

THOMAS JEFFERSON UNIVERSITY
JEFFERSON SCHOOL OF HEALTH PROFESSIONS

Department of Bioscience Technologies

Bachelors, Masters and Certificate Students:
Biotechnology/Applied Molecular Technologies
Cytotechnology/Cell Sciences
Medical Laboratory Sciences
Graduate Certificates

**ACADEMIC AND CLINICAL
PRACTICE & ETHICS:**

Policies and Procedures

*Health Professionals Whose Study and Work Deal with
Development, Analysis, Interpretation and Management
of Test Methods, Patient Specimens & Records Must Exhibit the
Highest Levels of Personal Integrity and Professional Responsibility.
These Values Must Be Upheld Not Only in Laboratory Practice
But Also in the Process of Learning and Instruction.*

*The Policies and Procedures contained in this Document Apply to All Students, Faculty and Staff of the
Department of Bioscience Technologies.*

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**DEPARTMENT POLICIES GOVERNING
ACADEMIC PERFORMANCE AND CLINICAL OR LABORATORY PRACTICE**

The following definitions and guidelines have been developed to inform students, faculty and staff of their roles in maintaining the high standard of professional education promoted by the Department of Bioscience Technologies.

Notice of Equal Opportunity

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

POLICY I. Professional, ethical, safe and satisfactory conduct befitting a health professions student, educator or practitioner is expected as a component of the duties and responsibilities owed to colleagues and patients.

UNPROFESSIONAL/UNETHICAL, UNSAFE, AND/OR UNSATISFACTORY CONDUCT IN THE CLASSROOM, LABORATORY or CLINICAL SETTING

All students are subject to the Departmental, School, University and/or Clinical Practicum Affiliate Site policies and procedures for unprofessional, unethical, unsafe and unsatisfactory academic and clinical performance and/or conduct. Penalties for such performance or conduct may include disciplinary actions up to and including dismissal from the program and department.

Definitions:

Unprofessional/Unethical Conduct:

malicious, intentional or negligent action(s) which fall below, compromise or disregard the practice and ethical standards of the professional discipline, the health care community, and/or the educational climate.

Unsafe conduct:

action(s) which pose(s) a potential threat to the well-being, health or safety of patients, faculty, health care workers, fellow students, or self.

Unsatisfactory performance:

knowledge, skill(s) and/or time-in-practice insufficient to meet the minimum competencies, objectives, performance criteria, or scheduled experiences of the didactic curriculum and/or the clinical practicum.

The determination of unsatisfactory performance, unprofessional conduct or unsafe conduct is made by the faculty, who determine when or if a student may be removed from or return to the classroom, or to clinical or laboratory practice, the condition(s) for doing so, and the level of classroom, practicum or laboratory activity permitted. Depending on the nature and severity of the incident(s) and/or number of prior incidents, the faculty's sanctions may result in dismissal from the program and/or department, repeating the academic or practicum course, mandatory academic or practicum time extensions, and/or remedial instruction prior to readmission to the department or re-entry into classroom, laboratory or practicum course(s).

Department recommendations for dismissals based on academic and/or clinical performance are subject to review and approval by the Committee on Student Affairs. Students who wish to appeal a decision of academic or clinical dismissal may do so by following the provisions of the Judicial Protocols as outlined in the School's *Student Handbook*.

a. **UNPROFESSIONAL OR UNSAFE CONDUCT IN THE CLASSROOM, CLINICAL or LABORATORY SETTING**

To successfully complete each didactic, laboratory or practicum course, students are expected to demonstrate competencies consistent with the body of knowledge, learning objectives, policies and standard procedures taught in program courses and described in course syllabi, the School's *Student Handbook*, and/or the respective program's *Practicum Handbook*. If, in the judgment of a program and/or clinical faculty member, the student demonstrates behavior that is detrimental to the well-being of patients, fellow students, faculty members or him/herself, the student's classroom, practicum and/or laboratory activities will be terminated immediately.

Examples of such unprofessional or unsafe conduct include, but are not limited to:

- (1) tampering with, destruction, unauthorized removal or theft of equipment, specimens, or teaching materials;
- (2) verbally abusive, physically threatening or harmful behavior;
- (3) falsification of documents (classroom, laboratory or student records), including cheating on examinations;
- (4) interference with the educational process and/or health care services;
- (5) impairment (physical or cognitive) by illicit or prescription drugs;
- (6) inappropriate or unauthorized use of department or laboratory equipment, supplies, reagents, data, information systems or communications systems;
- (7) unsupervised clinical practice or unauthorized presence in a classroom, clinical or research facility;
- (8) performing work for pay in a capacity for which the student is not prepared or legally authorized, such as but not limited to work for pay during scheduled practicums;
- (9) creating unnecessary risk of exposure or harm from environmental, chemical- and/or bio-hazards; and
- (10) unauthorized, unreported and/or excessive absence, lateness or departure during scheduled class or practicum time.

Note: A telephone is located in the Edison Building Lobby. Telephones within the department are available to students for emergencies only. To comply with the University's new Emergency Notification System, **cell phones, beepers, PDAs, etc. may be left on during class sessions, HOWEVER, they must be switched to vibrate. IN NO CIRCUMSTANCE MAY THESE DEVICES BE USED DURING CLASS SESSIONS.** Cell phones, etc. will be confiscated by faculty if they activate during a class session, and will be returned after class.

b. **UNSATISFACTORY ACADEMIC PERFORMANCE**

Undergraduate students are required to maintain a minimum grade point average (GPA) of 2.00 in each semester of their program. **Graduate** students (including students in the combined **BS/MS and Professional MS programs**) should achieve a minimum GPA of 2.90 in the first semester and 2.95 in the second semester to assure approval for and progression to the second year and/or clinical phase of their program. Students in the **Advanced MS program** must earn a minimum GPA of 3.00 in each semester of their program. A student who falls below the prescribed minimum GPA may be subject to dismissal and/or will be placed on academic probation until such time as he or she achieves the required GPA.

All required didactic and practicum departmental courses use a plus/minus letter grade system.

Undergraduate Academic Performance

1. A student who earns a grade less than C- in any department or non-departmental course must repeat the course and earn a grade of C- or better. Only one course in the student's curriculum may be repeated in this manner.
2. No course may be repeated more than once.
3. A student who earns a second grade less than C- in a departmental or non-departmental course or who earns two or more grades less than C- in the same academic term in departmental or non-departmental courses will be dismissed from the Department of Bioscience Technologies due to unsatisfactory academic performance, regardless of that student's cumulative grade point average or previous grade of C- or better in a repeated course.

Graduate Academic Performance

1. A graduate student may earn only one C+ or C in his/her graduate curriculum.
2. A student who earns a second C+ or C grade will be placed on academic probation and will be required to repeat the second course (or a substantially similar course) with a grade of B or better. Only one course in the student's curriculum may be repeated in this manner.

3. No course may be repeated more than once.
4. A graduate student who earns a grade less than C (i.e.: C-, D+, D, D-, F) or who earns a third C+ or C grade will be dismissed from the graduate program due to unsatisfactory academic performance, regardless of that student's cumulative grade point average or previous grade of B or better in a repeated course.

c. UNSATISFACTORY PERFORMANCE IN CLINICAL, DIAGNOSTIC OR RESEARCH PRACTICUM COURSES

1. A student who earns a grade less than C- (B- for graduate courses) in a laboratory or practicum course must repeat that course. The student will earn a maximum grade of C- (B- for graduate courses) if he or she passes the repeated course, or a grade of F if he or she does not pass. The repeat grade will be used to compute the grade point average. Students can repeat only one laboratory or practicum course in this manner.
2. A student may be removed from an on-site laboratory course or affiliate practicum site due to unsafe or unprofessional conduct, as defined by the School and by the Department of Bioscience Technologies' *Academic and Laboratory Practice and Ethics: Policies and Procedures*. The nature of such conduct and the applicable disciplinary procedure will determine whether the course or practicum may be continued, extended, repeated or whether the student is subject to dismissal.

e. EFFECT OF POLICIES ON PROGRAM COMPLETION AND TUITION STATUS

Course failure, repeated courses, disciplinary measures, mandatory additional time-in-practice or course assignments, as well as unavoidable delays in scheduling of practicum rotations are likely to delay scheduled completion of program requirements, and may jeopardize timing of or eligibility for graduation, board certification, and/or subsequent employment.

Students whose program progression is delayed/extended beyond the planned completion date by changes in affiliate site availability will not be required to pay additional tuition/fees.

However, if the start or completion of practicums must be delayed due to course failure(s), repeated courses, disciplinary measures, mandatory additional time-in-practice or course assignment completion should expect to be charged additional tuition and/or fees.

POLICY II. Programs of the Department of Bioscience Technologies are structured on the premise that students must cumulatively assimilate and master the basic body of knowledge in their discipline and certain theoretical principles before applying these principles and knowledge in laboratory practice. Academic coursework is scheduled in a planned, sequential format which is carefully monitored to ensure that subsequent coursework expands and solidifies prior learning, and that students are sufficiently prepared to enter the practical phase of their programs.

COURSE PRE-REQUISITES FOR PRACTICUM ROTATIONS

- a. Unless part of a specified curriculum sequence for each program, students will not be approved to begin practicum components of their respective programs until all didactic (classroom and laboratory) academic components, including applicable Core Curriculum courses, of their curriculum are successfully completed.
- b. Except to the extent that practical experience is a component of an academic course, students will not be approved for concurrent practicum and academic coursework in the same discipline. (eg: students cannot take MT 343. Hematology II and Hematology Clinical Practice concurrently; students cannot take BT 410. Molecular Diagnostic Techniques and a Biotechnology Practicum concurrently).

POLICY III. Students, faculty and staff must be aware of and utilize preventive measures to protect the health and safety of colleagues, coworkers, patients and self.

HEALTH CLEARANCES FOR DIDACTIC COURSES & PRACTICUM COMPONENT(S)

- a. No student will be approved to begin applicable didactic laboratory or practicum courses unless and until he/she demonstrates that all appropriate health requirements have been met.
- b. Health requirements include appropriate documentation of health status, physical examination, and

immunizations as required by the University (see *School Catalog*), and any specific requirements related to each of the Bioscience Technologies program's applicable accreditation requirements and/or affiliate sites attended by the student.

- c. **Department faculty and staff are required to bar or limit student attendance in applicable laboratory or practicum courses until compliance with health requirements is verified.**

POLICY IV. Students, faculty and staff must be aware that the School, University and clinical affiliate institutions may require certain background information related to criminal behavior or other activities.

Students will be required to submit official State and/or Federal documents.

Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies. Clinical rotation and fieldwork sites may require a criminal background check and/or child abuse check in order to permit participation in the clinical experience, rotation or fieldwork. Participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation. Clinical rotation and fieldwork sites may deny a student's participation in the clinical experience, rotation or fieldwork because of a felony or misdemeanor conviction, failure of a required drug test, or inability to produce an appropriate health clearance, which would result in delayed graduation or in the inability to graduate from the program.

CRIMINAL BACKGROUND AND CHILD ABUSE CLEARANCES FOR DIDACTIC COURSES & PRACTICUM COMPONENT(S)

- a. No student will be approved to begin applicable didactic laboratory or practicum courses unless and until he/she demonstrates that the Criminal Background Check (CBC) and Child Abuse Clearance (CAC) have been completed.
- b. The CBC and CAC must include appropriate documentation as required by the University (see *School Catalog* and *Student Handbook*), and any specific requirements related to each of the Bioscience Technologies program's applicable accreditation requirements and/or affiliate sites attended by the student.
- c. The CBC and CAC must be completed annually.
- d. **Department faculty and staff are required to bar or limit student attendance in applicable laboratory or practicum courses until compliance with the CBC and CAC is verified.**

POLICY V. Appropriate and timely consultation with faculty advisors assists students in meeting administrative deadlines, avoids curricular errors and aids in the resolution of academic, professional or personal matters.

FACULTY ADVISOR REVIEW OF ON-LINE REGISTRATION OR REGISTRATION FORMS, CHANGE OF GRADE FORMS, TRANSFER CREDITS, ETC.

- a. Students must submit registration forms and/or electronic registration records for review, approval and signature by their designated Primary Advisor prior or concurrent to registration.
- b. Except for the necessity to repeat a course for which the student has earned a non-passing grade, students who register for courses out of sequence or in academic terms in which the course is not offered will not be permitted to attend those courses, unless approved by the Faculty Advisor.
- c. All requests for course drop/adds, withdrawals, upper and/or lower division transfer credit, changes in program, or another option within a program, course extensions, leaves, or withdrawals must be in writing and have the approval and signature of the student's Primary Advisor. In some instances, the approval of the Program Director and/or Chairman may be required.
- d. All communications between students and Advisors regarding course changes, scheduling, or other provisions which affect sequential progression through a curriculum must be accompanied by a written note to the student's file. **Verbal agreements, promises, or individual interpretations of such changes will not be honored except as supported by written documentation.**
- e. Students are encouraged to seek Advisors' assistance in identifying appropriate offices, agencies or personnel for matters which may be beyond the scope, knowledge or expertise of Departmental Faculty.

POLICY VI. REGISTRATION FOR COURSES

- a. Students will not be allowed to attend courses for which they have not validly registered.
- b. Except as provided in School policies for late registration and/or in departmental or program policies for Proficiency Assessment and/or Challenge Examinations, students will not be allowed to register for a course in an academic term in which the course is not offered.

POLICY VII. IP (IN PROGRESS) or I (INCOMPLETE) COURSES

A grade of "IP" applies only to those courses that by design extend over two or more academic terms. Currently, all departmental courses are completed within scheduled semesters/terms. Therefore, "IP" grades do not apply to departmental courses.

Students who, for legitimate and approved circumstances, cannot complete a didactic or practicum course within the term it is scheduled, may receive a grade of "Incomplete" (I) for that course. A grade of "I" is recorded only when the student has done course work at a satisfactory level. **Poor performance in a course is not considered a legitimate reason to request an Incomplete.** Failure to remove an incomplete grade prior to the end of the 6th week following conclusion of the final exam (or as determined by the department if the course is a pre-requisite) will result in a grade of F.

POLICY VIII. REQUIREMENTS FOR COMPLETION OF PROGRAMS

A student is required to complete his or her course of study in a timely manner. Except when it is necessary for the department to extend clinical rotation schedules for circumstances beyond departmental control, full-time and part-time students are expected to complete program requirements within the sequence and timeframes indicated or specifically outlines in a signed document for their respective curricula.

Any student unable to complete his or her program requirements within four (4) years of initial matriculation will be required to apply for readmission to the program as it is currently offered and complete the full program.

A full-time undergraduate student in a 3+1 (12-month program) who earns a grade less than C- in a course or who withdraws from a course will be required to change his/her status to the undergraduate two year (2+2) program. This change of status does not guarantee program completion within a two year time frame.

In extraordinary circumstances, a full-time student unable to meet the applicable time frame may receive departmental permission to complete his or her program requirements in part-time status, or may be required to retake or supplement one or more courses prior to graduation. Such change of status does not guarantee program completion within four years of initial matriculation.

POLICY IX. RETURN AFTER EXTENDED ABSENCE

Students previously enrolled in courses or programs who are returning to a program after an extended absence will be required to meet the current course or curricular requirements. Acceptance and/or transfer of outdated courses is contingent on review and approval of prior content by the Faculty Advisor, Program Director and/or Chairman. All students returning from such extended absences are required to complete appropriate Change-of-Status documents.

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

Medical leaves will be for a period of up to one year. A leave of more than one year's duration will be granted only under the most extraordinary circumstances and only after review by the Office of the Dean. Prior to reentry, which may be applied for prior to the one year anniversary, appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary, to provide assurance of the student's fitness to return to class.

POLICY X. COURSE CANCELLATION, POSTPONEMENT, RESCHEDULING

The School and the Department reserve the right to cancel, postpone or reschedule any course, laboratory section or practicum rotation for insufficient enrollment, unavailable or inadequate practicum supervision, or unavoidable faculty scheduling conflicts.

POLICY XI: TRANSFER OF PROGRAMS OR PROGRAM OPTIONS WITHIN THE DEPARTMENT

Students seeking to transfer from one to another departmental program or from one to another option within a program must satisfy the prerequisite and upper division course requirements of the desired program or program option. Program or option transfers must be approved in writing by the Faculty Advisor, Program Director and Chairman.

POLICY XII. CHALLENGE EXAMINATIONS

Challenge Examinations are comprehensive written and/or practical assessments covering all course content.

- a. Departmental challenge examinations in selected program courses are available to students with demonstrated prior experience. Challenge examinations cannot be taken in lieu of required coursework without the prior approval of the course Faculty and Program Director.
- b. Requests for a challenge exam must be made to the primary course Faculty. Requests, arrangements for a challenge exam, and approvals (or disapproval) must be documented.
- c. Students must register for a Challenge Examination **prior** to the academic term in which the course is offered. For full-time students, registration must be completed through the Department of Bioscience Technologies. For part-time students, registration must be completed through the Office of the Registrar. Challenge Examination fees may be assessed. Grades for Challenge Examinations are entered as *the actual grade earned*.
- d. Students who do not pass a challenge exam will be required to register for and complete the challenged course.

POLICY XIII. PROFICIENCY ASSESSMENTS

Proficiency Assessments are graded written and/or practical assessments covering all or a portion of course content to determine readiness to begin a course or to waive attendance for a portion of a course. Successful proficiency assessment does not excuse the student from course requirements including examinations and/or assignments.

- a. Departmental Proficiency Assessments are available in selected laboratory course components and practicum rotations or courses for students with demonstrated prior laboratory and/or technical experience. Prior experience must be equivalent to a minimum of 500 hours of practice appropriate to the discipline, specialty or subspecialty. Proficiency assessment cannot be taken in lieu of required coursework without the prior approval of the Program Director and related Clinical Faculty.
- b. **Requests for Proficiency Assessment must be directed to the Program Director prior to the scheduled registration period for the laboratory or clinical courses.**
- c. Students who do not pass a Proficiency Assessment will be required to register for and complete the applicable course.

UNIVERSITY AND SCHOOL POLICIES

Student Personal Counseling Center (SPCC)

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

Common Concerns: There are many concerns that may lead a student to seek counseling:

- Stress or anxiety
- Depressed mood
- Relationship problems
- Difficulties adjusting to school or loneliness
- Personal or family crises
- Difficulties making a career decision or choice
- Academic concerns
- Eating or body image concerns
- Alcohol or drug problems
- Identity issues
- Self esteem issues
- Dealing with physical illness or disability

Confidentiality: All information shared during counseling is confidential. No one outside the SPCC may have access to the specifics of counseling sessions without the prior written permission of the student, except in situations where there is a threat or danger to life.

What to Expect: All Thomas Jefferson University students are eligible for three visits without charge at the SPCC. Students interested in making an appointment should call 215-503-2817 and leave a confidential voicemail with their name and contact number. A SPCC counselor will conduct a brief and confidential telephone screen to gather some basic information that will allow for a timely matching of services, based upon a student's individual needs.

The SPCC staff encourages students to come in and talk, even if they are not sure that counseling is what they need. During the initial meeting, students will develop a course of action with their counselor, which may include continuing therapy on campus or receiving a referral to an off-campus provider. Some students may resolve their concerns during the initial 3 free sessions and decide that no further sessions are required. Some students decide to see a SPCC counselor on an ongoing basis.

For students who desire or need ongoing support, SPCC counselors are in network with a limited number of insurance providers. Students may call the SPCC to receive further details and information.

Making an Appointment: Students can schedule an appointment to see a counselor by calling the SPCC at 215-503-2817. Students should leave their name and contact information on the confidential voicemail and a SPCC counselor will return their call.

Location and Hours: The SPCC is located at 833 Chestnut Street, Suite 210. Hours are Monday –Friday, 9:00 a.m.—5:00 p.m. Early morning and evening appointments are sometimes available.

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

Social Media

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

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

Use of Jefferson owned or provided computer hardware, software and other equipment which support and facilitate voice mail, electronic mail and access to the Internet ("Electronic Communications") are the property of Jefferson. Accordingly, Jefferson Users must adhere to the Electronic Communications and Information Policy,

Number 102.27, when using Electronic Communications to post text on social networking sites.

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

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

- To create Social Media related to the business/mission of Jefferson, please obtain prior written approval from your Dean, JUP Executive Director, Hospital Senior Vice President, or Kimmel Cancer Center Director. Please be aware that this type of Social Media is not an open forum and postings must be related to Jefferson's mission. Assign one or more administrator(s) who are the only person(s) in charge of reviewing and approving content to be posted to the Social Media. To obtain approval for use of the Jefferson name or logo on Social Media, follow the Trademark Policy and include the name(s) of the administrator(s) for the Social Media on the Trademark Request Form.
- Jefferson Users should be respectful in all communications related to or referencing Jefferson and its community. Be clear in any references to Jefferson that you are speaking for yourself and not on behalf of Jefferson, unless it is Jefferson created Social Media.
- If not otherwise publicly available, obtain the prior written approval of others of whom you wish to cite, reference and/or post a picture.
- Jefferson Users should discuss internal matters directly with a manager, Human Resources, or through other appropriate, internal channels, such as the University Ombudsman, or Office of Student Affairs.
- Remember that all Jefferson Policies apply to the use of Social Media. Jefferson Users should review the appropriate Code of Conduct, Student Handbook, Operating Policy, Hospital Procedure and/or School/College Bylaw to ensure the use of Social Media is compliant.
- Remember that all applicable federal, state or local laws, such as (but not limited to) patient privacy laws or copyright laws, apply to the use of Social Media.
- Jefferson Users may not post or disclose confidential or other proprietary information of Jefferson.
- Jefferson Users who are contacted by a Social Media page/channel/site for comments or authorization to use Jefferson owned or controlled material, must: (i) contact Public Relations at 5-6300, (ii) follow Public Relations' policies and (iii) secure the necessary approvals for comments and/or authorization to use Jefferson owned or controlled material.

ENFORCEMENT

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

MODIFICATION OF POLICY

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

INTERPRETATION AND ADMINISTRATION

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

EMERGENCY PREPAREDNESS

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

STANDARDS OF CONDUCT APPLICABLE TO ACADEMIC AND CLINICAL COURSES

I. PROFESSIONALISM

Conduct both within and outside of didactic and practicum classes reflects a student's approach to and preparation for the role of a health professional. As such, behavior exhibited by students in these settings is an important factor in the evaluation process, just as are test scores, clinical diagnostic or technical performance. At the discretion of the Program Faculty and Clinical Instructors, percent or letter grade deductions may be imposed for unexcused and/or repeated lateness or absence from classes or in-class assignments; for disruptive, insubordinate or otherwise unprofessional, unsafe or unethical behavior related to class or practical sessions and/or assignments. These factors are also considered when employment references are requested. Students should refer to specific course outlines for the professional and grading policies for each course.

II. ATTENDANCE

Attendance at all scheduled classes, laboratory sessions and assigned practicum sites is **mandatory**. This policy is a component of the competencies, standards and guidelines set forth by those organizations which accredit bioscience technology programs.

III. EQUIPMENT, SUPPLIES, TEACHING & EXAMINATION MATERIALS

Students are not permitted to remove microscopes, laboratory or audio-visual equipment, reagents or supplies, library texts or journals, glass microscope slides, examination instruments and/or materials, specimens, kodachromes or computer hardware or software from the Department without the express approval of the Program Director and/or course instructor. **A deposit equivalent to the replacement value of the loaned material may be required prior to releasing materials.**

- a. With approval of the course instructor, texts and journals may be signed out overnight or over a weekend. Students must sign and date loan sheets and show their signature/date to the Department Administrative Secretary or Faculty before removing texts and journals from the Department.
- b. Microscopes signed out for use at practicum sites must be inspected by a Faculty Member before removal and again upon return to the Department. Students must obtain a **property pass** from the Department Administrative Secretary to pass building security guards.
- c. Examinations, including test instruments and associated materials, are the property of the Department. Instructors reserve the right to store exams in Departmental instructor, student and/or course files. Students may review old exams only by permission and appointment with the Instructor.
- d. Costs for repair or replacement of lost or damaged equipment, supplies or teaching materials (including course manuals or other hand-out materials), or for lost/unreturned books or journals will be charged to the student. Unpaid balances on these charges will result in withholding of grade reports. All balances must be paid prior to approval for graduation.

Note: Pre-matriculation student Laboratory fees cover costs of supplies used in the conduct and completion of laboratory course activities and assignments. Laboratory fees do not apply to supplies, equipment and/or reagents that have been handled or used in an unreasonable manner, or that have been removed from the department. See also Policy I.a.

IV. ACADEMIC AND PROFESSIONAL INTEGRITY

The Department abides by a zero tolerance policy for intentional misconduct. A finding of intentional misconduct will result in immediate disciplinary action.

Students are expected to avoid situations in which academic or professional integrity may be compromised, either intentionally or unintentionally. *Intentional misconduct in this sense is defined as deliberate conduct with intent to defraud and/or to obtain or use information not otherwise in the student's own mind, from another person or source, claiming it as his/her own knowledge, or to deliberately fabricate, misrepresent, or plagiarize information.* This includes, but is not limited to plagiarism, academic or professional dishonesty involving any Departmental or Program assignment, examination, or practicum rotation. Examples of such conduct include, but are not limited to:

- a. Didactic and/or Practical Examinations and Quizzes
1. looking at another student's test paper or computer test file
 2. discussing test questions and answers during an examination
 3. tapping pencils or other objects or otherwise signaling in code, including communication using electronic devices
 4. using a "cheat sheet" or any other supportive information
 5. going outside the examination room to obtain answers
 6. entering any office or opening a file or data storage system to obtain a test or answers
 7. viewing test materials on a staff's or faculty member's desk or computer screen
 8. passing quiz/test questions or answers from one student to another
 9. discussing test questions or answers outside the examination room while the test is in progress
 10. feigning illness or emergency to avoid a scheduled exam/quiz session
 11. sharing or file-sharing on-line examinations that are intended as sole-use instruments.
- b. Individual Laboratory Assignments Including, but not limited to, worksheets, technical projects, case studies, computations, specimen preparations.
1. looking up a diagnosis or result in a log book or answer key or other data storage system
 2. copying answers from other students
 3. consulting another instructor, pathologist, or student for a diagnosis or answer, unless directed to do so
 4. turning in another's work as his/her own
 5. reporting results without performance of the test/experiment ("sink testing")
- c. Written Papers Including manual or computerized literature searches or reviews, seminar and/or case reports, journal reviews, research reports, clinical or basic research.
1. student using another's information, ideas, or language and submitting them as his/her own. *Plagiarism* (using all or part of a previously published or unpublished production that is not the student's own work without crediting the source) is included in this category.
 2. using commercial sources for written papers
 3. submitting all or part of another student's paper as his/her original work
 4. submitting the same paper for more than one course without express permission of the instructor(s)
 5. feigning illness or emergency to avoid scheduled submission of a writing assignment
 6. falsifying references or bibliographies
- d. Clinical and/or Research Practice/Practicums
1. looking up a diagnosis or result on an assigned unknown case in a log book, data storage system or equivalent source
 2. using a correlated histopathologic or clinical diagnosis in lieu of his/her own clinical or technical interpretation
 3. reporting results without performance of a test
 4. providing answers to other students on cases for use as self-instructional samples, tests, or assigned cases
 5. changing answers on worksheets after they have been reviewed and/or turned in.
 6. changing notations, formulas and/or computations in a lab notebook/protocol for the purpose of sanitizing data or enhancing result validity before or after it has been reviewed and/or turned in.
 7. consulting a pathologist, laboratory director, instructor, technologist, or other student for a diagnosis or result of a case with intent to claim the diagnosis or result as his/her own
 8. misrepresentation of one's own or another's identity
 9. feigning illness or emergency to avoid a clinical rotation or assignment
 10. deliberately falsifying documentation of the quantity or quality of practicum work completed or time spent in scheduled/required clinical/research practice

V. PROCEDURES/PROTOCOLS TO ASSURE ACADEMIC AND PROFESSIONAL INTEGRITY

PROACTIVE: The Department and students will make every effort to eliminate or avoid situations in which academic or clinical performance or ethics may intentionally or unintentionally be compromised. These efforts include, but are not limited to:

a. Examinations

1. The Department can and/or will:
 - a. schedule examinations in room arrangements that minimize the potential for noncompliance
 - b. institute assigned seating
 - c. vary examination questions by altering sequence, responses, or questions
 - d. announce directions for student conduct and test procedure prior to the start of the examination
 - e. secure tests and answer keys in locked Department files
 - f. not post exams
 - g. set time limits on availability of on-line exams, and encrypt/secure exams not for duplication or download
2. The student will:
 - a. not enter the examination room with any books or papers unless otherwise instructed
 - b. not gather outside the examination room while the test is in progress
 - c. not remove or download any papers or files from the examination room or system
 - d. be expected to abide by this policy with or without faculty supervision

b. In-Laboratory Assignments

1. The Department will:
 - a. collect student worksheets containing case numbers, diagnoses, calculations, and/or other data for review
 - b. deny student access to answer keys until assignments are completed
2. The student will complete practical laboratory assignments during scheduled laboratory time unless otherwise instructed.

c. Written Papers/Reports

1. The Department will refer to both listed and unlisted sources and compare against the student's work
2. Students should expect to produce references used, either in hard copy, pdf e-files and/or active hyperlinked URLs.
3. The student will follow the guidelines for style and accuracy of reporting as stated in the current edition of the American Medical Association *Manual for Authors/Editors* or other indicated style reference.

d. Clinical Practice/Practicums

1. For all programs, Program Faculty, Clinical Faculty, and students will conduct themselves according to professional and ethical standards prescribed for their disciplines
2. The Affiliate Clinical Instructors will support the Departmental ACADEMIC AND CLINICAL PRACTICE & ETHICS Policies and Procedures
3. The student may review his/her clinical file only in the presence and with permission of Program and/or Clinical Faculty

VI. PROCEDURE/PROTOCOL TO ASSURE ACADEMIC AND PROFESSIONAL INTEGRITY

RETROACTIVE: Where the Department or the student holds a reasonable belief that an individual or individuals is/are not in compliance with academic and/or clinical policies, certain procedures may be instituted to prevent such occurrence(s). These include but are not limited to:

a. Examinations

1. If an Instructor reasonably suspects noncompliance during an examination he/she will
 - a. retrieve the paper(s) of the student(s) involved
 - b. ask the student(s) to leave the room and state that the problem will be discussed after the examination
 - c. proceed to Department level protocol
2. **If a student is aware of noncompliance during or after an examination, he/she is obligated notify the Instructor immediately.**

b. Laboratory Assignments

1. The Instructor will
 - a. verbally alert the student to the violation
 - b. collect the worksheet or practical work in question
 - c. proceed to Department level protocol
2. **If a student is aware of noncompliance during or after submission of a laboratory assignment, he/she is obligated to notify the Instructor immediately.**

c. Written Papers

1. The Instructor will
 - a. verbally inform the student of the violation
 - b. retain the paper in question
 - c. proceed to Department level protocol
2. **If students are aware of noncompliance on a written paper they must notify the Instructor immediately.**

d. Practicum

1. The Clinical Instructor will
 - a. verbally inform the student of the violation
 - b. proceed to Department protocol
2. **Students aware of noncompliance during a Practicum must notify the Program Director immediately.**

VII. DEPARTMENT LEVEL PROTOCOL

- a. The Faculty Member or Clinical Instructor will submit a written report of the incident to the Program Director.
- b. The incident will be brought before the Department Faculty and Chairman for review and recommendation. If warranted, final decision can be made at the Departmental level. If appropriate, the recommendation will be forwarded to the appropriate decision-making body of the School as described in the *Student Handbook*.
- c. The Department will make one of the following recommendations and/or decisions regarding the type of action to be instituted (this listing is not exclusive):
 1. No action to be taken
 2. The student will receive a "0" on the worksheet, paper, or practical assignment
 3. The student will be required to submit a second paper or assignment on the same or similar subject or on a specifically assigned subject; alternatively, the student will be required to sit for a second examination covering the same or similar subject matter.
 4. The student will receive a "0" for the day at the Practicum site or a deduction of a certain number of credit points or letter grade(s)
 5. The student will receive a "0" on the examination (which may result in a grade of *F* in the course and subsequent dismissal).
 6. The student will have interview day privileges revoked
 7. The student will have Practicum time extended
 8. The student will be dismissed from the Department and/or School
- d. In addition to recommendations as listed in C.2-8, the Department may recommend that the student be placed on disciplinary probation for one calendar year or until the last scheduled day of final examinations in the Senior or final Year of his/her program, whichever is applicable.
- e. The Chairman and Program Director will meet with the student to inform him/her of the Department decision and the student's right to appeal the decision. For Department recommendations listed in VII.C. 2-8, the original report and a record of this meeting will be placed in the student's permanent Departmental file.
- f. The student may appeal the Departmental level recommendation and/or decision according to the Judicial Board procedures as outlined in the *Student Handbook*.

VIII. **DECISION LEVELS AS A BASIS FOR DEPARTMENTAL RECOMMENDATIONS and/or ACTIONS**

Student assignments in laboratory and practicum work simulate, as much as possible in an educational setting, decision situations in actual laboratory practice, with the implications for patient treatment and care that may follow from those decisions. Thus, the student's conduct in the educational or health care setting, and judgment in making technical or diagnostic decisions, will be considered in light of the implications of that conduct or judgment for patient welfare. The following chart* shows decision levels with definitions which the Department will consider in making its recommendation/ decision.

DECISION LEVEL A carries the most severe penalties, generally resulting in a decision for dismissal. DECISION LEVEL E carries the least severe penalties, which are generally included as components of evaluation and grading policies of individual courses.

DECISION LEVEL A.	Conduct carrying immediate threat of harm to patient, co-worker or self
DECISION LEVEL B	Error or lack of knowledge could lead to inappropriate results/action
DECISION LEVEL C.	Error or lack of knowledge is likely to produce inappropriate results that could still be noted before action is taken
DECISION LEVEL D.	Error or lack of knowledge could result in waste of materials/time, and/or could require retesting
DECISION LEVEL E.	Better knowledge would help in attaining proficiency of performance, but generally would not require retesting

* Adapted from NCA Test Development Handbook, 1981.

DEPARTMENT OF BIOSCIENCE TECHNOLOGIES TECHNICAL STANDARDS

Technical standards are the fundamental abilities that are absolutely necessary to perform the activities requisite to obtaining credit for education and subsequent entry-level employment in the field. Technical standards are based on the competency, proficiency and/or skill standards set forth by accrediting and professional organizations appropriate to each of the Bioscience Technologies programs. The technical standards of the Department do not preclude the use of an assistive device or devices, alternative means to aid in or evaluate the performance of essential functions, or program time extensions necessary to accomplish the requirements of the program. Such accommodation must be requested in a timely manner, and must be documented, reasonable, appropriate and available to the Department and/or the student.

Technical Standards of the Department of Bioscience Technologies are:

1. The ability to observe and participate in classroom exchanges, demonstrations, experiments and other learning venues in the applicable laboratory discipline or in interdisciplinary didactic and clinical settings.
2. The ability to analyze, synthesize, solve problems and reach interpretive judgments.
3. Sufficient use of the senses of vision, hearing, somatic sensation and motor movement necessary to learn and perform applicable laboratory procedures and associated data management in the classroom, clinical or research setting.
4. The ability to communicate electronically, in writing and verbally with faculty, other students and professional colleagues with accuracy, clarity, efficiency and timeliness.
5. Sufficient cognitive and physical ability to comply with physical, chemical and biohazard precautions.

The Department of Bioscience Technologies reserves the right to amend or otherwise revise the *Academic and Clinical Practice and Ethics Policies and Procedures*. Faculty and students will be given reasonable notice of such amendments to the Policies and Procedures.

Failure to read the Department of Bioscience Technologies' ACADEMIC AND CLINICAL PRACTICE & ETHICS Policies and Procedures or to sign the verification statement does not exempt the student from responsibility for conduct described in the policy.

VERIFICATION STATEMENT

**I have read and understand the
Department of Bioscience Technologies'
ACADEMIC AND CLINICAL PRACTICE & ETHICS *Policies & Procedures*
and agree to abide by the statements and principles
contained in this document.**

Student Signature _____

Date _____

**Detach and return this page to the Department Office
within five (5) class days of receipt.**

This signature page will be retained in your permanent student file.