

Institute of Emerging Health Professions (IEHP)

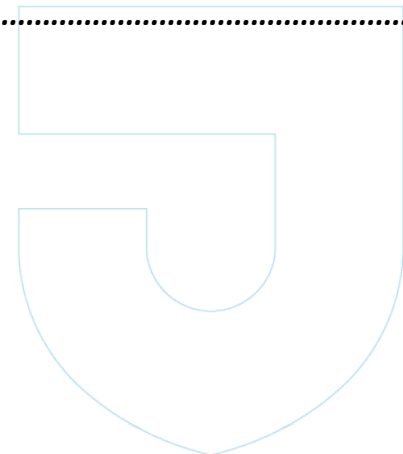
Undergraduate Student Handbook

2024-2025



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Notice of Equal Opportunity

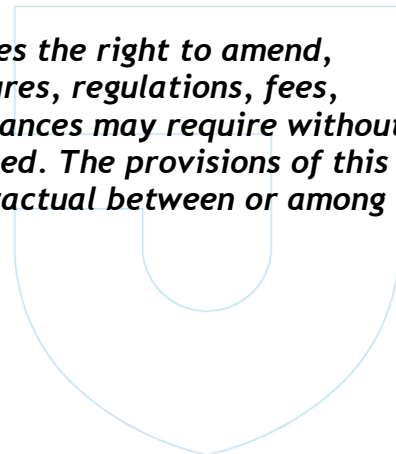
Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran's status or any other protected characteristic. 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, employees, or agents.



Message From the Associate Dean of Academic Programs

On behalf of the 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 undergraduate programs and Thomas Jefferson University.

Jefferson's Institute of Emerging Health Professions (IEHP) is an educational incubator and accelerator 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, associate's degrees, and bachelor's degrees in emerging fields such as Medical Coding and Data Quality, Health Sciences, and Health Services Management. 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 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 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 2024-25 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)



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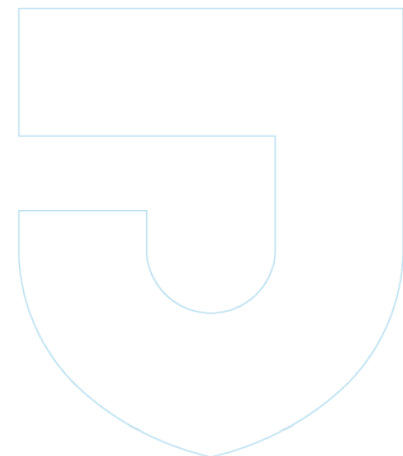
Undergraduate Certificate Programs

Certificate in Healthcare Information Systems

The Undergraduate Certificate in Healthcare Information Systems is a 21-credit program that provides a deep dive into the intersection of healthcare and information technology. The program is designed to equip students with the skills to implement and manage healthcare information systems, ensuring quality, safety, security, and regulatory compliance in a rapidly evolving healthcare landscape.

Curriculum: 21 credits

| Certificate in Healthcare Information Systems |
|--|
| <p>Major Requirements (21 cr.*) <i>*A minimum of 15 credits must be completed at Thomas Jefferson University.</i></p> <p><i>Complete all of the following courses (18 cr.):</i> HSMX 201 Intro to Healthcare Management HSMX 310 Healthcare Information Systems HSMX 311 Health Informatics MISX 211 Management Information Systems ITX 324 Cybersecurity Management ITX 321 Systems Analysis & Design</p> <p><i>Choose one of the following courses (3 cr.):</i> CLCX 330 Project Management HINX 301 Medical Billing and Coding ITX 320 Database Management* ITX 323 Cloud Management* <i>*Prerequisites: MISX 211 and ITX 221 Hardware & Operating Systems</i></p> |



Certificate in Medical Coding & Data Quality

The 34 credit Certificate in Medical Coding and Data Quality combines traditional academic coursework, state-of-the-art technology, and supervised fieldwork with expert certified medical coders. The program emphasizes ethical and regulatory policies necessary to produce accurate high-quality coding data that support the economic vitality of the US healthcare system. The Coding Certificate will help you succeed in the Health Information Management field, which is expected to grow by over 8% (twice the average for all occupations) through 2029, according to the Bureau of Labor Statistics. Graduates are prepared for entry-level medical coding positions in hospital-based and physician-based settings and are eligible to sit for AHIMA and AAPC certification exams.

Curriculum: 34 credits

| Certificate in Medical Coding and Data Quality |
|--|
| <p>Requirements (34 cr.*) <i>*A minimum of 15 credits must be completed at Thomas Jefferson University.</i></p> <p><i>Complete all the following courses:</i></p> <p>HSCX 120 Medical Terminology** HSCX 200 Structure/Function of Human Body** HSCX 201 Human Disease and Treatment HSMX 303 Business and Healthcare Law CODP 100 Intro to Health Information & Data Quality CODP 202 ICD-10-CM Coding Concepts CODP 203 CPT Coding Concepts CODP 204 Application of CPT Coding Concepts CODP 205 ICD-10-PCS Coding CODP 206 ICD-10 Principles/Applications CODP 207 Reimbursement Methodology CODP 210 Coding PPE</p> |

***Must be completed within 10 years of admission or re-admission to Jefferson.

Certificate in Medical Coding and Data Quality Progression Criteria:

- A grade of “C” or better must be earned in all medical coding courses (CODP subject code).



Certificate in Medical Practice Management

The 24-credit Certificate in Medical Practice Management prepares students for the management and administration of day-to-day operations of a health professions practice in both acute and ambulatory settings across the continuum of care. The curriculum encompasses key areas such as healthcare management, health systems and policy, finance, law, information systems, and quality improvement. The program prepares students for a variety of roles in healthcare management, enhancing their ability to navigate and succeed in the ever-evolving healthcare landscape.

Curriculum: 24 credits

| Certificate in Medical Practice Management |
|--|
| <p>Major Requirements (24 cr.*) <i>*A minimum of 15 credits must be completed at Thomas Jefferson University.</i></p> <p><i>Complete all the following courses (21 cr.):</i> HINX 301 Medical Billing and Coding HSMX 201 Intro to Healthcare Management HSMX 303 Business and Healthcare Law HSMX 307 Healthcare Finance HSMX 310 Healthcare Information Systems HSMX 301 Health Systems and Policy HSMX 412 Healthcare Quality Improvement</p> <p><i>Complete one of the following courses (3 cr.):</i> HINX 450 Prospective Payment & Value Based Healthcare HRMX 211 Human Resource Management HSMX 351 Strategic Planning & Marketing for HSOs</p> |



Associate's Degree Programs

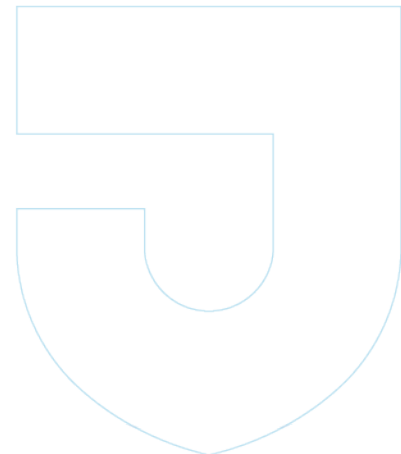
A.S. in Health & Human Services

Restricted Enrollment: District 1199C Training & Upgrading Fund

This 60-credit program builds on technical training programs that have been approved by the Pennsylvania Department of Education for post-secondary credit and that have articulation agreements with the University.

Curriculum: 60 credits

| A.S. in Health and Human Services (60 cr.*) Enrollment is restricted to District 1199C Training & Upgrading Fund |
|--|
| General Education Core (21 cr.*) WRIT 101 Writing Sem I: Written Comm. COMM 301 Rhetoric and Debate MATH 215 College Algebra SCI 101 Environmental Science HIST 114AC Amer in Focus: Themes US Hist PSYC 100 Introduction to Psychology HLSV 210 Eth Issues Hlth & Hmn Svcs Prov IT 101 Computer Applications |
| Major Requirements (15 cr.) PSYC 251 Abnormal Psych PSYC 254 Psychology of Addiction PSYC 263 Inter Relations & Sm Grp Dynamcs COMM 310 Communication Theory & Dynamics BHLT 290 Clinical Inter/Behavioral Hlth |
| Transfer Block (21 cr.) Training & Upgrading Fund Partnership |



A.S. in Health & Human Services: Radiologic Technology

Restricted Enrollment: Einstein

This 63-credit program builds on transferable credits earned through successful completion of specified Albert Einstein Medical Center School of Radiologic Technology coursework.

- Block Transfer Segment 1: Radiologic Technology Technician Program 5 credits
- Block Transfer Segment 2: Radiologic Technology Technician Program 20 credits
- Block Transfer Segment 3: Radiologic Technology Technician Program 17 credits

Curriculum: 63 credits (includes block transfer)

| A.S. in Health and Human Services: Radiologic Technology (63 cr.) Enrollment is restricted to Einstein Medical Center School of Radiologic Technology |
|---|
| General Education Requirements (21 cr.*) <i>**A minimum of 20 credits must be completed at Thomas Jefferson University</i> Written Communication course: ENGX 110 College Writing (3 cr.) <i>(Students who transfer ENGX 110 must complete a different written communication course at Jefferson to meet residency requirements.)</i> Oral Communication course (3 cr.) Mathematics course: MATX 120 College Algebra (3. Cr.) <i>(Students who transfer MATX 120 must complete either MATX 154 Pre-calculus or STAX 211 Finding and Evaluating Statistical Data at Jefferson to meet residency requirements.)</i> Natural Science course (3 cr.) (choose one of the following: BIOX 120, BIOX 121 Biology I, BIOX 315, CHMX 110, PHYX 151) Humanities course (3 cr.) Social Sciences course (3 cr.) Technological Literacy course: HSMX 311 Health Informatics*** (3 cr.) <i>(Students who transfer HSMX 311 must complete a different technological literacy course at Jefferson to meet residency requirements.)</i> |
| Transfer Block (42 cr.) Block Transfer Segment 1: Radiologic Technology Program (5 cr.) Block Transfer Segment 2: Radiologic Technology Program (20 cr.) Block Transfer Segment 3: Radiologic Technology Program (17 cr.) |

Bachelor's Degree Programs

B.S. in Behavioral and Health Services

The B.S. in Behavioral and Health Services covers the major theories and concepts in behavioral health and enables students to apply various intervention approaches used in the delivery of behavioral and health services. Mental health policies, legal and ethical matters, social justice concerns, delivery systems, service settings, target populations, and service approaches also are covered. Graduates are prepared for entry-level positions in mental health settings and for graduate programs, such as Jefferson's MS in Community and Trauma Counseling and the MS in Family Therapy.

Curriculum: 120 credits

| B.S. in Behavioral and Health Services |
|--|
| <p>General Education Requirements (40 cr.)</p> <p>CSSX 200 Foundations for Lifelong Learning Written communication courses (6 cr.) Oral communication course STAX 211 Finding/Evaluating Statistical Data Science course Humanities course PSYX 101 Fundamentals of Psychology I Technological literacy course General education electives (13 cr.)</p> |
| <p>Major Requirements (27 cr.*) <i>*A minimum of 12 credits must be completed at Thomas Jefferson University.</i></p> <p>PSYX 251 Abnormal Psychology PSYX 253 Developmental Psychology PSYX 262 Counseling Psychology PSYX 263 Interp Relations and Small Group Dynam PSYX 264 Health Psychology Complete one of the following two PSYX courses: PSYX 254 Psychology of Addictions PSYX 256 Psychology of Trauma BHSX 351 Behavioral Health Policies and Services BHSX 353 Human Services Administration BHSX 450 Applied Project in Behavioral Health Services</p> |
| <p>General Electives (53 cr.)</p> |
| <p>Total 120 cr.**</p> |

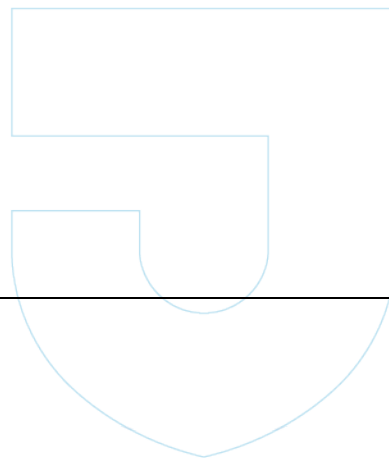
***A minimum of 30 credits must be completed at Thomas Jefferson University.*

B.S. in Health Sciences

The B.S. in Health Sciences provides knowledge and skills for career paths in clinical and non-clinical roles. You will be prepared for roles that require critical thinking, data analysis, and leadership skills in contexts such as hospitals, clinics, insurance companies, pharmaceutical companies, research labs, or community agencies. You also will complete prerequisite coursework for entry into graduate programs in a variety of health professions.

Curriculum: 120 credits

| B.S. in Health Sciences |
|---|
| <p>General Education Requirements (40 cr.)</p> <p>CSSX 200 Foundations for Lifelong Learning Written communication courses (6 cr.) Oral communication course STAX 211 Finding/Evaluating Statistical Data* Science lecture and lab courses (3 cr. + 1 cr.)* PHLX 300 Healthcare Ethics or PHLX 222 Applied Professional Ethics PSYX 101 Fundamentals of Psychology I Technological literacy course General education electives(12 cr.)</p> |
| <p>Major Requirements (40 cr.) <i>A minimum of 12 credits must be completed at Thomas Jefferson University.</i></p> <p>Select 16 credits from the following* <i>(at least one lab must be completed):</i></p> <ul style="list-style-type: none">BIOX 110 Anatomy and Physiology IBIOX 111 Anatomy and Physiology IIBIOX 113 Anatomy and Physiology I LabBIOX 114 Anatomy and Physiology II LabBIOX 215 Microbiology LectureBIOX 216 Microbiology LabBIOX 121 General Biology IBIOX 122 General Biology I LabBIOX 123 General Biology IIBIOX 124 General Biology II LabCHMX 110 General Chemistry ICHMX 111 General Chemistry I LabCHMX 112 General Chemistry IICHMX 113 General Chemistry II LabPHYX 151 Algebra-Based Physics IPHYX 152 Algebra-Based Physics I LabPHYX 153 Algebra-Based Physics IIPHYX 154 Algebra-Based Physics II Lab |



| B.S. in Health Sciences |
|---|
| <p>Complete all of the following courses (24 cr.):</p> <p>HSCX 110 Introduction to Health Professions HSCX 120 Medical Terminology HSMX 301 Health Systems and Policy HSMX 350 Public Health and Epidemiology HSMX 412 Healthcare Quality Improvement HSCX 330 Social Determinants of Health HSCX 460 Research Methods in Healthcare HSCX 499 Capstone Seminar in Health Sciences</p> |
| General Electives (40 cr.) |
| Total 120 cr.** |

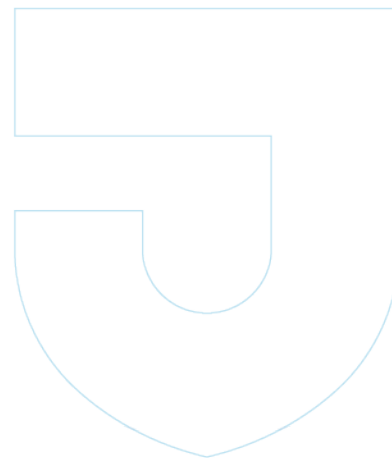
**Must be completed within 10 years of admission or re-admission to Jefferson.*

***A minimum of 30 credits must be completed at Thomas Jefferson University.*

B.S. in Health Sciences: Pre-Professional Pathways

The BS in Health Sciences: Health Professions Pathways program provides adult learners with a structured pathway into Jefferson professional programs. The courses in the Health Professions Pathways program are 8-week online, which enable working adults to complete the necessary prerequisite courses at TJU, and then seamlessly transition into the professional program of their choice. Within the BS in Health Sciences: Health Professions Pathways the following concentrations are available:

- Pre-Biotechnology
- Pre-Cytotechnology and Cell Sciences
- Pre-Medical Laboratory Science
- Pre-Medical Imaging & Radiation Sciences
- Pre-Nursing
- Pre-Respiratory Therapy



**B.S. in Health Sciences: Health Professions Pathways
Pre-Biotechnology (55 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (55 cr.):

BIOX 121/122 Biology I/Lab**
BIOX 123/124 Biology II/Lab**
CHMX 110/111 General Chemistry I/Lab **
CHMX 112/113 General Chemistry II/Lab**
Complete three of the following lecture/lab pairs:
 BIOX 110/113 Anatomy & Physiology I/Lab**
 BIOX 111/114 Anatomy & Physiology II/Lab**
 BIOX 215/216 Microbiology Lecture/Lab**
 PHYX 151/152 Algebra-based Physics I/Lab**
STAX 211 Finding & Evaluating Statistical Data**
ENGX 110 College Writing
Written communication course
CSSX 200 Foundations for Lifelong Learning
General Electives

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Biotechnology Progression Criteria:

- All grades must be C or higher; AP credit accepted for non-science courses only;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Pre-Biotechnology program for upper-level professional coursework leading to the BS in Biotechnology.



**B.S. in Health Sciences: Health Professions Pathways
Pre-Cytotechnology & Cell Sciences (55 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (55 cr.):

BIOX 121/122 Biology I/Lab**
BIOX 123/124 Biology II/Lab**
CHMX 110/111 General Chemistry I/Lab**
CHMX 112/113 General Chemistry II/Lab**
BIOX 110/113 Anatomy & Physiology I/Lab**
BIOX 111/114 Anatomy & Physiology II/Lab**
BIOX 215/216 Microbiology Lecture/Lab**
STAX 211 Finding & Evaluating Statistical Data**
ENGX 110 College Writing
Written communication course
CSSX 200 Foundations for Lifelong Learning
General Electives

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Cytotechnology & Cell Sciences Progression Criteria:

- All grades must be C or higher; AP credit accepted for non-science courses only;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Cytotechnology & Cell Sciences program for upper-level professional coursework leading to the BS in Cytotechnology & Cell Sciences.



**B.S. in Health Sciences: Health Professions Pathways
Pre-Medical Laboratory Science (55 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (55 cr.):

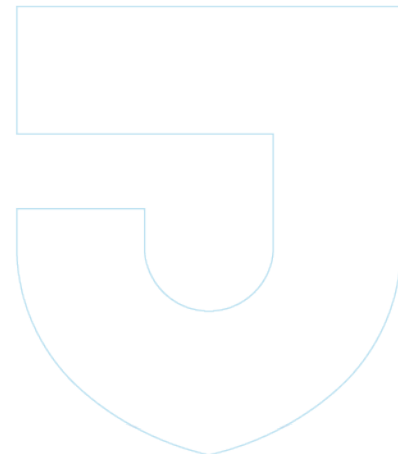
BIOX 121/122 Biology I/Lab**
BIOX 123/124 Biology II/Lab**
BIOX 110/113 Anatomy & Physiology I/Lab **
BIOX 111/114 Anatomy & Physiology II/Lab**
BIOX 215/216 Microbiology Lecture/Lab**
CHMX 110/111 General Chemistry I/Lab**
CHMX 112/113 General Chemistry II/Lab**
STAX 211 Finding & Evaluating Statistical Data**
ENGX 110 College Writing
Written communication course
CSSX 200 Foundations for Lifelong Learning
General Electives

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Medical Laboratory Science Progression Criteria:

- All grades must be C or higher; AP credit accepted for non-science courses only;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Medical Laboratory Science program for upper-level professional coursework leading to the BS in Medical Laboratory Science.



**B.S. in Health Sciences: Health Professions Pathways
Pre-Medical Imaging and Radiation Sciences (50 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (50 cr.):

BIOX 110/113 Anatomy & Physiology I/Lab**
BIOX 111/114 Anatomy & Physiology II/Lab**
CHMX 110/111 Chemistry I/Lab**
PHYX 151/152 Algebra-based Physics I/Lab**
PHYX 153/154 Algebra-based Physics II/Lab**
MATX 154 Pre-calculus*
STAX 211 Finding & Evaluating Statistical Data*
HSCX 120 Medical Terminology
ENGX 110 College Writing
Written communication course
CSSX 200 Foundations for Lifelong Learning
Electives**

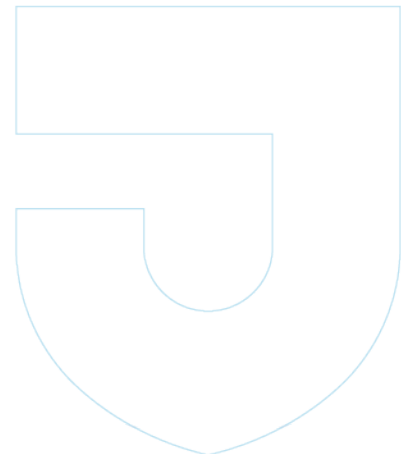
**30 credits of General Electives for a 3+1 option

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Medical Imaging and Radiation Sciences Progression Criteria:

- All grades must be C or higher;
- A minimum cumulative 3.0 GPA is recommended.

Professional Program: Refer to the Medical Imaging and Radiation Sciences program for upper-level professional coursework leading to the BS in Medical Imaging and Radiation Sciences.



**B.S. in Health Sciences: Health Professions Pathways
Pre-Nursing (55 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (55 cr.):

CSSX 200 Foundations for Lifelong Learning

ENGX 110 College Writing

Written communication course

STAX 211 Finding & Evaluating Statistical Data**

Select one of the following courses:

MATX 120 College Algebra**

MATX 154 Pre-calculus**

Select one of the following courses:

PHLX 222 Applied Professional Ethics

PHLX 300 Healthcare Ethics

Select one course from logic, philosophy, ethics, critical thinking, or ethnic studies (CLCX 310, CLCX 340, HRMX 350, HUMN 315, MGTX 305, PHLX 101, or PHLX 301)

BIOX 110 Anatomy & Physiology I**

BIOX 113 Anatomy & Physiology I Lab**

BIOX 111 Anatomy & Physiology II**

BIOX 114 Anatomy & Physiology II Lab**

BIOX 215 Microbiology Lecture**

BIOX 216 Microbiology Lab**

CHMX 110 Chemistry I**

CHMX 111 Chemistry I Lab**

NUTX 301 Nutrition

PSYX 101 Fundamentals of Psychology I

PSYX 251 Abnormal Psychology

PSYX 253 Developmental Psychology

SOCX 101 Principles of Sociology

Elective

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Nursing Progression Criteria:

- All grades must be C or higher;
- A minimum 3.0 cumulative and prerequisite science GPA is recommended.

Professional Program: Refer to the BSN Traditional Track program for upper-level professional coursework leading to the BS in Nursing.



**B.S. in Health Sciences: Health Professions Pathways
Pre-Respiratory Therapy (60 cr.*)**

*A minimum of 30 credits must be completed at Thomas Jefferson University.

Requirements (60 cr.):

BIOX 110/113 Anatomy & Physiology I/Lab**

BIOX 111/114 Anatomy & Physiology II/Lab**

BIOX 121/122 Biology I/Lab**

BIOX 215/216 Microbiology Lecture/Lab**

CHMX 110/111 General Chemistry I/Lab

Complete one of the following lecture/lab pairs:

BIOX 123/124 Biology II/Lab**

CHMX 112/113 General Chemistry II/Lab**

PHYX 151/152 Algebra-based Physics I/Lab**

STAX 211 Finding & Evaluating Statistical Data

Complete one of the following courses:

MATH 120 College Algebra

MATX 154 Pre-calculus

HSCX 120 Medical Terminology

ENGX 110 College Writing

Written communication course (ENGX 214, COMX 240 The Blog, or COMX 375 Public Relations)

Complete two humanities courses (HISX 112, HISX 321, HUMX 315, or PHIL 300)

Complete one of the following courses:

PHLX 300 Healthcare Ethics

PHLX 222 Applied Professional Ethics

PSYX 100 Fundamentals of Psychology I

Complete one social science course from CLCX 310, CLCX 340, ECNX 201, ECNX 202, ECON 231, HUMX 310, SOCX 101, SOCX 310, or SOCX 401

Complete one of the following courses:

HSCX 110 Introduction to Health Professions

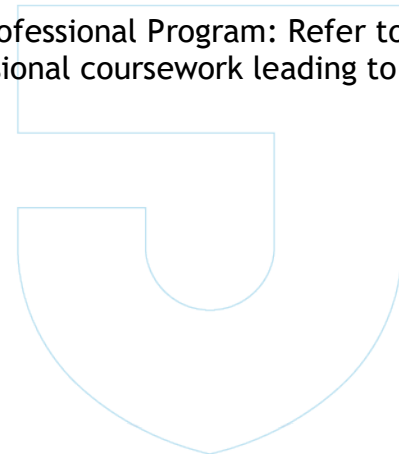
HSCX 201 Human Disease and Treatment

CSSX 200 Foundations for Lifelong Learning

**It is preferred that Math and Science prerequisite courses be completed within 5 years of enrollment at Jefferson; coursework up to 10 years prior to the start date in the Professional Program will be considered.

Pre-Respiratory Therapy Progression Criteria:

- All grades must be C or higher.
- A minimum cumulative 3.0 GPA is recommended. Professional Program: Refer to Respiratory Therapy program for upper-level professional coursework leading to the BS in Respiratory Therapy: Entry Into Practice.



B.S. in Health Insurance Management

The BS in Health Insurance Management is a specialized program that provides a comprehensive understanding of health insurance management. This program is unique in its focus on the health insurance industry, offering an innovative educational model that examines health insurance from the perspectives of both payers and providers. Graduates of the BS in Health Insurance Management will be well-prepared to navigate and lead in the growing field of health insurance management.

| B.S. in Health Insurance Management |
|---|
| <p>General Education Requirements (40 cr.) CSSX 200 Foundations for Lifelong Learning Written communication electives (6 cr.) Oral communication course Mathematics/Statistics course Science course Humanities course Social science elective Technological literacy course General education electives (13 cr.)</p> |
| <p>Major Requirements (42 cr.*) <i>*At least 12 credits must be completed at TJU.</i></p> <p>CLCX 340 Leading Diverse Organizations CLCX 360 Leadership in the Digital Age HINX 201 Fundamentals of Health Insurance HINX 250 Insurance Company Operations HINX 370 Health Insurance Law & Regulations HINX 380 Medical Billing & Coding HINX 401 Prospective Payment & Value Based Healthcare HSMX 301 Health Systems and Policy HSMX 307 Healthcare Finance HSMX 351 Strategic Planning & Mktg for HSOs HSMX 412 Healthcare Quality Improvement MKTX 404 Consumer Behavior HINX 499 Capstone Seminar in Health Insurance Management</p> |
| <p>Free Electives (38 cr.)</p> |
| <p>Total 120 cr.**</p> |

****A minimum of 30 credits must be completed at Thomas Jefferson University.**



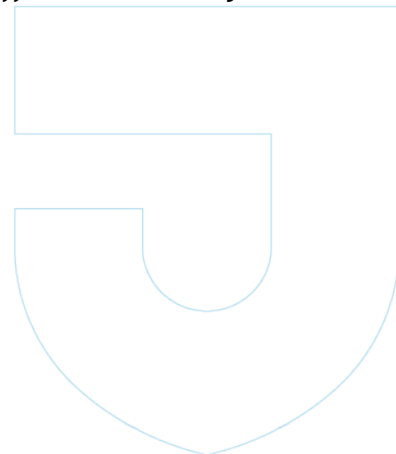
B.S. in Health Services Management

The B.S. in Health Services Management prepares individuals for entry-level management positions in a wide variety of healthcare settings. Health services managers plan, organize, coordinate and supervise the delivery of healthcare services. They may be generalists who manage or help to manage entire facilities or systems, or specialists who manage clinical departments or services specific to the healthcare industry. You will learn to be familiar with and adapt to changes in healthcare policies, laws, regulations, and technology.

Curriculum: 120 credits

| B.S. in Health Services Management |
|---|
| <p>General Education Requirements (40 cr.) CSSX 200 Foundations for Lifelong Learning Written communication electives (6 cr.) Oral communication elective STAX 211 Finding and Evaluating Statistical Data Science elective PHLX 300 Healthcare Ethics or PHLX 222 Applied Professional Ethics Social science elective HSMX 311 Health Informatics General education electives (13 cr.)</p> |
| <p>Major Requirements (27 cr.*) <i>*At least 12 credits must be completed at TJU.</i></p> <p>HSMX 201 Intro to Healthcare Management HSMX 301 Health Systems and Policy HSMX 303 Business and Healthcare Law HSMX 307 Healthcare Finance HSMX 310 Healthcare Information Systems HSMX 350 Public Health and Epidemiology HSMX 351 Strategic Planning & Mktg for HSOs HSMX 412 Healthcare Quality Improvement HSMX 450 Healthcare Leadership</p> |
| <p>Free Electives (53 cr.)</p> |
| <p>Total 120 cr.**</p> |

***A minimum of 30 credits must be completed at Thomas Jefferson University.*



B.S. in Health Studies

The B.S. in Health Studies serves the needs of students who are interested in a health professions-related program, but who desire maximum flexibility in designing their curriculum. Health Studies majors often have varied backgrounds and future interests that cannot be captured in a singularly-focused health-related degree. The B.S. in Health Studies will provide you with a solid major core in health studies, including timely topics such as health systems & policy and public health & epidemiology, while enabling you to leverage your prior college coursework and to tailor your health studies electives and general electives to personal goals.

Curriculum: 120 credits

| B.S. in Health Studies |
|--|
| <p>General Education Requirements (40 cr.)</p> <p>CSSX 200 Foundations for Lifelong Learning Written communication electives (6 cr.) Oral communication elective Mathematics elective HSCX 200 Structure/Function of Human Body PHLX 300 Healthcare Ethics or PHLX 222 Applied Professional Ethics Social science elective Technological literacy elective General education electives (13 cr.)</p> |
| <p>Health Studies Electives (15 cr.)</p> <p>Electives from health professions, and biological and physical sciences (see list below)</p> |
| <p>Major Requirements (18 cr.*)</p> <p><i>*A minimum of 12 credits must be completed at Thomas Jefferson University.</i></p> <p>HSCX 120 Medical Terminology HSCX 201 Human Disease and Treatment HSCX 330 Social Determinants of Health HSMX 301 Health Systems and Policy HSMX 350 Public Health and Epidemiology NUTX 301 Nutrition</p> |
| <p>Free Electives (47 cr.)</p> |
| <p>Total 120 cr.**</p> |

***A minimum of 30 credits must be completed at Thomas Jefferson University.*



Health Studies Electives Effective 2024-2025

Transfer Courses

| | |
|---|---|
| <p><u>Health professions courses:</u> Behavioral health, dental hygiene, health services management, EMT, medical cannabis, medical coding, medical imaging and radiation science, medical lab science, nursing, occupational therapy, paramedic, physical therapy, respiratory therapy, etc. Other courses may be used with permission from the program.</p> | <p><u>Health sciences courses:</u> Biology, biochemistry, chemistry, environmental health science, exercise science, health and wellness, physics, etc. Courses must pertain to health. Other courses may be used with permission from the program.</p> |
|---|---|

Health Studies Electives offered by IEHP CPS:

(Sample list. Other courses may be used with permission from the program.)

| | | | |
|----------|-------------------------------|-----------|-------------------------------|
| BHLX 341 | Behav Health & Neurorehab | HSCX 110 | Intro Health Professions |
| BHLX 499 | Appld Proj Behav Hlth/Neuro | HSCX 460 | Research Methods Healthcare |
| BHSX 351 | Behav Health Policies & Serv. | HSCX 498 | Health Sciences Capstone |
| BHSX 353 | Human Services Admin. | HSMX 201 | Intro to Healthcare Mgmt |
| BHSX 361 | Applic Behav Health Research | HSMX 303 | Business & Healthcare Law |
| BHSX 498 | Behav and Hlth Serv Capstone | HSMX 307 | Healthcare Finance |
| BIOX 110 | Human Anatomy & Phys I | HSMX 310 | Healthcare Information Syst. |
| BIOX 111 | Human Anatomy & Phys II | HSMX 311 | Health Informatics |
| BIOX 113 | Human Anatomy & Phys I Lab | HSMX 407 | Financial Mgmt of HSOs |
| BIOX 114 | Human Anatomy & Phys II Lab | HSMX 412 | Healthcare Quality Improv. |
| BIOX 121 | Biology I | HSMX 450* | Healthcare Leadership* |
| BIOX 122 | Biology I Lab | HSMX 498 | Health Services Mgmt. Cap. |
| BIOX 123 | Biology II | PHYX 151 | Algebra-Based Physics I |
| BIOX 124 | Biology II Lab | PHYX 152 | Algebra-Based Physics I Lab |
| BIOX 215 | Microbiology Lecture | PHYX 153 | Algebra-Based Physics II |
| BIOX 216 | Microbiology Lab | PHYX 154 | Algebra-Based Physics II Lab |
| CHMX 110 | General Chemistry I | PSYX 251 | Abnormal Psychology |
| CHMX 111 | General Chemistry I Lab | PSYX 253 | Developmental Psychology |
| CHMX 112 | General Chemistry II | PSYX 262 | Counseling Psychology |
| CHMX 113 | General Chemistry II Lab | PSYX 263 | Interp Reltns & Small Grp Dyn |
| CODP | All CODP courses | PSYX 264 | Health Psychology |
| HINX 201 | Intro to Health Insurance | | |

*Students who have earned credit for HSM 498/HMSX 498 may not earn credit for HSMX 450.

Accreditation

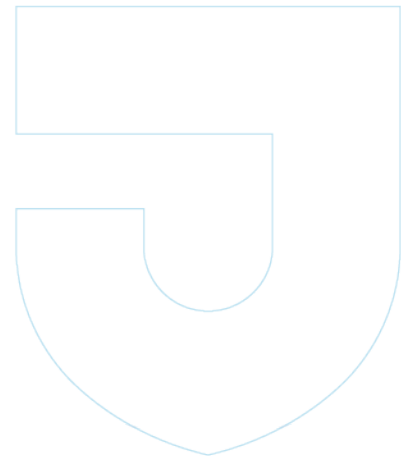
Thomas Jefferson University is accredited by:

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)
<https://www.msche.org/>

University-Wide Undergraduate Academic Policies and Procedures

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

- Academic Advising
- Academic Honors
- Academic Integrity
- Academic Standing
- Accessibility Services
- Add/Drop Courses
- Address or Name Changes
- Advanced Placement (AP)
- Attestation
- Appeal of Adverse Decisions
- Artificial Intelligence
- Attendance
- Audit Course
- Cancellation of Classes
- Change of Major
- Changing Catalog Year
- Children in Instructional Settings
- Chosen Name
- Class Meeting Time
- Courses by Appointment
- Course Load & Overload
- Course Withdrawal
- Courses Taken Elsewhere
- Credit for Prior Learning
- Credit/No Credit



Cross-Level Courses
Dean's List
Declaring a Major
Degree Types/Options
Double Major
FERPA—Student Record Access and Confidentiality
Final Exams
Financial Dispute Time Limit
Foreign Language Placement
Fundamental Courses
Grade Appeal
Grade Change
Grade Scale & Terminology
Graduate Courses for Undergraduate Students
Graduation Application Procedures
Graduation Requirements
Honors Institute
Human Subjects Policy
Inactivation of Student Records
Inclement Weather
Independent Study
International Student
Internship
Leave of Absence
Leave of Absence - Medical
Minor
National Student Exchange
Non-Degree Enrollment
Official Class Roster
Overload Charges
Part-Time Tuition Charge
Physical Education & Service Learning
Placement Test
Reading & Review Days
Refund Policy
Re-Entry to Traditional Undergraduate Program
Repeating a Course
Residency Requirement
Responsibility to Keep Informed
Retention of Student Work
Schedule Changes
Student Email Policy
Student Financial Obligation
Student Religious Observance Policy
Student Status Based on Completed Credits
Study Away



Time Limit to Degree
Transfer Credit
Transcript
Tuition Billing/Payment Policy
Tuition Charges Across University Programs
Tuition & University Fees Refund
Valedictorian
Withdrawal from University

IEHP-Specific Undergraduate Academic Policies and Procedures

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. Please review the full undergraduate [Academic Integrity Policy](#).

Adding, Dropping, and Withdrawing from Undergraduate IEHP Courses

Schedule changes, such as adding a course, changing a section, replacing a course or section, etc., must be made by the “last day to add” in the Academic Calendar. See Academic Calendar online. Refer to the annual IEHP Academic Calendar for add, drop, and withdraw deadlines for a specific semester and term. You should also refer to the deadlines provided below:

Course Add (8-week courses)

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

Course Add (full semester courses)

Students may add a full semester course through BannerWeb until **Sunday of the first week of classes**.

Course Drop (8-week courses)

Students who wish to drop an 8-week course may do so through BannerWeb, provided they are not dropping to zero credits, through **Sunday of the first week of classes**. Students dropping to zero credits must seek assistance from their academic advisor. Students who drop a course will not have any record of that course on their academic transcript nor will they have financial responsibility for that course.

Course Drop (full semester courses)

Students who wish to drop a full semester course may do so through BannerWeb, provided they are not dropping to zero credits, through **Wednesday of the second week of classes**. Students dropping to zero credits must seek assistance from their academic advisor. Students who drop a course will not have any record of that course on their academic transcript nor will they have financial responsibility for that course.

Course Withdrawal (8-week courses)

Students seeking to withdraw from 8-week courses should review the university [course withdrawal policy](#) and must seek assistance from their academic advisor. Students must complete a [Course Withdraw Form](#) and send it to their academic advisor. Students who withdraw from a course will have a “W” on their transcript, which will not affect GPA calculations, and they will be financially responsible according to the university’s published tuition refund schedule.

The deadline to withdraw from an 8-week course is Sunday of week 5. Starting on Monday of week 6, students may not withdraw from an 8-week course unless extenuating circumstances exist and an appeal is approved by the Assistant Dean or Associate Dean. Students who do not properly withdraw will receive the grade they earned at the time they stopped participating in the course and this grade will affect their GPA and academic standing. To ensure withdrawals are executed promptly, students should consult the IEHP Academic Calendar and speak with an academic advisor.

If a student receives permission to withdraw after the “last day to withdraw from a course,” a “WF” will appear on the transcript and will affect the GPA calculations and Academic Standing. Verbal notification to the course instructor does not constitute an official course withdrawal. Approved, official university documentation must be completed.

Course Withdrawal (full semester courses)

Students seeking to withdraw from full semester courses should review the university [course withdrawal policy](#) and must seek assistance from their academic advisor. Students must complete a [Course Withdraw Form](#) and send it to their academic advisor. Students who withdraw from a course by the withdrawal deadline will have a “W” on their transcripts, which will not affect GPA calculations, and they will be financially responsible according to the university’s published tuition refund schedule.

The deadline to withdraw from a full semester course is Wednesday of week 9. Starting on Thursday of week 9, students may not withdraw

from a full semester course unless extenuating circumstances exist and an appeal is approved by the Assistant Dean or Associate Dean. Students who do not properly withdraw will receive the grade they earned at the time they stopped participating in the course and this grade will affect their GPA and academic standing. To ensure withdrawals are executed promptly, students should consult the IEHP Academic Calendar and speak with an academic advisor.

If a student receives permission to withdraw after the “last day to withdraw from a course,” a “WF” will appear on the transcript and will affect the GPA calculations and Academic Standing. Verbal notification to the course instructor does not constitute an official course withdrawal. Approved, official university documentation must be completed.

Drop for Non-Participation

Students who do not participate in courses for which they are enrolled by the time attendance is reported to the Registrar’s Office will be dropped for non-participation.

Generative Artificial Intelligence Policy

Artificial intelligence (AI) is an umbrella term for any theory, computer system, or software that is developed to allow machines to perform tasks that normally require human intelligence (e.g. a personal assistant on a smart device such as Alexa, Siri, Hey Google, etc.). Generative Artificial Intelligence (GAI) is a type of AI system capable of generating text, images, or other media in response to prompts (e.g. ChatGPT, Copilot, DALL-E, etc.).

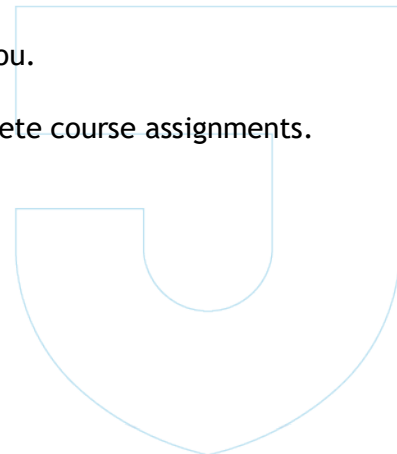
The use of GAI tools is permitted in IEHP undergraduate courses for the following activities:

- Brainstorming and refining your ideas
- Finding information on your topic
- Checking grammar and style (e.g. Grammarly, Packback)

The use of GAI tools is not permitted in IEHP undergraduate courses for the following activities:

- Responding to a discussion prompt (initial post) or responding to a classmate’s post (response post) in a graded discussion forum.
- Answering questions on quizzes, tests, or exams.
- Completing group work that your group has assigned to you.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs, or papers to complete course assignments.

Responsible and ethical use of GAI:



- Keep in mind that your use of GAI tools may hinder your own critical thinking and creative thinking skills.
- You are responsible for the information you use based on a GAI query and that information might be inaccurate, outdated, or proprietary.
- Your use of GAI tools must be properly documented and cited using APA style 7th ed. (see [How to cite ChatGPT](#), for an example) in order to comply with the university's [Academic Integrity Policy](#).
- Any discussion post, assignment, quiz, test, or exam that is found to have used GAI tools in unauthorized ways will be considered a violation of the University's [Academic Integrity Policy](#). When in doubt about permitted usage, please ask your instructor for guidance.

Withdrawal from the University

The decision to withdraw from the University is a serious one and is a separate action from withdrawal from a course. Students wishing to withdraw from the University must complete the [Intent to Withdraw from the University Form](#). For more information, view the [policy for undergraduate students who are considering withdrawing](#) from the University.

Readmission

Students are expected to make adequate, timely progress towards completion of their degree or certificate. Students who have voluntarily withdrawn from the University or have been away from their program for 12 months, with the exception of a Leave of Absence, will need to submit a new application for admission. Students who are readmitted are subject to the policies and curricular requirements specified in the Catalog and Student Handbook in effect at the time of readmission.

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.

| 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 |

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 the university's undergraduate [Grade Appeal](#) policy.

Dean's List

The Dean's List status recognizes the exemplary performance of an undergraduate student's academic performance. Undergraduate students enrolled in at least 12 semester credits, nine of which are graded, and who earn a semester grade point average of 3.50 or better are eligible for the Dean's List for that semester. The Registrar calculates student's eligibility for the Dean's List after the fourth week of the following semester, when all *incomplete* ('I') grades have been resolved. Subsequent grade changes will not be eligible for Dean's List.

Residency Requirement

To be eligible for graduation with a Bachelor of Science degree program offered through IEHP, a student must earn a minimum of 30 credits in residence, meaning the credits must be earned at Thomas Jefferson University. To be eligible for graduation with an Associate of Science degree program offered through IEHP, a student must earn a minimum of 20 credits in residence at Thomas Jefferson University. To be eligible for graduation with an Undergraduate Certificate offered through IEHP, a student must earn a minimum of 15 credits in residence at Thomas Jefferson University.

Prior Learning Portfolio Procedure

Prior Learning Portfolio is an academic process wherein students articulate learning acquired through work or life experiences in writing. A subject matter expert evaluates each portfolio. This faculty evaluator determines if the learning shown and supporting documentation meets the learning objectives of the identified course. Credit is awarded with a score of 70% or higher. Credit earned via Prior Learning Portfolio does not count toward Jefferson residency credit. See the IEHP Prior Learning Portfolio Handbook for more details.

Scheduling of Courses

With the exception of some medical coding courses, all undergraduate courses in IEHP are offered in 8-week terms. All courses are offered asynchronous online, with the exception of a few synchronous online medical coding courses. All core and major courses are offered regularly. In addition, several courses required by multiple majors are offered every semester. IEHP students may choose from a variety of Continuing and Professional Studies (CPS) electives offered through IEHP, the School of Business, and the College of Humanities and Sciences, as long as seats are available and prerequisites are satisfied.

University-Wide Students' Rights and Responsibilities

Please refer to the University Handbook for the following [University-Wide Rights & Responsibilities](#):

- Alcohol, Drugs, and Prohibited Substances
- Assistance Animals
- Community Standards
- Disability Accommodations
- Gambling
- Grievance Procedure
- Hazing Policy
- Peer-to-Peer File Sharing on University Networks
- Psychological Evaluation and Withdrawal (East Falls)
- Residency Requirement (East Falls)
- Smoking Policy (East Falls)
- Social Media Policy
- Student Alcohol Policy
- Student Directory
- Student Emergency Contact Information
- Student Identification Cards
- Sex and Gender Based Misconduct Policy
- Tobacco Free Environment (Center City)
- Use of University Name/Logo
- On-Campus Demonstration Policy

IEHP-Specific Students' Rights and Responsibilities

As is the case with attendance at any college or university, IEHP students have numerous responsibilities, including:

- Acting respectfully toward staff, instructors, and fellow students.
- Obtaining the correct edition of a textbook and being prepared for the first class session.
- Checking your Jefferson email account on a regular basis, as the College and some University departments including Student Accounts, Financial Aid, and the Registrar's Office routinely send important messages to this address. Please note that the first course announcement, for every class, is sent to your Jefferson email address. All Jefferson faculty, staff, and students are expected to use their Jefferson email to communicate about Jefferson matters.
- Participating actively in the required online course activities via Canvas. Participation in Canvas is not voluntary and is a required element of all courses in IEHP. Online course participation must be timely and appropriately address the class topic for discussion.

- Obtaining the necessary Parking Permit (for the East Falls Campus).
- Obtaining a student ID Card (for access to all campus buildings). Locations:
 - Photo ID Center in the Medical Office Building located at 1100 Walnut Street, Suite 102 in Center City
 - Kanbar Campus Center Welcome & Information Desk in East Falls
- Being aware of and abiding by the policies concerning academic honesty.
- Completing a course evaluation at the conclusion of every course.

University-Wide Health and Safety Policies

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

- Covid-19 Vaccination Policy
- Emergency Preparedness
- Flu Vaccination Policy
- Health Insurance Policy
- JeffALERT Emergency Notification System
- Occupational Exposure to Blood and Body Fluids
- Weapons Policy