

Jefferson College *of* Health Sciences

at CARILION CLINIC 



Catalog 2014-2015

SPRING 2015 ADDENDUM

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Mission and Vision

The mission and vision of Jefferson College of Health Sciences provide the foundation for the academic endeavors of the institution. These statements reflect the College's commitment to the learning process and the expanding global climate of healthcare and education.

Mission

Jefferson College of Health Sciences prepares, within a scholarly environment, ethical, knowledgeable, competent, and caring healthcare professionals.

We believe that excellence in education encompasses all delivery methods and promotes:

- Interdisciplinary and Interprofessional learning;
- Diversity of person and thought;
- Personal and professional integrity;
- Commitment to life-long learning;
- Advancement of knowledge through scholarship;
- Holistic development of the individual;
- Participation in the local and global community.

Vision

Jefferson College of Health Sciences will be nationally recognized as an institution of choice for education in the healthcare professions.

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Degree Programs

Jefferson College of Health Sciences offers the following degree programs:

Graduate Programs

Master of Healthcare Administration
Master of Science in Nursing
Master of Science in Occupational Therapy
Master of Science in Physician Assistant

Graduate Certificate

Bioethics
Biology
Healthcare Administration
Healthcare Informatics

Baccalaureate Programs

Bachelor of Science in Biomedical Sciences
Bachelor of Science in Emergency Services
Bachelor of Science in Health and Exercise Science
Bachelor of Science in Health Sciences
Bachelor of Science in Healthcare Management
Bachelor of Science in Health Psychology
Bachelor of Science in Medical Laboratory Science
Bachelor of Science in Nursing
Bachelor of Science in Respiratory Therapy

Associate Programs

Associate of Applied Science in Occupational Therapy Assistant
Associate of Applied Science in Physical Therapist Assistant
Associate of Applied Science in Respiratory Therapy
Associate of Applied Science in Surgical Technology

Undergraduate Minors (Program area)

Biology (BioMed)
Exercise Science (HES)
Forensic Science (HS)
Healthcare Humanities (HUM)
Healthcare Organization Management (HCM)
Health Promotion (HES)
Health Sciences (HS)
Psychology (Hlth Psy)
Public Health (HS)

Undergraduate Certificate

Medical Laboratory Science



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Academic Advising

Jefferson College of Health Sciences, through academic advising offers every student the opportunity for individualized assistance. Upon acceptance, all students are assigned an academic advisor.

Faculty members are responsible for assisting students in developing academic plans that will help the students reach their goals. Although students must bear ultimate responsibility for meeting graduation requirements, the faculty advisor plays an essential supporting role.

The Program Director approves advisor assignments. The Academic Advising Handbook provides detailed information on advising policies and procedures. Students are strongly encouraged to seek advice from their faculty advisor before making academic decisions that will affect their progress toward a degree.

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Alcohol, Drug and Substance Abuse Policy (Replaces Impairment Policy)

Jefferson College of Health Sciences holds students to high values and standards as it is our mission to help students become ethical, knowledgeable, competent and caring healthcare professionals. The Jefferson College community is also dedicated to helping students achieve and promote positive personal and community health outcomes, act as good citizens, and adhere to Jefferson College community values and standards. College policies with regard to alcohol, drug, and substance abuse are contained in the *Jefferson College Student Handbook*, which is available on the college website under the *Campus Life* tab. Students should refer to the *Jefferson College Student Handbook* for further information.

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Catalog Policy/Rights Reserved

The catalog for the term in which a student enters Jefferson College of Health Sciences is the governing document for requirements for graduation. However, if the application of regulations in a later catalog would be to the student's advantage, such regulations may be applied at the discretion of the Department Chair and Program Director.

If a student leaves Jefferson College of Health Sciences and enrolls as a full-time student at another institution or is dropped for academic or disciplinary deficiency and subsequently re-enrolls at the College, the governing catalog for the student will be that for the term of re-enrollment.

All College publications contain current pertinent information. While striving to ensure the accuracy of published information, the College reserves the right, to make necessary changes in any or all of the regulatory policies and procedures, requirements, personnel, curriculum offerings, general information, and tuition and fees contained herein, and to apply revisions to current and new students alike. Therefore, the information is subject to change without notice and does not constitute a contract between Jefferson College of Health

Sciences and a student or applicant.

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Student Complaint or Grievance (addendum)

A student who has exhausted all avenues of the complaint/grievance process as outlined in the *Student Handbook*, has the right to submit a formal complaint to the State Council of Higher Education for Virginia (SCHEV). This applies to all students regardless of the type of instructional methodology (face-to-face or on-line). The student will find the information regarding the process and form by clicking [here](http://www.schev.edu/students/studentcomplaint.asp) or by going to <http://www.schev.edu/students/studentcomplaint.asp>.

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Grades and Grading Policies

Grade Reports

Midterm and final grade reports are posted each semester via Self-Service. The midterm grade report indicates a student's progress and serves to identify potential academic problems. Students in any full-semester class are issued an online midterm grade report of S (Satisfactory) or U (Unsatisfactory) via Self-Service with the exception of clinical related courses. An "S" is equivalent to a C or above.

In order for a student to receive a grade or credit in a course, the student's name must appear on the official class list posted on Self-Service. The Institution may hold transcripts for outstanding financial balances.

Grading System

A = 4 quality points

B = 3 quality points

C = 2 quality points

D = 1 quality points

F = 0 quality points

P/S - Passing and Satisfactory are included in the computation of total hours earned; however, no grade quality points are assigned.

W - Withdrawal. Not included in the computation of hours earned or grade points achieved. A student may withdraw from a course before the last day to withdraw as stated in the official College Calendar. (See Withdrawal policy.)

WA - Administrative Withdrawal. Administrative Withdrawals are only issued by the Dean for Academic Affairs. (See Withdrawal policy.)

AU - Audit/No credit. Permission of the instructor is required to audit a course. Fee required. (See "Finances.")

I - An Incomplete (I) for a course will be granted only in cases of documented circumstances beyond the student's control that prevent the student from completing the course requirements on time. The written request for an Incomplete must be signed by the instructor of record and the course program director, then submitted to the Registrar's office before grades are due that semester.

In order to receive an "I," a student needs to have satisfactorily completed the majority of the coursework (over 75%) with a course average of "C" or above. The incomplete work must be made up by the last day to drop a class with a "W" in the academic term (excluding Summer Session) immediately following the term in which the "I" was issued.

Upon completion of the coursework, the "I" will be replaced with a final grade. If the course is not completed within the required time limit, the "I" will be converted into an "F" grade unless an extension is granted.

IE- In special documented cases, such as a lengthy illness, the student may request, in writing, an eight-week extension which must be approved by the instructor of record and course program director and filed with the Registrar's office.

Upon completion of the coursework, the "IE" will be replaced with a final grade. If the course is not completed within the required time limit, the "IE" will be converted into an "F" grade unless an additional extension is granted.

NG - No Grade. Assigned to courses that bear zero credits. Not included in computation of hours earned or grade quality points accumulated.

Grade Change Policy

Final grade reports are available online via Self-Service. Final grades are a part of the student's record and are recorded in the student's permanent record. Errors should be reported to the Registrar. Normally, a change of grade(s) cannot take place after the semester following the issuance of the grade. Grade changes must be submitted in writing on an official Change of Grade form and may only be submitted by the instructor who submitted the original grade.

Grade Forgiveness Policy

A student may improve his/her grade point average by repeating a course a maximum of two times at Jefferson College . A course repeated at Jefferson will be denoted as a repeat course on the official transcript. All grades earned for all courses taken at Jefferson will appear on the grade report but the highest grade earned in a repeated course is used in calculating the cumulative grade point average. If the course is repeated at another institution the course will be recorded as transfer credit earned.

Please note: Requests for transfer credit for courses taken at other institutions of higher education must be submitted in writing to and be approved by the Registrar's Office prior to taking the course(s).

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Independent Study Policy

Independent Study courses may be offered by any program.

Permission to take an independent study course is contingent upon the following conditions:

1. The student is in good academic standing.
2. A credentialed faculty member is available and willing to serve as instructor.
3. Permission to undertake an independent study course must be applied for by submitting a completed Independent Study Course Contract form.
4. The instructor, Program Director, and Department Chair - must approve the independent study course proposal.
5. The proposed independent study course does not duplicate a course already scheduled in the relevant semester.
6. The independent study course will follow the same policies and procedures associated with all credit courses.

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Student Technology Use Policies

These policies ensure that all students have access to important technology resources and electronically delivered communication. Jefferson College of Health Sciences reserves the right to limit, restrict, or extend computing privileges and access to its technology resources. All college technology resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to these policies may result in suspension or revocation of access and/or accounts. These policies are published in the *Jefferson College Student Handbook*, which is posted on the college website (www.jchs.edu) under the “Campus Life” tab. Questions or comments about these policies should be directed to the Dean for Student Affairs.

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Students' Rights of Access to Their Educational Record

The College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (often referred to as the “Buckley Amendment”), which protects the privacy of educational records, establishes students' rights to inspect their records, provides guidelines for correcting inaccurate or misleading data, and permits students to file complaints with the Family Educational Rights and Privacy Act Office. *Portions of this policy were adapted from the recommendations of the American Association of Collegiate Registrars and Admissions Officers (2013), Family Educational Rights and Privacy Act 2013 Guide, Washington, DC.*

Educational records are defined as any record maintained by the institution in which a student can be personally identified. Record formats may include handwritten, printed, computer images or data, e-mail, video/photos, audio tapes, and microfilm/microfiche. However, education records do not include private notes maintained by a College official that are not accessible or released to other personnel, law enforcement or campus security records, medical records, employment records, and alumni records.

Students are afforded the following rights with respect to their educational records:

1. The right to inspect and review his/her education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean for Academic Affairs, Dean for Student Affairs, Department Chair, or Program Director a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place when the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed
2. The right to request the amendment of his/her education records that the student believes to be inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. Access to students' records, except directory information, which may be released, is never granted to individuals from off campus requesting information, unless the student involved has given written permission or as applicable law requires. Directory information is defined as the student's name, address, phone number, dates of attendance, curriculum, honors, degrees granted, graduation dates, and participation in officially approved activities. Students may restrict access to their directory information by contacting the Registrar's Office and filing a written request. To minimize the risk of improper disclosure, academic and disciplinary records are kept separate.

Students may authorize disclosure of information to parents or anyone else by completing a *Student Permission to Release Information Form* available in the Registrar's Office. This authorization for disclosure may also be revoked by the student through written notification to the Registrar's Office.

The College may also exercise its discretion to disclose information from the student's educational records without written authorization from the student under the following circumstances:

- a. to federal, state, and local authorities involved in the audit or evaluation of compliance with education programs;
- b. to comply with a judicial order or subpoena;
- c. in connection with financial aid;
- d. to organizations conducting studies for or on behalf of educational institutions;
- e. to accrediting organizations;
- f. to the parents of a dependent student (special guidelines apply);
- g. when a health or safety emergency is apparent;

- h. when directory information is being released;
- i. to an alleged victim of a crime of violence, the results of a disciplinary hearing may be disclosed; and
- j. to school officials who have a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the College to comply with requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Offices, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

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Family Nurse Practitioner

In compliance with the State Authorization and Reciprocity Agreement (SARA), Jefferson College of Health Sciences cannot confirm whether the program meets the requirements for professional licensure outside of Virginia. For additional information you should contact the state licensing board for the state in which you reside. The following web address provides contact information for each state. <https://www.ncsbn.org/47.htm>

Master of Science in Occupational Therapy Program of Study

Master of Science in Occupational Therapy Program of Study (81 Credits)

PREFIX	COURSE TITLE	CREDITS
Semester 1		
BIO 521	Gross Anatomy for Clinical Applications	4
OT 531	Occupational Response to Pathological Conditions	3
OT 501	Fundamentals of Occupation	3
OT 510	Use of Occupations in Mental Health	3
OT 554	Fieldwork I-A	1
Total Credits:		14
Semester 2		
BIO 530	Functional Clinical Neuroanatomy	4
OT 520	Humans in Motion	3
OT 502	Research Methodologies	3
OT 555	Fieldwork I-B	1
OT 670	Occupational Fitness for Life	2
Total Credits:		13
Semester 3		
OT 540	Occupation using Adaptation	3
OT 560	Client Advocacy/Public Policy	3
OT 629	Research Project Decisions I	1
Total Credits:		7
Semester 4		
IPE 507	Ethical and Legal Decision Making	3
OT 556	Fieldwork I-C	1
OT 602	Occupations thru the Lifespan I	4
OT 602L	Pediatric Lab	0
OT 615	Client Care Techniques	3
OT 615L	Techniques Lab	0
OT 632	Research Project Decisions II	2
OT 635	Program Development	3
Total Credits:		16
Semester 5		
OT 557	Fieldwork I-D	1
OT 603	Occupations thru the Lifespan II	4
OT 603L	Geriatric Lab	0
OT 610	Clinical Reasoning	3
OT 640	Topics in Administration	3
OT 650	Research Implementation	3
Total Credits:		14
Semester 6		
OT 682	Fieldwork Level II –A	8
Total Credits:		8
Semester 7		
OT 692	Fieldwork Level II – B	8
OT 695	Senior Seminar	1
Total Credits:		9
Credits from Non-Major Courses		11
Credits from Major Courses		70
Credits from Validation Courses		0
Total Credits:		81



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