (e.g., cold, flu or viral infection) should not attend in-person classes, clinical experiences or other activities that put them in close contact with other students, faculty, staff or patients. These symptoms can include but are not limited to sneezing, coughing, fever, gastrointestinal pain, and diarrhea. Students with these types of symptoms should contact Student Health Services (East Falls campus) or Jefferson Occupational Health Network (JOHN) (Center City campus) if these symptoms are present, before participating in any classroom, clinical, lab, or studio sessions, or any activities in which other students, faculty, staff or patients are present. Students who have these symptoms are responsible for notifying their instructors, program or college using the usual mechanisms before missing any scheduled course/clinical education activity, for staying current with course/clinical requirements, and for complying with any other course/clinical attendance policies. Students may be asked to provide documentation that they are under the care of a medical provider (without disclosure of any medical condition).

Undergraduate Academics

Undergraduate Certificate Programs

- Healthcare Information Systems
- Medical Coding and Data Quality
- Medical Practice Management

Associate of Science Programs

- Health & Human Services (restricted enrollment)
- Health & Human Services-Radiologic Technology (restricted enrollment)

Bachelor of Science Programs

- Behavioral & Health Services
- Business Management
- Health Sciences
- Health Services Management
- Health Studies
- Human Resource Management
- Information Technology
- Organizational Leadership

Creativity and Leadership Core

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

CLC 310	Creativity Foundations and Applications
CLC 330	Project Management
CLC 340	Leading Diverse Organizations
CLC 350	Creative Leadership
CLC 360	Leadership in the Digital Age

Behavioral Outcomes Aligned with Employer Need:

According to the National Association of Colleges and Employers (NACE, 2019), employers rated the career competencies they sought in new hires. The top six competencies align with the Creativity and Leadership Core:

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

The SCPS Portfolio

The Jefferson School of Continuing and Professional Studies (JSCPS) values the learning students gain through our Bachelor of Science (B.S.) programs. The Portfolio chronicles your growth and journey throughout the program and can be used for personal, professional, and academic pursuits.

Portfolio Outline

Personal Profile Section

Reflective Essay

Artifacts to be included:

- Resume
- Curriculum Sheet
- Mission Statement

Communication & Ethics Section

Opening Essay

Artifacts to be included:

Course	Assignment
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	Assignment
CLC 310/CLCX 310	Creativity Timeline
CLC 340/CLCX 340	Inclusive Workplace Research Paper
CLC 350/CLCX 350	Self and 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	Assignment
CLC 330/CLCX 330	Waterfall Project Assignment or Agile Project Assignment
Capstone course	Major project
Any Course(s) Required for the Major	Two or three assignments of choice from any course(s) required for the major

Professional Development Plan Section

Note: Capstone course instructors will make individual accommodations for students who have not taken one or more 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 in the School of Continuing and Professional Studies. Discuss how the following artifacts demonstrate your development.

- Resume
- Curriculum Sheet
- Personal Mission Statement

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

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