

# Cannabis, Integrative Health Sciences, and Health Professions Education

Institute of Emerging Health Professions (IEHP)  
Jefferson College of Health Professions (JCHP)

## Graduate Student Handbook

2023-2024



## **NOTICE OF EQUAL OPPORTUNITY**

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

## **COMMITMENT TO DIVERSITY**

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

## **RIGHT TO AMEND**

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

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## MESSAGE FROM THE ASSOCIATE DEAN OF ACADEMIC PROGRAMS

On behalf of the Program Directors, Faculty and Staff of the Institute of Emerging Health Professions (IEHP) in the Jefferson College of Health Professions (JCHP), I would like to welcome you to the IEHP programs and Thomas Jefferson University.

Jefferson's Institute of Emerging Health Professions (IEHP) is an educational incubator aimed at providing the training and education that workers in healthcare and related disciplines will need tomorrow and creating pathways to jobs and skills of the future. IEHP offers innovative and unique certificates and master's programs in emerging fields such as Cannabis, Cardiovascular Perfusion, Health Professions Education, Emergency & Disaster Management, and Integrative Health Sciences (in collaboration with the Marcus Institute of Integrative Health). In all of these programs you will receive cutting-edge education and training from faculty recognized as experts and leaders in their field.

This Student Handbook is just one of several resources designed to assist you while enrolled at Jefferson in graduate programs in Cannabis, Health Professions Education, or Integrative Health Sciences (for the MS in Cardiovascular Perfusion program and for the Emergency & Disaster Management programs please refer to their program specific Student Handbook). This Student Handbook serves to share information, guidelines, and policies and procedures that will be useful to you during your studies in IEHP Programs. Please familiarize yourself with this Handbook. In some cases, it will refer you to other documents, such as the Jefferson College of Health Professions Student Handbook, the Thomas Jefferson University Catalog or the Thomas Jefferson University Student Handbook (all documents are available online), that contain more detailed information about College policies and University policies. I urge you to review this Handbook and all JCHP and University materials carefully and keep them handy as a resource throughout the year.

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

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

Best wishes for a very successful year.



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

## **IEHP GRADUATE PROGRAMS ADMINISTRATION**

*Laura Pontiggia, Ph.D.*

Professor and Associate Dean of Academic Programs

Email address: [Laura.Pontiggia@jefferson.edu](mailto:Laura.Pontiggia@jefferson.edu)

*Ann Solan, PhD*

Assistant Dean of Continuing Studies and Online Learning

Email address: [Ann.Solan@jefferson.edu](mailto:Ann.Solan@jefferson.edu)

*Shruti Chandra, MD*

Program Director, Health Professions Education

Email address: [Shruti.Chandra@jefferson.edu](mailto:Shruti.Chandra@jefferson.edu)

*Ruth Charbonneau, JD, RN*

Assistant Professor and Program Director, Cannabis

Email address: [Ruth.Charbonneau@jefferson.edu](mailto:Ruth.Charbonneau@jefferson.edu)

*Sarah McNabb, OTD, M.Ed., OTR/L*

Senior Director of Programs, Marcus Institute of Integrative Health

Email address: [Sarah.McNabb@jefferson.edu](mailto:Sarah.McNabb@jefferson.edu)

*David Nitsch, MPH, ABD*

Program Director, Perfusion & Extracorporeal Technology

Email address: [David.Nitsch@jefferson.edu](mailto:David.Nitsch@jefferson.edu)

*Brian Schwartz, CCP, RN, MBA*

Program Director, Perfusion & Extracorporeal Technology

Email address: [Brian.Schwartz@jefferson.edu](mailto:Brian.Schwartz@jefferson.edu)

## **IEHP GRADUATE PROGRAMS STAFF**

*Maria Craiter*

Project Coordinator, Institute of Emerging Health Professions

Email address: [Maria.Craiter@jefferson.edu](mailto:Maria.Craiter@jefferson.edu)

*Nicole Grant, M.S.*

Instructional Designer, Institute of Emerging Health Professions

Email address: [Nicole.Grant@jefferson.edu](mailto:Nicole.Grant@jefferson.edu)

*Caroline Hample*

Education Coordinator, Institute of Emerging Health Professions

Email address: [Caroline.Hample@jefferson.edu](mailto:Caroline.Hample@jefferson.edu)

*Sharon Harris*

Director Faculty Affairs, Continuing and Professional Studies Programs

Email address: [Sharon.Harris@jefferson.edu](mailto:Sharon.Harris@jefferson.edu)

*Amanda Kateusz*

Administrative Assistant, Emergency & Disaster Management

Email address: [Amanda.Kateusz@jefferson.edu](mailto:Amanda.Kateusz@jefferson.edu)

*Mary Kelly*

Academic Operations Coordinator

Email address: [Mary.Kelly2@jefferson.edu](mailto:Mary.Kelly2@jefferson.edu)

*Serena Lofton*

Administrative Coordinator, Institute of Emerging Health Professions

Email address: [Serena.Lofton@jefferson.edu](mailto:Serena.Lofton@jefferson.edu)

*Kyle Long, M.S.*

Instructional Designer, Institute of Emerging Health Professions

Email address: [Kyle.Long@jefferson.edu](mailto:Kyle.Long@jefferson.edu)

General Department Contact: Phone: 215-503-1111. Email: [IEHP-Info@jefferson.edu](mailto:IEHP-Info@jefferson.edu)

## PROGRAMS OF STUDY

### CANNABIS PROGRAMS

- ***M.S. in Medical Cannabis Science and Business (33 credits)***

Across the globe, cannabis medicalization and legalization are having a profound effect on the world. The potential for new pharmacotherapies working through unique mechanisms of action offer hope for many unmet clinical needs. Over half of the United States have already legalized cannabis in some form and the legal cannabis industry has been growing at a rate faster than any other industry over the past four years, becoming the single greatest job creation engine in America. The Master of Science in Medical Cannabis Science and Business program is designed to provide students with the knowledge in cannabis medicine, science, business, and policies required to enter the cannabis industry, support patients, add to existing research and develop innovative cannabis business models. The M.S. degree program also encompasses three stackable graduate certificates in Cannabis Business, Cannabis Medicine and Cannabis Science.

To earn the MS in Medical Cannabis Science and Business students must satisfy the following requirements:

- 2 courses with prefix CMD (choose from: CMD503, CMD504, CMD505)
- 2 courses with prefix CSC (choose from: CSC511, CSC512, CSC513)
- 2 courses with prefix CBU or iMBA or CCT (choose from: CBU501, CBU506, CBU509, iMBA604, CCT 508)
- CRS600 & CRS610
- 3 remaining courses with prefixes CMD, CSC, CBU, CCT or CSO

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	CBU 501 Emerging Issues in the Business of Cannabis	3
	CBU 509 Industrial Hemp Materials, Processes and Products	3
	CMD 503 Pathology Potentially Responsive to Cannabis	3
	CSC 511 Botany & Chemistry of Cannabis	3
	CSO 521 Cannabis & Public Health	3
Spring	CBU 506 Essentials of Cannabis Financial and Operations Analysis	3
	CMD 504 Conventional & Cannabinoid Therapy of Disease	3
	CSC 512 Forensic Analysis of Cannabinoids & Cannabis Derived Products	3
	CSO 522 Cannabis Policy, Politics, and Regulation	3
Summer	CMD 505 Health Implications of Cannabis and Cannabinoids	3
	CSC 513 Cannabinoid Pharmacology	3
	CSO 523 Cannabis Social Justice and Equity Policies: Evaluating impact and Outcome	3
	CCT 508 Quality Control and Quality Assurance in Med. Cannabis Analysis and Dispensing	3
Fall, Spring, Summer	iMBA 604 Business Model Innovation	3
	CRS 600 Applied Research Design and Methods	3
	CRS 610 Cannabis Capstone Project`	3

- ***Cannabis Business Graduate Certificate (9 credits)***

Over half of the United States have already legalized cannabis in some form and the legal cannabis industry has been growing at a rate faster than any other industry over the past four years, becoming the single greatest job creation engine in America. However, the path to a successful cannabis business is full of confusing and complex laws and regulations, steep taxes, and many other roadblocks. This certificate equips graduates with the knowledge, skills and entrepreneurial mindset needed to turn a unique winning idea that fills an unmet need in the cannabis industry into reality.

To earn the Cannabis Business certificate students must successfully complete three (3) courses chosen from the following list:

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	CBU 501 Emerging Issues in the Business of Cannabis	3
	CBU 509 Industrial Hemp Materials, Processes and Products	3
Spring	CBU 506 Essentials of Cannabis Financial and Operations Analysis	3
Summer	CCT 508 Quality Control and Quality Assurance in Med. Cannabis Analysis and Dispensing	3
Fall, Spring, Summer	iMBA604 Business Model Innovation	3

- ***Cannabis Medicine Graduate Certificate (9 credits)***

As the number of states legalizing medical use of cannabis continues to rise and as an increasingly number of patients use cannabis as an alternative treatment for various medical conditions, it becomes more essential for health care providers to be able to appropriately counsel those patients. This graduate certificate is designed to equip participants with an in-depth understanding of the mechanism of action of current cannabinoid therapies, their clinical applications and their health effects.

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	CMD 503 Pathology Potentially Responsive to Cannabis	3
Spring	CMD 504 Conventional & Cannabinoid Therapy of Disease	3
Summer	CMD 505 Health Implications of Cannabis and Cannabinoids	3

- ***Cannabis Science Graduate Certificate (9 credits)***

Across the globe, cannabis medicalization and legalization is having a profound effect on the world. The potential for new pharmacotherapies working through unique mechanisms of action offer hope for many unmet clinical needs. The cannabis industry is rapidly growing into a multi-billion dollar enterprise offering many jobs in farming, processing, research, sales and medical treatment. The Cannabis Science Certificate provides students an in-depth view of the botany and chemistry of the cannabis plant, cannabinoids pharmacology and resultant effects, and how to identify and quantify the different chemical components and potential toxicants in cannabis. This certificate prepares graduates to enter into the cannabis business of growing or processing cannabis plants, improving the quality and safety of cannabis products, developing new cannabis strains, or researching the potential of many different cannabinoids, terpenes or flavonoids or of new combinations of these chemicals.

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	CSC 511 Botany & Chemistry of Cannabis	3
Spring	CSC 512 Forensic Analysis of Cannabinoids & Cannabis Derived Products	3
Summer	CSC 513 Cannabinoid Pharmacology	3



## HEALTH PROFESSIONS EDUCATION PROGRAMS

- **M.S. in Health Professions Education (30 credits)**

The MS in Health Professions Education is a 30-credit, fully online, interprofessional master program designed to prepare leaders in health professions education, leveraging evidence-based approaches, educational best practices, and Jefferson's technology-rich environment.

The innovative curriculum includes courses in the traditional core areas for health professions education programs and novel courses covering Education Law, Diversity, Simulation and Interprofessional Education. To earn the MS in Health Professions Education students must successfully complete all of the following required courses (18 credits) and 12 credits of elective courses:

<b>Required Courses (18 credits)</b>	<b>Credits</b>
HPE 510 Adult Learning in Health Professions	2
HPS 620 Interprofessional Educ and Collaborative Practice in Healthcare	3
GC 752 Curriculum and Instructional Design	2
HPE 520 Simulation in Health Professions Education	3
GC 753 Program Assessment and Evaluation	2
HPE 530 Educational Leadership and Management	2
HPE 601 Educational Research & Scholarship	2
HPE 700 Health Professions Education Capstone I	1
HPE 701 Health Professions Education Capstone II	1

**Elective Courses (12 credits)** choose from the following list:

HPE 651 Assessment and Remediation of Residents and Program Evaluation  
HPE 640 Writing Grants for Health Prof. Education  
HPE 650 Development, Management, and Evaluation of Residency Programs  
HPE 630 Faculty Development and Mentorship  
GC 751 Instructional Technology and Learning  
HPE 615 Diversity in Health Prof Education  
HPE 625 Edu Health Prof Education and the Law  
HPE 699 Residency/Fellowship PLA  
HPS/CRS/PER 600 Foundation of Biostatistical Methods

- **Graduate Certificate in Health Professions Teaching and Learning (12 credits)**

The graduate certificate in health professions teaching and learning will prepare current healthcare professionals to become successful and effective clinical educators, providing them the knowledge and skills to utilize evidence-based frameworks and best practice methodologies to educate the future healthcare workforce.

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	HPS 620 Interprofessional Educ and Collaborative Practice in Healthcare	3
	GC 752 Curriculum and Instructional Design	2
Spring	HPE 520 Simulations in Healthcare Education	3
	GC 751 Instructional Technology and Learning	2
Summer	GC 753 Program Assessment and Evaluation	2

## INTEGRATIVE HEALTH SCIENCES PROGRAMS

- **M.S. in Integrative Health Sciences (30 credits)**

Integrative health is an emerging specialty that is of expanding interest. Jefferson is leading the nation in developing a clinical and academic model of integrative healthcare. Key components of the model are highlighted and emphasized in the master's degree curriculum, including advanced nutrition, nutrition-based therapies, innovative mind-body medicine practices, and other scientifically promising modalities. The Master of Science in Integrative Health Sciences degree offers health professionals an opportunity to gain a deep background in integrative health, education, and leadership in order to meet the growing demand for wellness-oriented strategies to improve health outcomes and well-being. The program stacks three Advanced Practice Certificates – Mind-Body Medicine, Integrative Nutrition and Integrative Health Education & Leadership – with a capstone course that delivers a 30-credit MS degree.

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	IN 500 Foundations in Integrative Nutrition	3
	MBM 500 Foundations in Mind-Body Medicine	3
	IHE 600 Foundations in Integrative Health Education	3
Spring	IN 510 Functional Genomics, Proteomics and Metabolomics	3
	MBM 510 Advances in Mindfulness-Based Stress Reduction	3
	IHE 610 Integrative Developmental Model for Wellness and Leadership	3
Summer	IN 520 Advanced Concepts in Integrative Nutrition	3
	MBM 520 Advanced Mind-Body Practice: The Neuro Emotional Technique	3
	IHE 620 Integrative Health Education Practicum	3
Fall, Spring, Summer	IHE 700 Integrative Health Sciences Master's Program Capstone	3

- **Integrative Nutrition Advanced Practice Certificate (9 credits)**

The Integrative Nutrition Advanced Practice Certificate is unique in that it provides the knowledge for healthcare professionals to develop a patient-centered care plan using biometric data and evidence-based nutritional lifestyle medicine approaches, to improve patient outcomes. With an increasingly high demand for nutrition education among physicians and many other health professionals, learners will be better equipped to address nutrition as a tool for maintaining wellness and improving overall health outcomes across a wide range of patients.

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	IN 500 Foundations in Integrative Nutrition	3
Spring	IN 510 Functional Genomic, Proteomics and Metabolomics	3
Summer	IN 520 Advanced Concepts in Integrative Nutrition	3

- **Mind-Body Medicine Advanced Practice Certificate (9 credits)**

The Mind-Body Medicine Advanced Practice Certificate will bring a new dynamic to professional healthcare education, focusing on mind-body strategies to reduce stress and improve health-related quality of life. Upon completion of this certificate, students will fulfill the foundational course requirements needed

for Mindfulness-Based Stress Reduction (MBSR) and the Neuro-Emotional Technique (NET) basic training.

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	MBM 500 Foundations in Integrative Mind-Body Medicine	3
Spring	MBM 510 Advanced Mindfulness-Based Stress Reduction	3
Summer	MBM 520 Advanced Mind-Body Practice: The Neuro Emotional Technique	3

- **Integrative Health Education and Leadership Advanced Practice Certificate (9 credits)**

Integrative health is an emerging specialty that is of expanding interest. In 2018, it was estimated that more than 60% of the global population used some form of nontraditional treatment for health issues; yet, there is limited medical education on common and scientific promising modalities. The Advanced Practice Certificate in Integrative Health Education and Leadership focuses on the theories, evidence for and practice of integrative health education and leadership approaches and prepares students to meet patients' growing demand of complementary practices. As a stand-alone certificate, this program builds on existing knowledge of Integrative Health. It is for individuals who have significant background in the field, or for those who have taken or are concurrently enrolled in the other two Integrative Health Advanced Practice Certificates or the MS degree program.

<b>Semester</b>	<b>Course</b>	<b>Credits</b>
Fall	IHE 600 Foundations in Integrative Health Education	3
Spring	IHE 610 Integrative Developmental Model for Wellness and Leadership	3
Summer	IHE 620 Integrative Health Education Practicum	3

## PROGRAMS ACCREDITATIONS

Thomas Jefferson University is fully accredited by:

Middle States Commission on Higher Education

3624 Market Street

Philadelphia, PA 19104

(267) 284-5000

[info@msche.org](mailto:info@msche.org)

[españolinfo@msche.org](mailto:españolinfo@msche.org) (Spanish)

In addition to full accreditation by the Middle States Commission on Higher Education, the following professional programs of the Institute of Emerging Health Professions are approved by the appropriate accrediting agencies:

### ***Cardiovascular Perfusion***

Accreditation Committee-Perfusion Education (AC-PE)

10940 South Parker Road, Suite 455

Parker, CO 80134

(303) 495-8989

[office@ac-pe.org](mailto:office@ac-pe.org)

[www.ac-pe.org](http://www.ac-pe.org)

## 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 IEHP specific programs. It is the responsibility of students to be familiar with and observe these policies .

Students are also required to satisfactorily meet all IEHP 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.

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. The Program Director or the IEHP Director of Academic Programs 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 IEHP Director of Academic Programs.

**To remain in good academic standing and be eligible for graduation, students enrolled in IEHP graduate programs in Cannabis, Health Professions Education, or Integrative Health Sciences 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 and/or the receipt of any grade below B- may result in repeating a course, dismissal from the program, and/or academic probation. 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 chosen 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 cumulative GPA of 3.0 or higher upon completion of all required coursework
- Achieve a B-/Pass grade in all coursework
- Complete the program course of study within three (3) academic years of the date of matriculation for IEHP graduate certificate programs and five (5) years of the date of matriculation for IEHP master degree program
- Meet all financial obligations to the University
- Complete all University graduation application requirements

### **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 and faculty member must complete an Incomplete Grade Contract and submit the completed contract to the IEHP Director of Academic Programs. 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 or as specified on the Incomplete Grade Contract. At the end of the term listed on the contract, the final grade will be calculated based on evaluation criteria set forth in the course syllabi, assignment rubric, and/or Canvas course.

### **Repeating Courses**

A student who receives a grade below B- in any course required for their graduate program, must repeat the course. A course may be repeated only once. To repeat a course, students must obtain approval prior to registration from the IEHP Director of Academic Programs. 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 (minimum B-/Pass) or 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.

### **Academic Probation**

Students enrolled in one of the IEHP graduate programs in Cannabis, Health Professions Education, or Integrative Health Sciences, who do not maintain a minimum cumulative grade point average (CGPA) of 3.0 will be placed on academic probation for one full time semester. If a student is enrolled in courses totaling fewer than six 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 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.

### **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 and the Academic Integrity Policy.

### **Readmission**

Matriculated students who have withdrawn (administratively or self-initiated) or who have been dismissed from the Institute of Emerging Health Professions may, within one (1) year of the withdrawal or dismissal, re-apply directly to an IEHP program by submitting a written request directly to the IEHP Director of Academic Programs. The written request must address the following:

- Please indicate why you feel you were not successful previously in the IEHP 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 IEHP Program. What strategies will you continue to utilize to improve your academic performance and succeed in the Program should you be re-admitted?

Any student dismissed from an IEHP 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. The student's respective Program Director will indicate any additional specific requirements that the student must meet upon readmission.

Students who have not been enrolled in any course for more than one calendar year, will be deactivated in the TJU systems and in order to return as a student must apply for re-admission through the Office of Admissions/Enrollment Management.

**Please note:** All readmitted students are subject to the academic and curricular requirements in place at the time of readmission. Additionally, start terms and special criteria of academic performance 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 or they may not be required to repeat courses previously completed.

### **Continuous Enrollment**

A student matriculated in an IEHP graduate program in Cannabis, Health Professions Education, or Integrative Health Sciences must maintain continuous enrollment each term until completion of the program, or must request a leave of absence from study by electronically completing the [Student Status Change Form on the University Office of the Registrar's Office website](#). The leave must be approved by the IEHP Director of Academic Program and a Student Status Change Form must be submitted to the Registrar's Office.

### **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 on the University Office of the Registrar's Office [website](#). 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 their Program Director regarding possible effects on their academic progress. 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 they will have to apply for readmission through the Office of Admissions to return.

For medical leaves of absence students must meet with their Program Director and proceed through Jefferson Occupational Health Network, which will notify IEHP. 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 IEHP Director of Academic Programs. In order to return from a medical leave, students will need to receive health clearance through Jefferson Occupational Health Network.

### **Non-Degree Status Enrollment**

Students may apply for non-degree status and register for graduate courses offered by the Institute of Emerging Health Professions. 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 IEHP prior to registration. The Continuous Enrollment policy does not apply to students in non-degree status.

### **Time to Degree**

Students enrolled in one of IEHP graduate certificate programs must complete their coursework within three (3) academic years after matriculation. Students enrolled into one of the IEHP master degree programs must complete their coursework within five (5) years after matriculation. Any students not meeting their coursework and graduation requirements within the stated times will be administratively withdrawn from the IEHP program they are enrolled in and unable to graduate.

### **Changes in Schedule: Course Drop/Add**

Schedule changes, including changing sections, adding/dropping courses, auditing a course, independent study, or course-by-appointment must be made by the "last day to add" deadline as indicated on the



current Academic Calendar for your College/program. Students may drop a course with no notation on the transcript if the drop is completed before “last day to drop without ‘W’ grade” deadline listed on the Academic Calendar. If not listed, students may drop before the third-class meeting. Prior to changing their schedule, students should consult with their Program Director and the University Office of Financial Aid if the student is receiving financial assistance, to determine what effect the change may have on their academic plan and financial aid.

Matriculated students are not permitted to drop all courses in a term without obtaining an approved Leave of Absence or withdrawing from their College.

Students who stop attending or participating in online classes without going through the official drop or withdrawal process will be responsible for the full payment of tuition and may receive a failing grade for the course. Verbal or written (email) notification to the course instructor or the University Office of the Registrar does not constitute an official course drop. Similarly, students who attend classes, in person or online, without properly registering or adding a course will not receive credits for the course. The addition of a student’s name to the class list by an instructor does not constitute course enrollment.

### **Course Withdrawal**

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a [Course Withdrawl Form](#) found on the University Office of the Registrar’s website with an authorized signature of their program director. The form should be submitted in alignment with dates indicated in the academic calendar and can be submitted to [University.Registrar@jefferson.edu](mailto:University.Registrar@jefferson.edu) .

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

Students should refer to the [TJU Graduate Policies on Withdrawal from a Course](#) for more information on the grade impact of 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.

### **Transfer of External Credits**

Student may not transfer external credits into any of IEHP certificate programs.

Students may request to transfer up to 9 credits completed at other academic institutions prior to enrollment in the program to satisfy IEHP master degree 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 a master degree program. A student wishing to transfer credits for a graduate course earned at another institution should submit a written request to their 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 termgrade point average.

### **Withdrawal from IEHP**

A student may initiate a withdrawal from the Institute by submitting a request in writing, specifying an

effective date, to their Program Director. A student will also need to complete the Student Status Change Form from the University Office of the Registrar [found here](#). 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](#).

## **ADDITIONAL IEHP POLICIES AND PROCEDURES**

### **Academic Advising**

A primary role of the Program Director is to mentor students through the development process across the knowledge, skills and behavior domains of learning. Questions pertaining to the program, instruction, course selection and any related matters may be discussed with the Program Director and/or the IEHP Director of Academic Programs. You are encouraged to schedule meetings with your Program Director whenever you need assistance or guidance throughout the program. If you require assistance beyond faculty advising, the University offers academic support and writing services through the [Office of Academic and Career Success](#), and counseling services through the [Student Personal Counseling Center](#).

### **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.

### **Attendance Regulations**

Attendance is expected in all classes for which a student is registered. The instructor determines attendance requirements for each course. These requirements will be clearly described in the course syllabus.

### **Audiotaping, Photography & Videotaping Policy**

Faculty and students have a right to privacy in all classroom and experiential learning activities. Students should be familiar with the [University Electronic Recording Devices Policy](#).

Sharing of any recordings with any person not *currently* enrolled in the recorded class is strictly prohibited. Any posting of a recorded lecture or classroom activity on a non-TJU website is strictly prohibited. IEHP will seek to discipline those found to be responsible for the posting in accordance with university Community Standards policies.

### **Evaluating IEHP Programs**

The IEHP programs are committed to an adaptable curriculum, which changes with the needs of the discipline, profession and our students. One of the sources of information that contributes to thoughtful changes of the curriculum is the feedback received from students and alumni of the program. To that end, the program has developed a number of instruments and methods for collecting feedback. You will be asked to participate in this process by giving thoughtful feedback and constructive criticism about the effectiveness of instruction, examinations, assignments, experiences, etc. in achieving the course and professional goals of the program.

Course Evaluations: Students will be given the opportunity to evaluate the quality of their coursework. To do so, anonymous, Likert-style questionnaires are administered, usually through the learning management system (Canvas), to solicit feedback regarding the courses and the instructors who deliver those courses. Also included in these instruments is space for open-ended feedback. Again, please provide thoughtful and constructive feedback and suggestions for improvement when indicated.

### **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](#).

### **Student Grievance Procedures**

All members of the Thomas Jefferson University Community have the right to express concerns when they perceive that they have been treated in a manner not consistent with the standards of conduct at the University. The student grievance procedure is intended to allow students this mode of expression. 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](#).

### **Academic Calendars 2023-2024**

Students can access the program's academic calendar for each specific IEHP program [here](#).

### **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 Handbook Acknowledgement Form***  
**Thomas Jefferson University**  
**Institute of Emerging Health Professions**

My signature below acknowledges receipt of the Thomas Jefferson University Institute of Emerging Health Professions (IEHP) Student Handbook for Cannabis, Health Professions Education, or Integrative Health Sciences Programs. I understand that I am responsible for reading and abiding by the materials contained within the IEHP Student Handbook, which contain 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.

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STUDENT NAME (Printed)

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STUDENT SIGNATURE

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DATE