



2012-2013

Student Handbook



Jefferson[®]
School of Health Professions

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 or veteran's status. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

Thomas Jefferson University reserves the right to amend any 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 the School and the students or its employees.

Required Background Check

Students who are offered admission to Jefferson are required to have a criminal background check and child abuse clearance. Some clinical sites may require students to be fingerprinted and/or drug tested. The Office of Admissions will provide you with the appropriate information to complete these requirements.

Clinical rotation and fieldwork sites that require a criminal background check, child abuse clearance and/or fingerprinting may deny a student's participation in the clinical experience, rotation or fieldwork 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, such as failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations or fieldwork 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.

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Dear Jefferson School of Health Professions Student:

We are pleased to present you with the 2012-2013 Jefferson School of Health Professions' Student Handbook. It includes information on campus resources, official School and University academic policies and procedures, and the Code of Conduct.

While we have attempted to provide you with a comprehensive handbook, it does not stand alone. The 2012-2013 School Catalog is a vital resource for official Department, School, University, and faculty and course information. Your Department Handbook provides information on department specific policies and procedures. The Student Organization Directory also provides a wealth of information on campus programs and activities.

We look forward to serving you, and wish you much success in the 2012-2013 academic year.

Janice P. Burke, Ph.D.
Dean

Debra S. Zelnick, MS, OTR/L
Associate Dean

School and University Services

ACTIVITIES OFFICE

Room B-67
Jefferson Alumni Hall
1020 Locust Street
(215) 503-7743

HOURS

Monday–Friday 8:00 am–6:00 pm

The University Activities Office coordinates social, cultural and recreational programs for the entire Jefferson community. Students are encouraged to participate in many events occurring regularly throughout the year, including movie nights, entertainment programs, co-curricular programs and workshops. The Activities Office also offers a variety of ticket sales to professional sporting events, amusement parks, museums, performing arts and cultural attractions available for purchase at the Jefferson Bookstore.

The Activities Office also provides administrative services to student organizations. Staff members assist students in the establishment of new organizations; provide resources and advice regarding event planning and budget management; and maintain files of each student group’s bylaws, constitution, and contact information. A Jefferson *Student Leadership Manual* is available, which provides basic leadership skill information, campus resource information and University policies. The Activities Office also publishes the annual *Student Organization Directory*, which includes descriptions of more than 100 campus organizations and groups.

STAFF

Director	Patricia S. Haas
Assistant Director, Activities Office and Bookstore	Kim Graham
Administrative Coordinator	Kaitlyn Delengowski

ADMISSIONS

Office of Admissions
Edison Building, Suite 100
(215) 503-8890

HOURS

Monday—Friday 8:30 am– 5:30 pm

The Office of Admissions coordinates the recruitment and enrollment of students to the following Jefferson Schools: Health Professions, Nursing, Pharmacy and Population Health.

SERVICES AVAILABLE

- Admission counseling
- Transcript review
- On campus events
- Off campus recruitment

For detailed information about the Office of Admissions and its services, visit: www.jefferson.edu/jchp/admissions/

STAFF

Assistant Vice President
Director of Graduate Admission
Associate Director of Admission
Associate Director of Admission
Assistant Director of Admission
Assistant Director of Admission
Assistant Director of Admission

Karen Jacobs Astle
Donald Sharples
Niki Kelley
Sarah Reddon
Mark Chalmers
Jennifer Hall
Tammi Wrice

ALUMNI AFFAIRS

Office of Alumni Relations
925 Chestnut Street, Suite 110
(215) 503-6882

HOURS

Monday–Friday

8:00 am–5:00 pm

The Office of Alumni Relations aims to increase affinity and foster connectedness to Jefferson through a broad range of programs, services and initiatives while also providing opportunities for alumni and students to actively engage in supporting the mission of Thomas Jefferson University.

Upon graduation, all alumni become members of the Jefferson Alumni Association. They are encouraged to register for the Online Community at www.alumniconnections.com/olc/pub/JFD/ to stay connected with former classmates, find out about events and sign up for permanent email forwarding.

STAFF

Assistant Director of Alumni Relations
Development Associate, University Alumni Relations

CAREER DEVELOPMENT

Career Development Center
Edison Building, Suite 1120
(215) 503-5805
www.jefferson.edu/career_services
<https://jefferson-csm.symphlicity.com/students>

HOURS

Monday–Friday

9:00 am–5:00 pm

The Career Development Center (CDC) assists students and alumni with career planning, job searching and career development through individual counseling sessions and group workshops. The CDC helps students prepare for work in a variety of healthcare settings including hospitals, agencies, laboratories, rehabilitation centers, corporations and private practices.

SERVICES AVAILABLE

- Individual Career Counseling
- Career and Interest Inventory Assessments
- Career Planning Workshops
- Mock Interviews

- Career Resource Library
- On-campus Job Fairs
- Job Listings and Employer Contacts
- Long-distance Job Search Assistance
- Networking Opportunities
- On-line resume posting, job search service exclusively for Jefferson students and alumni
- Resume, CV and Cover Letter Assistance

For detailed information about the Career Development Center and its programs and services, we invite you to pick up these publications:

- Job Fair Employer Directories
- Job Search Handbook
- Resume Writing Handbook
- Interviewing Skills Handbook
- Evaluating Job Offers Handbook

STAFF

Director

Dayna Levy

Career Counselor

Sally Collier

Administrative Assistant

Amelia DiValerio

COMMUTER SERVICES/MASS TRANSIT/PARKING

Jefferson Bookstore

1009 Chestnut Street

(215) 955-6417

www.jefferson.edu/cso

HOURS

Monday–Friday

7:00 am - 5:30 pm

Saturday

9:00 am - 1:00 pm

The store is closed on Sunday and all University holidays.

SERVICES AVAILABLE

Commuter Services provides mass transit and parking information and savings on these services to eligible Jefferson students and employees.

Benefits include maps and schedules of bus and rail line routes; discounts on SEPTA, New Jersey Transit and PATCO products as well as discounts with selected local parking garages.

Mass Transit items provided at discount prices include:

- SEPTA tokens (10-packs); Monthly Trans/Trail Passes (by mail); 10-trip Regional Rail Tickets
- PATCO Freedom Pass
- New Jersey Transit One-way Tickets and Monthly Passes (by mail)

Visit the Commuter Services Office or contact us at 215-955-6417 to get more information about our monthly pass-buy-mail program.

Discounted Campus Area Parking

Restricted daily and limited monthly parking is available at several locations on or near the campus.

FINANCIAL AID

University Office of Financial Aid
College Building, Room G-1
(215) 955-2867
www.jefferson.edu/financial_aid

HOURS

Monday – Friday

8:30 am - 5:00 pm

The University Office of Financial Aid identifies and helps students apply for possible sources of funding including grants, scholarships, loans and work study to help meet the cost of education.

SERVICES AVAILABLE

- Counsels students on financial aid
- Assists in completing financial aid forms
- Collects applications for all types of financial aid
- Awards loans/grants/work-study
- Provides debt management educational services
- Conducts Direct Federal Stafford/Unsubsidized Stafford/PLUS Entrance/Exit Interviews
- Provides Federal Work Study (FWS) job placement and processes FWS time sheets for payment
- Certifies Direct Stafford/Unsubsidized Stafford/PLUS/alternative loan applications
- Applies aid awards to student accounts

For detailed information about the Office of Financial Aid and its services, visit our website:
www.jefferson.edu/financial_aid/.

STAFF

Director

Susan McFadden

Associate Director

Thomas Stewart

Coordinator

Melissa Cadet

Coordinator

Sean Duffy

Coordinator

Atheia Mobley

Student Services Coordinator

Usha Nair

Student Services Coordinator

Nicole Bailey

Administrative Coordinator

Jacquelyne Roundtree

Financial Aid Assistant

Kristin Mozzachio

HOUSING AND RESIDENCE LIFE

Department of Housing and Residence Life
Orlowitz Residence, Suite103
1000 Walnut Street
(215) 955-8913
Fax (215) 923-1981
www.jefferson.edu/housing

HOURS

Office Hours

Monday - Friday- 9:00 am - 5:00 pm

Desk Coverage

24 hours, 7 days/week

Resident Assistant Duty

Monday - Friday, 5:00 pm - 8:00 am;
24 hours, weekends and holidays

The Department of Housing and Residence Life assigns student housing, coordinates building services, and provides an active Residence Life program in the University's two apartment-style residence halls (Barringer and Orlowitz) and one dormitory-style residence hall (Martin). The Barringer and Orlowitz Residence Halls are managed by a private property management group, Philadelphia Management Company (PMC).

SERVICES AVAILABLE

Residence Life

- Live-in staff
- Social, developmental and recreational programming
- 24-hour resident advising program
- Liaison with numerous campus services

Assignment/Contracts

- Guaranteed housing for eligible first-year students who apply prior to May 31.
- Financial aid-based fee deferments

Property Management

- 24-hour emergency maintenance service

Short-term Housing

- Shared or private dormitory-style accommodations
- Shared or private rooms with private bathroom
- One private apartment-style accommodation (includes private bath and kitchenette).

Off-campus housing information is also available.

STAFF

Director of Housing and Residence Life
Assistant Director of Housing Operations
Housing Coordinator
Assistant Director of Residence Life

Patricia Kelly
Don Morrissey
Kimberly Shaw
Lisa Nyinaku

INTERNATIONAL STUDENT SERVICES

Office of International Affairs
Jefferson Alumni Hall, Room M-70
(215) 503-4335/4024
www.jefferson.edu/international_affairs

The University sets a high priority on the exchange of ideas related to education, research and patient care with members of the international community. We welcome people from other countries to study, work and engage in research at Jefferson and encourage students to study abroad.

OIES assists departments that want to bring international students to Jefferson, serves as the central resource for international students, provides support for the University's international initiatives, and assists those who wish to study or do research abroad.

The Office works closely with all University divisions to coordinate the immigration requirements and orientation of our international students and other visitors.

Practical information on the process of settling in the area, local public transportation, housing, tax responsibilities and cultural and historic sites is available to new international students. The OIES website includes forms, updates and a great deal of useful information.

STAFF

Assistant Vice President	Janice Bogen
Assistant Director	Lesley Tyson
International Student and Scholar Advisor	Eugenia Kim
Administrative Coordinator	Mariangel Martinez

JEFFERSON-INDEPENDENCE BLUE CROSS WELLNESS CENTER

Jefferson Alumni Hall
1020 Locust Street
Lower Levels
(215) 503-7949

HOURS

Monday–Friday	6:00 am - 10:00 pm
Saturday	10:00 am - 8:00 pm
Sunday	10:00 am - 10:00 pm

The Activities Office is responsible for managing the Jefferson-Independence Blue Cross Wellness Center, Jefferson’s multipurpose recreation and fitness facility, and its many programs and services. The facility is located in the lower levels of Jefferson Alumni Hall.

FACILITIES

- Group Exercise Studios
- Weight and Cardiovascular Training Areas
- Gymnasium
- Men’s and Women’s Locker Rooms
- Racquetball Court
- Sauna
- Swimming Pool
- Massage & Reiki Studio

SERVICES AVAILABLE

- Group Exercise Classes
- Co-curricular Courses such as Dance and Swim Lessons
- Fitness Testing/Exercise Prescriptions
- Intramural Sports Leagues
- Massage Therapy
- Personal Fitness Training

STAFF

Manager	Justin Holman
Fitness Specialist	Charlene Henry

JEFFERSON MEDICAL AND HEALTH SCIENCE BOOKSTORE

1009 Chestnut Street
(215) 955-7922
www.jefferson.edu/bookstore

HOURS

Monday–Friday	7:00 am–5:30 pm
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Saturday

9:00 am–1:00 pm

The store is closed on Sunday and all University holidays.

The Jefferson Bookstore is operated for the service, convenience and benefit of students, faculty and employees.

SERVICES AVAILABLE

- Text and reference books
- Laboratory and diagnostic supplies
- Computer accessories, supplies and software
- Stationery materials
- Best seller, consumer health and local interest books
- Student uniforms and lab coats
- Name tags and patches
- Stamps
- Jefferson clothing and gift items
- Magazines and snacks

The Bookstore offers a 10% discount off the publisher's list price of all books. Special orders are accepted for all books as well as specialty merchandise for student organization activities. The Jefferson Medical and Health Science Bookstore offers a wide range of online services at www.jefferson.edu/bookstore. A 10% discount is available off most online book purchases. The Bookstore website also offers book buyback and textbook rental. Academic supplies, technology products, apparel and graduation and recognition items are also available for online purchase.

The "Course Book Lookup" option, located under the "Current Students" link, provides information, including ISBN, pricing and availability about required and recommended books at the time of class registration.

Commuter Services and Photo ID are also located in the Bookstore.

Activities Office discount ticket sales are available for purchase at the Jefferson Bookstore.

STAFF

Director

Patricia S. Haas

Assistant Director and Merchandise Manager

Charity Marshall

PHOTO ID CENTER

Jefferson Bookstore
1009 Chestnut Street
(215) 955-7942

HOURS

Monday–Friday

7:00 am - 5:30 pm

Saturday

By appointment

SERVICES AVAILABLE

Photo identification cards are issued to all new students within one week prior to the start of classes. Photos for identification cards are taken at Orientation for all new students. Each student must present a valid government-issued photo ID i.e. passport, driver's license, military ID, for photo verification purposes at the time that they have their picture taken.

Identification cards must be displayed at all times on campus and in hospital facilities. The initial ID card is provided at no charge. If a student's identification card is lost or damaged, replacement cards can be obtained from the Photo ID Center. A replacement fee of \$15.00 will be charged for any card that replaces the initial card.

RECORDS AND REGISTRATION

University Office of the Registrar
Thomas Jefferson University
1015 Walnut Street, Room G-22 Curtis
(215) 503-8734
(215) 923-6974 (fax)
Email: university.registrar@jefferson.edu
Web Site: www.jefferson.edu/registrar/
Banner Web: <https://banner.jefferson.edu/>

WALK-IN AND TELEPHONE HOURS

Monday – Friday 8:30 am - 5:00 pm
Emails may be sent to our office at any time. Normal response time is within two business days.

The University Office of the Registrar provides students, faculty, administration and alumni with information and services related to academic records, course scheduling and enrollment, classroom assignments and graduation.

SERVICES AVAILABLE

- Academic Records (Student Records)
- Academic Calendar, Course and Final Examination Schedules
- Classroom Assignments
- Course Enrollment Services
 - Registration, Drop/Add, Course Withdrawal
 - Status Changes (Leave of Absence/Withdrawal)
- Enrollment Certification Services
 - Professional Licensure Certification
 - Student Loan Deferments
 - Veterans Administration Education Benefits
- Grade Recording and Grade Reports
- Graduation Services
 - Certification of Degree Requirements
 - Student/Faculty Regalia
- Student Transcripts
- Transfer Credit Evaluation

STAFF

University Registrar	Raelynn Cooter, Ph.D.
Senior Associate University Registrar and University Director of Student Records	David R. Clawson
Associate Registrar	Sheryl T. High
Associate Registrar	Kris Peluszak
Associate Registrar	Mary Wolfe

SCOTT MEMORIAL LIBRARY AND LEARNING RESOURCES CENTERS

Scott Memorial Library	JAH LRC
1020 Walnut Street	1020 Locust Street, M13
Philadelphia, PA 19107	Philadelphia, PA 19107
http://jeffline.jefferson.edu	
AISR Administration	(215) 503-8848
Scott Library Reference Desk	(215) 503-8150

AISR Education Services	(215) 503-2830
Scott Library LRC	(215) 503-8407
JAH LRC	(215) 503-7563
Medical Media Services	(215) 503-7841

Academic & Instructional Support & Resources (AISR) includes the Scott Memorial Library, AISR Education Services, AISR Learning Resources, and Medical Media Services.

The Scott Memorial Library is open and staffed 100 hours per week and the first and fourth floors provide 24-hour access to workstations and the Internet. The Library's collection is considered one of the finest in the region and reflects the University's interests in the life sciences, clinical care, patient education, and the history of the health sciences. The collection includes approximately 80,000 books and bound print journals; over 5,000 electronic journal subscriptions; 1,000 plus e-books; the University Archives; and significant holdings of rare books dating to the 15th century.

AISR Education Services provides faculty support in instructional design and educational technologies. Education Services staff provide workshops and online training materials for Jefferson's academic resources in JEFFLINE, Pulse (the campus installation of the Blackboard learning management system), PowerPoint, and other popular applications. AISR Education Services develops educational software for use in Jefferson's undergraduate, graduate, and CME activities.

The Learning Resources Division of AISR acquires and manages a wide variety of non-bibliographic educational resources. These include anatomical models, videos, human skeletons, etc. LR staff manages all of the computing labs, classrooms, and public access computers on campus. Many of these resources are integrated into the operations of the Scott Library building. In addition, a Learning Resources Center is located within Jefferson Alumni Hall which includes a suite for use of faculty and students to edit digital video and conduct both teleconferencing and webcasting. Laptop computers are also available for individual use, and there is a growing support base for mobile computing. Specialized software available on AISR-managed public computers include: 3D anatomy visualization, SAS/SPSS, GIS applications as well as Microsoft Office Suite. Support staff is available to assist students and faculty in the use of all technologies.

Medical Media Services supports Jefferson's audio and visual communication resources as well as design and production services for professional presentations, publications, and teaching. Specific groups support: scientific photography, graphics and medical illustration, electronic presentations, and audio and video production. Medical Media Services also provides support for audiovisual equipment services including videoconferencing and web conferencing.

STAFF

Interim Director of Academic and Instructional Support and Resources (AISR)	Anthony J. Frisby, PhD
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SECURITY

Department of Campus Security
 Security Response Center, Gibbon - 2nd Floor East
 (215) 955-8888 (24 hours)
www.jefferson.edu/security
 Security Administration, Room 502 Edison Building

IMPORTANT PHONE NUMBERS

On-Campus Emergency (Including Fire and Medical)	811
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To Report a Crime (215) 955-8888
Investigations (215) 955-8175 or (215) 955-6331
Student/Employee I.D. Center (215) 955-7942

The Department of Campus Security works closely with the officers of the Philadelphia Police Department and places a high priority on your personal safety. In accordance with campus security regulations, we operate a sexual assault victim program. We also conduct numerous presentations on specific security issues for both students and employees. Here are some of the many resources we maintain for your safety and well-being in most Jefferson facilities:

- Multiple emergency phones throughout campus
- Automated front and fire door locking devices
- Central dispatch for on-campus emergencies
- Closed-circuit TV and alarm monitoring
- Sexual Assault Victim Program
- 24-hour-a-day front-desk staffing
- Student-Employee Identification Badges
- Victim's Assistance Counselor

The full text of our policies is available to you in the Department of Security's administration offices, 502 Edison.

STAFF

Managing Director – Public Safety Robert B. Hendrick, CPP

The staff includes two managers, nine shift supervisors, two investigators and 93 field officers.

STUDENT ACCOUNTS

Tuition/Cashier's Office
Thomas Jefferson University
1020 Walnut Street, Suite 521 Scott
(215) 503-7669

Student Loan Office
Thomas Jefferson University
1020 Walnut Street, Suite 521 Scott
(215) 503-7226

HOURS

Monday–Friday

9:00 am - 5:00 pm

SERVICES AVAILABLE

- Answering inquiries concerning payment and fees
- Providing Promissory Notes for endorsement
- Invoicing to your Jefferson email account and Collection of Tuition Billings
- Distributing eRefunds to students
- Processing loan checks for payment
- Providing referrals or answers for payment plans
- Managing the collection by ACS of student loans obtained through Thomas Jefferson University
- Managing the processing of correspondence received from graduates pertaining to student loans (deferments, cancellations, loan verification forms)

STAFF

Director
Tuition Coordinators

Angela Pagano
Stephanie Osbourne
Rebecca Reynolds
Tyeisha Rogers

STUDENT PERSONAL COUNSELING CENTER (SPCC)

Department of Psychiatry and Human Behavior
833 Chestnut Street, Suite 230
(215) 503-2817

HOURS

Monday–Friday

9:00 am - 5:00 pm

The SPCC offers crisis consultation, individual counseling, couples counseling, group therapy and psychiatric consultation for students.

There are many concerns that may lead a student to seek counseling including stress, anxiety, depressed mood, relationship problems, and academic issues. The SPCC staff encourages students to come in and talk even if they are not sure that counseling is what they need.

All Thomas Jefferson University students are eligible for three visits without charge at the SPCC. Some students may resolve their concerns during the initial three sessions and decide that no further sessions are required. Some students decide to see a SPCC counselor on an ongoing basis. For students who desire or need ongoing support, SPCC counselors are in network with a limited number of insurance providers.

Students interested in making an appointment should call and leave a confidential voicemail with their name and contact number. A SPCC counselor will conduct a brief and confidential telephone screen to gather some basic information that will allow for a timely matching of services, based upon a student's individual needs. All information shared during counseling is confidential. No one outside the SPCC may have access to the specifics of counseling sessions without the prior written permission of the student, except in situations where there is a threat or danger to life.

Urgent Situations: SPCC counselors and psychiatrists are available for in-person crisis intervention between 9:00 am and 5:00 pm. After hours, all students experiencing an emergency should call 911 or go to the nearest emergency room. On-campus students should go to the Thomas Jefferson University Hospital Emergency Room, located in the Main Hospital Building at 10th and Sansom (215) 955-6060 and ask to speak to the Psychiatry Resident On-Call. Dr. Nobleza is also available after hours for urgent phone consultations for students by calling the SPCC phone number at (215) 503-2817 and then dialing '1' and then '0.'

STAFF

Director
Psychologist

Deanna Nobleza, MD
Shawn Blue, PsyD

STUDENT SERVICES

Office of Student Life
Edison Building, Suite 1120
(215) 503-8189

HOURS

Monday–Friday

9:00 am - 5:00 pm

Other hours available by appointment.

The Office of Student Life manages matriculation requirements such as HIPAA and Safety Training, the annual health insurance requirement, and orientation programs for new students. The office also coordinates the annual Winter Ball, and Leadership LIVE, the leadership development program for

students. Additionally, the office provides academic support services and facilitate the disability accommodations process.

SERVICES AVAILABLE

- Orientation Programs
- Leadership Development Programming
- Winter Ball
- Academic support services
 - Writing Center
 - PASS Program
 - One on one consultations and workshops in
 - Textbook reading
 - Study skills
 - Test anxiety and test taking
 - Time management
- Disability Accommodations
- Health insurance administration
- HIPAA & Safety Training administration
- Student conduct issues

STAFF

Director of Student Programs and Leadership	Jennifer Gronsky
Academic Development Specialist	Jennifer Fogerty
Administrative Assistant	Diana Kestler

UNIVERSITY HEALTH SERVICES

833 Chestnut Street, Suite 205
(215) 955-6835

HOURS

Monday–Friday 7:30 am - 4:00 pm

Jefferson students can take advantage of a wide range of medical and health services right on campus. Tuition and fees cover basic health care. Laboratory, emergency room visits, X-ray and specialist referral charges are billed to your insurance. Students are personally responsible for fees not covered by their health insurance. Jefferson’s Emergency Department is available for urgent medical problems when our office is closed.

Here are some of the basic services we provide:

- General medical care and advice
- Immunizations: free annual flu vaccine – required of all students with direct patient contact.
- Mandatory annual tuberculosis screening
- Exposure protocol for students exposed to blood borne pathogens
- Referrals to specialists

STAFF

Medical Director	Ellen O’Connor, M.D.
Clinical Operations Manager	April Budd

Academic Policies and Procedures

It is the responsibility of the student to be familiar with and observe the academic regulations of the School in all matters of course registration, dropping and adding courses, withdrawal from courses and/or the School.

Academic policies and procedures not addressed in the Student Handbook may be found in the Jefferson School of Health Professions Catalog.

ACADEMIC HONORS (Undergraduate Programs Only)

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 Programs)

To graduate with honors, a student must:

- complete at the School 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 School.

ACADEMIC INTEGRITY POLICY

The Administration and Faculty of the Jefferson School 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 School.

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. Stealing, buying 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 Judicial 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 School Dean, as appropriate, by the instructor.

No notation of faculty action will appear on the student's transcript. However, the School/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 Judicial 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 Judicial Board.

Option B

Option B is direct referral of the charge by the faculty member to the Judicial Board for adjudication. Information concerning procedures for requesting a judicial hearing is found in the Code of Conduct section of this Handbook (see "Judicial System").

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 PROBATION AND DISMISSAL

Students enrolled in the health professions programs who do not maintain a minimum 2.00 cumulative grade point average in undergraduate programs or a 3.00 cumulative grade point average in graduate programs will be placed on academic probation for one semester. If a student is enrolled in courses totaling fewer than 12 undergraduate credits or nine graduate credits during the subsequent semester, the probationary period will be extended to two semesters.

At the end of the probationary period:

1. The student achieves the minimum cumulative grade point average and is reinstated in good standing, or
2. The student fails to achieve the minimum grade point average at the end of the probationary period and is dismissed from the School for academic underachievement, or
3. In extraordinary cases, where the student has made significant progress toward achieving the minimum grade point average, the Department Chair may recommend granting one additional probationary semester. If, at the conclusion of the extended probationary semester, the cumulative grade point average is still below the minimum (2.00 in undergraduate programs, 3.00 in graduate programs), the student is dismissed for academic underachievement.

Actions related to academic probation and dismissal must be reviewed by both the School/Department Committee on Student Affairs and the Office of the Dean before action can be taken.

Students who fail to meet school and/or departmental regulations pertaining to academic standing will be placed on School/departmental academic probation or be dismissed and are subject to the policies regarding progression within their respective schools/departments to regain or retain student status. School/departmental regulations and actions regarding academic probation and dismissal require the review of the appropriate faculty committee within the respective schools.

Any student dismissed from or required to withdraw from a school or a department because of academic underachievement, and subsequently readmitted to a school or department, must achieve a semester grade point average of 2.00 in undergraduate programs or 3.00 in graduate programs for the semester in which he or she was readmitted. If the student fails to do so, he or she will be dismissed. Furthermore, if such a student has a cumulative grade point average of less than the minimum stipulated at the end of the semester in which he or she was readmitted, he or she must raise the cumulative grade point average to the minimum by the end of the following semester or be dismissed. Any student who is readmitted with special student status may be exempted from the guidelines in this paragraph; that student will be held responsible for meeting the criteria of academic performance established with the department that awards the special student status.

Students matriculated in the degree programs offered through the Department of General Studies should consult the policy governing academic probation and suspension found in the Department of General Studies section of the current School Catalog.

CHALLENGE EXAMINATIONS POLICY AND PROCEDURES

Students may earn academic credit for any Jefferson School of Health Professions undergraduate course for which a challenge examination is available. Each school and/or academic department determines the courses for which challenge examinations may be made available and the schedule for administering examinations. A challenge examination is equivalent to a comprehensive test of the subject matter covered in a semester-long course.

Students must complete at least one (1) course in the Jefferson School of Health Professions and be assigned a final grade for that course in order to have the Challenge Examination results recorded on the transcript.

Regulations

The following regulations are applicable to all challenge examinations. Individual schools and/or academic departments may establish standards that go beyond these.

1. Students will not receive credit by challenge examination for a course in which they have been previously enrolled. This includes courses which they audited or for which they received a failing grade or a grade of withdrawal.
2. Students may earn up to a maximum of 25% of the semester credits required for the degree/certification via challenge examinations. These credits must be applicable to the student's curriculum requirements.
3. No more than six (6) credits earned through examination testing (either school administered challenge test or standardized tests such as CLEP or ACT-PEP) may be accepted to fulfill the 30-credit residency requirement.
4. Students are not permitted to register for both a regular course and a challenge examination in the same subject area in the same semester.
5. Students are not permitted to attempt challenge examinations more than twice. An attempt begins as soon as the student sees the examination.
6. Upon a second unsuccessful attempt, students may receive academic credit only through successful completion of the standard course in the subject.
7. For each attempt, students must register and pay the appropriate tuition amount.
8. Students who have completed upper-division course work in a subject may not challenge lower-division course work in the same subject.
9. Students interested in challenging a two-semester course (e.g., Biology 101–102) must take the challenge examination in the same sequential order that the course normally occurs.

Fees

The fee for a course challenge examination is \$50.00 per credit hour. Full-time students are entitled to register for a challenge examination at no additional fee, provided that total enrolled credits (including challenge examinations) do not exceed the maximum allowed in the semester the challenge examination is attempted (18 semester credits or the prescribed curriculum).

Fees for challenge examinations are covered by the Thomas Jefferson University Tuition Remission Benefit. Full-time employees eligible for this benefit who pass the examination pay no fee. Those who do not pass the challenge test are responsible for the full challenge examination fee (\$50.00 per credit).

Registration Procedures

Students must register for a challenge examination in the University Office of the Registrar, G-22 Curtis Building. Following their registration, students should contact the respective school and/or academic department for information regarding guidelines for preparing for the examination, and dates, times and locations of the scheduled examinations.

Students must take the challenge examinations on the date that they register for them. (Note: Department of General Studies challenge examinations are offered on the third Friday of every month.)

IMPORTANT:

Registration for a challenge examination is equivalent to registration for a course. Once registered, students can change their registration only by filing a Drop Form in the University Office of the Registrar. Students who register for a challenge test but do not sit for the examination and do not complete the official drop procedure will receive a grade of "NC" (No Credit) on their academic record and will be responsible for the full challenge examination fee.

Grading

Students who successfully complete a challenge examination will receive a grade of "P" (Pass) and the number of earned semester credits equivalent to the course. Unsuccessful attempts are recorded on the transcript with the grade symbol "NC" (No Credit). Neither grade is calculated in the student's grade point average.

Students who have questions about registration procedures for challenge examinations should contact the University Office of the Registrar, G-22 Curtis Building, (215) 503-8734. For information on examinations available or content of examinations should contact the respective school/academic department directly.

Other Opportunities for Credit by Examination

In addition to the School's challenge examinations, students may earn college academic credit by successful completion of standardized testing available through the College Level Examination Program (CLEP) of the College Board and the ACT/PEP Program. Additional information and registration materials are available in the Office of Admission, Room 100 Edison Building, (215) 503-8890.

CLINICAL PROBATION AND DISMISSAL

Because patient wellbeing 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 School and/or Department's specific regulations governing clinical practice and may be placed on probation by the School and/or Department and/or recommended for dismissal from the School and/or Department for unsafe clinical behavior as defined by the appropriate academic division. The specific regulations are contained in a school/departmental handbook or similar publication and are distributed to students at the beginning of the academic year. 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.

CONFIDENTIALITY OF STUDENT RECORDS

Student records are held by the University in joint agreement with the student and the University for the benefit of the student. In such an agreement, the student's records are the property of the University but may be released upon the written request of the student.

The records of the student are held in trust by the University and are maintained in a confidential manner.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (more commonly known as "The Buckley Amendment" or FERPA) is a federal law that affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the University Director of Student Records a written request that identifies the record(s) they wish to inspect. The University Director of Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Director of Student Records to whom the request was submitted, he or she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University, at its discretion, may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Thomas Jefferson University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC, 20202-4605

The University, at its discretion, may provide directory (public) information in accordance with the provisions of the Act to include: the student's name, address, telephone listing, date and place of birth, major field of study, academic schedule, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, identification photo, University e-mail address and previous educational institutions attended by the student. Students wanting directory information withheld should notify the University Director of Student Records in writing within two weeks of each year's initial academic enrollment.

Revisions and clarifications will be published as experience with the law and Jefferson's policy warrant.

COURSE DROP/ADD

Once registered, students may drop or add a course until the deadline published in the Academic Calendar. The Drop/Add period during the Fall and Spring Semesters is normally a two-week period. For Summer Sessions and other accelerated terms, it is proportionately less.

To make a schedule change, the student must complete a Drop/Add form. The Drop/Add form must be received in the University Office of the Registrar by the deadline date.

COURSE WITHDRAWAL

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a Course Withdrawal 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. A grade of "WF" is calculated in the grade point average in the same manner as a failing grade.

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.

DISABILITY ACCOMMODATION

In an effort to assist students with special needs, the following procedures have been approved:

- A student requesting accommodation for a disability must submit documentation of that disability to the Office of Student Life. The documentation must:
 - Be from an appropriate disabilities specialist.
 - Identify a diagnosis.
 - Describe the functional limitations of the disability.
 - Include the names and scores of testing assessments used to make determinations.
 - Include suggested educational recommendations justified by assessments.
 - Be less than three years old.
- The student must provide documentation of accommodations (if any) provided at previous academic institutions.
- The student must request specific accommodations based on the foregoing information.
- The Representative will meet with faculty in the student's school or department to determine the appropriateness of the requested accommodation. Deliberations may include other University officials and additional learning disabilities specialists.
- The Representative and the school and/or academic department will meet with the student to arrange appropriate reasonable accommodations.

In most instances, the reasonable accommodation provided is acceptable to the student. However, if that is not the case, students should follow the Student Grievance Procedure outlined in the Student Handbook. Questions regarding the Disability Accommodation policy should be directed to the Office of Student Life at (215) 503-8189.

GRADE APPEAL PROTOCOL

I. Grade Appeals Board

The Schools of Health Professions, Nursing, Pharmacy and Population Health shall collectively support a Grade Appeals Board.

A. Membership

1. A member of the administration designated by the Senior Vice President for Academic Affairs
2. Two faculty members from each school. Each school should designate two alternates. An alternate may serve on the Board in case one of the school's faculty designees is unavailable.
3. Two students from each school. Each school shall identify two alternates. An alternate may serve on the Board in case one of the school's student designees is unavailable.

The Board, by a majority vote of its members, will elect one member as Chair at the beginning of the academic year.

B. Responsibilities

A Grade Appeals Hearing Panel, as set forth in Section III, Paragraph 11 a., shall provide a hearing for students who, following the established grade appeal guidelines, wish to present evidence that their level of achievement is, or has been, other than as adjudged by the School.

The Grade Appeals Hearing Panel will also hear appeals of dismissal for unsafe clinical performance. The hearing procedures followed by the Grade Appeals Hearing Panel are set forth below.

II. Bases for Grade Appeal

The grade appeal protocol affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned under the following circumstances:

- Caprice: The faculty member has arrived at the grade or rendered a decision without considering all the pertinent facts involved or has deliberately ignored these facts.
- Prejudice: A faculty member has arrived at the grade or rendered a decision based on reasoning which is influenced by irrelevant information having no bearing on the decision.

- Mechanical error: The grade has been inaccurately assigned due to clerical error on the part of the instructor or computer.
- Assignment of a grade inconsistent with criteria used to assign grades to other students: The grade was given using criteria different from criteria used to grade all other students in the class.

Reduction of a grade for alleged academic dishonesty does not follow this protocol. It must be appealed to the Judicial Board on Student Conduct.

For a grade appeal, the burden of proof is on the student. The student must be prepared to state reasons for believing the grade assignment was inappropriate and provide documentation of the alleged impropriety. Examples of documentation include but are not limited to: course outlines, handouts, logs, completed assignments, any written feedback given by the faculty on written work and/or witnesses. The student will be able to review all material relevant to the case from his or her department file.

III. Steps of Grade Appeal

The following steps of grade appeal are established and adopted by the faculty:

1. The appeal period begins on the day that the student's grade is posted by the Office of the Registrar.
2. The student shall file the Notice of Course Grade Appeal form with the course instructor or faculty member in charge of the course. Forms are available in the School's Office of Student Affairs or in the Office of Student Life.
3. The Department Chair will decide if the student may continue in class during the appeal period. The instructor recommending that the student should not continue in the academic program must clearly document that the student poses a safety risk to others and/or has engaged in disruptive behavior towards other students, faculty, clinical instructors and/or patients.
4. The student will attempt to resolve the situation with the course instructor.
5. If a mutually acceptable decision is not reached between student and instructor, the student must provide the Department Chair with a detailed written statement of allegations, facts and circumstances. The faculty member shall make all pertinent grading records available to the Department Chair.
6. After receipt of the student's detailed statement, the Department Chair shall meet with the student to discuss the appeal. A written report of the decision of the Department Chair regarding the appeal shall be sent to the student and the course instructor.
7. If the Department Chair denies the appeal, the student may then appeal to the Dean of the School.
8. The student must provide the Dean with a detailed written statement of allegations, facts and circumstances. The Department Chair and faculty member shall make all reports addressing the denial of appeal and pertinent grading records available to the Dean.
9. If the Dean denies the appeal, the student may then appeal to the Grade Appeals Board. The following must be submitted to the Chair of the Grade Appeals Board:
 - a. a signed Notice of Course Grade Appeal (the form is available in the Office of the Associate Dean for Student Affairs or the Office of Student Life);
 - b. a detailed written statement explaining the basis for the appeal setting forth one or more of the circumstances described in the first paragraph of this Protocol. The statement must include a specific account of all alleged procedural irregularities and a chronology of significant events related to the appeal;
 - c. a copy of the course syllabus;
 - d. copies of other pertinent documents and any other evidence that may have a bearing on the grade in question. These may include, but are not limited to, School/Department regulations, tests, papers, clinical records or evaluations, journals, handouts, and/or correspondence to/from the instructor;
 - e. a proposed list of witnesses who have agreed to testify at the hearing (if the Board determines that a hearing is warranted) and for each a brief summary of his/her testimony and its relevance to the charge that an inappropriate grade has been assigned.
10. The Board will review the evidence and may request new evidence to clarify any issue pertinent to the case. The Board reserves the right to deny a hearing if the evidence submitted by the appellant

does not clearly demonstrate the possibility of procedural irregularity. The Board Chair will notify both parties in writing of the decision, including the time, date, location and conduct of the hearing (unless denied). The Board will appoint a Grade Appeals Hearing Panel consisting of the Chair of the Grade Appeals Board who shall chair the Grade Appeals Hearing Panel, two additional faculty members and two student representatives. A representative of the Office of the Senior Vice President for Academic Affairs shall also serve on the Panel. The Panel will determine which proposed witnesses may testify at the hearing.

11. Attendance at the hearing is required of the following individuals and is closed to all others:
 - a. All members of the Grade Appeals Hearing Panel shall be present or represented and shall serve with full voting rights. A representative of the Office of the Senior Vice President for Academic Affairs shall serve on the Panel in a non-voting capacity. None of the faculty members on the Grade Appeals Hearing Panel may be from the academic department from which the Appeal originates. A Board member or representative must withdraw from the proceedings if involved with the grade in any capacity or otherwise cannot remain unbiased. The Chair of the Board shall appoint another representative to maintain the Hearing Panel's structure in accordance with this Protocol.
 - b. The appellant and appellee shall be present. If either party is unable to attend due to extraordinary circumstance such as, but not limited to, severe illness, death in the immediate family or professional obligation that cannot be rescheduled, the Board Chair must be notified immediately. The hearing will be rescheduled within five days of the originally scheduled date.
 - c. Witnesses called by either party and approved by the Hearing Panel.
 - d. A non-Board member provided by the office of the SVPAA who may schedule the hearing and will record the discussion and prepare a summary of the proceedings.
12. The hearing shall be conducted in the following manner:
 - a. The appellant and appellee must represent themselves.
 - b. The appellant will have the opportunity to state the nature of the grievance in detail and present supporting witnesses.
 - c. The appellee will be given the opportunity to respond to the appellant's statement and present supporting witnesses and evidence.
 - d. Hearing Panel members may question the appellant, appellee and witnesses.
 - e. The appellant, appellee and witnesses are excused.
 - f. Following a period of closed deliberation, the decision of the Hearing Panel will be determined by a simple majority vote. A written report of the decision citing the most pertinent information pertaining to the decision will be forwarded to the appellant and the School Dean.
13. If the decision of the Grade Appeals Hearing Panel is not acceptable to either party, the appellant may file a written notice of appeal with the Senior Vice President for Academic Affairs. The appeal must be based on either a lack of due process or new information not available at the time of the hearing. Such a request shall be granted or denied at the discretion of the Senior Vice President for Academic Affairs based on an analysis of whether the new information is likely to make a significant and substantial difference in the initial disposition of the case or whether the due process provided to the student was inconsistent with University procedures.
14. If the request for the appeal is approved, the Senior Vice President for Academic Affairs shall meet with the appellant to try to resolve the situation. In advance of the appeal meeting, the Senior Vice President for Academic Affairs may request any additional records or documentation that he/she feels are relevant to the case.
15. The written decision of the Senior Vice President for Academic Affairs shall be sent to the appellant, the Dean and the Chair of the Grade Appeals Board. The decision of the Senior Vice President for Academic Affairs shall be final and binding.

The student is encouraged to seek the assistance of the Department Chair or the Office of Student Life to provide further explanation of the grade appeal process.

IV. Time Frame for Grade Appeal

The maximum time frame allowed for the appeal period is normally 50 days (business days, Monday–Friday). The Department Chair or School Dean, Chair of the Grade Appeals Board or Senior Vice President for Academic Affairs may extend the time frame if extenuating circumstances warrant additional time.

The following guidelines are recommended:

- The student may file written notice of appeal no later than five business days after the grades are posted by the Registrar’s Office on the student record (Banner Web).
- The course instructor will render a written decision to the student within three business days from the date the appeal is filed with the course instructor.
- The student must file notice of further appeal with the Department Chair within three business days of receipt of the course instructor’s decision.
- The Department Chair will render a written decision within three business days of delivery of the notice of appeal.
- The student must file notice of further appeal with the Dean within three business days of receipt of the Department Chair’s decision.
- The Dean will render a written decision within three business days of delivery of the notice of appeal.
- The student must file written notice of further appeal with the Chair of the Grade Appeals Board within three business days of notification of the Dean’s decision.
- The Grade Appeals Board will meet within five business days of receipt of the notice of appeal to determine if a hearing is warranted.
- If the Board determines that a hearing is warranted, the appeal will be presented at a hearing within five business days after the Board meeting.
- The Chair of the Board will render the decision within five business days after the hearing.
- The student may file a written request for an appeal of the Board’s decision to the Senior Vice President for Academic Affairs within three business days of receipt of the decision. The appeal must be based on either a lack of due process or new information not available at the time of the hearing.
- If the request for the appeal is approved, the Senior Vice President for Academic Affairs will meet with the student within three business days of the notice of appeal.
- The Senior Vice President for Academic Affairs will render a decision within five business days after the meeting. Reasonable efforts should be made to complete the process within the 50-day time period.

GRADING SYSTEM – UNDERGRADUATE AND GRADUATE PROGRAMS

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 School, 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 the program are determined by the academic policies governing the particular program. For example, in some programs the minimal passing course grade is a C or C-. Depending on the program, failure to achieve the minimal passing grade may result in dismissal or academic probation with the requirement of repeating the course.

Students should consult the appropriate section in the catalog for specific criteria and policies governing progression in the academic program in which they are enrolled. Additionally, some of the academic units of the school publish detailed special program requirements in a supplemental department/school student handbook. In such cases, provisions of the department/school handbook will govern. A copy of the handbook is posted in the respective academic unit’s section on the school’s web site.

GRADE	Quality Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WF*	0.0

GRADES NOT CALCULATED IN THE GRADE POINT AVERAGE (GPA)

AU	Audit	Instructor permission required; no credit awarded.
CR	Credit	Awarded for successful completion of a challenge examination.
I	Incomplete	Awarded only when the student has done course work at a satisfactory level. 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.
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.
NC	No Credit	Did not achieve passing score on a challenge examination.
P	Pass	Satisfactory completion of a course graded on a Pass/Fail basis.
T	Transfer Credit	Transfer credit awarded.
UP	Unsatisfactory Progress	Awarded only when a student has done coursework at an unsatisfactory level that requires remediation. Failure to remove a UP grade prior to the designated timeframe determined by the Department or School will result in a grade of F.
W/WP/WF	Withdrawal	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 (Withdrew Passing) or WF* (Withdrew Failing), depending upon the level of performance in the course at the time. WF is calculated in the student's GPA.

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 or School Dean, as appropriate, a student may repeat a course and have the initial credits attempted, credits earned and quality points excluded from the GPA. The original course grade remains on the transcript in all cases.

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.

GRADUATION

A student must complete the specific total credits and course requirements in the major program 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.

Application for Graduation

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, and in December at the conclusion of the fall semester. 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.

LEAVE OF ABSENCE

When personal circumstances make a temporary absence from the School 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, School 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 School 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 School. Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session. 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

For medical leaves of absence, students must proceed through University Health Services, which will notify the Office of the Dean of its recommendation regarding a medical leave. No medical leaves will be reviewed or received without the endorsement of the Director of University Health Services, or other physicians designated by the Director of University Health Services.

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. Prior to reentry, which may be applied for prior to the one year anniversary, appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary, to provide assurance of the student's fitness to return to class.

READMISSION PROCEDURE

Students withdrawn or dismissed from the School or a department of the School may, within two (2) years of the withdrawal or dismissal, re-apply directly to the department or school by submitting a written request directly to the Department Chair or School Dean. All others wishing to continue their studies must re-apply through the Office of Admission.

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 a late registration fee.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal Title IV Programs

Policy Statement

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.

Students are considered to be maintaining satisfactory progress in their program of study if they successfully complete 70 percent of the credits attempted while receiving Title IV Funds.

The Satisfactory Academic Progress Policy will be applied at the end of each academic term.

Students who do not demonstrate satisfactory progress are not eligible to receive further Title IV Funds until they have re-established satisfactory progress.

To re-establish satisfactory progress, students must successfully complete, without receiving Title IV Funds, at least 70 percent of the attempted credits which fulfill degree requirements during one academic term.

When satisfactory progress is re-established, the Satisfactory Progress Policy will again be applied at the end of the semester. Application of the policy will continue until students complete or terminate their education.

Students who are placed on academic probation are permitted to continue on aid as long as they are making progress in accordance with School regulations. Students are required to complete their course of study in no more than 150% of the standard time frame required by the academic program. An extension may be granted by the Office of Financial Aid in the event of extenuating circumstances. The death of a family member or documented medical illness is examples of unusual and extenuating circumstances.

Students who are asked to withdraw from a major but who are permitted to remain in the School taking nonprofessional required courses and/or professional courses in the major with permission of the School may not continue on financial aid.

If students feel that they are not fairly judged or have extenuating circumstances, they may request a review of their individual circumstances by the Director of Financial Aid. In the event that students are not satisfied with a decision made by the Director, they may appeal to the School Dean or his/her designee. A subsequent appeal may be made to the Senior Vice President for Academic Affairs, who will render the final decision.

In the event of highly unusual or extenuating circumstances which result in the student not maintaining satisfactory progress, the Director of Financial Aid may waive or adjust the Satisfactory Academic Progress Policy on an individual basis. The death of a family member or documented medical illness is examples of unusual and extenuating circumstances.

Financial Aid may be available to students for necessary repeat one-time of a failed course. When repeated, courses for which a passing grade has been received are not eligible for financial aid funding.

Definitions

Title IV Programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans, Federal Work Study, Federal Direct Loan program (Stafford and PLUS).

Title IV Funds: Any payment originating from the Federal Title IV Financial Aid Programs.

Credits Attempted: A credit will be considered attempted only for those courses in which a student is enrolled and which fulfill degree requirements. Withdrawal from classes or the School after the specified drop/add period does not exclude those credits from being considered as attempted. Required courses that are repeated will be considered in calculation of credits attempted for satisfactory progress. Non-credit, remedial courses or challenge examinations are not aided and are not considered as credits attempted.

Temporary letter grades such as I, IP or NR will be considered at the time the final grade is received. These credits will be evaluated with the other credits the student attempted during the academic term the course was originally intended to be completed.

Successful Completion: A credit will be considered successfully completed if the student receives a letter grade of A+, A, A-, B+, B, B-, C+, C, C -, D+, D, D-, or P. A credit for which a student receives the grade W, WP, WF, F, NC or N will not be considered successfully completed. Graduate students must maintain a minimum Grade Point Average of 3.00.

Satisfactory Progress Table

The following table will be used to measure satisfactory progress for the Federal Title IV Financial Aid Programs.

Number of Credits Attempted*	Number of Credits which must be successfully completed for satisfactory progress
1	1
2	2
3	3
4	3
5	4
6	4
7	5
8	6
9	6
10	7
11	8
12	8
13	9
14	10
15	11
16	11
17	12
18	13
19	13
20	14

*See definition of "Credits Attempted" above.

Financial Aid Refund

Title IV Aid*

For each Title IV aid recipient who withdraws, the school must calculate the amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled. The School must return any portion of unearned Title IV funds for which the School is responsible.

The School must also advise the student of the amount of unearned Title IV grant aid that he or she must return, if applicable. The student (or parent, in the case of a Parent PLUS Loan) must repay any unearned funds that the School did not return according to the normal terms of the loan.

If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV grant and loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs.

However, if a student withdraws before completing more than 60% of the payment period or period of enrollment, the amount of any Title IV loan and grant aid that the student received for the payment period or period of enrollment must be recalculated to reflect the portion of the payment period that he or she completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid programs.

* Title IV programs of aid include Federal Pell, Federal SEOG, Federal Perkins, Federal Work Study Program, Federal Direct Grad PLUS and Federal Direct Stafford Loan.

State Grant

Refunds/prorations of state grant funds are calculated according to the specific regulations of the sponsoring state. Programs of financial aid described herein are subject to change due to federal, state, local or institutional regulations or funding.

STUDENT DIRECTORY

For the convenience of the University community, the student directory is made available on the University's website each year. The directory includes local and home addresses, photographs and telephone numbers of all students registered as of the fall academic term.

Students wanting directory information withheld should notify the University Office of the Registrar in writing within two weeks of each year's initial academic enrollment.

STUDENT GRIEVANCE PROCEDURE

For student grievances other than grades or dismissal due to unsafe clinical performance, students are encouraged to address the problem at the point closest to the issue. In schools and/or academic departments, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member. If dissatisfied with the outcome, the student may meet with the Program Director, then the Department Chair or School Dean, as appropriate, and then with the Associate Senior Vice President for Academic Affairs, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, he/she may meet with the Senior Vice President for Academic Affairs or his or her designee. The Senior Vice President 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.

STUDENT IDENTIFICATION CARDS

All students in the School are issued photo identification cards to be carried at all times on campus. Students will be notified of a date and time to have their identification cards made. If a student's identification card is lost or damaged, replacement cards can be secured for a fee by contacting the Photo ID Center in the Jefferson Bookstore, (215) 955-7942.

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/registrar/transcripts.cfm>

Routine transcript requests carry a processing charge of \$5.00 per copy for currently enrolled students and \$10.00 per copy for graduates and former students. Immediate need and special handling requests may incur additional fees. Your credit card will only be charged after your order has been completed.

Although transcripts are normally processed within five working days, students should allow for a processing time of 10 working days, particularly during peak periods such as registration, drop-add, grade reporting and commencement.

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

WITHDRAWAL FROM THE SCHOOL

A student may initiate withdrawal from the School 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 or 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.

A student who withdraws voluntarily or who is administratively withdrawn from the School must reapply to the Office of Admission to re-enroll. If readmitted, the student is subject to the academic and curricular requirements in place at the time of readmission. NOTE: Students who have been dismissed from an academic department or the School and who seek readmission must apply directly to the Chair of the department or Dean of the School.

Conduct Policies and Procedures

CODE OF CONDUCT / STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES GENERAL STATEMENT

Thomas Jefferson University is a not-for-profit academic health center that exists to provide excellent educational programs and experiences for future health care professionals; to contribute substantially to the research, development, and introduction of improved methods of health care; and to provide high quality health care in a cost-effective manner. For the University to function as a harmonious unit, certain guidelines must be established by which the interactions of individuals within the University may be coordinated. This document outlines the rights, freedoms and responsibilities of all students matriculating at Thomas Jefferson University.

PREAMBLE

In addition to those rights and responsibilities ensured by the Constitution of the United States and those limitations imposed by federal, state and local laws, are special rights and responsibilities acquired by students because they are members of the University community. Besides clarifying these special rights and responsibilities, this document enumerates the means by which abuse of these rights and responsibilities will be treated by the University.

I. Academic Freedom

Because intellectual development is best fostered in an atmosphere of active engagement in the educational process, each faculty member should encourage free discussion, free inquiry and free expression regarding issues within the domain of the instructor's course or program. Students are free to take reasoned exception to the data or to views offered in any course of study and to reserve judgment about matters of opinion.

II. Evaluation

- A. Students are evaluated on the basis of:
 - 1. their academic and clinical performance,
 - 2. adherence to professional standards, and
 - 3. compliance with standards of student conduct articulated by the college or school in which the course was taken.
- B. The use of information unrelated to the standards of evaluation is inappropriate. Students may appeal an evaluation that they allege is not based on these criteria. The appeal should take place through the appeal process of that college/school.
- C. A faculty member should excuse himself or herself from evaluating a student if the faculty member believes that he or she cannot make an objective evaluation as a result of his or her possession of information unrelated to the standards of evaluation.

III. Protection Against Improper Disclosure

Ordinarily, information obtained from students in the course of counseling, teaching or advisory meetings shall be treated as confidential. Under certain circumstances it may not be possible to maintain confidentiality of such information. Such circumstances include, but are not limited to, situations where a student's communication indicates potential harm to the student or to another party, or where maintaining the confidentiality would prevent a faculty member from fulfilling his or her responsibility to protect society and the reputation and integrity of the institution. In such situations the faculty member or advisor has the obligation to take appropriate follow-up action, safeguarding, to the extent possible, the confidential nature of the information. In instances of doctor-patient, religious or other privileged interactions, the guidelines controlling those special situations pertain.

IV. Student Records

Thomas Jefferson University complies with The Family Education Rights and Privacy Act (FERPA) in its maintenance of student records. Each college's/school's policy statement on FERPA is on file and available in the University Office of the Registrar.

V. Student Organizations

- A. Students are free to organize and join associations that promote their common interests. Organizations that operate in a manner consistent with the University's mission, regulations and policies, including its non-discrimination policies, and meet the requirements below may be recognized by the University. If recognized, such organizations may seek funding from University sources. The requirements for recognition are:
1. The membership policies and actions of a student organization shall be developed only by vote of those persons who are matriculated students of Thomas Jefferson University.
 2. Each student organization that seeks recognition by the University is required to submit to the Office of Student Affairs [University Activities Office for Jefferson Schools] and/or the appropriate oversight body of its college complete bylaws, a statement of purpose, criteria for membership, rules of procedure, a current list of officers and members, and the name of a designated faculty or administrative staff advisor. Any changes in the preceding modus operandi or advisor must be submitted to the college's Office of Student Affairs [University Activities Office for Jefferson Schools] within two weeks of the change. Such organizations must annually resubmit for recognition and/or funding.
 3. The advisor shall be chosen with his or her consent. Advisors will advise organizations about University policies and procedures. However, the advisor does not have the authority to control the policy of such organizations.
 4. Recognized organizations must refrain from:
 - a) using the organization for the financial enrichment of any officer, member or affiliate of the student organization
 - b) directly or indirectly using University resources for the express benefit of external affiliates
 - c) maintaining outside bank accounts (Accounting for such organizations will be through the TJU controller's office or the Commons Board)
 - d) using the name of the University or any of its divisions on private bank accounts
 - e) entering or attempting to enter into contractual obligations on behalf of the University or any of its divisions or departments without prior written authorization from the appropriate University senior officer or his or her designee. The organization's advisor may not give such consent.
 - f) soliciting funds outside of the University without the written approval by the student affairs office of the appropriate college/school.
- B. A campus student organization may be affiliated with a parent or corresponding extramural organization, but the campus student organization must:
1. disclose to the University oversight body such extramural affiliations,
 2. provide the constitution and bylaws of any affiliated organization, and
 3. certify that all conditions for affiliation meet the standards of the University.
- C. A student who misrepresents his or her own or a group's relationship with the University or violates any of the College's/School's or the University's rules shall be subject to the sanctions described in the section on Discipline (section XII) in this document.
- D. Students groups that are not recognized by the University
1. may not represent themselves as affiliated with the University or any of its parts
 2. may not receive funds from the University
 3. may use University facilities only if they meet the requirements for use of University facilities by outside parties and meet the requirements stated in section V. A. 4.

VI. Freedom of Inquiry and Expression

- A. Students and student organizations may discuss all questions of interest to them; may express their opinions privately and publicly, so long as they make it clear that they speak only for themselves and not for the University or their college/school; and may support causes so long as these activities do not violate civil law or rules, policies and procedures of Thomas Jefferson University or their college, or adversely affect the operations of the University.
- B. The right of free speech and expression does not include activity that may endanger the safety of any member of this University community or damage any of the University community's physical facilities, nor does it include any activity that disrupts or obstructs the functions of the University or threatens such disruption or obstruction. Moreover, modes of expression, including, but not limited to, electronic transmissions that are unlawful or indecent or that are grossly offensive on matters such as race, color, national and ethnic origin, religion, sexual orientation, sex, age, disability or veteran status are inconsistent with accepted norms of conduct of the University and are subject to the sanctions described in the section on Discipline (section XII).
- C. Recognized student organizations may invite speakers on campus as long as the organization:
 - 1. provides adequate advanced written notice to the pertinent office of student affairs [University Activities Office for Jefferson Schools] and receives written approval from the same office.
 - 2. bears the cost of any additional services deemed necessary by the inviting organization and/or by the office of student affairs [University Activities Office for Jefferson Schools].
 - 3. follows institutional procedures.
 - 4. ensures decorum appropriate to an academic community.
 - 5. states in all promotional literature and activities that its sponsorship of guest speakers does not imply approval or endorsement of the speakers' views by the University.

VII. Student Publications

- A. Publications of recognized student organizations
Publications written or distributed by organizations that are recognized or financed in any way by the University have editorial freedom but shall be subject to the canons of responsible journalism and review by the organization's advisor. These canons include, but are not limited to, the prohibition of undocumented allegations, the avoidance of libel, respect for the good name of individuals and the University, the requirements of civil law and University policies and procedures. The University retains the right to impose discipline for good cause on the managers, editors and writers of student publications.
- B. Publications of unrecognized student organizations
 - 1. The publications of student organizations that are financially independent and not recognized by any University oversight may not represent themselves as affiliated with the University or any part of the University and may not use the name of the University or any of its parts in the group's communications without prior written authorization by the office of student affairs of the appropriate college/school [University Activities Office for Jefferson Schools].
 - 2. The University views the publications of unrecognized organizations as the product of a group of students who are individually responsible for their own actions and those of the unrecognized group.
- C. Distribution of handbills, posters, pamphlets or other written material
 - 1. Posters and other similar written notices must be registered with the appropriate College's/School's Office of Student Affairs. Such notices may be put only in locations designated for that purpose by the Office of Student Affairs.

2. Handbills and pamphlets that in any way invoke the name of the University or any of its parts must clearly display the following disclaimer: "Not endorsed by Thomas Jefferson University." University recognized organizations may distribute materials meeting the preceding guidelines, but only in public areas. Distribution in classrooms or offices is prohibited. Organizations that are not formally recognized by the University may not distribute such materials anywhere on Jefferson property or at any Jefferson event without prior written permission from the appropriate Office of Student Affairs [University Activities Office for Jefferson Schools].
3. The location of indoor distribution of written material may be restricted to preserve safety, security and the orderly conduct of scheduled events.

VIII. Student Participation in Institutional Government

As constituents of Thomas Jefferson University, students are encouraged to express their views, through established channels, on issues of institutional policy and on matters of general interest to the student body. Further, by means of active membership on faculty and administrative committees, the student body participates in the formulation and application of institutional policy as it affects academic and student affairs.

IX. Off-Campus Activities

It is the policy of Thomas Jefferson University to comply with all federal, state and local laws and regulations. The University will not shield from action by civil authorities any employee, student or faculty member involved in an illegal activity. Furthermore, as stated in the University's Search Policy (Policy 119.01), the University reserves the right to investigate any campus facilities or personal belongings if it has information to support a reasonable belief that an illicit activity is occurring.

X. Standards of Conduct

- A. Students enrolled at Thomas Jefferson University are required to follow a code of behavior consonant with the high standards of the medical and health sciences professions and the reputation of the University. Standards of professional behavior include honesty, integrity, civility and, where possible, assistance to one's colleagues with problems or in distress. In addition, students shall comply with all rules and regulations duly established within their respective colleges/schools.
- B. Misconduct includes, but is not limited to:
 1. Dishonesty, such as cheating, committing plagiarism, knowingly furnishing false information or engaging in unethical conduct in research.
 2. Forgery, alteration or misuse of documents, records or identification that are pertinent to the student's role at the University.
 3. Abuse, malicious misuse, damage or destruction of University property.
 4. Abuse of, assault and battery upon or threat of force or violence against any member of the University community.
 5. Theft or misappropriation of, or damage to, any property either temporarily or permanently located on campus.
 6. Commission and subsequent conviction of any felony or misdemeanor.
 7. Obstruction or disruption of teaching, research, administration, disciplinary procedures or any other authorized activities of the University on campus, or creation of an unreasonable risk of harm to any member of the University community (premises owned or controlled by Jefferson or premises on which students pursue activities in their roles as students of the University).
 8. Unauthorized entry into, occupation of or obstruction of any building, structure or part thereof at anytime and anywhere on campus.
 9. Falsification of or failure to provide personal identification when requested by an authorized official or by a faculty member of the University when such request is consistent with the rules and regulations of the institution.

10. Violation of any other duly established rules and regulations of the University.

XI. Investigation of Misconduct

- A. Where appropriate, the University shall investigate allegations of misconduct, as defined above. Such investigations may be performed by appropriate administration authorities including, but not limited to, the Office of Student Affairs, Security and the respective college/school deans or their designees.
- B. Where an allegation of misconduct gives authorities reasonable cause to believe that a search is needed, the search will be performed in accordance with the Jefferson Search Policy (Policy 119.01).
- C. The University may conduct other forms of investigation as needed before the matter is referred for discipline.

XII. Discipline

The degrees of discipline include, but are not limited to: reprimand, disciplinary probation, suspension and dismissal. Suspension and dismissal are prerogatives of the Dean of the student's college/school upon the recommendation of the Judicial Board.

The discipline process described in this document is separate from other mechanisms (e.g., the Student Code of Professional Conduct Committee of Jefferson Medical College) charged to consider allegations of inappropriate conduct in the respective colleges. In the event of a conflict between such a mechanism to review professional conduct and the Judicial Board, the Judicial Board's decisions shall have precedence.

Reprimand

Reprimand is a written or verbal admonition to a student for improper behavior that constitutes a minor offense. It may be issued by an administrator or by any member of the faculty of the college/school in which the student is enrolled, or by the Judicial Board. Written reprimands may be reported to the faculty advisor, the School/Department or program chair, and/or the office of the Dean, as appropriate. The Dean, at his or her discretion, may or may not make a reprimand part of a student's permanent official record, and if so, shall notify the student, allowing the student to attach written comment.

Disciplinary Probation

A student may be placed on disciplinary probation by the Dean upon recommendation by the Judicial Board for not longer than one academic year. During that time the student may remain on campus.

The Judicial Board shall determine the duration of said probation, the conditions governing it and whether it will become part of the student's record.

Suspension

Suspension represents temporary separation from the University for misconduct. Suspension may be for a variable period of time and with certain conditions attached, but in no case shall it exceed one academic year in addition to the year in which the case is decided. Suspension may be invoked only by the Dean upon recommendation of the Judicial Board of the college/school in which the student in question is enrolled. During the procedures of the Judicial Board, the Dean in his or her sole judgment may suspend a student if there is a risk of significant harm to University community or property.

Dismissal

Dismissal for misconduct from any one college in the University is mandatory exclusion from all colleges/schools of the University. The dismissal may be permanent or with a right to apply for readmission. Dismissal will be invoked only by the relevant college/school Dean or Dean's delegate following the recommendation of the college's/school's Judicial Board. If the right of application has been allowed, the Dean of the college/school will entertain the application for readmission to the

college/school. Under no circumstance shall the student be allowed to apply less than one year following dismissal.

Pending the outcome of an appeal of the decision to dismiss, the student in question may be temporarily separated from the University by the Dean of the college/school in which the student is enrolled.

XIII. Judicial System

A. Judicial Boards on Student Conduct

1. *Definition.*

Each College of Thomas Jefferson University shall have a standing faculty-student board designated as the Judicial Board to hear allegations of misconduct as defined in the document on Student Rights, Freedoms and Responsibilities. The Schools of Health Professions, Nursing, Pharmacy and Population Health shall collectively support a Judicial Board. Additional boards may be impaneled by the appropriate body as needed at the request of the College/School Dean or Senior Vice President for Academic Affairs (SVPAA) in situations he or she deems necessary to safeguard in a particular case the student's rights to a speedy resolution of an alleged infraction. Provision for overlap in the existing Boards shall be made if the infractions being heard are related in a material way.

2. *Board Membership.*

For Jefferson Schools: The process of appointment to the Board shall be as follows: Each school dean shall nominate two faculty and two students to be appointed to the Board by the SVPAA. Board members will be selected from this group to participate in specific hearings (the "Hearing Panel"). In most cases, faculty and students from the same school as the accused will not be selected to participate in that hearing. A member of the University administration shall be appointed to the Board by the SVPAA.

For Jefferson Colleges: The same process of appointment to the Board shall be followed as that customarily followed for all faculty-student committees of the respective college.

For All Colleges and Schools: Each Hearing Panel shall consist of

- a. a member of the University administration designated by the dean of the respective college or the SVPAA
- b. two faculty members of the college or schools
- c. two students enrolled in the college or schools

3. *Quorum.*

In all cases, a quorum of the Hearing Panel shall consist of five members, or alternates in the same proportion as previously specified. All decisions of the Hearing Panel of the Board shall require a majority vote of the members present, except for dismissal or suspension, which requires an affirmative vote of at least four of those present.

B. *Board Procedure.*

The Board, by majority vote of the whole Board, shall elect one of its members as chair at the beginning of the academic year. The Board may also designate a secretary to record the discussion and prepare a summary of the proceedings. The chair will be responsible for selecting Board members to serve on each Hearing Panel. Whenever possible, the chair of the Board will conduct the hearing as chair of the Hearing Panel. The summary of Hearing Panel proceedings must be approved by the Hearing Panel and must be prepared for each session.

The Hearing Panel or the accused with the Hearing Panel's concurrence may call any person whom it deems to possess relevant information concerning the matter before the Hearing Panel.

C. *Conduct of Hearing.*

1. *Initiation of Hearing.* The hearing of an alleged offender shall be initiated by a written charge from the College/School Dean or SVPAA to the chair of the Judicial Board. Ordinarily the initial hearing should take place within 15 business days of the receipt of the charge by the Board.
 2. *Notice of Offense.* The chair of the Board, after consultation with the College/School Dean or SVPAA, shall give written notice of any alleged infraction of student conduct to the alleged offender at least five business days prior to the convening of the Hearing Panel to hear such case. Such written notice shall consist of the following: a list of witnesses, the specific allegations, the basis for the charges, notice that he or she has the right to an advisor as described in Section C.3, and a Waiver form (see C.3, below). In addition, the alleged offender shall be given specific notice of the penalties that may be imposed.
 3. *Representation at the Hearing.* In all cases the alleged offender shall have the right to have present an advisor of his or her own choosing. If the alleged offender desires to appear before the Hearing Panel without legal counsel, he or she must submit to the chair of the Hearing Panel the signed Waiver of the right to counsel no later than 48 hours before the time of the hearing, stating that he or she does so with full knowledge and intent to do so. Under no circumstances is Thomas Jefferson University, or any of its colleges or schools, required to retain counsel on behalf of the alleged offender or pay the cost of any party producing information on behalf of the accused. Should counsel for the alleged offender be present, the chair of the Hearing Panel shall inform the counsel that his or her role is solely that of an advisor to his or her client and may not participate in the hearing.
 4. *Appointment of Hearing Officer.* In any case, the Hearing Panel shall have the right to appoint a Hearing Officer to conduct the examination of witnesses from among the faculty or staff of the respective college or any other person, as it may deem appropriate.
 5. *Board Review.* After the conclusion of the hearing, the Hearing Panel will meet to review all relevant facts and circumstances and reach a decision about appropriate action, if any.
- D. *Disposition of the Hearing Panel's Decision.* The decision of the Hearing Panel shall be communicated to the Dean of the pertinent college/school by the chair of the Judicial Board within seven (7) business days. The Dean, after due consideration of all relevant factors, will take one of the following actions within seven (7) business days:
- Accept the Hearing Panel's decision and forward it to the student.
 - Mitigate the Hearing Panel's decision in a manner he or she deems appropriate.
 - Refer the matter back to the Hearing Panel for additional consideration.
- E. *Appeal.* The alleged offender may appeal the disposition of his or her case to the College/School Dean within ten (10) business days following receipt of the action by the Dean. The appeal must be based on either a lack of due process or new information not available at the time of the hearing. Such a request shall be granted or denied at the discretion of the Dean within five (5) business days after its receipt based on an analysis of whether the new information is likely to make a significant and substantial difference in the initial disposition of the case or whether the due process provided to the student was consistent with University procedures. Should the request be granted, a new hearing will be conducted as described in section XIII C, unless the Hearing Panel decides without a hearing to reduce or eliminate the sanction set forth in its initial decision. The final disposition of the appeal will be made known to the alleged offender in accordance with the time requirements set forth in XIII D above.
- F. *Appeal to President.* Each alleged offender shall have the right to a final appeal to the President of Thomas Jefferson University within fifteen (15) business days of the rendering of a final decision by the Dean. The President may consider claims by the student of arbitrary or capricious behavior, the appropriateness of the penalty and the extent of due process afforded. Upon such appeal, the President may:
1. affirm the decision of the Dean,
 2. require the Dean to reconsider the decision or rehear the case,

3. reduce the severity of the penalty.

All decisions of the President are final. In reaching his or her decision, the President may discuss the case with any witness, the alleged offender or any participant in the process.

XIV. Amendment

This document of Student Rights, Freedoms and Responsibilities may be amended by:

- A. PRESENTATION of a proposed amendment to a joint committee appointed by the President and composed of student, administrative and faculty representatives from all colleges and schools in the University. The presentation must originate from one or more of the following sources:
 1. any student interest group whose proposed amendment is endorsed by ten (10) percent of a college's or school's student body matriculated in a degree-granting program, or
 2. any faculty group whose proposed amendment is endorsed by ten percent of a college's or school's full-time, fully-salaried faculty, or
 3. the Dean of a college or school, or
 4. the President of the University.

This joint committee will then determine if the proposed amendment is in accordance with the goals of the University and is in the best interest of the University, the faculties and the student body as a whole. The joint committee shall be responsible for making available to the student body the minutes of its meetings. Acceptance by the committee requires two-thirds majority.

- B. RATIFICATION by majority vote of each of the college's and school's student representative bodies and the appropriate faculty bodies of all colleges and schools, as determined by the Deans of the respective colleges and schools will be necessary before the proposed amendment can be presented to the Board of Trustees of the University for final approval.

XV. Board Approval

All amendments to this document will become official only upon approval by the Board of Trustees. This document was approved by the Board of Trustees on February 2, 1970 and amended on May 6, 1996.

DRUG AND ALCOHOL POLICY

Background and Purpose

Thomas Jefferson University and Thomas Jefferson University Hospital function as an academic health care center with a three-fold mission of patient care, education, and research. Thomas Jefferson University recognizes that continued excellence in these areas depends greatly on the ability of its students and employees to execute their responsibilities in a manner reflecting the highest standards of competency and safety.

In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, the University maintains a drug-free campus and prohibits the unlawful manufacture, distribution, dispensing, or possession of illicit drugs or alcohol on its campuses or as part of any university activity. The policies addressing students and employees are contained in University policies 200.10 Alcohol Sale and Use, 200.12 Drug Sale and Use, 117.03 Student Alcohol Policy, and 200.11 Drug and Alcohol Policy. To comply further with the Act, the following information is made available to all students and employees in the University.

Policy Statement

The following standards and regulations apply to all students and are designed to prevent substance abuse in the Thomas Jefferson University/Thomas Jefferson University Hospital environment:

1. Illegal Drugs

For purposes of this section, illegal drug is any drug which is not legally obtainable, or one which is legally obtainable but has not been legally obtained. The term includes prescription drugs not legally obtained, and prescription drugs that were prescribed for someone else.

Any student reporting to class or a clinical assignment under the influence of illegal drugs will be subject to disciplinary action, up to and including dismissal.

Any student who uses, possesses, manufactures, sells, or distributes illegal drugs while on Jefferson property or at an off campus clinical site will be subject to disciplinary action, up to and including dismissal.

Any student who diverts medication for personal or other use will be subject to disciplinary action, up to and including dismissal.

In appropriate cases, the student may be referred to law enforcement authorities for prosecution.

2. Medication

Controlled substances legally prescribed by a licensed physician, as well as some other medications, can influence performance and behavior. For this reason, students should obtain from their physicians information regarding any potential impairment by such medications and refrain from use of medications that may cause impairment, where possible, when in any clinical area. Where impairment potential exists, the student should inform his or her clinical supervisor of the risk. The student may be referred by the clinical supervisor to University Health Services for assessment.

3. Alcohol

Pennsylvania law forbids a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcoholic or malt or brewed beverage within the Commonwealth. Violation of this law could result in disciplinary action including suspension or dismissal from the University.

Thomas Jefferson University Policy 102.28 addresses the University's position regarding possession and use of alcoholic beverages by students. Policy 102.29 includes a statement on possession and use of alcoholic beverages by employees.

No student shall report to class or to any clinical assignment under the influence of alcohol or alcoholic beverages. The use, sale, distribution, or possession of open containers of alcohol or alcoholic beverages by any student during academic classroom time or during any clinical responsibilities is prohibited.

Students in violation of this section will be subject to disciplinary action, up to and including dismissal.

Counseling

Students may seek assistance for referral and treatment for drug addiction and/or alcohol dependence through University Health Services or through the Student Personal Counseling Center. It is each student's responsibility to seek and accept assistance before alcohol and drug problems lead to disciplinary action. A student's decision to seek such assistance will not be used as the basis for disciplinary action, and will not be used against the student in any disciplinary proceeding. At the same time, alcohol or drug use and/or addiction will not be an acceptable excuse for sub-par academic performance or behavior that otherwise violates this or any other University policy.

Drug and Alcohol Screening

Screening for drugs and alcohol may be required of students for the following reasons:

1. Pre-employment screening for students electing to take paid positions at TJU or TJUH;
2. Pre-placement prior to a rotation at an outside site, if required by the outside institution;
3. For reasonable cause if under suspicion of impairment.

Students will sign consent for testing with acknowledgement that the results of the tests may be shared with University administrators. Refusal to sign the consent or submit to drug and alcohol screening will have the same effect as a positive test result.

Reasonable Cause Screening

If a Thomas Jefferson University Hospital clinical supervisor reasonably suspects that a student is impaired during a clinical rotation, or the supervisor of a student employed by Thomas Jefferson University or Thomas Jefferson University Hospital reasonably suspects that a student is impaired while on the job, the supervisor may refer the student to University Health Services for an evaluation under the policies of Thomas Jefferson University and Thomas Jefferson University Hospital. Results of the evaluation may be shared with University or Hospital administrators for further action, if needed. Off hours evaluations will be performed through the Emergency Department. Information regarding the evaluation of suspected impairment done through outside institutions through the course of a student's placement will be shared with University Health Services and University administrators.

Awareness/Training

Jefferson will promote awareness of the effects of drug and alcohol abuse through a variety of means, including training programs, articles in Jefferson publications, and the periodic distribution of informational literature on the topic.

Disciplinary Sanctions

It is expected that students and employees of Thomas Jefferson University will comply with all Thomas Jefferson University/Thomas Jefferson University Hospital policies and the laws regulating alcohol and illicit drugs. Those students who fail to comply will be subject to disciplinary action as published in the Statement of Student Rights, Freedoms and Responsibilities. Employees who fail to comply will be subject to disciplinary action pursuant to University policies and practices. These disciplinary sanctions may include suspension or dismissal from the University and/or the completion of an appropriate rehabilitation program.

General

Reference should be made to the following related Jefferson policies:

- 200.10 Alcohol Sale and Use
- 200.12 Drug Sale and Use
- 200.11 Drug and Alcohol Policy
- 200.20 Employee Diversion Policy
- 117.03 Student Alcohol Policy
- 119.01 Search Policy
- 119.08 Package Inspection Policy
- 119.04 Crime Reporting and Investigation Policy
- 119.06 Campus Security Statistics Reporting Policy

PEER-TO-PEER (P2P) FILE SHARING ON UNIVERSITY NETWORKS

File sharing software that copies and distributes songs, videos, games and software without permission of the owner can create both criminal and civil liability for the user of the computer performing those functions. Content owners, such as the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and Home Box Office (HBO), use technological means to track file sharing of their intellectual property on the Internet. Recently, content owners have also pursued more aggressive legal strategies such as copyright infringement cases in federal court, as is their right under the law.

Providing or obtaining copyrighted material, e.g., music, movies, videos, or text, without permission from the rightful owner violates the United States Copyright Act and several University policies. While it is true that a number of artists have allowed their creative works to be freely copied, those artists remain the exception. You should assume that all works are copyright-protected except those that explicitly state otherwise. As an individual, you should also be aware that you face liability for damages of up to \$30,000 per infringement under the U.S. Copyright Act.

The use of file sharing programs has significant practical implications as well. File sharing is bandwidth-intensive and thus can significantly interfere with all users' ability to perform University-related work. In addition, the files available through file sharing are often infected with computer viruses.

The University has implemented technology that monitors for the unlawful use of file sharing software. If an artist, author, publisher, or law enforcement agency notifies the University that you are violating copyright laws then the University will investigate the complaint. If appropriate, action will be taken against you in accordance with University policy. In some cases, violations of University policy could result in suspending your network access privileges and/or criminal prosecution under state and federal statutes.

POLICY ON EQUAL OPPORTUNITY; POLICY PROHIBITING SEXUAL HARASSMENT; POLICY ON OTHER FORMS OF HARASSMENT; POLICY PROHIBITING RETALIATION¹

Individuals and Conduct Covered

These policies apply to all of Jefferson's students, employees, faculty and applicants. All such individuals are both protected under and restricted by these policies.

Conduct prohibited by these policies is unacceptable in any academic, clinical or workplace setting or in any work-related setting outside the workplace, such as during off-site presentations or seminars, clinical rotations, class meetings, extra-curricular activities, or social activities related to TJU or with TJU students.

Policy on 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 or veteran's status. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

Policy Prohibiting Sexual Harassment

Sexual harassment is a form of sex discrimination, and will not be tolerated. The following behaviors are prohibited, whether conducted by a man or a woman:

- To threaten or insinuate, expressly or implicitly, that any student is required to submit to sexual advances or to provide sexual favors in order to participate in a University program or activity
- To make any educational decision or take any action based on a student's submission to or refusal to submit to sexual advance.

¹ This policy is adopted from TJU Policy No. 102.18. It is restated here, with modification, to apply to TJU students.

- To engage in unwelcome sexually-oriented or otherwise hostile conduct which has the purpose or effect of interfering unreasonably with another person's work or academic performance or of creating an intimidating, hostile, abusive or offensive environment. Such an environment can be created by a University employee, another student, or even someone visiting the University, such as a student or employee from another school.

Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to e-mail, voice mail and Internet communications and searches.

It is no defense to inappropriate behavior that there was no bad intent, that it was only a joke, or that it was not directed at any particular person.

Policy on Other Forms of Harassment

Harassment based on any other protected status is equally prohibited and will not be tolerated. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her age, race, color, religion, creed, sexual preference or orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability or any other characteristic protected by law or that of his/her relatives, friends or associates.

Harassing conduct includes, but is not limited to: epithets, slurs or stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the academic, clinical or work environment of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to e-mail, voice mail and Internet communications and searches.

It is no defense to inappropriate behavior that there was no bad intent, that it was only a joke or that it was not directed at any particular person.

Retaliation is Prohibited

Jefferson prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. This means that management will neither engage in nor tolerate retaliation of any kind against an employee who makes a complaint, serves as a witness or otherwise participates in the investigatory process.

What to Do If You Feel You Have Been Subjected to Discrimination, Harassment or Retaliation

In some situations, a person may not realize that his or her behavior is unwelcome and/or offensive to you. Therefore, you are encouraged to tell the offending party that his or her conduct is unwelcome and/or offensive and request that the conduct stop. If this informal approach proves ineffective, or if it is one with which a person feels uncomfortable, for whatever reason, please follow the procedure set forth below. No student, employee or faculty member is required to directly confront the individual who has made him or her uncomfortable.

If you believe that you may have been discriminated against, harassed by or retaliated in violation of this policy, you should report the alleged violation immediately to your School Dean, Student Affairs Dean, your Course or Clerkship Director, Human Resources, Employee Relations, or you can call the ComplyLine

at (888) 5-COMPLY. Please speak with whichever person you feel the most comfortable, whatever your reasons. All complaints will be investigated promptly, and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures.

Sanctions for Violations of These Policies

Any student, employee, agent or non-employee who, after appropriate investigation, has been found to have unlawfully discriminated against, harassed or retaliated against another person, or to have engaged in inappropriate behavior inconsistent with this policy (even if not unlawful), will be subject to appropriate disciplinary and/or corrective action, up to and including termination of his or her relationship with Jefferson, or dismissal.

SOCIAL MEDIA POLICY

Social media websites are used increasingly by University departments, students and employees, and these communications tools have the potential to create a significant impact on professional and organizational reputations. In light of this, it is important that you are familiar with the University's Social Media Policy, which is printed below:

Purpose and Policy

Thomas Jefferson University and its affiliated entities ("Jefferson") respects the rights of its students, faculty, staff, employees, contractors, consultants, temporary employees, guests, volunteers and other members of the Jefferson community ("Jefferson Users") to use social networking sites (e.g., Face Book, My Space, and You Tube), personal Web sites, Weblogs, and Wikis such as Wikipedia and any other site where text can be posted ("Social Media").

Use of Jefferson owned or provided computer hardware, software and other equipment which support and facilitate voice mail, electronic mail and access to the Internet ("Electronic Communications") are the property of Jefferson. Accordingly, Jefferson Users must adhere to the Electronic Communications and Information Policy, Number 102.27, when using Electronic Communications to post text on social networking sites.

If a Jefferson User chooses to identify himself or herself as an employee/student/faculty/guest/volunteer/temporary employee/or other member of the Jefferson community when using Social Media for personal use, others may view the Jefferson User as a representative or spokesperson of Jefferson. In light of this possibility, Jefferson recommends that Jefferson Users not refer to Jefferson.

If the use of Social Media by a Jefferson User relates to the business/mission of Jefferson, this Policy requires the Jefferson User to observe the following guidelines.

- To create Social Media related to the business/mission of Jefferson, please obtain prior written approval from your Dean, JUP Executive Director, Hospital Senior Vice President, or Kimmel Cancer Center Director. Please be aware that this type of Social Media is not an open forum and postings must be related to Jefferson's mission. Assign one or more administrator(s) who are the only person(s) in charge of reviewing and approving content to be posted to the Social Media. To obtain approval for use of the Jefferson name or logo on Social Media, follow the Trademark Policy and include the name(s) of the administrator(s) for the Social Media on the Trademark Request Form.
- Jefferson Users should be respectful in all communications related to or referencing Jefferson and its community. Be clear in any references to Jefferson that you are speaking for yourself and not on behalf of Jefferson, unless it is Jefferson created Social Media.

- If not otherwise publicly available, obtain the prior written approval of others of whom you wish to cite, reference and/or post a picture.
- Jefferson Users should discuss internal matters directly with a manager, Human Resources, or through other appropriate, internal channels, such as the University Ombudsman, or Office of Student Affairs.
- Remember that all Jefferson Policies apply to the use of Social Media. Jefferson Users should review the appropriate Code of Conduct, Student Handbook, Operating Policy, Hospital Procedure and/or School/College Bylaw to ensure the use of Social Media is compliant.
- Remember that all applicable federal, state or local laws, such as (but not limited to) patient privacy laws or copyright laws, apply to the use of Social Media.
- Jefferson Users may not post or disclose confidential or other proprietary information of Jefferson.
- Jefferson Users who are contacted by a Social Media page/channel/site for comments or authorization to use Jefferson owned or controlled material, must: (i) contact Public Relations at 5-6300, (ii) follow Public Relations' policies and (iii) secure the necessary approvals for comments and/or authorization to use Jefferson owned or controlled material.

Enforcement

Any Jefferson User found to have violated this Policy may be subject to appropriate disciplinary action, up to and including dismissal.

Modification of Policy

Jefferson reserves the right to revise this Policy at any time.

Intpretation and Administration

The Office of University Counsel shall be responsible for the interpretation of this Policy and the Office of the University President and the Office of the Director of Communications shall be responsible for the administration of this Policy.

STATEMENT OF PROFESSIONAL CONDUCT/HONOR CODE

Preamble:

The faculty of Thomas Jefferson University affirms its deep commitment to the values and ethical standards of the health professions. These principles involve our conduct with patients and one another where honesty, morality, integrity, civility, altruism, and compassion are the rule. By embracing the values and standards of conduct of health professionals, we maintain our contract with society and the trust that grants us professional autonomy and the privilege of self-regulating our professions.

General Principles of Professionalism in the Health Professions:

At this time when the health professions are beset by an explosion of technology, changes in market forces, serious problems in healthcare delivery, conflicts of interest, and the threat of bioterrorism, the Faculty of Thomas Jefferson University reaffirms its commitment to professionalism. Understanding that at their core, the health professions place the welfare of the patient above self interest, we accept our responsibility to educate future health professionals in the values and ethical standards of medical professionalism. We acknowledge that we can best achieve this by serving as strong role models and advocates while maintaining professional relationships based on mutual respect and concern. We must promote an atmosphere of cooperation and learning, of intellectual openness, honesty, and sincerity in

order to constantly protect and redefine and make meaningful our core values and covenant of trust with society.

The Core Values of Thomas Jefferson University:

At Jefferson, we are committed to the highest principles of professionalism. We aspire to be a community that is not only academically and fiscally successful, but also a community of discovery, learning, caring, and sharing. The core values of professionalism guide our actions. At Jefferson:

- Our word is our bond (**Integrity**)
- We respect each other and all with whom we come into contact (**Respect**)
- We care about and attempt to ameliorate the suffering and pain of illness; we care about and attempt to ameliorate the trials and tribulations of the Jefferson family (**Compassion**)
- We are committed to excellence and the life-long pursuit of new knowledge and personal and professional growth (**Excellence**)
- We aspire to do the right thing, for the right reason, even if it does not serve our personal interests (**Altruism**)
- We are committed to each other and to those we serve. We work together to achieve our mission and goals (**Collaboration**)
- We are committed to the prudent use of the resources made available to us by the hard work of the faculty, the tuition of our learners, the support of the public, and the philanthropic giving that sustains us and helps us grow (**Stewardship**)

Professionalism in the Teacher-Student Relationship:

The Faculty of Thomas Jefferson University is committed to principles of mutual respect and trust between teachers and students. Training future health professionals who are entrusted with the lives of others must be based on faculty members embodying the values of professionalism. A critical part of the values of professionalism in the teacher-student relationship is that faculty members should not use their professional position to engage in relationships outside the professional realm with students or patients. Faculty members should be role models and mentors in their interaction with each other, students, nursing staff and other health professionals, as well as patients. In all of these relationships, faculty members act to enhance the learning experience based on shared professional values.

Shared Professional Values of Thomas Jefferson University:

In entering the health professions, and in the process of crafting future health professionals as students and educators, we recognize the implicit trust that patients and society have granted us. As such, we must commit to embodying the highest standards of civility, honesty, and integrity in all aspects of our personal and professional lives. This must include our interpersonal relationships, our academic pursuits, and our professional practices. We must treat everyone compassionately, and respect and protect his or her privacy, dignity, and individuality.

As part of the trust that society has placed in us, we must advocate for outstanding patient care for all people. Accordingly, we must always recognize those attitudes and values of ours that may limit our ability to do so.

As health professionals, we must also recognize limitations in our knowledge and skills, and accordingly, we must accept our duty to provide and receive constructive feedback with the goal of improving our ability to care for our patients. This eagerness to improve is central to our commitment to excellence, and will be the foundation upon which we build our practice of lifelong learning.

Faculty Self-Regulation:

As part of their contract with society, the health professions are given the privilege of self-regulation. As part of self-regulation, faculty must contribute to the spirit and principles of the Thomas Jefferson

University Honor Code. The faculty must have individual and corporate responsibility to uphold the Honor Code.

The Thomas Jefferson University Honor Code

As Jefferson students and faculty, we seek to establish a community based on honor, integrity and awareness of others. Our commitment to this community begins with our first day of professional or educational association with Thomas Jefferson University when we sign a pledge to uphold the values and rules of the Honor Code that follows:

As faculty members, residents, fellows and students, we pledge to embrace the academic and social integrity on which Jefferson was founded, pursuing honesty, equality and fairness in all aspects of our lives. This includes not seeking an unfair advantage over our peers, teachers, students, residents, fellows or any other member of the Thomas Jefferson University community. These goals are dependent on our personal concern for ourselves and one another, as well as our collective concern for the maintenance of the community standards that are reflected in the Code.

The Honor Code assumes that all faculty, residents, fellows, and students conduct themselves in an ethical and professional manner. Altruism, accountability, commitment to excellence, duty to serve, honor, integrity and respect for others are essential characteristics of a health professional. In addition, the code is dependent on the collective desire of all members of the academic community to prevent and deter violations, rather than on proceedings to impose penalties after violations have occurred. If violations do occur within this system, each member of the community is expected to support and uphold all aspects of the code.

- **Community** - A goal of each member of the University is to foster an environment of trust and cooperation with respect for the work and efforts of others. When we speak of community we imply the student body, the faculty, the staff, and the administration, each of which contributes to the combined concept of community.
- **Academic Integrity** - We seek to enhance our professional knowledge and achieve excellence in our time spent at Jefferson but not at the cost of honesty, integrity and trust, all integral aspects to the development of a health professional.
- **Social Integrity** - Jefferson is dependent on equality among all its members, regardless of race, culture, religion, gender, age, disability or sexual orientation. Every individual should be treated with equal respect by their peers, faculty and staff.
- **Responsibility** - All members of the University must be willing and encouraged to discuss with their peers and all members of the community any action or issue that appears to be unacceptable and take the necessary actions in a timely manner to address the situation. The failure to deal with the breach in professional conduct not only jeopardizes the strength of the code but also puts the observer in direct violation of the code.
- **Mediation** - Resources exist for students, faculty members and staff to meet with other people within the Jefferson community to work out any differences and disagreements with the help of a third party. If these efforts fail to reach a resolution, further resources through official University channels can be used to review any disagreement and determine the appropriate course of action.

STUDENT ALCOHOL POLICY

BACKGROUND

Thomas Jefferson University does not endorse the use of alcohol at student functions. However, student organizations may decide it is appropriate to serve alcohol, after carefully considering all circumstances. Any organization or group of students that sponsors an event where alcohol is served is expected to conform to this *Policy*.

POLICY STATEMENT

The laws of the Commonwealth of Pennsylvania regulate the sale, service, possession and consumption of alcoholic beverages on Jefferson's Campus. All members of the University community are responsible for knowing, understanding, and obeying these laws, regulations, and ordinances. The University does not have the authority to alter the laws or to secure exemption from them.

In accordance with Pennsylvania law, no individual under 21 years of age [i.e. legal age] may possess or consume alcoholic beverages in or on University property. Persons 21 years of age or older may possess and consume alcohol within the privacy of their on-campus residences. The University neither condones nor shields from prosecution the actions of those individuals who serve alcohol to persons under the legal age in violation of Pennsylvania law.

The use of alcoholic beverages at social functions for students at Jefferson is restricted to those functions open to members of sponsoring organizations and their invited guests, where the service of alcohol is restricted to areas designated by the authorizing body, as defined below. In all cases, state laws governing the dispensing of alcoholic beverages must be observed.

AUTHORITY TO USE ALCOHOL

No alcohol is to be consumed by any student in any common campus area without permission to do so from the appropriate authority. Alcohol may not be served at outdoor locations on campus. Exceptions may be made only by the Office of the President. Students seeking to hold a function where alcohol is to be served must obtain written authorization to do so no less than five days in advance of the function, as follows:

- a. for those events under the supervision of the Activities Office, approval must be obtained from the Director of the Activities Office;
- b. for the University's Housing facilities, approval must be obtained from the Department of Housing and Residence Life by completing the *Community Lounge Reservation Request Form*; and
- c. if an organization desires to serve alcohol at a function held in an area other than those specified above, approval must be obtained from the designated student affairs officer of the college with which the organization is associated; and
- d. a representative of the authorizing office must be present or on call at the event.

The organization or group must designate one person over the legal age who will not consume alcohol at the function and who will be the sponsor for the function.

DISCIPLINARY ACTION

Any student who violates this *Policy* will be subject to disciplinary action, as outlined in the individual colleges' catalogs and student handbooks. Violation of this *Policy* may result in suspension or dismissal from the University.

PROCEDURE

If the appropriate authority permits the consumption of alcohol at any student function at Thomas Jefferson University, then the following procedures, as well as any additional procedures required by the sponsoring organization or the University, must be followed.

A. Promotional Literature

1. The University will not distribute, post, or mail any student function's advertisements that mention alcohol.
2. The sponsoring organization will post a legible sign at the function stating that individuals under the age of 21 years or those who appears to be intoxicated will not be permitted to consume or possess alcoholic beverages. This poster will be placed in a clear and conspicuous location at all functions where alcohol is served. The poster will read as follows:

No one under 21 years of age or who appears to be intoxicated will be served an alcoholic beverage. Any individual requesting alcohol must, prior to being served, show a photograph identification that includes the date of birth. Non-compliant individuals will be asked to leave the premises immediately. This may include anyone over 21 years of age serving alcohol to someone under 21 years of age.

B. Party Procedures

1. Only those beverages served by the sponsoring organization are allowed at the event.
2. Non-alcoholic beverages, such as soda, must be made available at no cost to anyone attending the event.
3. Alcohol will not be sold by the sponsoring organization. Thomas Jefferson University does not maintain a liquor license and is not in the business of selling alcohol.
4. The sponsor will ensure that identification is provided at the point of service of alcohol [please refer to *Promotional Literature*, item #2].
5. No one under the age of 21 years will be permitted to serve alcohol.
6. The sponsoring organization will have full discretion to refuse to serve alcoholic beverages to anyone whose age is questionable, or who is suspected of being "under the influence."
7. The sponsoring organization will provide sufficient food for all persons present.
8. The service of alcohol will be discontinued at least thirty minutes prior to the end of the event.
9. At any function where alcoholic beverages are served, at least one person will be formally designated by the sponsoring group to be responsible for ensuring adherence to these procedures.

C. Underage Student/Guest Participation

Students or guests under the age of 21 years may be allowed to participate at these functions pursuant to the following procedures:

1. underage attendees will not consume or possess any alcoholic beverages anywhere within University property; and
2. any attendee who attempts to provide an alcoholic beverage to someone under 21 years of age will be removed from the event and will face disciplinary action, including the possibility of suspension or dismissal from the University.

D. Guest Responsibility

1. Jefferson students are responsible for their guests at all times.
2. If a guest violates this *Policy* or any other rule, or displays unruly/inappropriate behavior, he or she will be asked to leave the event. In that instance, the Jefferson student who brought the "offender" may also face expulsion from the event and/or disciplinary action.

E. In the Event of an Incident

1. Security will be notified by the event's sponsor if there are problems related to the enforcement of this *Policy* [e.g. if an individual refuses to leave, or if a disturbance develops].
2. An *Incident Report* will be written for any alcohol-related incident. These reports will be sent to the designated student affairs officer of the student's college for review and possible disciplinary action.

F. Organizations

A student organization sponsoring an event where alcohol will be served may not use the Jefferson name to advertise alcohol at the event.

STUDENT SEXUAL OFFENSE RESPONSE POLICY

In accordance with its goal of providing a secure community for its students, Thomas Jefferson University has developed this sexual offense response policy. For the purpose of this policy, sexual offenses include, but are not limited to, rape, statutory rape, involuntary deviate sexual intercourse, indecent exposure, indecent assault and aggravated indecent sexual assault. A forcible sexual offense may be directed against another person against his or her will or against a person who is incapable of giving consent because of minority or incapacity.

A sexual offense is a criminal act that may subject the perpetrator to campus disciplinary action in accordance with established procedures and/or criminal and civil penalties under state and federal laws.

Educational Programs

Educational programs may be provided by Thomas Jefferson University's Department of Security, the Colleges'/Schools' Offices of Student Affairs, the Residence Life Office of the Department of Housing and Residence Life and by some student organizations. They are advertised widely on campus. The programs are designed to promote awareness of rape and other sexual offenses.

Sanctions

Following the finding of responsibility in an on-campus disciplinary procedure, sanctions could include, but are not limited to, suspension or expulsion from Thomas Jefferson University in accordance with the policies set forth in the Statement of Student Rights, Freedoms and Responsibilities. The accused individual may also be prosecuted under Pennsylvania civil and criminal statutes by the appropriate civil procedures and criminal authorities.

Procedures

1. When a report of a sexual assault is made to University authorities on an emergency basis, the Security Department or other University personnel will escort the person reporting the crime ("the complainant") to a place of safety and will identify, secure and maintain the scene of the alleged assault or offense, as appropriate, and in accordance with Security Department guidelines.

The complainant will be informed of the availability of immediate medical and/or psychological assistance at the Thomas Jefferson University Hospital and, if desired, Security personnel or other University staff will escort the person there. At that time, Security will also inform the complainant of the need to preserve evidence, if any, should he or she choose to pursue other legal avenues.

1. In all circumstances, the complainant shall be apprised of his or her rights and, with his or her permission, the following steps shall occur in the case of a reported sexual offense or assault:

Notification

The designated Student Affairs Officer in the appropriate College/school shall be notified in order to maintain coordination of campus services.

Filing Charges

The complainant will be informed of the procedures for filing charges through the University disciplinary procedures and for filing criminal charges via the Special Victims Unit of the Philadelphia Police Department.

Support Services

The Student Personal Counseling Center (215) 503-2817 can provide information regarding campus and community services available to the complainant for immediate and ongoing support. These services include, but are not limited to, on-campus counseling and/or referral to community organizations such as Women Organized Against Rape (24-hour hotline: (215) 985-3333). As appropriate, the Student Affairs contact at the complainant's school or college will confirm with the complainant that the services he or she sought on campus were provided.

Disciplinary Procedures

Campus disciplinary procedures are detailed in the Statement of Student Rights, Freedoms and Responsibilities under the heading of "Judicial System" in the College/School catalogs and/or student handbooks. If the complainant chooses to follow the campus judicial system, both the complainant and the accused shall be informed of the outcome of any Judicial Board deliberations.

USE OF THE SCHOOL'S NAME

No student organization or individual student may enter into any contractual agreement using the name of the organization or of the School without prior approval through the Dean of the School.

Emergency Policies and Procedures

EMERGENCY PREPAREDNESS

Thomas Jefferson University has taken steps to support our campus community during times of heightened concern. The Department of Emergency Management has established an emergency plan that includes emergency procedures for all university buildings and occupants, as well as information that would be helpful in the event of an emergency. Students are encouraged to visit the Emergency Preparedness site at www.jefferson.edu/security.

JEFFALERT EMERGENCY NOTIFICATION SYSTEM

With JeffALERT, the University can send simultaneous alerts in minutes through text messaging, voicemail and email to numerous devices such as cellular phones, landline phones, fax machines and PDAs. It is important that students keep their contact information current so that they can be properly notified during an emergency. For detailed information about the JeffALERT Emergency Notification System, please visit our website at <http://jeffalert.jefferson.edu>.

WEATHER EMERGENCY POLICY

JSHP adheres to the TJU Weather Emergency Policy. A toll-free Jefferson hotline (1-800-858-8806) will provide a recorded message with weather-related information.

2012-13 Academic Calendar

PRE-FALL SEMESTER (Physical Therapy Students)	2012
Classes begin	6/4, Mon.
Classes end	8/14, Tues.
Grades due in Registrar's Office, 9:00 am	8/20, Tues.
FALL SEMESTER	2012
Orientation/Registration (<i>Entering Class</i>)	Various
Labor Day Holiday	9/3, Mon.
Classes begin	9/5, Wed
Drop/Add Period ends	9/19, Wed.
Last date to remove an "I" grade from previous term	9/25, Tues
Last date to withdraw with a grade of "W"	10/24, Wed.
On-line Registration for Spring Semester begins (anticipated)	11/12, Mon.
Thanksgiving Holidays begin / No classes scheduled	11/21, Wed.
Thanksgiving Holidays end / Classes resume	11/24, Sat.
Classes end	12/14 Fri.
Final Examinations Begin	12/15 Sat.
Final Examinations End	12/20 Thurs.
Grades due in Registrar's Office, 9:00 am	12/27, Thurs.
On-Line Registration for Spring Semester ends	12/31, Mon.
Last date to file Application for Graduation	12/31, Mon.
SPRING SEMESTER	2013
Classes begin	1/14, Mon.
Drop/Add Period ends	1/28, Mon.
Last date to remove an "I" grade from previous term	2/1 Fri.
Last date to withdraw with a grade of "W"	3/1, Fri.
Spring Recess begins / No classes scheduled	3/4, Mon.
Spring Recess ends / Classes resume	3/11, Mon.
On-line Registration for Summer/Fall Semester begins (anticipated)	3/25, Mon
Classes end	5/3, Fri.
Final Examinations Begin	5/6, Mon.
On-line Registration for Summer Semester ends	5/7, Tues.
Final Examinations End	5/11, Sat.
Senior Grades due in Registrar's Office, 9:00 am	5/13, Mon.
All other Grades due in Registrar's Office, 9:00 am	5/15, Wed.
Commencement Exercises	5/29, Wed,

SUMMER SESSION - 1st Session	2013
Classes begin	5/20, Mon.
Drop/Add Period ends	5/28, Tue.
Holiday, Memorial Day	5/27, Mon.
Last date to withdraw with a grade of "W"	6/4, Tue.
Last date to remove an "I" grade from previous term	6/17, Mon.
Classes end	6/24, Mon.
Final Examinations Begin	6/25, Tue
Final Examinations End	6/26, Wed.
Grades due in Registrar's Office, 9:00 am	6/28, Fri.
SUMMER SESSION - 2nd Session	2013
Classes begin	7/8, Mon.
Drop/Add Period ends	7/15, Mon.
Last date to withdraw with a grade of "W"	7/29, Mon.
Last date to remove an "I" grade from previous term	7/31, Wed.
Classes end	8/23, Fri
Final Examinations Begin	8/26, Mon.
Final Examinations End	8/27, Tue.
Grades due in Registrar's Office, 9:00 am	8/29, Thur.
On-line registration for Fall Semester ends	8/25, Sun.

The University reserves the right to make changes to the academic calendar as circumstances may require.

Frequently Called Numbers

All numbers are in area code 215 unless otherwise noted.

901 Walnut Front Desk	503-3080
Edison Front Desk	503-6989
Fire	563-6700/811
Poison Information Center	922-5523
Security Department (all emergencies)	811
TJU Weather Emergency Hotline	(800) 858-8806
Activities Office.....	503-7743
Fitness Center Service Desk	503-7949
Admissions.....	503-8890
Alumni Office	503-7709
Bookstore	955-7922
Career Development	503-5805
Commuter Services Office	955-6417
Financial Aid Office	955-2867
Housing and Residence Life.....	955-8913
International Affairs	503-4335
Learning Resource Center, M-13, Jefferson Alumni Hall.....	503-7563
Learning Resource Center, 3 rd Floor, Scott	503-8407
Library (Scott Memorial Library and Learning Resources Centers)	
Information Desk, 2 nd Floor.....	503-6384
Circulation Desk, 2 nd Floor.....	503-6994
Office of the Dean	503-9606
Registrar's Office	503-8734
Residence Halls	
Barringer Front Desk	955-8967
Martin Front Desk	503-8511
Orlowitz Front Desk.....	955-6726
School of Health Professions	
Bioscience Technologies	503-7844
Couple and Family Therapy.....	503-6199
General Studies	503-8414
Occupational Therapy	503-8010
Physical Therapy.....	503-8025
Physician Assistant Studies	503-0137
Radiologic Sciences	503-6873
Student Life Office.....	503-8189
Student Loan Office.....	503-7226
Student Personal Counseling Center	503-2817
Technical Assistance Center (TAC).....	503-7600
Tuition and Cashier's Office.....	503-7669
University Health Services	955-6835

Jefferson School of Health Professions

901 Walnut, Suite 800

Philadelphia, PA 19107

www.jefferson.edu/jshp