

# **M.S. in Cardiovascular Perfusion Post-Professional Program**

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

## **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 Center for Perfusion & Extracorporeal Technology 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 Program, its students or its employees or agents.

## TABLE OF CONTENTS

Message from the Program Director .....	1
Mission Statement.....	2
Program Goals .....	2
Learning Domains .....	2
Programs Accreditation .....	2
Tuition .....	2
Office Hours .....	2
Administration and Staff.....	2
Instructional Faculty and Responsibilities .....	3
Curriculum .....	3
Attendance Regulations.....	3
 <b>ACADEMIC STANDARDS AND POLICIES</b>	
Grading System .....	4
Satisfactory Academic Standing .....	4
Requirements for Graduation .....	4
Repeating Courses .....	5
Academic Probation and Dismissal .....	5
Remediation Policy .....	6
Readmission. ....	6
Leave of Absence .....	7
Time to Degree .....	8
Changes in Schedule: Course Drop/Add .....	8
Course Withdrawal .....	8
Withdrawal from Program .....	9
Academic Integrity Policy .....	9
 <b>ADDITIONAL PERFUSION AND EXTRACORPOREAL TECHNOLOGY POLICIES AND PROCEDURES</b>	
Academic Advising and Student Support Services .....	9
Accommodations for Disabilities .....	9
Student Grade Appeal .....	9
Student Grievance Procedures .....	9
Transcripts .....	10
Academic Calendars 2023-2024 .....	10
Banner.....	10
 <b>ACKNOWLEDGEMENT.....</b>	
	11

## MESSAGE FROM THE PROGRAM DIRECTOR

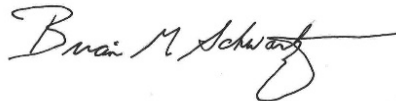
On behalf of the entire Institute of Emerging Health Professions (IEHP), I would like to formally welcome you to our M.S. in Cardiovascular Post-Professional program. We are extremely excited to have the opportunity of furthering your education, as you aspire to take your knowledge of cardiovascular perfusion to the next level. Over the next two years, you will enhance your knowledge base and be afforded the opportunity to broaden your ability for providing superior care to you patients by completing a capstone project. I hope that you take advantage of all of the resources provided to you by Thomas Jefferson University

Please thoroughly review the Cardiovascular Perfusion Post-Professional student handbook, the Thomas Jefferson University Student Handbook and Academic Catalog, and the Jefferson College of Health Professions Handbook. As you embark on this journey, it is important to understand Thomas Jefferson University's expectations on professional conduct and resources. Important University wide policies, including the Community Standards and Student Sexual Misconduct Policy are found on the [Thomas Jefferson University Student Handbook](#).

As program director, I am confident you will enjoy your entire experience at Thomas Jefferson University. If for any reason you have any questions and or concerns regarding the aforementioned, never hesitate to contact me. The entire institute is here to support you throughout your tenure here at Jefferson.

I wish you the best of luck in your didactic studies.

Regards,

A handwritten signature in black ink that reads "Brian M. Schwartz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Brian Schwartz, CCP, RN, MBA, APN

## **MISSION STATEMENT**

The mission of the Center for Perfusion and Extracorporeal Technology's post-professional program is to provide the already board certified cardiovascular perfusionists with advanced knowledge and practices related to the field of cardiovascular perfusion. The advanced teachings will aid perfusionists in providing superior patient care, using evidence based medicine (EBM), while simultaneously elevating ones own professional status.

## **PROGRAM GOALS**

The Center for Perfusion and Extracorporeal Technology's post-professional program will enhance the certified cardiovascular perfusionist's (CCP) educational and professional goals. Through cognitive, psychomotor, and affective learning domains, graduates will be able to utilize advanced practices, supported by evidence based medicine (EBM) to help provide better patient care.

## **LEARNING DOMAINS**

1. Cognitive - Mastery of the advanced body of knowledge regarding the application of clinical perfusion, research, and leadership skills
2. Psychomotor – Mastery of knowledge that is necessary to observe, recognize, develop, implement to enhance patient care
3. Affective - Fluency of professional communication, behaviors and attitudes

## **PROGRAM ACCREDITATION**

The Perfusion and Extracorporeal Technology program is fully accredited through:

Accreditation Committee-Perfusion Education (AC-PE)

10940 South Parker Road, Suite 455

Parker, CO 80134

(303) 495-8989

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

## **TUITION**

- Tuition 2023-2024: \$1,133/credit  
Visit [www.jefferson.edu/tuition](http://www.jefferson.edu/tuition) for information regarding additional fees

## **OFFICE HOURS**

Program Director Information:

*Brian Schwartz, CCP, RN, MBA, APN*

Office Hours: Thursday 8am to 3pm or by appointment on alternative days

Office Location: 901 Walnut St., 11<sup>th</sup> Floor, Philadelphia, PA 19107

Phone Number: 215-503-1111 Email: [Brian.Schwartz@jefferson.edu](mailto:Brian.Schwartz@jefferson.edu)

## **ADMINISTRATION AND STAFF**

- Michael Dyer, PA-C, Dr.PH, Dean, Jefferson College of Health Professions
- Laura Pontiggia, PhD, Associate Dean of Academic Programs, JCHP, IEHP
- Brian Schwartz, CCP, RN, MBA, APN Program Director Cardiovascular Perfusion
- Rohinton Morris, MD, Medical Advisor
- Amy Tropea, BS, CCP, Program Coordinator Cardiovascular Perfusion
- Robert Rios, BS RN RRT CCP LP, Clinical Coordinator Cardiovascular Perfusion

## INSTRUCTIONAL FACULTY and RESPONSABILITIES

Name	Instructor Load
Brian Schwartz, Program Director (609) 413-6027	Medical Ethics (2 credits) Perfusion Capstone Project (3 credits, Spring Year 2)
Anthony Shackelford, MHA, DHA	Organizational Leadership (3 credits, Fall Year 1)
Laura Pontiggia, PhD	Foundations of Biostatistical Methods (3 credits, Summer Year 1)
Laura Pontiggia, PhD Adam Bailis, PhD	Applied Research Design and Methods (3 credits, Fall Year 2)

## CURRICULUM

### YEAR ONE

Semester	Course	Credits
Fall	Organizational Leadership	3
Spring	Medical Ethics	2
Summer	Foundations of Biostatistical Methods	3

### YEAR TWO

Semester	Course	Credits
Fall	Applied Research Design and Methods	3
Spring	Perfusion Capstone Project	3

## ATTENDANCE REGULATIONS

Attendance/participation is expected in all classes for which a student is registered. The instructor determines attendance/participation requirements for each course as detailed in the course syllabus.

## **ACADEMIC STANDARDS AND POLICIES**

Students will follow the academic 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 specific Policies and Procedures for the MS in Cardiovascular Perfusion Post-Professional program. It is the responsibility of students to be familiar with and observe these policies.

Students are also required to satisfactorily meet all MS in Cardiovascular Perfusion 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 System**

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

Grades are part of the student's permanent record. Once submitted and entered on the student's transcript, no changes will be made to this record, with the exception of entering the final grade to replace an "I" (Incomplete) or correcting an inappropriate grade (refer to Grade Appeal Process).

### **Grading Scale (Didactic)**

Students are expected to maintain a B- minimum within the program at all times. The following grading scale is used for all graded courses.

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

### **Grading for Capstone course:**

The following grades will be awarded at the conclusion of the Capstone Project course:

P: PASS

F: FAIL

### **Satisfactory Academic Standing**

In order to remain in good academic standing and progress in the curriculum, students must maintain a minimum cumulative GPA (CGPA) of 3.0 and earn at least a B- in all coursework.

### **Requirements for Graduation**

In order for students to qualify for graduation and receive their M.S. degree, they must have met or exceeded all the following requirements:

- Maintain a minimum cumulative GPA of a 3.0
- Achieve a B- or better in all coursework
- Successfully earn a Pass grade in the capstone course

- Meet all financial obligations to the University
- Complete all University graduation application requirements

### **Repeating Courses**

A student who receives a grade below B- (but above D/F) in any didactic course required for the MS in Cardiovascular Perfusion program must repeat the course the next time it is offered. Despite needing to repeat a failed course, students will be permitted to continue in their didactic coursework until they can take the repeated course and must pass it with a B- or above." **Students may repeat only one course throughout the entire program.** Please note that repeating a course will increase time to degree and may delay graduation.

To repeat a course, students must obtain approval prior to registration from the Program Director. Upon completion of the repeated course the subsequent grade earned will replace the initial grade in determination of cumulative grade point average (CGPA) and in assignment of academic credit; 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-) 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 and Dismissal**

Students' academic records are reviewed at the end of each term, to evaluate academic standing and satisfactory progress toward program requirements. Probation serves as notification to the student when problems in academic performance jeopardizes a student's standing. Official notification of probation or dismissal will be in writing and sent directly to the student.

#### ***Academic Probation:***

Students enrolled in the perfusion post-professional program at TJU, who do not earn a minimum B- grade in all didactic courses within the program and/or maintain a minimum CGPA of 3.0 at all times will be placed on Academic Probation for at least one term.

#### **Probation Related to GPA**

Students who receive the minimum passing grade in their coursework but are placed on academic probation due to a cumulative GPA below 3.0 must achieve a cumulative GPA of 3.0 or above in the subsequent semester to return to good academic standing. If the students do not take a full course load (9 credits) in the subsequent semester, the probationary period may be extended beyond one semester.

At the end of the probationary period:

1. The student achieves the minimum 3.0 cumulative grade point average and is reinstated in good standing,  
OR
2. The student fails to achieve the minimum 3.0 cumulative grade point average at the end of the probationary period and is dismissed from the program for academic underachievement.

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.



### Probation Related to Grade in Courses

Students who are placed on academic probation due to a grade received in a course will remain on academic probation until the course can be repeated and the student earns a B- or better in the repeated course. Students must also meet minimum 3.0 cumulative GPA requirements at the end of the semester in which the course is repeated, or the student will be dismissed from the program.

### ***Grounds for Dismissal***

- Failure to meet minimum 3.0 CGPA requirements and/or minimum B- grade requirements at the end of the student's probationary period. This includes failure to earn a minimum B- on a repeated course.
- Any grade earned below C-.
- Unprofessional behavior that violates program, College and/or University policy, inclusive of Community Standards.

### **Remediation Policy**

In the circumstance in which a student earns a course grade below C- or 70% in any didactic course, which will result in program dismissal, the student may appeal for consideration of course remediation.

At the request of the student, the opportunity for course remediation may be offered only once during the course of the 21-month program and will be considered on an individual basis for students with extenuating circumstances. The procedure is as follows:

1. Students pursuing an appeal for remediation will need to communicate this intent, in writing, to the Program Director within 3 business days of notification of the final course grade.
2. In the event of a successful appeal process, students participating in course remediation may need to decelerate from their current cohort to allow time for remediation, resulting in delayed completion of program requirements and delayed graduation.
3. When offered, the method of remediation is to be determined by the Program Director and may take the form of a comprehensive examination, presentation, research paper, or any other form the course director deems appropriate.
4. The student will meet with the Program Director throughout the remediation period as needed by the student to review the material in need of remediation.
5. The student must obtain a minimum grade of 70% to successfully remediate the failed course and avoid dismissal from the program. The highest grade the student may obtain in the failed course after successful remediation is a "C-." If remediation is successful, students will be placed on academic probation and required to repeat the course."
6. Unsuccessful remediation of the course will result in automatic dismissal from the Perfusion Program. Students dismissed from the program will be eligible to apply for readmission with the Program. Please see the Readmission Policy below.
7. If the student does not pass remediation, the initial failing grade is awarded and will remain on the transcript and will factor into the calculation for the semester and cumulative GPA.
8. The student will be responsible for the full cost of any repeated and audited courses.

Graduation from the program may be delayed depending on when and how the course is remediated. Students may only remediate one didactic course during the perfusion program. Any additional failing didactic courses will result in the automatic dismissal from the Thomas Jefferson University Cardiovascular Perfusion master program.

### **Readmission**

Matriculated students who have withdrawn (administratively or self-initiated) or who have been

dismissed from the MS in Cardiovascular Perfusion Program may, within one (1) year of the withdrawal or dismissal, re-apply by submitting a written request directly to the Program Director. The written request must address the following:

- Please indicate why you feel you were not successful previously in the MS in Cardiovascular Perfusion 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 MS in Cardiovascular Perfusion 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 the MS in Cardiovascular Perfusion Program because of academic underachievement and subsequently readmitted must achieve a minimum overall grade of B- in any course in the following term. If the student fails to do so, the student will be dismissed and will not be able to reapply for readmission again. The 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 or 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.

### **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 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 have to apply for readmission to return

For medical leaves of absence students must meet with their Program Director and proceed through Jefferson Occupational Health Network (JOHN), which will notify the IEHP. No medical leaves will be reviewed without endorsement of the Director JOHN, or other physicians designated by the Director of

JOHN. 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 Program Director. In order to return from a medical leave, students will need to receive health clearance through Jefferson Occupational Health Network.

A maximum of 2 leaves of absence will be approved for students during their entire program. After the student reaches the maximum number of leaves of absence, the student will be withdrawn from the program.

### **Time to Degree**

Students enrolled in the MS in Cardiovascular Perfusion Post-Professional Program must complete their coursework within three (3) academic years after matriculation.

### **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-person 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 enrolled in onsite programs who attend classes 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.

All students should refer to Jefferson's schedule policy changes in the Jefferson student handbook for additional information.

### **Course Withdrawal**

After the "last day to add" deadline as indicated on the current Academic Calendar, a student may withdraw from a course by completing a [Course Withdrawal Form](#) from 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).

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 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.

### **Withdrawal from Program**

A student may initiate a withdrawal from the MS in Cardiovascular Perfusion Post-Professional Program by submitting a request in writing to their Program Director and submitting a completed [Change of Status form](#) found on the University Registrar's Office website. 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 CARDIOVASCULAR PERFUSION POLICIES AND PROCEDURES**

### **Academic Advising and Student Support Services**

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 offer academic support and writing services through the [Office of Academic and Career Success](#), and counseling services through the [Student 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.

### **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)
- Request for transcript
- Payment of tuition charges
- Viewing and updating demographic information

***Student Handbook Acknowledgement Form***  
**Thomas Jefferson University**  
**Institute of Emerging Health Professions**  
**MS in Cardiovascular Perfusion Post-Professional**

My signature below acknowledges receipt of the Perfusion Student Handbook. I understand that I am responsible for reading and abiding by the materials contained within the Perfusion 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.

---

STUDENT NAME (Printed)

---

STUDENT SIGNATURE

---

DATE