

Doctor of Health Science (DHSc)

Jefferson College of Health Professions

Student Handbook

2024-2025

NOTICE OF EQUAL OPPORTUNITY

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

COMMITMENT TO DIVERSITY

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

DISCLAIMER STATEMENT

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

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MESSAGE FROM THE DIRECTOR OF DOCTORAL PROGRAMS

On behalf of the Jefferson College of Health Professions (JCHP), I am delighted to welcome you to the Department of Health Science and Clinical Practice and the Doctor of Health Science (DHSc) Program.

The JCHP DHSc degree is a **Health Science Scholarship and Leadership** Degree. This Program is for professionals seeking advancement to leadership positions in healthcare practice, education and policy. This fully online program accommodates both part-time students who are working healthcare professionals, and full-time students pursuing a Master's degree in Physician Assistant Studies (MPAS) concomitantly with the DHSc degree. All students will experience in-depth, individualized, multi-disciplinary training in a comprehensive range of healthcare leadership, teaching and learning, and research skills that support their development as leaders in a burgeoning health professions career landscape. Accordingly, interdisciplinary health professions education and practice is the foundation of the JCHP DHSc program. The curriculum is comprised of courses drawn from five colleges at Jefferson, ensuring that the program is relevant to professionals that span the full gamut of healthcare. This extraordinary breadth of coverage provides JCHP DHSc students an ideal opportunity for interprofessional study and practice, as well as robust support for a broad range of healthcare research topics.

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

The JCHP Administration, Faculty and Staff are committed to providing you an excellent education and directing you to the resources you need to meet the challenges of the rapidly evolving healthcare landscape. We value the opportunity to share our expertise and our passion with you. We invite and appreciate your feedback both through the formal evaluation processes as well as through informal recommendations regarding how we can enhance this experience for you and your colleagues.

We look forward to working with you and wish you success in the 2024–25 academic year.

Best wishes for an exciting and fulfilling year,



Kirby L. Wycoff, PsyD, EdM, MPH, NCSP | (she / her / hers)

Director of Doctoral Programs

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PROGRAM OF STUDY

Curriculum

The JCHP DHSc curriculum consists of 43 credits presented completely online: 11 core credits, 12 credits from the Clinical Leadership or Health Professions Teaching and Learning tracks, six (6) selective credits drawn from the track courses not taken to satisfy track requirements and/or from among selected electives, six (6) elective credits from among diverse foci, and an eight (8) credit doctoral project series. Course selection will be guided by a program mentor who will assist in aligning courses with the core competencies of the student's target career.

Please note that all selective, elective, and track courses are subject to availability and may vary each academic semester. Course offerings may change based on student needs, institutional needs and available resources. Students are encouraged to regularly check course listings for updates and discuss their individual program of study with their program mentor.

Doctor of Health Science (DHSc) - 43 credits

The DHSc program is designed to prepare healthcare professionals for leadership positions in diverse clinical, academic and corporate settings. Students will deepen their knowledge in selected domains of clinical leadership and health professions teaching and learning, as well as leverage that knowledge in evidence-based practice. Didactic courses provide deep immersion in a broad array of emerging areas in the health professions. Doctoral project courses deliver experiential learning in defining the leading edge of an area of health care, investigating the basis of new challenges and developing potential solutions. This combination of knowledge and skills will prepare DHSc graduates to become valuable problem solvers wherever their careers may lead.

Student Cohorts

There are two distinct cohorts of students within the DHSc program. The first is "Dual-Degree" students and the second is "Doctoral-Degree Only" students.

Dual-Degree Students:

- These are students who are enrolled in the dual-degree program. That is the DHSc Program and the Master of Science in Physician Assistant Studies (DHSc/MSPAS).
- These students are completing most of their doctoral training in the first year of their program. They then move into the PA curriculum in years 2 and 3. This group of students returns to the DHSc program for one final course (and to complete their research project) in year 3.
- This is a full-time program of study with a very rigorous course load and curriculum map.
- These students do not need a master's degree to enter the program.
- Students in the dual degree program are prepared on a "Physician Assistant Leadership" track. This includes elements of both the Clinical Leadership and Health Professions Teaching and Learning tracks. These courses focus on competencies relevant to the specific needs of future Physician Assistant leaders.

Doctoral Degree / DHSc Only Students:

- These students are typically mid-career professionals who already have a master's degree in health sciences or an allied health field.

- These students are typically not enrolled in a full-time program of study (although they may take a more rigorous program of study in consultation with program leadership.)
- You may see “DHSc Only / Part Time Students” used to reference this cohort of students.

Full-Time and Part-Time Students

The DHSc program’s guidelines for full time and part time status is as follows:

- Full-time: 6 credits or greater
- Part-time: 3 credits

The FT/PT credit designation is used to determine a student’s enrollment status for loans, immunizations, medical insurance requirements, and verifications requested by other agencies and organizations. Any students enrolled in less than 3 credits are also considered part time, but are not eligible for financial aid.

List of Courses

Note: All course descriptions can be found in the [electronic course catalog here](#). *Courses will cover the content provided in the list below, however exact course names, numbers, and semesters offered may vary based on availability and programmatic decisions. *Please see the individual program of study and course map document (found on the DHSc Community Canvas page) for up to date information on available courses during any given semester.*

Every student will create and manage their own “Individual Program of Study and Course Map” document (excel file). It is the students responsibility to update the document every semester, prior to consulting with their academic advisor. The “Individual Program of Study and Course Map” document will have the most up to date list of course names and available electives for students. This document can be found in the DHSc Community Canvas page.

Core Courses – 11 credits

HPS 600 – Fundamentals of Applied Biostatistics (3 credits)

HPS 601 – Applied Health Research Design and Methods (3 credits)

HPS 602 – Responsible Conduct of Research (1 credit)

HPS 603 – Health Systems Science (2 credits)

HPS 604 Scholarly Writing Foundations (2 credits)

Track Courses (12 credits)

Clinical Leadership Track

NU 704: Philosophy, Foundations and Methods for Evidence-Based Practice (3 credits)

NU 707: Leading Strategic Change in an Era of Healthcare Transformation (3 credits)

MIDW 712: Introduction to Health Policy (3 credits)

MIDW 805: Organizational Change (3 credits)

LDSP 640: Psychology of Conflict and Negotiation in Organizations (3 credits)

Health Professions Teaching and Learning Track

HPE 520: Simulation for Health Professions Education (3 credits)

HPS 620: Foundations of Interprofessional Education and Collaborative Practice (3 credits)

GC 749: Science of Learning (2 credits)

GC 751: Instructional Technology and Learning (2 credits)

GC 752: Curriculum and Instructional Design (2 credits)

GC 753: Program Assessment and Evaluation (2 credits)

Selective Courses (6 credits)*

Clinical Leadership Track

Any Clinical Leadership Track courses not taken as part of the 12 credit track requirement

HPS 6XX: Personnel Management (3 credits)

HPS 6XX: Financial Management (3 credits)

EDM 624: Organizational Risk and Crisis Management (3 credits)

Health Professions Teaching and Learning Track

Any Health Professions Teaching and Learning Track courses not taken as part of the 12 credit track requirement

GC 748: Learner-Centered Education (2 credits)

OT 785: The Evidence Base of Teaching: Advanced Curriculum Development (3 credits)

Elective Courses (6 credits)*

Connected Care: Digital and Telehealth Focus

DIGH 500: Telehealth Connected Care (3 credits)

DIGH 502: Business of Telehealth and Digital Health (3 credits)

Integrative Nutrition Focus

IN 500: Foundations in Integrative Nutrition (3 credits)

Mind Body Medicine Focus

MBM 500: Foundations in Mind-Body Medicine (3 credits)

Business and Organizational Continuity Focus

EDM 624: Organizational Risk and Crisis Management (3 credits)

EDM 625 Business and Crisis Continuity (3 credits)

EDM 626: Organizational Recovery and Planning (3 credits)

Health Science Research Focus

PBH 605: Advanced Statistical Methods for Data Analysis (3 credits)

Healthcare Economics Focus

HPS 6XX: Personnel Management (3 credits)

HPS 6XX: Financial Management (3 credits)

AHE 504 Economic Modeling I (3 credits)

Evidence-Based Teaching Focus

OT 785: The Evidence Base of Teaching: Advanced Curriculum Development (3 credits)

GC 748: Learner-Centered Education (3 credits)

Doctoral Project Courses and Deliverable (8 credits)

The DHSc is an applied doctoral degree, designed to enhance professional skills and leadership in clinical, educational, or administrative health care settings. The DHSc degree emphasizes **applied scholarship and real-world problem-solving**, preparing graduates for leadership roles in health care organizations, education, or health policy. The DHSc degree is not a professional practice degree that leads to a license required for professional practice, but rather a degree focused on applying health science scholarship toward improved leadership. The doctoral project

is the culminating deliverable in the DHSc program. This culminating deliverable is defined below:

- ***Culminating Deliverable:*** The planning and execution of an original project demonstrating substantial scholarly achievement.

Note: The core courses must be successfully completed prior to the doctoral project courses commencing (co-registration may be considered on a case by case basis). Additionally, in order to progress to the next doctoral project course, students must both pass the previous doctoral course **and** receive program / advisor approval. Students who change their topic of study **after** HPS 701, will have to take HPS 701 again. Please consult individual course syllabi and the doctoral project handbook for additional information about the Doctoral Project process.

HPS 701: Doctoral Project Foundation (2 credits)

HPS 702: Doctoral Project Strategy (2 credits)

HPS 703: Doctoral Project Execution (2 credits)

HPS 704 Doctoral Project Summation (2 credits)

PROGRAM ACCREDITATIONS

Thomas Jefferson University is fully accredited by:

Middle States Commission on Higher Education

1007 North Orange Street

4th Floor, MB #166

Wilmington, DE 19801

(267) 284-5011

info@msche.org

españolinfo@msche.org (Spanish)

In addition to full accreditation by the Middle States Commission on Higher Education, the Master of Physician Assistant Sciences program of JCHP is approved by the Accreditation Review Commission on the Education of the Physician Assistant, Inc.

ACADEMIC POLICIES AND PROCEDURES

Students will follow the policies and procedures of Thomas Jefferson University (TJU) and the Jefferson College of Health Professions (JCHP) as detailed in the TJU catalog, TJU handbook, JCHP handbook and the Policies and Procedures for the DHSc programs. It is the responsibility of students to be familiar with and observe these policies.

Students are also required to satisfactorily meet all JCHP program specific academic and professional behavior standards. Additionally, it is the expectation that each student will conduct themselves in a manner compatible with the [University Community Standards](#).

Grading Criteria

At the close of each academic term, each instructor will assign a letter grade indicating the quality of a student's work in the course.

The following is the grading system used in the College, including the quality points assigned for use in the calculation of the grade point average (GPA). Please refer to individual course syllabi for specific grading elements within each course. For the DHSc Program, any course grade below a B- or 80% is considered a failure and can result in dismissal from the Program.

DHSc Program Grading Criteria

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

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

Satisfactory Academic Standing

Students' academic records are reviewed at the end of each term, to evaluate academic standing and satisfactory progress toward program requirements. Upon review, the DHSc Program Director will notify the student when problems in academic performance may jeopardize a student's good standing. Official notification of probation or dismissal will be in writing and sent directly to the student by the DHSc Program Director. One core aspect of maintaining Satisfactory Academic Standing is the expectation for regular, proactive communication (initiated and maintained by the student) with the program (i.e. Program Director, Faculty and Administrative Support team). There is an expectation of timeliness and responsiveness by the student.

To remain in good academic standing and be eligible for graduation, students enrolled in the JCHP DHSc Program must maintain a minimum cumulative grade point average (CGPA) of 3.0 and have earned a minimum grade of B- in all coursework. Failure to maintain a cumulative grade point average of 3.0 or the receipt of any grade below B- may result in repeating a course, academic probation, and/or dismissal from the program.

If a student wishes to transfer to another program of study at the University, academic work in the prior program may be considered in determining acceptance to the new program and satisfactory progress.

Students receiving payment from Title IV Programs (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans, Federal Work Study, Federal Direct Loan Programs) must maintain satisfactory progress in their program of study. Students should consult with the Office of Financial Aid to determine any implications of probation, delayed time to degree, course repeats, etc. on their aid eligibility.

Requirements for Graduation

In order for students to qualify for graduation they must have met or exceeded all the following requirements:

- Maintain a minimum cumulative GPA of 3.0 or higher upon completion of all required coursework
- Achieve a B-/Pass grade in all required coursework
- Meet all financial obligations to the University
- Complete the program course of study within six (6) years of the date of matriculation
- Complete all University graduation application requirements
- Complete the Doctoral Project

Process for Addressing Issues and Concerns within the Program

1. If it is a question or concern about a class, you should talk with the course instructor first.
2. If your course instructor/liaison cannot help you resolve the matter, you should then speak to your Program Mentor, who will consider the problem and attempt to resolve the issue.
3. If the issue or concern needs further review or you do not feel that the question/problem has been addressed, it should then be presented to the Program Director.
4. If you still feel the problem has not be appropriately addressed, it should be presented to the Department Chair.

Failure to Complete a Course

Under extenuating circumstances (i.e. documented serious illness), a student who has not completed all requirements of a course may request a grade of I (Incomplete). The student must meet with the JCHP Director of DHSc Program. If granted permission by the JCHP DHSc

Program, the student will be allowed to complete and submit remaining coursework within six weeks of the date of the last official class of the course. At the end of the six weeks, the final grade will be calculated based on evaluation criteria set forth in the course syllabi.

Repeating Courses

A student must receive a **grade of B- or better** in any course required for the JCHP DHSc program, including any repeated courses. **A course may be repeated only once.** To repeat a course, students must obtain approval from the Program Director prior to registration. Upon completion of the repeated course the subsequent grade earned will replace the initial grade in determination of cumulative grade point average (CGPA); however, the grade for the first attempt will remain on the student's transcript. If a student does not achieve a minimally acceptable grade necessary for progression (B- or better) and the cumulative GPA (minimum 3.0) after a course is repeated, they will be dismissed from the program. Students are not eligible to apply for readmission when unsuccessful in a course a second time.

- Students will have one calendar year from the time of the course failure (end of semester of the class in which the failure takes place) to repeat the course and receive a passing grade and bring their GPA to 3.0 or better.
- Students will take the exact same course that was failed, for repeat course credit. With written approval from the Program Director, a suitable replacement course may be taken from another program or college.
- Suitable replacement determinations will be made by the Program Director and will include full syllabus review to ensure the replacement course aligns with the original course that was failed.
- The need to repeat a course may delay a student's time to graduation. Repeating a course may result in a delay of progression through the program sequence and therefore a delay in the completion of the program.
- Students are financially responsible for all costs associated with a repeated course.

Academic Probation

Students enrolled in the JCHP DHSc program, who do not maintain a minimum cumulative grade point average (CGPA) of 3.0 will be placed on academic probation for up to one full year. Academic probation may be resolved sooner than a year, if the conditions related to the academic probation are satisfied sooner.

At the end of the probationary period:

1. The student achieves the minimum cumulative grade point average (3.0) and is reinstated in good standing, or
2. The student fails to achieve the minimum grade point average (3.0) at the end of the probationary period and is dismissed from the program for academic underachievement.
3. In extraordinary cases, where the student has made significant progress toward achieving the minimum grade point average, the program director may recommend granting one additional probationary semester. If, at the conclusion of the extended probationary semester, the cumulative grade point average is still below 3.0, the student is dismissed for academic underachievement.

If a dual degree student is on academic probation in the DHSc Program, the student is not permitted to move forward into the PA Program to earn their degree, until the probation is rectified. Admission into the dual degree program does not permit sole entry into the PA Program. Repeating a course may result in a delay of progression into the PA Program.

Grounds for Dismissal

1. Failure to meet minimum 3.0 CGPA requirements at the end of the student's probationary period.
2. Failure to earn a minimum B-/Pass grade on a repeated course.
3. Unprofessional behavior that violates program, College and/or University policy, inclusive of Community Standards.
4. Violations of the program, college, or university policies.

If a student is dismissed from the DHSc Program, the student is not permitted to move forward into the PA Program to earn their degree. Admission into the dual degree program does not permit sole entry into the PA Program.

Students who fail to complete the PA Program are not permitted to earn a DHSc degree.

Readmission

Matriculated students who have withdrawn (administratively or self-initiated) or who have been dismissed from the JCHP DHSc Program may, within one (1) year of the withdrawal or dismissal, re-apply directly to the JCHP DHSc program by submitting a written request directly to the DHSc Program Director and the Chair of the Department. The written request must address the following:

- Please indicate why you feel you were not successful previously in the DHSc Program. Provide enough detail to allow the Program to evaluate the circumstances that impacted your success in the Program.
- Please share if you have done anything since your dismissal that will help contribute to your success if you were readmitted into the Program? (Has a personal circumstance been resolved, have you put resources in place to address areas for improvement, how has your support plan improved etc.?) Please describe in detail.
- It is your responsibility to demonstrate that you have the skills to improve performance and achieve the required academic and professionalism standards of the DHSc Program. What strategies will you continue to utilize to improve your academic performance and succeed in the Program should you be re-admitted?

Upon receipt of a student's written request for readmission, it will be reviewed by the DHSc Program Director and the Chair of the Department (and relevant program leadership/faculty as needed). They may also review the student's academic record, notes from past meetings with the student, and any additional information that will assist the program in making an informed recommendation. The DHSc Program Director and the Department Chair will make the final decision regarding readmission. If readmitted, the Program Director will indicate any additional specific requirements that the student must meet upon readmission.

Any student dismissed from the JCHP DHSc program because of academic underachievement and subsequently readmitted must achieve a term grade point average of 3.0 for the term in which they were readmitted and a cumulative grade point average of 3.0 by the following term. If the student fails to do so, the student will be dismissed. Once a student is dismissed a second time, the student cannot be readmitted back into the program.

Please note: All readmitted students are subject to the academic and curricular requirements in place at the time of readmission. Additionally, start terms for the readmitted students will be determined by the program and based on the student's plan of study; readmitted students cannot assume that they will start in the next immediate term after readmission has been granted.

Continuous Enrollment

A student matriculated in JCHP DHSc program must maintain continuous enrollment each term until completion of the program, unless a leave of absence from study is requested and approved. The leave of absence must be approved by the DHSc Program Director and a Student Status Change Form must be signed and submitted to the Registrar's Office. Students who are finished all of their courses, with the exception of the doctoral project courses, must enroll in an Independent Study course to maintain their enrollment.

Leave of Absence

When personal circumstances necessitate a temporary absence from the program and 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. Normally, a leave will be granted for a period from one term to a full academic year. Students considering a leave should first consult with the JCHP Doctoral Programs Director regarding possible effects on their academic progress. The leave of absence request must be approved by the DHSc Program Director. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. Students who fail to return at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will be administratively dismissed from the Program and have to apply for readmission to return. All students who return from a leave of absence (of any kind) must meet with the program director no less than four (4) weeks prior to the start of the upcoming semester.

For medical leaves of absence students must meet with the JCHP Doctoral Programs Director and proceed through Jefferson Occupational Health Network, which will notify JCHP. No medical leaves will be reviewed without endorsement of the Director of Jefferson Occupational Health Network, or other physicians designated by the Director of University Health Services. Medical Leave will be for a period of up to one year. A leave of more than a year's duration will be granted only under the most extraordinary circumstances and only after review by the DHSc Program Director. In order to return from a medical leave, the student will need to receive health clearance through Jefferson Occupational Health Network. All students who return from a leave of absence (of any kind) must meet with the program director no **less than four (4) weeks** prior to the start of the upcoming semester.

Return from Medical Leave of Absence (MLOA)

- a. Students returning from MLOA must schedule an appointment with a Jefferson Occupational Health Network (JOHN) evaluating clinician for clearance prior to return.
- b. Students will be required to have their treating clinician complete a Return to School form provided by Jefferson Occupational Health Network. The evaluating clinician will review the Return to School form and if required, communicate with the treating clinician.
- c. For return after medical leave, if the evaluating clinician needs additional information, they may consult an independent specialist, or require the student to be evaluated by an independent specialist, for medical clearance. This referral care would be at the student's personal expense.
- d. The Jefferson Occupational Health Network evaluating clinician will communicate in writing to the Provost Office and student's academic program if the student is cleared to return.
- e. Once approval from JOHN is provided to the program, the student returning from MLOA will need to meet with the JCHP Doctoral Programs Director to be reactivated in the program and registered for courses.

Non-Degree Status Enrollment

Students may apply for non-degree status and register for graduate courses offered by the JCHP DHSc Program. Students with non-degree status are permitted to register for a total of six (6) earned credits and thereafter must apply for matriculating status. Credits earned under non-degree status cannot be used to receive a certificate or degree without matriculating. Students enrolling in a course without matriculation into a program must meet all program and course prerequisite requirements and obtain approval through JCHP prior to registration. The Continuous Enrollment policy does not apply to students in non-degree status.

Time to Degree

Students enrolled in the JCHP DHSc Program must complete their coursework within six (6) years after matriculation. This time period includes any approved leaves of absence time and deceleration. Any student not meeting graduation requirements within six (6) academic years of matriculation, will be administratively withdrawn from the DHSc Program. In extreme or extenuating circumstances, the DHSc Program is permitted to allow a student additional time, not exceeding one (1) year, to complete the DHSc Program.

Changes in Schedule: Course Drop/Add

Students who wish to revise their schedules after registration must complete a Drop/Add form and return it with the appropriate signatures to the University Office of the Registrar by emailing it at University.Registrar@jefferson.edu. The last day to drop/add is listed on the academic calendar.

Students who stop attending classes or do not participate in online discussion without filing the required Schedule Change form will be responsible for the full payment of tuition and fees and will receive a grade of F for the course. Verbal or written (email) notification to the course instructor does not constitute as an official course drop. Also, students who attend classes without properly registering will not receive credit for the course.

Course Withdrawal

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a [Course Withdrawal form](#) from the University Office of the Registrar with an authorized signature of their program director. In alignment with dates indicated in the academic calendar

Students should refer to the [TJU Tuition Refund Policy for processes used in determining any refund associated with a course withdrawal](#).

The effective date of withdrawal is the date on which the student's written request for withdrawal is received and accepted in the University Registrar's Office. Students are encouraged to contact the University's Registrar's Office and the Financial Aid Office to understand the impact of withdrawal on their grade.

Transfer of Credits into DHSc Program

Students may request to transfer up to six graduate credits completed at TJU, or at other academic institutions prior to enrollment in the JCHP DHSc program in order to satisfy JCHP DHSc program requirements.

Transfer of Program Credits

Students may request to transfer up to six graduate credits completed at other academic institutions, or other colleges in the University prior to enrollment in the JCHP DHSc program to satisfy program requirements. Preliminary determinations regarding course transferability may be done at the time of application, but the actual transfer will not be initiated until the student is accepted into the DHSc program. A student wishing to transfer credits for a graduate course earned at another institution or TJU college should submit a written request to the DHSc Program Director accompanied by a course description and a syllabus. A grade of B or better is required in each course for which transfer of credits is requested. An official transcript from the outside institution should be obtained if not already included in the student's academic file. Grades for courses for which transfer of credits is approved are not recorded on the student's TJU transcript and are not used to compute cumulative or term grade point average.

Students who have completed courses from the DHSc curriculum that are part of other graduate degree programs at TJU, and earned a grade of B or better may request transfer of these credits to the DHSc program. These grades will contribute to the student's cumulative GPA computed for the DHSc program.

Withdrawal from the JCHP DHSc Program

A student may initiate a withdrawal from the JCHP DHSc Program by submitting a request in writing, specifying an effective date to the DHSc Program Director. Before the withdrawal will be processed, the student is encouraged to meet with the program director. A student can do so by completing the [Student Status Change Form](#) from the University Office of the Registrar. The effective date will be the last day of class.

Academic Integrity Policy

Academic Integrity is the foundation of all Jefferson teaching, learning, and professional endeavors and is vital to advancing a culture of fairness, trust and respect. All members of the University community must maintain respect for the intellectual efforts of others and be honest in their own work, words, and ideas. The University Academic Integrity Policy can be found [here](#). Violation of University, College, Department or Program's academic integrity policies may be grounds for program dismissal.

ADDITIONAL POLICIES AND PROCEDURES OF THE JCHP DHSc PROGRAM

Accommodations for Disabilities

A student may request [accommodation for a disability](#) through the Office of Student Affairs. Information about the process is available online. The University policy on [Disability Accommodations](#) is also available online.

Student Mentorship and Individual Development Plan

Students will periodically meet with their program mentor to work through a process of mentorship and individual development. Please contact your program mentor for additional details about this process.

Evaluating the JCHP DHSc Program

The JCHP DHSc Program is committed to maintaining an environment that meets the educational and training needs of our students. Feedback from students and alumni provides information invaluable for guiding the adaptation of the program to the constantly evolving academic and professional landscapes inhabited by our students. The Program will utilize a number of instruments and methods for collecting feedback. Students will be asked to participate by giving thoughtful feedback and constructive criticism regarding the effectiveness of instruction, examinations, assignments, experiences, and mentorship provided by the Program.

Student Grade Appeal

The grade appeal policy and procedure affords recourse to a student who believes they have evidence that an inaccurate final grade has been assigned under identified circumstances. For the detailed grade appeal policy and corresponding procedures, please refer to [TJU Policies and Procedures](#). Please note the grade appeal process is for final grades only, not individual assignments.

Student Grievance Procedures

All members of the TJU community have the right to express concerns when they perceive that they have been treated in a manner not consistent with the standards of conduct at the University. The student grievance procedure provides students this opportunity. For academic grievances within the program, students should refer to the Student Grievance Procedure outlined in the JCHP Student Handbook. For grievances external to the academic program, students should consult the Grievance Procedure outlined in the Rights and Responsibilities section of the TJU Student Handbook.

Transcripts

Unofficial transcripts can be printed from [Banner](#). Official transcripts are available through the [University Office of the Registrar](#). Transcripts can be requested in person by visiting the Registrar's Center City Office or they can be requested via the National Student Clearinghouse Secure Site.

Banner

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

is the universal login credential and personal identifier for accessing University resources such as JeffMail, Canvas, and Banner Web. Features that are available through Banner include:

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

STUDENT RESOURCE LIST	
Office and Hyperlink	Contact Information
Office of Student Life and Engagement	StudentLife@jefferson.edu 215-503-7743
Tuition and Financial Aid	Financial.Aid@jefferson.edu 215-955-2867
Office of Academic and Career Services	215-503-6335
Student Writing Center	215-503-6335
Accessibility services	215-503-6335
Scott Memorial Library	215-503-6994
Student Counseling Center	215-503-2817

Student Handbook Acknowledgement Form

Thomas Jefferson University

College of Health Professions

Doctor of Health Science Program

My signature below acknowledges receipt of the Thomas Jefferson University College of Health Professions (JCHP) Student Handbook for the Doctor of Health Science Program. I understand that I am responsible for reading and abiding by the materials contained within the DHSc Student Handbook, which contains important information needed during my student experiences at Thomas Jefferson University. Additionally, I understand that it is my responsibility to be familiar with and observe the policies and procedures of the Jefferson College of Health Professions and Thomas Jefferson University.



ALL STUDENTS MUST VISIT [THIS LINK](#) OR USE THE QR CODE IN ORDER TO COMPLETE AN ELECTRONIC VERSION OF THE ACKNOWLEDGEMENT FORM. THIS MUST BE COMPLETED AGAIN, EVERY YEAR THAT A NEW HANDBOOK IS RELEASED.