

# **Course Director's Handbook 2016 – 2017**

*The contents of this handbook describe the academic policies and procedures of Tufts University School of Medicine's Public Health Programs and Professional Degree Programs. This handbook is for informational purposes only and does not constitute a contract between the University and any applicant, student or other party. The University reserves the right to make changes, without notice, in any course offering, requirement, policy, regulation, date, and financial or other information contained in this handbook. Questions regarding the content of this handbook should be referred to the Office of Student Services for Public Health Programs and Professional Degree Programs at 617-636-0935.*

#### **NOTICE OF EQUAL OPPORTUNITY**

*Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Tufts University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. In addition, it is the policy of Tufts University that educational and employment decisions made by it should be based on the principle of equal opportunity. The consideration of factors such as sex, race, color, sexual orientation, national or ethnic origin, age, religion, Veterans status or disability unrelated to a person's ability, qualifications and performance is inconsistent with this policy.*

#### **VIOLENCE FREE UNIVERSITY POLICY STATEMENT**

*Tufts University is committed to maintaining an environment where individuals are safe to learn, work and live. In support of this commitment, Tufts will not tolerate violence or threats of violence anywhere on its campuses or in connection with university-sponsored programs. The university has established threat assessment and management teams to evaluate and address violence and threats of violence made towards members of the Tufts University community.*

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**ACADEMIC CALENDAR**  
**Public Health Programs**

**Fall Semester 2016**

- *MD/MPH, DVM/MPH and MD/MBA students follow the Medical and Cummings Veterinary Schools' academic calendars*
- *MS-Biomedical Sciences students follow the 2nd academic calendar noted in this handbook*

AUGUST

- 24 Last day to register without a \$200 late registration fee  
31 New Student Orientation Begins (2-day, 2<sup>nd</sup> day on September 1st)

SEPTEMBER

- 02 Last day to drop a course or withdraw from Fall 2016 with a full refund; A drop form or withdrawal form must be filed with the Office of Student Services. Refer to Student Handbook for Tuition Refund Policy (pg. 87)  
05 Labor Day observed. Administrative offices closed.  
06 Fall classes begin/ PHPD Registrar will accept Cross-registration forms for non-required courses; please speak with Registrar regarding Fletcher courses.  
19 Last day for Fall course adjustments (add or drop without a "W")

OCTOBER

- 10 Indigenous People's Day observed. Administrative offices closed.  
26 Last day to withdraw from a course and receive a "W"

NOVEMBER

- 8 Substitute Friday's schedule on Tuesday. No Tuesday classes.  
11 Veterans Day observed. Administrative offices closed. No classes.  
23 No classes.  
24-25 Thanksgiving Recess: (University holiday); Administrative offices closed.

DECEMBER

- 19 Fall classes end  
20-23 Final Exam Period/Make-up dates for cancelled classes (due to weather related closings).  
26 Christmas Day observed. Administrative offices closed.

JANUARY

- 3 Fall Grades Due

**ACADEMIC CALENDAR**  
**Public Health Programs**

**Fall 2016 PHPD Class Meeting Dates**

**MD/MPH, DVM/MPH and MD/MBA Classes:** First and Second year classes meet every Tuesday afternoon with exceptions noted on the schedule.

**Monday (M):**

September 12, 19, 26 October 3, 10, 17, 24; November 7, 14, 21, 28; December 5, 12, 19

**Tuesday (T):**

September 6, 13, 20, 27; October 4, 11, 18, 25; November 1, 15, 22, 29; December 6, 13

**Wednesday (W):**

September 7, 14, 21, 28; October 5, 12, 19, 26; November 2, 9, 16, 30; December 7, 14

**Thursday (R):**

September 8, 15, 22, 29; October 6, 13, 20, 27; November 3, 10, 17; December 1, 8, 15

**Friday (F):**

September 9, 16, 23; October 7, 14, 21, 28; November 4, 8 (Tuesday), 18; December 2, 09, 16

**Note:** Monday, October 10<sup>th</sup> is a University Holiday and Wednesday, November 11<sup>th</sup> is a University Holiday classes will not be held. Friday classes will be held on Tuesday, November 8<sup>th</sup>. There will be no Tuesday classes on November 8<sup>th</sup>.

## ACADEMIC CALENDAR Public Health Programs

### Spring Semester 2017

- *MD/MPH, DVM/MPH and MD/MBA students follow the Medical and Cummings Veterinary Schools' academic calendars*
- *MS-Biomedical Sciences students follow the 2nd academic calendar noted in this handbook*

### JANUARY

- 02 New Year's Day observed. Administrative offices closed.
- 04 Last day to register without a \$200 late registration fee
- 16 Martin Luther King Jr. Day observed. Administrative offices closed.
- 18 Last day to drop a course or withdraw from Spring 2017 with a full tuition refund; a drop form or withdrawal form must be filed with the Office of Student Services. Refer to Student Handbook for Tuition Refund Policy (pg. 87)
- 19 Spring classes begin/PHPD Registrar will accept Cross-registration forms for non-required courses; please speak with the Registrar regarding Fletcher courses.

### FEBRUARY

- 01 Last day for course adjustments (add or drop without a "W")
- 20 Presidents Day observed (University Holiday). Administrative offices closed. No classes.
- 23 Substitute Monday's schedule on Thursday; (no Thursday classes)

### MARCH

- 9 Last day to withdraw from a course and receive a "W"
- 18 Spring Recess Begins
- 27 Spring Recess ends; Classes resume

### APRIL

- 17 Patriots' Day observed. Administrative offices closed; no classes

### MAY

- 08 Spring Classes end
- 9-12 Final Exam Period/Make-up dates for cancelled classes (due to weather related closings.)
- 15 Spring grades due for graduating students
- 19 Spring grades due for non-graduating students
- 21 Commencement
- 24 Summer Session I classes begin
- 29 Memorial Day observed. Administrative offices closed; no classes

**ACADEMIC CALENDAR**  
**Public Health Programs**

**Spring 2017 PHPD Class Meeting Dates**

**MD/MPH, DVM/MPH and MD/MBA Classes:** First and second year classes meet every Tuesday afternoon.

**Monday (M):**

Jan 23, 30; Feb 6, 13, 23 (Thursday), 27; March 6, 13, 27; April 3, 10, 24; May 1, 8

**Tuesday (T):**

Jan 24, 31; Feb 7, 14, 21, 28; March 7, 14, 28; April 4, 11, 18, 25; May 2

**Wednesday (W):**

Jan 25; Feb 1, 8, 15, 22; March 1, 8, 15, 29; April 5, 12, 19, 26; May 3

**Thursday (R):**

Jan 19, 26; Feb 2, 9, 16; March 2, 9, 16, 30; April 6, 13, 20, 27; May 4

**Friday (F):**

Jan 20, 27; Feb 3, 10, 17, 24 March 3, 10, 17, 31 April 7, 14, 21, 28

**Note:** Monday, February 20<sup>th</sup> is a University Holiday. Monday Classes will be held on Thursday, February 23<sup>rd</sup>. There will be no Thursday classes on February 23<sup>rd</sup>.



**ACADEMIC CALENDAR**  
**Public Health Programs**

**Summer 2017 Semester**

- *MD/MPH, DVM/MPH and MD/MBA students follow the Medical and Cummings Veterinary Schools' academic calendars*
- *MS-Biomedical Sciences students follow the 2nd academic calendar noted in this handbook*

MAY

- 23 Last day to drop a course or withdraw from Summer Session I or Full Summer course (begins in Summer Session I and ends in Summer Session II) with a full tuition refund; a drop form or withdrawal form must be filed with the Office of Student Services. Refer to Student Handbook for Tuition Refund Policy (pg. 87).
- 24 Summer Session I and full-summer classes begin
- 29 Memorial Day observed. Administrative offices closed. No classes.
- 30 Last day for Summer Session I course adjustments (add or drop without a "W")

JUNE

- 06 Last day for Full Summer course adjustments; these courses begin in Summer Session I and end in Summer Session II (add or drop without a "W")
- 07 Last day to withdraw from a Summer I course and receive a "W"

JULY

- 03 Summer Session I classes end (Substitute Tuesday's schedule on Monday; no Tuesday classes)
- 03 Last day to drop a course or withdraw from Summer Session II with a full tuition refund; a drop form or withdrawal form must be filed with the Office of Student Services. Refer to Student Handbook for Tuition Refund Policy (pg. 87)
- 04 Independence Day observed. Administrative offices closed. No classes.
- 05 Summer Session II classes begin
- 11 Last day for Summer Session II course adjustments (add or drop without a "W");  
*Summer I grades due*
- 12 Last day to withdraw from a full summer course and receive a "W"
- 19 Last day to withdraw from a Summer II course and receive a "W"

AUGUST

- 15 Summer Session II classes end
- 21 Summer grades due

**ACADEMIC CALENDAR**  
**Public Health Programs**

**Summer 2017 PHPD Class Meeting Dates**

**MD/MPH, DVM/MPH and MD/MBA Classes:** First and second year classes meet every Tuesday afternoon.

**SUMMER SESSION I**

**Monday (M):**

June 5, 9 (Friday), 12, 16 (Friday), 19, 23 (Friday), 26

**Tuesday (T):**

May 30; June 6, 13, 20, 27; July 3 (Tuesday)

**Wednesday (W):**

May 24, 31; June 7, 14, 21, 28

**Thursday (R):**

May 25; June 1, 8, 15, 22, 29

**Friday (F):**

May 26; June 2, 9, 16, 23, 30

**SUMMER SESSION II:**

**Monday (M):**

July 10, 17, 24, 31, August 7, 14

**Tuesday (T):**

July 11, 18, 25, August 1, 8, 15

**Wednesday (W):**

July 5, 12, 19, 26; August 2, 9

**Thursday (R):**

July 6, 13, 20, 27; August 3, 10

**Friday (F):**

July 7, 14, 21, 28; August 4, 11

**ACADEMIC CALENDAR**  
**MS-Biomedical Sciences Program**

**Fall Semester 2016**

*MS – Biomedical Sciences*

AUGUST

11-12 New Student Orientation  
15 First day of fall semester classes

SEPTEMBER

05 Labor Day Observed; Administrative offices closed; No classes

OCTOBER

10 Indigenous People's Day Observed; Administrative offices closed; No classes

NOVEMBER

11 Veterans Day observed. Administrative offices closed; No classes  
23 No classes  
24-26 Thanksgiving recess. Administrative offices closed; No classes

DECEMBER

17 Winter Vacation begins for MBS students  
26 Christmas Day observed. Administrative offices closed.

**ACADEMIC CALENDAR**  
**MS-Biomedical Sciences Program**

**Spring Semester 2017**

JANUARY

- 02 New Year's Day observed. Administrative offices closed
- 03 Classes resume for MBS students
- 16 Martin Luther King, Jr. Day observed. Administrative offices closed; No classes

FEBRUARY

- 20 Presidents Day observed. Administrative offices closed; No classes

MARCH

- 18 Spring Recess begins
- 27 Spring Recess ends; Classes resume

APRIL

- 17 Patriots' Day observed. Administrative offices closed; No classes

MAY

- 19 Last day of spring semester for MBS students
- 21 Commencement
- 22 Summer Session for thesis research begins
- 29 Memorial Day observed. Administrative offices closed.

JULY

- 24 Thesis Draft should be approved by Mentor (following the approval by the mentor, the readers must be given adequate time to meet the August 15 thesis deadline)

AUGUST

- 11 Summer Session ends; Completed "Approval of Master of Science Thesis for Submission" form due to the MBS Program Office by 5pm for all students who plan to graduate in August 2017.

## **Policy on Religious Holidays**

*It is University policy that all classes will be held on religious holidays such as Rosh Hashanah, Yom Kippur, Ash Wednesday and Good Friday. However, every attempt will be made to not schedule examinations or quizzes on such days. Any student who anticipates difficulty meeting requirements due to religious beliefs must inform the course director before such course work is missed. Any student who is unable to participate in an examination or course requirement because of his/her religious beliefs will be given the opportunity to make up the missed examination(s) and/or course requirement(s).*

*Instructors may reschedule classes due to religious beliefs or unforeseen circumstances. Every effort will be made to reschedule the class on a day that is convenient for both the instructor and the majority of students.*

## DIRECTORY

### ADMINISTRATION – PUBLIC HEALTH & PROFESSIONAL DEGREE PROGRAMS

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<p>Anthony Schlaff, MD, MPH Director, MPH Program and MD/MPH Track M&amp;V Wing, 1st Floor 617-636-6584, anthony.schlaff@tufts.edu</p>	<p>Odilia Bermudez, PhD, MPH Concentration Leader, Global Health M&amp;V Wing, 1st Floor 617-636-2194, odilia.bermudez@tufts.edu</p>
<p>Paul Hattis, MD, JD, MPH Senior Associate Director M&amp;V Wing, 1st Floor 617-636-2498, paul.hattis@tufts.edu</p>	<p>Susan Koch-Weser, ScM, ScD Concentration Leader, Health Communication M&amp;V Wing, 1st Floor 617-636-4033, susan.koch_weser@tufts.edu</p>
<p>Marcia Boumil, MA, JD, LLM Director, JD/MPH Track M&amp;V Wing, 1st Floor 617-636-3575, marcia.boumil@tufts.edu</p>	<p>Amy Lischko, DSc, MSPH Concentration Leader, Health Services Management &amp; Policy M&amp;V Wing, 1st Floor 617-636-0476, amy.lischko@tufts.edu</p>

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#### **MS-HEALTH COMMUNICATION PROGRAM**

Susan Gallagher, MPH Director M&V Wing, 1st Floor 617-636-3539, sue.gallagher@tufts.edu	Carolyn Rubin, EdD Director, Bachelor/MS-HCOM Track M&V Wing, 2 <sup>nd</sup> 617-636-3444, carolyn.rubin@tufts.edu
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#### **MD/MBA PROGRAM IN HEALTH MANAGEMENT**

#### **MS – DEVELOPMENT AND REGULATION OF MEDICINES AND DEVICES PROGRAM**

Paul Beninger, MD, MBA Director Stearns Wing, 2nd Floor 617-636-4057, paul.beninger@tufts.edu
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#### **MS-PAIN RESEARCH, EDUCATION AND POLICY PROGRAM**

Daniel Carr, MD Program Director Stearns Wing, 2nd Floor 617-636-3895, daniel.carr@tufts.edu	Ylisabyth Bradshaw, DO, MS, FACEP Academic Director M & V Wing, 1st Floor 617-636-6946, libby.bradshaw@tufts.edu
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#### **MS - BIOMEDICAL SCIENCES PROGRAM**

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## DIRECTORY

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Beth Buyea, MHS, PA-C Director, Didactic Education M&V Wing, Suite 207 617-636-0405, beth.buyea@tufts.edu	

### GENERAL STUDENT SERVICES

Bookstore	Arnold 1	617-636-6628
Bursar/Cashier	Posner 1	617-636-6551
Campus Police	M&V 1	617-636-6610
Student Advisory & Administration	Posner 4	617-636-2700
Dental Health Services	1 Kneeland Street	617-636-2497
Financial Aid	Sackler 8	617-636-6574
Hirsh Health Sciences Library	Sackler 4	617-636-6705
Parking Office	274 Tremont Street	617-636-5580

### PUBLIC HEALTH PROGRAMS AND PROFESSIONAL DEGREE PROGRAMS' WEBSITE:

<http://publichealth.tufts.edu/>



## COURSE SUPPORT INFORMATION

### **Enrollment**

Class limits are determined by Program Directors in advance. Please be aware of these limits, since the number of seats determines classroom assignments.

### **HSF Online**

PHPD uses SIS for course registration and grade entry. SIS can be accessed at [https://sis.uit.tufts.edu/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://sis.uit.tufts.edu/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) at any time, on or off campus. As an Instructor, you will be able to view the latest course rosters (including student photographs) for your courses and will be able to enter final grades directly rather than submitting paper grade sheets.

### **Add/Drop Period**

To add a course after online registration has closed, students must complete a *Drop/Add Form*, available online or from the PHPD Office of Student Services. Students need to obtain permission from the instructor and clearance from the Bursar's Office. Completed forms should be submitted to the PHPD Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines. Adding a PHPD summer course is not permitted after the first week of classes.

MPH and MS-Health Communication Programs: Matriculated students may register for up to one credit of non-core courses offered by the Combined MD/MPH and DVM/MPH Tracks. This requires permission of the Academic Advisor and/or Program Director. Students are advised that courses offered by the combined degree program are held during the day and follow the medical school academic calendar.

MD/MPH and DVM/MPH Track: Matriculated students may substitute a course offered in the Master of Public Health and MS-Health Communication programs for an elective course offered by the combined degree program. This requires the permission of the Director of the MPH Program.

To drop a course after classes have begun, students must complete a Drop/Add Form, available on-line or from the PHPD Office of Student Services. Students need to obtain the signature of the instructor. Completed forms should be submitted to the PHPD Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines. Notice given to an instructor, to the Program Director or faculty advisor does not constitute cancellation of course registration.

Failure to drop a course within the designated drop/add period will result in a tuition charge and a failing grade on the student's permanent record.

If a course is dropped before the end of the Add/Drop window (14 calendar days after the start of the semester for full semester fall, spring and summer courses or 7 calendar

## COURSE SUPPORT INFORMATION

days after the start of a half semester course) the course will be removed in its entirety from the student transcript. From that point until 8 weeks into the semester (two weeks for half-semester courses) a student may withdraw from a course and a grade of “W” will remain on the student transcript for the course. (See course withdrawal policy in the Academic Policies and Procedures section of this handbook).

### **Cross Registration**

To cross-register for courses outside of PHPD, students must obtain a Cross Registration Form from the Office of Student Services, obtain the required signatures, and return the form to the Registrar.

### **Within Tufts University**

Students may cross-register for an approved course offered by other schools within Tufts University (i.e. School of Arts and Sciences, Friedman School of Nutrition Sciences and Policy, etc). A list of approved elective courses outside the MPH program is available on the Academic Advisement Report in SIS. If a student would like to take a course that does not appear on this list, he/she must obtain permission from the Program Director or Concentration Leader.

### **Through the Boston “Consortium”**

A consortium agreement with Brandeis University, Boston College and Boston University permits Tufts students to register for fall and spring semester courses (not summer) offered by these institutions. Students may apply a maximum of 2 consortium credits toward the fulfillment of PHPD degree requirements. It is the responsibility of the students to contact the Registrar of the host institution for details. Please note the institution may limit students to one course per semester.

### **Non-Matriculated Students**

Non-matriculated students are not eligible to cross register for courses.

### **Academic Advising**

Students admitted to the program will be assigned an advisor with expertise and experience. Students are expected to schedule regular meetings to determine registration and programming advice. If a student wishes to change his/her academic advisor, the student should submit to the Registrar’s Office a “Change of Concentration/Advisor” form. When possible the student will be re-assigned to another academic advisor.

## COURSE SUPPORT INFORMATION

Students may cross-register for courses within Tufts University that are specifically required by their program during their normal online registration period, but must wait until the first day of the semester to cross register for elective courses or courses at other institutions in the Boston Consortium.

Cross-registration is on a space available basis and at the discretion of the registrar of the host institution. The calendar and start dates of courses at other universities and at other schools within Tufts University are frequently different, and it is the responsibility of the student to obtain this information and adhere to these schedules. Students will be held to the drop and withdraw deadlines and rules for PHPD, regardless of the rules and deadlines of the Host Institution.

### Course Rosters and Class Enrollment

Current enrollments will be available via TRUNK and SIS. During the drop/add period, changes in course enrollments will be reflected within 24 hours on Trunk rosters.

If you intend to create a XanEdu course packet or order text books through the bookstore and need to know the number of students expected to enroll in your course, please contact the Assistant Registrar, Andrew Hogan at 617-636-6538.

### Submission of Grades

Grades will be entered in the SIS. The Registrar's office will provide you with instructions on how to use this system. The Registrar will not accept grades by email or fax. Course directors will have one week from the last date of classes to enter their grades. If no grade is entered after this time, grades of **NG** (no grade received) will be entered. If you are unable to enter the grades by the deadline date, please contact the Director of Enrollment, Janice Gilkes, at 617-636-2954.

### Guest Speakers

Each course director is allotted a total of \$300.00 to be used at his/her discretion to bring in outside speakers as needed. If you would like to pay an outside speaker, please complete both a guest speaker\* and W-9 Vendor Certification form and return with a copy of the related syllabus or other notice identifying the guest lecturer to the Student/Academic Services Assistant for the Office of Public Health and Professional Degree Programs, who will make sure the request is processed. If possible, please submit requests prior to the start of the course, but **no later than 2 weeks before the end of the semester**. Unused allocations may not be carried into a subsequent course offering.

\* A home address is required by the Accounting Office, payment cannot be made without it.

## Teaching Assistants

### **Academic Teaching Assistant**

A TA will be assigned to a course based on the number of students enrolled in the class or if the course has a required laboratory. Enrollment has to be 20 or more students. Requests for TAs are to be made to the appropriate program director.

*Typical duties of a TA include the following:*

- Attend lectures and assist course director
- Lead discussion sections, tutorials or laboratory sections
- Help prepare handouts, exams, and homework
- Assist with evaluating and grading examinations, assignments or papers
- Proctor exams
- Copy and distribute class materials
- Help assist students with questions
- Attend regular meeting with other course TAs and/or course director
- Assist with other tasks as assigned

### **Technical Teaching Assistant**

A tech TA will be assigned to an online or hybrid course that may require technical duties related to audio-visual recording of course lectures and/or assist with the monitoring of online course participation.

*Typical duties of a Tech TA include the following:*

- Attend course lecturers and assist course director
- Ensure equipment and technical set up for course in advance
- Ensure permission forms are signed and submitted to course director
- Provide technical support with online functioning of the course
- Moderate discussion board chats
- Manage uploading of materials to TRUNK
- Track and record student attendance and in-class participation
- Orient students and guest lecturers with the online functions of the course/technology
- Act as a liaison with Ed Media or TTS to troubleshoot problems
- Audio and video record lectures
- Review audio and video recordings and post
- Disassemble equipment e.g. projector, cables etc. and store
- Assist with other tasks as assigned

## COURSE SUPPORT INFORMATION

### Rates

Teaching Assistants*	1 Cr. Rate	.5 Cr. Rate
Academic	\$2,000	\$1,200
Academic w/ Lab	\$2,500	\$1,700
Technical	\$1,200	\$1,000
MBS TA	\$25/hr.	\$25/hr.

*\*Course directors who think that their teaching assistants should get an additional \$500 above \$2K or \$1.2K because the volume of work exceeds the typical duties can appeal to the appropriate program director.*

### Student Communication

Course directors can communicate with the students enrolled in their class via Trunk or TUSK. Students will be given access in Trunk or TUSK to the courses for which they are enrolled during the week before classes start. Please note that incoming new students will not have access to Trunk or TUSK until orientation or the first week of classes.

### Parking Passes

Each program will provide parking passes for course directors and guest speakers who are not employed by Tufts University School of Medicine (TUSM) or Tufts Medical Center and are teaching a course.

Course directors and guest lecturers may use their parking passes to park in the Tremont Street Garage, 274 Tremont Street (next to the Citi Wang Center) at no charge on the day of the class.

Parking passes for teaching assistants who are not employed by Tufts Medical Center or TUSM may also be obtained through the appropriate program. Please provide the teaching assistant's name and the number of days that they will be attending the class.

If the program is provided with address labels of guest lecturer, a parking pass and a map will be sent in the mail.

**Note: The parking passes are prepaid; therefore, unused passes should be returned to the Office of Public Health and Professional Degree Programs.**

### Identification Cards

To retrieve your faculty identification card, go the security office on the first floor of the Biomedical Research and Public Health Building in the M&V Wing and have your picture taken. An identification card will printed for you onsite in a matter of minutes.

**Faculty Lounge**

There is a faculty lounge available for your use in the Department of Public Health and Community Medicine that has computers, soft seating, a file cabinet, and telephone.

## **POLICY FOR BLENDED/ONLINE COURSES – PUBLIC HEALTH PROGRAMS**

### **Policy**

Any approved course that is modified so that one third or more of course sessions are not delivered in a face-to-face format (either synchronously or asynchronously) must be reviewed and approved by the appropriate concentration leader and/or program director prior to being listed in SIS (student information system).

Existing courses that have two-thirds or more of classroom time delivered using technology (either synchronously or asynchronously) will be designated as a new course and must be submitted in the standard manner to the Academic Affairs Committee for approval prior to being listed in SIS.

### **Guidelines**

1. Faculty are encouraged to experiment with academic technology tools in course instruction as part of the Public Health Programs commitment to facilitate and/or enhance student learning.
2. Faculty integrating academic technology into course delivery are encouraged to review the guidelines for assessing course contact hours. (See Course Director's Resources on Trunk.)
3. Faculty teaching courses that make use of on-line discussion forums are strongly encouraged to include a discussion forum rubric as part of the syllabus. (See Course Director's Resources on Trunk.)
4. Faculty teaching courses identified as blended, online or flipped should indicate explicitly in their syllabi how technology will be used/integrated in course delivery, technical requirements and available technology support.

## PREPARING YOUR SYLLABUS

### **Handouts**

Handouts should be considered additions to the syllabus. If guest lecturers plan to distribute handouts, please try to include them in the reading packet or on TRUNK.

The following is a “laundry list” of information that should be contained in each syllabus. These elements give our students a clear understanding of how the course is organized. Please review this checklist and contact the program director with questions.

### **Table of Contents/Course Schedule**

Table of contents should include a list of lecture titles, dates, and reading assignments.

### **Contact Information**

Contact information should include name and title, location, address, phone and e-mail address for the course director and teaching assistants (if applicable). Course directors should provide office hours and location. If teaching assistants will be used, they should be introduced to the class on first day of the course.

### **Course Objectives**

The overall course objectives should explain the general goals of your course.

### **Competencies (for MPH and MS-HCOM courses)**

#### *MPH Core Competencies:*

Each of the MPH core and required courses has some number of core competency-based learning objectives assigned to them by the program faculty and administration. Course Directors will receive a listing of those competency based learning objectives assigned to their specific courses. If you teach a core or required course, please make sure your syllabus includes a section entitled 'Core Competency Based Learning Objectives' which lists those assigned to your course.

#### *MPH Concentration Competencies:*

All concentrations have developed competencies for use in guiding the content of the required core courses for each concentration. If you are not sure if the course you are teaching is a core or required course for a concentration, the Tufts web site notes the required courses for each. The concentration leader in your area will provide you with a list of competencies that have been assigned to your specific required concentration course. Your syllabus should include a section entitled 'Concentration Competencies' which lists concentration competencies addressed in this course.

#### *MS-HCOM Competencies:*

There are 11 core competencies for the MSHCOM program. These are listed on the website. Each HCOM course syllabus must indicate what the primary core competency



## PREPARING YOUR SYLLABUS

is for the course as well as any secondary competencies. If you teach an HCOM course, please make sure your syllabus includes a section entitled 'Core Competencies' which lists these for the course. Each faculty member teaching an HCOM course should select the appropriate competency(ies) and run it/them the Program Director.

### **Learning Objectives**

The learning objectives for each session should be identified in the syllabus.

### **Student Evaluation**

Indicate whether the course is Pass/Fail or letter graded. Describe clearly how the students are evaluated. Include the number of exams, papers, presentations, etc. and the approximate weighting for each criterion. Indicate whether class participation will be graded. Course requirements other than scheduled examinations (small group participation, written assignments, presentations, etc.) should be clearly outlined in the syllabus with specific deadlines.

### **Textbook Information**

List the required and recommended textbooks for the course including the author, publisher and edition and where students can obtain each of them. Course Directors may put recommended texts on reserve in the library. *See section on Textbooks and Reserve Request in this handbook for more information.* For all texts, please indicate whether they are on reserve in the Hirsh Health Sciences Library or should be obtained through the Tufts Health Sciences Campus Bookstore.

### **Readings**

A list of all required readings must be in the syllabus. Required readings from journal articles should be posted on Trunk or TUSK via XanEdu course packs (see section on Course Readings for more details about Trunk or TUSK and XanEdu). *The Office of Student Services does not make copies of course reading packets.*

### **Page Numbering**

Pages should be numbered with numbers placed either at the top, middle or bottom middle of the pages. If top corner numbering is desired, please number all the odd pages in the upper right corner and all the even pages in the upper left corner, so that the page numbers are visible when the syllabus is copied on both sides of the paper.

### **Single-Side vs. Double-Side**

Your syllabus should be either all single-sided or all double-sided. Please indicate your preference when you submit it.

## PREPARING YOUR SYLLABUS

### Syllabi Checklist

Before submitting, please take a moment to review this checklist of important syllabi content. For a detailed description of the following categories see the summaries above regarding syllabus preparation.

### **Did you include?**

- Table of Contents/Course Schedule
- Course Director Contact Information
- Teaching Assistant Contact Information
- Small Group/Lab Instructions
- Overall Course Objectives
- Course Competencies
- Learning Objectives
- Clear description of student evaluation scheme
- List of Required Readings
- Textbook Information

### Deadline

Your single-sided or double-sided syllabus (not including readings) must be approved by the Program Director. Once approved, it should be submitted to the Student/Academic Services Assistant **FIVE WEEKS** before the first day of the course in order to ensure it is ready in time for class. Electronic or paper copies are acceptable.

*NOTE: If you are unable to submit your syllabus by the deadline, you will be responsible for making the appropriate number of copies in time for your first class.*

### Copies

The OSS will automatically order enough copies for registered students with a few extras for record keeping. Please note that a copy of each syllabus is useful to the Dean for PHPD, Program Directors, fellow faculty, and is necessary for accreditation purposes. A copy of each syllabus must be given to OSS. Please note that the Office of Student Services does not make copies of course reading packets.

### Distribution

All syllabi copies will be ready on the day of the first class meeting. They will be ready for pick-up from the Student/Academic Services Assistant prior to the starting time of the course.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

### Definitions

For purposes of this notification, the Public Health and Professional Degree Programs of the School of Medicine, Tufts University, uses the following definitions of terms.

**Student** - Any person who attends or has attended the Public Health and Professional Degree Programs of the School of Medicine, Tufts University. Persons admitted but never matriculated are not considered students.

**Education Records** - Any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by the university or an agent of the university that is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records which are created and maintained by Public Safety for law enforcement purposes.
4. Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity and which are used only in connection with the treatment of a student and which are disclosed only to individuals providing that treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at the university and which do not relate to the person as a student.

The initial record kept by the Office of Student Services for Public Health and Professional Degree Programs' Registrar consists of material provided directly by you or by other persons or agencies at your request to the Admissions Office. Beginning in the Fall, 1975, letters of recommendation written on your behalf are deleted once you have matriculated, but the names of authors are retained. The remaining information includes application form, complete college transcript, transcripts from any other colleges you may have attended and standard test scores (GRE, TOEFL, MCAT, etc.). Thereafter, your file grows to include any or all of the following:

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

- Tufts transcript
- Transcripts from other colleges or programs
- Notification from faculty of grade change (make-up exams, errors, etc.)
- Forms or letters regarding status
- Copies of correspondence with Administrators
- Letters of recommendation
- Reports concerning incomplete courses
- Records of student request to view file
- Statements that you may have entered into the records on your own behalf
- Copies of enrollment certifications sent on your behalf and
- Transcript request forms

In many instances a student may have received copies of the particular item or have been notified of the action taken. Many of these items are purged from a file upon completion of all degree requirements.

*School Official* - A person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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.

*Legitimate Educational Interest* - Indicates the need of a school official to review an education record in order to fulfill his or her professional responsibility.

### Students' Rights

The following are the student's rights provided under FERPA:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit a written request that specifically identifies the education record(s) they wish to inspect to the custodian of the record as indicated in the chart below. An official within the department that receives the request will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. A student may read any recommendation in his/her files unless the right to do so has been waived in writing.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

On the next page is a list of the types of education records that the university maintains; the location(s) of such records; and their custodians (or the custodian's designee).

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
Academic Records/Advising Records (progress, advising, evaluations)	Office of Student Services, Public Health & Professional Degree Programs	Registrar, PHPD
Admissions Files	Office of Student Services, Public Health & Professional Degree Programs	Director of Admissions/Registrar, PHPD
Enrollment Records	Office of Student Services, Public Health & Professional Degree Programs	Registrar, PHPD
Career Services Records	Office of Student Services, Public Health & Professional Degree Programs	Director of Career Services, PHPD
Counseling & Testing Records*	Student Advisory & Health Administration	Director, SAHA
Cumulative Academic Records (grades, transcripts)	Office of Student Services, Public Health & Professional Degree Programs	Registrar, PHPD
Disciplinary Records	Office of Student Services, Public Health & Professional Degree Programs	Registrar, PHPD
Financial Records	Office of Financial Aid, School of Medicine	Director of Financial Aid
Financial Aid Records	Office of Financial Aid, School of Medicine	Director of Financial Aid
Health Records*	Student Advisory & Health Administration	Director, SAHA
Miscellaneous Records (student education records not included in the above list)	Contact the Office of Student Services	

\* Health and counseling records are maintained by the University Health Service and

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

the Counseling Center and are available only to health professionals. A professional designated by the student in writing may see that student's records.

- 2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of his or her privacy rights.**

A student may ask the University to amend a record that the student believes is inaccurate or misleading. The student should write to the Public Health and Professional Degree Programs' Registrar, clearly identify the part of the record they want changed, and specify why the student believes the record is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If an agreement to make changes in the records cannot be reached between the student and the individual maintaining the file, the student may appeal to the Program Director for a hearing by a board of disinterested persons chosen for that purpose. The hearing will be conducted in accordance with the procedures set forth in the regulations and statement of policy of Tufts University. If as a result of the hearing the University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the student shall have the right to place in the education records a statement commenting on the contested information in the record or the reason(s) the student disagrees with the decision of the University.

*A student may not challenge a grade given through this procedure, only the accurate recording of the grade.*

- 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 disclosure without consent.**

Personally identifiable information from the education records of a student will be disclosed by the university upon the prior written consent or request of the student. The written consent or request must (a) specify the records that may be disclosed; (b) state the purpose of the disclosure and (c) identify the party or class of parties to whom the disclosure may be made.

However, the university may disclose information without the prior written consent of the student in the following circumstances:

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

1. To school officials with a legitimate educational interest in the records.
2. To officials of another school, at the request of those officials, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the university.
6. To accrediting organizations to carry out their functions.
7. To either of two parents when at least one parent has claimed the student as a dependent for income tax purposes. A certified copy of the parents' most recent Federal Income Tax Form may be required to verify dependency.
8. To comply with a valid court order or subpoena or to comply with federal law (e.g., the USA Patriot Act).
9. To appropriate parties in a health or safety emergency.
10. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of a disciplinary proceeding conducted by the university with respect to that alleged crime or offense. The university may disclose the final results of the disciplinary proceeding, regardless of whether it concluded a violation was committed.
11. Directory information so designated by the university.
12. To parents of students under the age of 21 when laws or university policies regarding alcohol or drugs are violated.
13. To a court or administrative agency in the event of legal action between the university and a student.

### **Directory Information**

"Directory information" is personally identifiable information about students in attendance at the university that may be disclosed without the prior consent of the student, subject to the right of the student to inform the university in writing that all "directory information" with respect to him or her shall not be so disclosed, as discussed below.

The Registrar's Office has designated each of the following items as "directory information":

- The student's name(s)
- Photo
- Major field(s) of study

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

- Current enrollment status
- Participation in officially recognized activities
- Dates of attendance
- Degrees, awards and academic honors received
- Previous educational institution(s) attended

Students may restrict the release of directory information, except to school officials with legitimate educational interests and to others as permitted by law. In order to restrict the release of such records, a student must make a request in writing to the Office of Student Services for Public Health and Professional Degree Programs by September 30 each year.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.**

The name and address of the federal agency that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Disposition of Records**

Applications and related material for persons not accepted are retained by the Admissions Office for two years and then destroyed. After a student separates from Tufts for any reason, including graduation, the folders are retained intact in the Registrar's Office for five years. Student records include, but are not limited to applications; university academic transcripts; notices of admission, re-admission, denial; records of grade changes; and correspondence.

After the five years following graduation from Tufts University School of Medicine's Public Health and Professional Degree Programs, student records are archived and typically the following materials are retained:

- Transcripts
- Record of grade changes
- Competency assessments
- Narrative evaluations
- Grade sheet

For policies in connection with the disposition of records maintained by course



## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

instructors or program directors, consult the individual departments. All present and former students have the right to review materials retained. Any request to review records must be made through the individual responsible for that record. All material is restricted to use by authorized university personnel or to release, only on the written permission of the individual involved, unless release is permitted by the Act and regulations. Requests to view records should be submitted to the Registrar. E-mail requests will not be accepted.

### **Alumnus/A Rights**

All rights which you possess as a student concerning your records remain with you after you leave Tufts. This applies only to those records which pertain to you as a student which are accumulated during your enrollment in the University.

### **FERPA Annual Notice to Reflect Possible Federal And State Data Collection And Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## TEXTBOOKS AND BOOK RESERVE REQUESTS

### Ordering Textbooks

One of the provisions of the Higher Education Opportunity Act of 2008 states that information on textbooks, reading packets or other materials (required, recommended and supplemental) must be made available to students at the time of registration (November 1<sup>st</sup> deadline for Spring courses, April 1<sup>st</sup> for Summer and Fall course offerings).

Course directors requiring or recommending books for a course can order the books via the Tufts Health Sciences Campus Bookstore Web site at <http://tufts.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=20051&catalogId=10001&langId=-1>. You can also stop by the store to fill out a textbook order form. If you have any questions regarding your textbook order and can't stop by the store; please feel free to contact the bookstore via email at [sm730@bncollege.com](mailto:sm730@bncollege.com).

**It is recommended that course directors submit textbook information by the deadline dates noted above.** Please note that books ordered from a small publisher can require additional shipping time.

Arnold Building, 1st Floor  
116 Harrison Avenue  
Boston, MA 02111  
617-636-6628  
[bkstuftsmed@bncollege.com](mailto:bkstuftsmed@bncollege.com)  
<http://tufts.bncollege.com/>

Regular Hours: Monday-Thursday: 9:00 am - 4:00 pm and Friday: 9:00 am – 3:00 pm

### Book Reserve Request Guidelines

- The Hirsh Health Sciences Library will accept requests for material to be placed on reserve only when submitted by faculty. Students wishing to place materials on reserve must have the written permission of their course director to do so.
- Please use the online request form for each course that requires materials to be placed on reserve. The site can be accessed at:  
[http://www.library.tufts.edu/hsl/services/reserve\\_form.html](http://www.library.tufts.edu/hsl/services/reserve_form.html)
- Please allow the library **two weeks** to process copies of readings and other reserve items. Requests will be processed on a first-come, first-serve basis.
- Original copies of journals are not placed on reserve, only photocopies of articles.

Faculty members must follow copyright guidelines by obtaining permission from the copyright holders to copy the articles. **A written notice of copyright and permission to photocopy must appear on all photocopies placed on reserve.** The Circulation Department can assist you in finding the publisher/copyright holder's address to write for permission and maintains a file on U.S. Government Copyright Law and related information. Below is the Hirsh

- Library's policy on copyright permission.
  - *"The copyright law of the United States (U.S. Code, Title 17) governs the making of photocopies or other reproductions of copyrighted material. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law."*
- Faculty may place personal copies of material on reserve. These items must be clearly marked with owner's name, department and extension. The library will place detection strips inside these items for your protection and keep them behind the Circulation Desk. It is the faculty member's responsibility to promptly pick up personal copies at the end of the semester.
- Please deliver your reserve materials to the Circulation Desk on the 4th floor of the library between 8 a.m. and 5 p.m., Monday through Friday, or mail it to: Circulation Desk, Hirsh Health Sciences Library, 136 Harrison Avenue, Sackler – 4, Boston, MA 02111, 617-636-6706.

## COURSE READINGS

*Please note that the Office of Student Services does not make copies of course reading packets. Please use Trunk or XanEdu for course readings.*

### **TRUNK (for all Public Health, HCOM and Prep courses)**

Trunk is an online authoring tool, which will makes it possible for a course director to upload course materials from their desktop. Syllabi, reading lists, links to licensed literature, self-study quizzes, and PowerPoint slides can be uploaded to Trunk. Trunk can also be utilized for discussion groups. A Tufts email account is needed in order to gain access to Trunk. If you need assistance using Trunk, you can utilize the online help site at <https://trunk.tufts.edu/xsl-portal>. It is highly preferable for you to use Trunk for your syllabus, readings and related materials, but if you choose to utilize a printed course pack for your readings, you may do so via XanEdu customized reading packets (see below).

Although Trunk will able to accommodate most documents, some documents may require copyright clearance. **IMPORTANT:** *Course readings that require copyright clearance should be included in a XanEdu course pack.*

### **XanEdu Course-Reading Packets**

XanEdu customizes course-reading packets can include articles, textbook chapters, case studies or other printed information. They have a large database of pre-copyright cleared academic and non-academic material. For any materials not in their database, XanEdu will research and obtain the necessary copyrights. Course director's can create a course packet themselves via the Web or have a XanEdu staff can create it. If you are using the service for the first time, it is highly recommended that you work with a XanEdu staff member. Course directors have the option of utilizing printed or digital course packs, which students can buy via the bookstore. The appropriate links/forms can be found at the PHPD Course Director's Resource site on TUSK. To get started with creating a reading course packet, do the following:

- Complete a XanEdu order form (include citation information)
- Make one copy of each article and/or book chapter to be included in packet\*
- Fax or email order form and copies of readings to XanEdu
- Inform the Tufts Health Sciences Bookstore that you will be using a XanEdu course packet via their web site at <http://tufts-med1.bkstore.com> by clicking Faculty
- It is recommended that you check on the status of your order two weeks before your class starts

*\*Copies required for new orders and re-adopts with added content.*

## COURSE READINGS

Course directors who choose to order reading packets online via XanEdu's site, please note that if you are not a current user, you will need to register as a new user before you can create a course packet. When registering as a new user, please put Tufts University School of Medicine as the institution and Public Health and Professional Degree Programs as the department at the end of the form.

*The price a student pays for a course packet is determined by the number and source of articles you select. Please note that copyright clearance costs for book chapters tend to be much higher than articles and contribute greatly to the price of the reading packet. The price of a packet recalculates as you add or delete articles. If you are concerned about the price of the packet, you can ask XanEdu to give you an estimate of the retail price in advance of printing.*

**IMPORTANT:** Please note that processing new XanEdu course packets generally takes **6 to 8 weeks**, because receiving copyright approval from publishers/authors can be very time consuming. Therefore, to avoid delays in delivery please refer to the recommended submission dates below.

**Fall Semester:** July 1<sup>st</sup>

**Spring Semester:** November 15<sup>th</sup>

**Summer Semester:** March 15<sup>th</sup>

## ACADEMIC POLICIES AND PROCEDURES

### Standards of Work

A grade of B- or better is considered a passing grade for a course. When a student receives a course grade below a B- s/he will receive a warning letter from the Dean of Public Health and Professional Degree Programs informing them that receiving a second grade below a B- will result in Academic Probation and may result in dismissal from the program.

Students who have earned at least 3.0 credits, with a cumulative GPA of 3.0 or below or received two or more final grades of B- will be reviewed by Dean for Public Health and Professional Degree programs to ensure satisfactory academic progress is being made.

Students placed on Academic Probation will be reviewed by the Public Health and Professional Degree Programs Promotions Committee and may be referred to the Tufts University School of Medicine (TUSM) Student Evaluations and Promotions Committee to be considered for denial of advancement or dismissal from the program. At any PHPD Promotions Committee meeting where the possible dismissal of a student is to be discussed, the student will be notified ahead of time and invited to address the Committee. Final decisions on dismissal are made by the TUSM Student Evaluation and Promotions Committee. Any student who is reviewed by the TUSM Student Evaluation and Promotions Committee has the right to appear before and address the committee. Any student who is denied advancement or dismissed by the TUSM Student Evaluation and Promotions Committee has the right to appeal this decision to the TUSM Student Appeals Committee.

Students who receive a grade of less than a B in a course may repeat the course in order to attempt to earn a better grade. If a student re-takes a course and passes it, s/he receives credit for the course; both grades are included on the student transcript and in computation of the GPA. No more than 2 courses may be re-taken in this manner. Any given course may only be counted once toward a PHPD degree or certificate requirement.

Although a grade of B- is considered a passing grade for an individual course and will be counted toward degree credit, a cumulative GPA of 3.00 is required in order to be granted a degree from a Tufts University PHPD Programs. A student who has lower than a 3.00 in their final semester may be encouraged by the PHPD Promotions Committee to re-take one or more courses, may be permitted to take some additional elective courses (for no more than one semester) in an effort to improve the student's cumulative GPA, or may be dismissed from the program.

## ACADEMIC POLICIES AND PROCEDURES

### **Academic Probation**

If a student on Academic Probation receives no grades below a B (or S in the case of thesis work or other course graded S/U) in the semester subsequent to being placed on Academic Probation, that student will be removed from Probation. Otherwise that student will no longer be considered to be in good academic standing, and will be reviewed again by the Promotions Committee for possible referral to the TUSM Student Evaluation and Promotions Committee for dismissal.

### **Satisfactory Academic Progress**

Federal regulations require the Tufts School of Medicine Public Health and Professional Degree programs to establish Satisfactory Academic Progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculated students, whether they are financial aid recipients or not. Students who fail to maintain Satisfactory Academic Progress during any semester may be placed on Financial Aid warning, Financial Aid probation and/or academic plan, suspension or may be dismissed, in accordance with the policies of the PHPD program. Students who are terminated from financial aid eligibility may continue their studies but are required to self-pay and make payment arrangements through the Bursar's office.

The standards of Satisfactory Academic progress measure a student's performance in three areas: maximum timeframe, cumulative grade point average (GPA) and cumulative completion rate. The student's academic progress shall be evaluated at the end of each semester. Academic Progress for both part-time and full-time students will be evaluated under the criteria given below.

### **Maximum Timeframe Allowance**

PHPD students will be evaluated to determine if they have achieved satisfactory levels of academic progress. In order to achieve satisfactory academic progress, a student must complete their degree requirements within 150% of the program's published length in accordance with the standards established by their program as noted below:

## ACADEMIC POLICIES AND PROCEDURES

*Credit Amounts listed below are for students beginning the program in Summer 2011 or later.*

Degree Program	Credit Minimum for Degree	Credit Maximum for Degree
Master of Public Health (MPH)	13	19.5
Master of Science in Pain Research, Education & Policy (PREP)	11	16.5
Master of Science in Health Communication (HCOM)	10.5	15.5
Master of Science in Biomedical Sciences (MBS)	11	16.5
Master of Science in Development and Regulation of Medicines and Devices (DRMD)	10	15
Master of Medical Science (Physician Assistant Program)	77	114
Doctorate of Public Health (DrPH)	15.5	23.5

### **Grade point average (“GPA”)**

As part of the Satisfactory Academic Progress assessment, students will be evaluated to determine if they have achieved satisfactory levels of academic progress. In order to achieve satisfactory academic progress, a student must earn a minimum GPA in accordance with the chart below:

*Credit Amounts listed below are for students beginning the program in Summer 2011 or later.*

Degree Program	Attempted Credits	Minimum GPA required
Master of Public Health (MPH)	0-6.5 cumulative credits attempted	2.7
	7 or more	3.0
Master of Science in Pain Research, Education & Policy (PREP)	0-5.5 cumulative credits attempted	2.7
	6 or more	3.0
Master of Science in Health Communication (HCOM)	0-5.5 cumulative credits attempted	2.7
	6 or more	3.0



## ACADEMIC POLICIES AND PROCEDURES

Master of Science in Biomedical Sciences (MBS)	0-5.5 cumulative credits attempted	2.7
	6 or more	3.0
Master of Science in Development and Regulation of Medicines and Devices (DRMD)	0-5 cumulative credits attempted	2.7
	6 or more	3.0
Master of Medical Science (Physician Assistant Program)	8.5 – 25.5 cumulative credits attempted	2.7
	26-76	3.0
Doctorate of Public Health (DrPH)	0-15.5	3.0

Although a grade of B- is considered a passing grade for an individual course and will be counted toward degree credit, a cumulative GPA of 3.00 is required in order to be granted a degree from a Tufts University PHPD Program.

Transfer credits are not included in calculation of the GPA and are not included when determining Satisfactory Academic GPA requirements.

### **Completion Rate (Credit Hour Progression)**

As part of the Satisfactory Academic Progress assessment, each student's cumulative Completion Rate will be evaluated by comparing the total number of attempted credit hours with the total number of credit hours earned. In order to achieve satisfactory academic progress, a student must earn a minimum percentage of credits attempted in accordance with the chart below:

## ACADEMIC POLICIES AND PROCEDURES

*Credit amounts listed below are for students beginning the program in Summer 2011 or later.*

Degree Program		Percentage of Credit Hours That Must be Successfully completed
Master of Public Health (MPH)	0-6.5 cumulative credits attempted	50%
	7 or more	67%
Master of Science in Pain Research, Education & Policy (PREP)	0-5.5 cumulative credits attempted	50%
	6 or more	67%
Master of Science in Health Communication (HCOM)	0-5.5 cumulative credits attempted	50%
	6 or more	67%
Master of Science in Biomedical Sciences (MBS)	0-5.5 cumulative credits attempted	50%
	6 or more	67%
Master of Science in Development and Regulation of Medicines and Devices (DRMD)	0-5 cumulative credits attempted	50%
	5.5 or more	67%
Master of Medical Science (Physician Assistant Program)	0-7.7 cumulative credits attempted	67%
	7.5 or more	67%
Doctorate of Public Health (DrPH)	0-7 cumulative credits attempted	50%
	7.5 or more	67%

Credits attempted are those hours a student is registered for at the conclusion of the add/drop period each semester as defined by the Registrar's Office. All classes for which a student is registered after that date will be included.

Successfully completed credit hours is defined as the total number of hours which a student receives a grade of B- or better.

### **Treatment of Course Withdrawals, Incomplete(s)/, Repeated Courses and Transfer Credits**

*Withdrawals (W):* Credit hours for courses dropped before the conclusion of the add/drop period that no longer appear on the students enrollment record or transcript will not count as a course attempted. Credit hours for courses in which a student has remained

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enrolled after the Drop/Add period for which the student receives a "W" grade, will count as a course attempted.

*Incompletes (I):* Credit hours for courses in which a student has an incomplete grade or the faculty has not reported a grade at the time in which SAP is reviewed will be included in the course attempted hours. However, as there is no current grade in the system, these courses will not be included in the cumulative GPA determination at such time.

*Repeated courses:* For required courses that are repeated due to failure, only the most recent grade is included in the students cumulative GPA when determining the GPA (SAP) standard. When determining if a student is meeting the Completion Rate (SAP) standard, credit hours for the original failure and the most recent course will count as a course attempted.

Students who receive a grade of less than a B in a course may repeat the course in order to attempt to earn a better grade. If a student re-takes a course and passes it, s/he receives credit for the course; both grades are included on the student transcript, and in computation of the GPA. No more than 2 courses may be re-taken in this manner. Any given course may only be counted once toward a PHPD degree or certificate requirement. When determining the GPA (SAP) standard and when determining if a student is meeting the Completion Rate (SAP) standard both courses will be included in the SAP determination. Students may only receive aid to repeat a previously passed course one time. Students that opt to repeat a course a subsequent time must pay for that course.

*Transfer Credits:* Credit hours for approved transfer courses used to fulfill degree requirements will be included when determining SAP Completion Rates.

### **Other Institutions (Joint Programs)**

Students enrolled in courses as students in Joint or Dual Degree Programs with other institutions are subject to the standards of academic progress of this policy, counting only semesters when the student's enrollment is administered by PHPD. If the terms of the Joint Program include stricter requirements for Satisfactory Academic Progress, the stricter requirements will be enforced.

### **Maintaining Satisfactory Academic Progress**

The Registrar's Office in conjunction with the Office of Financial Aid will monitor SAP at the end of each semester including Fall, Spring, and Summer. Written notification will be sent to students placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination, and Financial Aid Reinstatement if making SAP status.

## ACADEMIC POLICIES AND PROCEDURES

A change in program will not affect a student's SAP standing. Students who are requesting re-entry into the university will return with the SAP status calculated at the time of withdrawal. Students requesting admission into a new degree program after graduation will begin as a first term student with a new SAP history.

### **Financial Aid Warning**

Upon determining that a student is not making satisfactory academic progress, students will be placed on a "financial aid warning status" for a period of one semester during which the student will continue to be eligible for financial aid. This status is assigned to a student automatically once determined that the student is not progressing satisfactorily and is effective for the next semester. No appeal is necessary and the student will be reviewed again at the end of the next semester. The status of students who have reached the required completion rate and are meeting the required GPA will be considered to be making SAP at the end of the warning period. Once the initial warning period has ended, students who are not making satisfactory academic progress will no longer be eligible to receive financial aid unless they submit an appeal and it receives approval - see section on Appeal and Financial Aid probation.

### **Appeal for Reinstatement of Financial Aid Eligibility**

Students who are terminated from financial aid eligibility for not meeting satisfactory academic progress standards (SAP) and who have extenuating circumstances may appeal to reestablish their eligibility. Students may not use financial aid to make retroactive tuition and fee(s) payments.

The appeal must be based on extenuating circumstances that prevented a student from meeting the requirements of the satisfactory academic progress policy. Circumstances may include extreme medical issues, a death in the immediate family, employment related hardship, military mobilization, and/or extreme personal problems. Students must indicate specific information on why they failed to make satisfactory academic progress and what has changed that will allow them to meet these standards at the next evaluation.

Students may appeal the maximum timeframe allowance, GPA and/or the completion rate component of Satisfactory Academic Progress. There are no limits to the number of appeals that students may submit. However, subsequent appeals may not be based on the same circumstance as previous appeals.

Appeals should be submitted along with necessary documentation within 10 days of being notified that they are no longer eligible to receive financial aid and mailed to: Financial Appeals Committee, Attn: John Matias, 136 Harrison Avenue, Boston, MA 02111.

## ACADEMIC POLICIES AND PROCEDURES

The Financial Appeals Committee will review the request and respond to the student in writing with the decision. This decision is final and may not be appealed.

If the appeal is denied, students may continue their studies but are required to self-pay and make payment arrangements through the Bursar's office. Standards of academic progress will continue to be monitored each semester and students will be notified: 1) whether they continue to not meet the standards or 2) should their eligibility change and they become eligible based on meeting the standards.

### **Financial Aid Probation**

If the appeal is approved, students will be placed on Financial Aid Probation. Financial Aid Probation is generally for one semester, and the student is eligible to receive financial aid funding during that time. After the semester ends, students will again be evaluated to determine if they are making Satisfactory Academic Progress. If they are not, students' aid eligibility will be terminated unless the student was required to be on an academic plan that lasted longer than one semester as part of their original probation. – See Academic Plan below for additional information.

### **Academic Plan**

In certain circumstances, an Academic Plan may be created for a student who will not be able to complete the necessary bench marks to regain SAP status by the end of the Financial Aid Probation period. The Academic Plan includes benchmarks that must be completed for each successive semester in order to continue on the plan and continue to be eligible for financial aid. Academic Plans must be approved by the PHPD Promotions Committee.

### **Program Specific Policies**

**MD/MPH** students placed on Academic Probation due to grades in MPH courses will be referred to the PHPD Promotions Committee. Students may be dismissed from the MPH Program at the discretion of the TUSM Promotions Committee on the basis of poor academic performance at TUSM (refer to the TUSM Student Handbook for details).

**DVM/MPH** students placed on Academic Probation will be referred to the Associate Dean for Academic Affairs, Cummings School of Veterinary Medicine. Students may also be recommended for dismissal from the MPH Program at the discretion of the Cummings School Promotions Committee on the basis of poor academic performance at the Cummings School.

**MBS** students who have below a cumulative 3.0 GPA at the end of their program may retake up to 2 courses in which they received a grade of B or lower, and may be allowed to take additional electives in order to attempt to increase their GPA. If it is determined to be not mathematically feasible that a student could increase his/her GPA to a 3.0 by

## ACADEMIC POLICIES AND PROCEDURES

re-taking the courses, the student may not do so. At the discretion of the PHPD Promotions Committee, students may also be allowed to take an examination in place of re-taking a course in which they received a failing grade. Students must receive official notification from the Promotions Committee if this option is approved.

**MD/MPH, DVM/MPH, JD/MPH, or MS/MPH** students who are dismissed from the non-MPH portion of their combined program may petition the MPH Program Director to be allowed to continue on with their MPH degree. Students permitted to continue with the MPH must then meet all requirements of the MPH degree as offered independent of the combined dual degree.

**MS - PREP-NESA** students who leave NESAs will be allowed to continue with the MS-PREP but must meet all requirements of the MS-PREP degree as offered independent of the joint program.

**DrPH** students should adhere to the program guideline booklet distributed at Orientation. It covers the DrPH course requirements, and very specifically describes the policies that need to be followed to meet those requirements.

### Course Grades

Graduate students' work is graded at the end of each semester using a system of letter grades and quality points to evaluate student performance.

### Letter Grades

At the graduate level, the grade **A** signifies work of distinction, and the letter **B** represents work of good quality. The letter grades **C+**, **C**, **C-**, **D** or **F** represent work below the standard expected for a graduate student and are not counted toward the degree requirements.

An **S (Satisfactory)** or **U (Unsatisfactory)** grade is used for internships and certain designated and approved courses of an individual or continuing nature such as a research project or a thesis. At the graduate level, a grade of **S** indicates performance equivalent of a **B** or better. A grade of **U** signifies failure in the course.

### Incompletes

An **"I"** (Incomplete) grade is assigned when, for a reason acceptable to the instructor, students engaged in passing work are unable to complete all class assignments.

*Incompletes are typically granted during the last three weeks of the semester when a substantial amount of work has been completed for the semester and when the student is otherwise in good standing. An "I" grade does not grant a student permission to repeat the course.*

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Students who wish to receive an incomplete must request one from the course instructor. Incompletes are not automatically granted to students who do not complete course requirements by the end of the course. If the course instructor grants the incomplete, the instructor must submit an Incomplete Request Form to the Registrar documenting the terms of the incomplete. Both the student and the instructor must sign the form.

*The recommended completion date for incomplete grades is two to four weeks from the final meeting date of the class. The actual date will be set in a contract between the course director and the student.*

If no grade is submitted six weeks into the subsequent semester, a grade of "F" will be assigned without notification. If a student goes on a Leave of Absence with an outstanding incomplete grade, the time spent on leave does not count toward this time limit.

If a student has two or more incomplete grades, the program will limit the number of credits for which s/he may register to 1 credit (4 credits under the previous credit rule system) each semester, until the incomplete courses are graded or only one "I" remains. Those credits of new coursework shall not be the ALE.

For information on Incomplete grades and ALE or Capstone Seminars, see section regarding Continuation of ALE/Capstone Implementation beyond 1 semester.

### **Degree Requirements**

Below is an overview of the degree requirements for each program/track. Credit amounts listed are for students who were admitted to PHPD programs for the summer and fall of 2016 and spring of 2017. For more specific details and for degree requirements for students joining PHPD prior to the summer of 2011, visit the Public Health and Professional Degree Programs' Education web page at <http://publichealth.tufts.edu/Academics.aspx> and click on the relevant degree program.

### **MPH Program**

For MPH students (see MD/MPH and DVM/MPH Tracks' requirements below) thirteen (13) credits are required for the MPH degree: including 6 credits of core or Program required courses, 1 credit of Public Health methods courses which are concentration or generalist track specific, and 1 credit for the Applied Learning Experience. Each component is described in greater detail below. While it varies depending on an individual student's concentration or generalist track, generally students have 3-4 specified courses and thus 1-2 credits of free electives, either within or external to their area of concentration. The program offers both 0.5 and 1-credit courses.

## ACADEMIC POLICIES AND PROCEDURES

Students may qualify for an exemption from one or more required courses based on prior academic or professional work. See the section on Course Exemptions and Substitutions below for more details.

### **Core MPH Program Competencies**

The MPH Program core competencies serve as overarching learning goals for students during their tenure in core course and related experiences in the MPH Program.

### **MPH Dual/Combined Degree Tracks**

#### *MD/MPH*

- The MD/MPH is considered a generalist track.
- Students take 13 credits to earn the MPH degree. One and a half (1.5) of these credits also count towards their MD degree.
- Students take 6 credits of core courses (including the Applied Learning Experience, the culminating experience of the program), 2 credits of MPH program requirements, and 2.5 credits of course requirements specific to the combined degree.
- Students take 2.5 credits of electives. Electives tailored to the combined degree program are offered each spring.
- With permission of the medical school's Dean of Student Affairs, students may substitute Tufts' MPH courses offered outside the combined-degree track for elective course credits.

#### *DVM/MPH*

- The DVM/MPH is considered a generalist track.
- Students must complete 13 credits to earn the degree.
- Some courses are taken with the MD/MPH students, others with the other MPH students, and some are offered on the Grafton campus expressly for the DVM/MPH students.
- Students take 6 credits of core courses, (including the Applied Learning Experience, the culminating experience of the program), 2 credits of MPH program requirements, and 3.5 credits of course requirements specific to the combined degree.
- Students take 1.5 credits of electives. Electives tailored to the combined degree program are offered on the Grafton campus.
- As schedules allow, students may substitute any Tufts' course approved for MPH credit for elective course credits.



## ACADEMIC POLICIES AND PROCEDURES

### *BA/MPH*

- Thirteen credits are required for the MPH degree.
- Four credits (4 courses) taken as an undergraduate are counted for the MPH degree.
- Two of these credits (2 courses) are also double counted toward the minimum requirements of the Bachelor's degree. These are PH201 (Principles of Epidemiology) and one other course that is an MPH approved course.
- Additionally, two graduate courses (2 credits) eligible for MPH program credit must be taken while matriculated as an undergraduate. These two courses are taken in addition to those required to complete the undergraduate degree. Hence students in Arts & Sciences must earn 36 credits and students in Engineering must earn 38 credits in order to transfer 4 graduate degree credits to their MPH program. In addition, the two courses used for MPH degree credit during the undergraduate years may not also be used to fulfill an undergraduate degree distribution requirement.
- Students receive the MPH degree (including transfer of credits) only when both programs are completed.
- Students may not transfer more than the 4 courses already transferred from their time in the undergrad portion of the program. This includes transfers from within Tufts and/or from other institutions. Students may, however, cross-register at other Tufts schools or institutions within the Boston Consortium following the normal cross registration policies. See the Cross Registration section (pg. 51) for more information.
- Students must receive the BA or BS prior to matriculating fully with the MPH program.
- Students must indicate on their transcript reconciliation form which BA/BS credits will be counted toward their MPH degree. This must be approved by the student's MPH advisor.

### *MS-Nutrition/MPH*

- Students must earn a total of twenty-one (21) credits for the combined degree
- Thirteen courses (13 credits) are counted towards the MPH degree
- Eight of these courses (8 credits) are double counted toward both degrees
- Sixteen full courses are required for the MS-Nutrition degree
- Students must complete one of the approved MPH concentration or generalist requirements in addition to the core courses, general requirements, and applied learning experience listed under degree requirements.
- Students receive the MS and MPH degrees and transfer of credits only when both programs are complete.
- Students must indicate on their graduation transcript reconciliation form which MS-Nutrition credits will be counted toward their MPH degree and have it approved by their MPH advisor.

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### *JD/MPH-Northeastern University*

- Thirteen credits are required for the MPH degree. 3.5 credits are taken at Northeastern University from the list of courses approved for Tufts credit.
- Students generally take the ALE implementation seminar during the summer following their year-in-residence at Tufts which counts as 0.5 of their Northeastern credits.
- Students receive their MPH degree when they complete the requirements for that degree.
- Students must indicate on their graduation application form which JD credits will be counted toward their MPH degree. This must be approved by the JD/MPH advisor.
- A student in good standing who does not finish the JD degree may continue in the MPH program. Up to 2 credits of eligible courses may be transferred from Northeastern. Students who do not complete the JD degree are not eligible for the JD/MPH generalist degree and must complete the requirements of one of the approved concentrations in order to earn the MPH degree.

### *JD/MPH – Boston College*

- Thirteen credits are required for the MPH degree. 3.5 credits are taken at Northeastern University from the list of courses approved for Tufts credit.
- Students generally take the ALE implementation seminar in their last term at Tufts which counts as 0.5 equivalent of their Boston College credits.
- Students receive their MPH degree when they complete the requirements for that degree.
- Students must indicate on their graduation application form which JD credits will be counted toward their MPH degree. This must be approved by the JD/MPH advisor.
- A student in good standing who does not finish the JD degree may continue in the MPH program. Up to 2 equivalent credits of eligible courses may be transferred from Boston College. Students who do not complete the JD degree are not eligible for the JD/MPH generalist degree and must complete the requirements of one of the approved concentrations in order to earn the MPH degree.

### **Doctorate of Public Health**

- Fourteen credits are required for the DrPH degree.
- Students take 9.5 credits of required courses, and 4.5 credits of electives.
- Students must successfully complete the comprehensive examination, qualifying exam, submit a letter of intent, have a formal proposal defense, and a successful dissertation defense. (Complete details are contained in the DRPH program guidelines.)

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*(Degree requirements are subject to change upon review by the DRPH Steering committee)*

### **MS - Health Communication Program**

- Ten and a half (10.5) credits are required to graduate.
- There are 11 required courses, totaling 8.5 credits and 2 elective credits to complete according to their particular interests.
- Students may opt for an internship as an elective. Internships may be treated as Directed Studies (see page 37) for either 0.5 or 1.0 credit and can span two semesters with the permission of the program director. They may be paid or unpaid.
- On-line Certificate in Digital Health Communication
  - Four credits (five courses) are required to earn a certificate.
  - Credits earned in the Certificate program are accepted should a student matriculate into the Master of Science in Health Communication program.

### **MS – Pain Research, Education and Policy Program**

- Students must earn 11 academic credits.
- For the stand-alone program, there are 9.5 core course credits and 1.5 elective course credits.
- For the joint TUSM-New England School of Acupuncture program in pain management, there are 8 TUSM core course credits with one credit of electives.
- Certificate of Advanced Study in Pain Topics Program:
  - Five credits are required to earn a certificate.
  - Credits earned in the Certificate program are accepted should a student matriculate into the Master of Science in Pain Research, Education & Policy program.

### **MS – Biomedical Sciences Program**

- To obtain the MS in Biomedical Sciences degree, students must complete specified coursework and a library or laboratory-based thesis.
- Students have the opportunity to apply for the Master of Public Health (MPH) program and may double-count PH201 Principles of Epidemiology, MBS205 Introduction to Clinical Medicine and MBS209 Nutrition toward both degrees.
- Students have the opportunity to apply for the Master of Business Administration (MBA) in Healthcare Management, a joint program with Brandeis University. Students may double-count PH205 Principles of Biostatistics and MBS205 Introduction to Clinical Medicine toward both degrees. Students must complete 65 credits of MBA course work.

## ACADEMIC POLICIES AND PROCEDURES

### **MS – Development and Regulation of Medicines and Devices**

- Ten credits are required to graduate.
- There are 5 core course credits, 1.5 concentration elective credits and 2.5 general elective credits.
- Students are required to complete a two-semester Capstone Project (1.0 credit) during the second academic year.
- Certificate in the Development and Regulation of Medicines and Devices
  - Five credits are required to earn a certificate.
  - Credits earned in the Certificate program are accepted should a student matriculate into the Master of Science in Development and Regulation of Medicines and Devices.

### **MD/MBA Program**

- Students must complete 65 credits of MBA course work. The majority of the required courses are taken in the first two years.

### **Limits for Degree Completion**

All work for the Master's degree must be completed within five calendar years just prior to awarding of the degree. All work for the Doctorate of Public Health degree must be completed within seven calendar years just prior to awarding of the degree. For the Master of Science in Biomedical Science program, all work must be completed within two calendar years from the date of matriculation into the program.

### **Degree to Certificate – Change In Program**

Students who declare their intent to matriculate as a candidate for the Masters degree in the School of Medicine, Public Health and Professional Degree programs are expected to continue as degree seeking candidates. If upon starting his or her studies for a degree, a student decides instead to become a candidate for an approved certificate within the same program of study, this change must be done early. Specifically, student requests for such a change will not be considered if more than three credit hours have been earned towards the degree.

### **CHANGES TO ACADEMIC PROGRAM - FALL 2018**

Beginning in Fall 2018, Tufts University will adopt the credit-hour system—used by most universities in the United States. This change will also apply to the School of Medicine, Public Health and Professional Degree Programs. When the new credit system is in place, most courses will be worth 3 credits and half semester courses will be worth 1.5 credits. Below, please find a listing of the new required credits by program.

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Doctorate of Public Health (DrPH)	42 credits
Master of Public Health (MPH)	42 credits
Master of Science in Biomedical Science	33 credits
Master of Science in Pain Research, Education and Policy (PREP)	33 credits
Master of Science in Health Communication (HCOM)	31.5 credits
Master of Medical Science – Physician Assistant Program	135 credits (Spring 2019 admits)
Certificate in Digital Health Communication	12 credits
Certificate of Advanced Study in Pain Topics	15 credits

Students who matriculate prior to the implementation of the new credit system will see a change in the way in which course credits appear, but Tufts will make every effort to keep degree requirements consistent with information provided in the Student Handbook of the student’s year of matriculation. The new credit-hour system will make transfer of credit easier for students and will make the Tufts transcript more self-explanatory to most graduate and professional schools. Because the credit hour generally reflects the amount of time required for the course, students may find it easier to create a balanced course-load each semester. For example, a 3 credit course generally requires 3 hours of class or instructional contact per week.

In 2011, the United States Department of Education instructed all accreditation agencies to review university credit policies and ensure that universities use a common standard for awarding credit hours. This has resulted in the need for Tufts to move to a system where credit hours and instructional contact hours are linked. The Department of Education clarified that the federal definition of the credit hour is the standard for higher education in the United States, with institutionally-determined flexibility to account for unique courses and novel instructional methods (such as online courses or “flipped” classrooms). The new credit system adopted by Tufts University School of Medicine’s Public Health and Professional Degree Programs will adhere to the federal definition of the credit hour.

### **Maximum Course Load**

Students must obtain the permission of their Advisor and Program Director or Associate Program Director if they wish to take more than 4.5 credits per semester.

### **Course Withdrawal**

Once the designated drop/add period has passed, students may no longer drop a course with no record of the course remaining on their transcript. Students may withdraw from a course within the first 8 weeks of a fall, spring, or full summer course or the first two weeks of a one-session summer course.

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Students who wish to withdraw must obtain a Withdrawal Petition Form via the Student Forms web site or from the Office of Student Services for Public Health and Professional Degree Programs and submit the completed form by the course withdrawal deadline. The student's record will reflect the courses from which the student has withdrawn with the grade W. Please refer to the section of this handbook regarding tuition charges for more information about refunds in the case of withdrawal.

### **Transfer Credits**

#### **Credits Earned as a Non-Matriculated Student at Tufts**

A maximum of two (2) credits taken as a non-matriculated student may be counted toward a PHPD degree if the student later matriculates. For a student who is matriculating in a Fall semester, this limit is waived for any and all courses taken over the preceding Summer. A grade of B or better is required for a course taken as a non-matriculated student to be counted toward any PHPD degree.

#### **Credits Earned at another Tufts' School or Institution**

Students who wish to apply credits earned from other institutions toward their degree requirements are limited to the following provisions:

- All but two of the credits required for degree completion must be earned in courses offered by Tufts University's Public Health and Professional Degree Programs.

Subject to the approval of the Program Director, students may transfer up to two graduate level credits into the MPH, HCOM or PREP degree programs, provided that:

1. A grade of B or better was earned in courses for which credits are being transferred;
2. Credits were awarded by an accredited U.S. college or university and recorded on an official transcript;
3. The course(s) were not graded on a pass/fail basis;
4. The credits to be transferred were not applied toward another graduate degree.

Students who have completed a certificate program through another school at Tufts may count a maximum of four courses toward their degree at PHPD, including courses offered by PHPD. Excess courses may earn a student an exemption but may not count toward the number of credits required for the degree.

To request transfer credits, students must obtain a *Transfer Credit Request Form* via the Student Forms website or from the Office of Student Services for Public Health and Professional Degree Programs (OSS). The *Transfer Credit Request Form* should be submitted with a course description, syllabus and an official transcript verifying successful completion of the course to the:

## ACADEMIC POLICIES AND PROCEDURES

- MPH: Concentration leader/Track Director and Program Director
- MS-HCOM: Advisor and Program Director
- MS-PREP: Academic Director and Program Director

After review, the Program Director will indicate the number of acceptable credits and forward the completed *Transfer Credit Request Form* to the Registrar's Office. If the transfer credit request is granted, the Registrar will record the appropriate number of credits on the student's record and notify the student. Please see policy on Course Exemptions/Substitutions if the transfer credits are fulfilling core or required coursework.

### Course Exemptions/Substitutions

#### Exemptions

If a student wishes to be exempt from a core or required MPH, HCOM or PREP course, he/she must obtain an *Exemption/Substitution Form* via the Student Forms web site or from the Office of Student Services for Public Health and Professional Degree Programs (OSS). The *Exemption/Substitution Form* should be submitted to the:

- MPH: 1st Concentration Leader/Track Director and 2nd Program Director
- MS-HCOM: 1st Advisor and 2nd Program Director
- MS-PREP: 1st Academic Director and 2nd Program Director
- DrPH: Program Director

If the exemption is granted, the Registrar will record the exemption on the student's record and notify the student. A student receiving an exemption from a core/required course rather than a substitution must make up the credits for the exempted course with an additional elective.

In order to seek an exemption for an MPH core course the student must have completed the course with a B (3.0) or better at a CEPH accredited graduate school or program in public health prior to matriculation. Official transcripts documenting the final grade(s) must be sent to the Office of the Registrar.

If the course was not completed at a CEPH accredited school or program in public health or the course was completed at an undergraduate level, the student will be required to sit for an exemption exam. If the exemption is granted, students who completed the course at the undergraduate level must make-up the credit with a higher level course in the subject area. Students who completed a graduate level course from a non-CEPH graduate school or program may make up the credit for the exempted course with an additional elective.

## ACADEMIC POLICIES AND PROCEDURES

### Substitutions

If a student wishes to:

1. Substitute a different course for a core or required MPH, HCOM or PREP course, or
2. Request that a course that has not already been approved for either general or concentration elective credit be counted for such, he/she must obtain an *Exemption/Substitution Form* via the Student Forms web site or from the Office of Student Services for Public Health and Professional Degree Programs (OSS). The *Exemption/Substitution Form* should be submitted to the:
  - MPH: 1st Concentration Leader/Track Director and 2nd Program Director
  - MS-HCOM: 1st Advisor and 2nd Program Director
  - MS-PREP: 1st Academic Director and 2nd Program Director

The student must prepare a written request for the substitution when presenting it to his/her concentration/track leader/advisor, and must provide a course description or syllabus for the desired course. If the substitution is granted, the Registrar will record the substitution on the student's record and notify the student.

If a student is seeking to substitute a course with previously taken coursework at another school or institution, the credits must not have been used to fulfill any other degree requirements. The student must submit a *Transfer Credit Request Form* along with an official transcript and course syllabus, in addition to the *Course Exemption/Substitution Form*.

Students seeking a substitution for an MPH core course must have completed the course with a B (3.0) or better at an CEPH graduate accredited school or program in public health prior to matriculation. Official transcripts documenting the final grade(s) must be sent to Office of the Registrar.

Students are advised that academic credits for courses taken at other schools and colleges, including Boston Consortium schools, may not transfer at the same credit value as they are offered at the host school.

### Exemption or Substitution due to Life Experience

Students may seek to receive credit for or exemption from a required course due to life or professional experience. Please speak with your Program Director or Concentration Leader if you wish to pursue such an exemption or credit.

### Directed Studies

A maximum of one credit of directed study coursework may be taken by each student. Under unusual circumstances another directed study may be taken in a different



## ACADEMIC POLICIES AND PROCEDURES

semester with approval of the program director.

Students who wish to conduct directed study coursework must complete a *Directed Study Proposal Form* and first obtain the approval of his/her Concentration/Track Leader for MPH students, or his/her Advisor for MS-HCOM or MS-PREP students. The Concentration/Track Leader/Advisor will then forward the request to a two person committee composed of the Chairperson of the Academic Affairs Committee (AAC) and one other AAC member appointed by the AAC Chair. If these two individuals both concur with the Concentration/Track Leader/ Advisor's recommendation, then the directed study will be approved.

### **Class Absence**

Class attendance is important. Excessive absence may adversely affect the final course grade. In the event of absence, students should make every effort to inform their professor. Students who are unable to attend class should make arrangements with a fellow student and/or the professor to obtain class notes, handouts and assignments.

### **Student Course Evaluations**

In an effort to continuously improve the quality of the courses and programs, the Public Health and Professional Degree Programs and its faculty are constantly seeking feedback. Therefore, all students are asked to complete a student course evaluation for each course for which they are enrolled. The goals of the course evaluations are to:

- To provide the course director with feedback on each student's opinion on the quality of the course.
- To provide program directors with information to use in planning for improvements to the programs.
- To provide students upon request with the course evaluations to use as a tool in selecting courses for future semesters.

### **Administration of Evaluations**

Course evaluations are administered online via TUSK or TRUNK during the last two weeks of each course. The evaluations are confidential and have no markers to identify students.

### **Distribution of Results**

The evaluations include a statistical summary and the narrative comments of each student and are available in the Office of Student Services.

## ACADEMIC POLICIES AND PROCEDURES

### Program/Course Director Access

Aggregated results of the student evaluations are distributed to the appropriate program director and MPH concentration leader as well as the Dean of the Public Health and Professional Degree Programs. In addition, each course director receives the results for their course.

### Student Access

PHPD students who would like to review course evaluations as a tool in selecting courses can do so upon request to the PHPD Registrar's Office.

### Graduation

In order to graduate, students must successfully complete all degree requirements. In addition, all financial obligations must be paid to TUSM before the degree is awarded.

The Trustees of Tufts University must approve all graduate degrees. Degrees offered by the Public Health and Professional Degree Programs are granted in August, February and May.

There is one Commencement ceremony per year that is generally held on the third Sunday in May. Students are eligible to participate in the ceremony if they have graduated in the August, November or February prior to the May ceremony they seek to participate in, if they are graduating in May, or if they have a single summer course to complete and plan to graduate in the August immediately following the ceremony they seek to participate. Students are responsible for applying for graduation via SIS student home page according to the following deadlines:

- **May and August degree candidates must file an *Application for Graduation* by January 15th.**
- **February degree candidates must file an *Application for Graduation* by September 15th.**

Students in the JD/MPH, MS-Nutrition, and BA/MPH tracks must also complete a transcript reconciliation form.

### Standards of Academic and Professional Conduct

It is expected that Public Health Program and Professional Degree Program students abide by Tufts University School of Medicine's Standards of Academic and Professional Conduct, which exemplify a standard of behavior that will establish a firm foundation for future professional conduct and respect for the academic environment of Tufts University School of Medicine. This requires avoidance of any form of intellectual

## ACADEMIC POLICIES AND PROCEDURES

dishonesty as well as the demonstration of respect for the rights and wellbeing of others, including all students, faculty, staff, and other members of the Tufts University School of Medicine community. Tufts students are expected to be responsible citizens not only of the Tufts community but also the greater community. Students are expected to comply with all university policies, local ordinances, and state and federal laws. Students are expected to avoid activities that harm the reputation of the University or its members. Students also may not engage in conduct that poses a danger or threat to others.

*Notwithstanding the above, legitimate and peaceful activities, including but not limited to protests of certain University policies, whether expressed on or off campus, and provided that such activities are lawful and do not interfere with normal University functions, shall not be deemed to be a breach of this code of conduct.*

### **Definitions of Ethical Misconduct**

Misconduct in scholarship, research or professional practice serves to undermine the intellectual integrity of the University and will not be tolerated. The policy that follows is intended to identify what constitutes misconduct, to explain the procedures that will be followed should there be an allegation of misconduct, and to describe the potential actions that may result from misconduct.

**Academic Misconduct** is defined as conduct which intentionally misrepresents the academic accomplishments of the student, or which jeopardizes the fair evaluation of another student's academic work. This includes, but is not limited to, the use of inappropriate materials brought into an examination room; copying the work of others during or outside of an exam (e.g. plagiarism); and any other acts or lack of acts which constitute a submission of someone else's work as your own without proper credit or reference.

**Professional Misconduct** encompasses violations of the ethical standards of the medical, public health and/or other health professions, or infractions of the rules of Tufts University School of Medicine. Examples of academic or professional misconduct include, but are not limited to the following acts:

- Cheating on examinations
- Plagiarism
- Misrepresentation or falsification of data
- Theft of an examination or of examination answers
- Forgery, alteration or knowing misuse of documents including but not limited to data sources and databases, grades, transcripts, recommendations, and financial aid documents
- Theft or destruction of property belonging to Tufts University, its members, or affiliated organizations

## ACADEMIC POLICIES AND PROCEDURES

- Significant disregard for customary professional procedures or the policies of professional practice sites where students are placed
- Behavior that is detrimental to the University or endangers members of the Tufts community or greater community (e.g. falsely pulling a fire alarm)

Further information on what constitutes ethical (i.e., academic or professional) misconduct will be presented at all program orientations and is available in written form from the Office of Student Services (OSS) for Public Health and Professional Degree Programs.

### **Disclosure of Criminal Arrests, Charges, Or Convictions**

While enrolled in any PHPD program, all students must notify the Program Director of any convictions, guilty pleas or “no contest” pleas to any felony, misdemeanor or other offense; or any arrests, charges against the student, or investigations by law enforcement or professional licensing authorities in which the student is a target. Such notice must occur as soon as possible, but in no event later than three (3) working days following the event or the student’s knowledge of the event. Matters disclosed will follow the disciplinary review procedures for ethical misconduct outlined below. Nondisclosure or falsification of this information may be grounds for disciplinary action, up to and including dismissal from the program.

### **Disciplinary Review Procedures for Ethical Misconduct**

#### **Initial Review**

If a student in the Public Health and Professional Degree Programs is charged with ethical (i.e., academic or professional) misconduct, it shall be reviewed by the Program Director of the program for which the student is enrolled. The review by the Program Director may consist of a meeting with the source of the allegations and with the student. Except in the case of determining that a charge has no reasonable basis to proceed, the Program Director shall make no final decision in the case, except for the charges noted below. If upon review the Program Director ascertains that there is any reasonable basis for the charge, he/she shall immediately refer the charge to the Dean for Public Health and Professional Degree Programs, except for the charges noted below.

#### **Review process for the following charges related to conduct in a course:**

- Incident of plagiarism within a course
- Misrepresentation of data within a course or thesis
- Significant disregard to follow customary professional procedures or the policies of *non-clinical* professional practice sites where students are placed

## ACADEMIC POLICIES AND PROCEDURES

The faculty who suspects ethical misconduct will provide the charge, evidence supporting the charge and proposed disciplinary action for review in writing to the Program Director or Associate Director of the Program in which the student is enrolled. The Program Director will consult with the faculty member as part of the review process. Within five days of receiving the written charge the Program Director will determine whether evidence supports the charge.

If the charge is supported, the Program director, in consultation with the faculty member will finalize the disciplinary action. If there is no concurrence between the Program Director and faculty on the appropriate disciplinary action the matter will be submitted to the Dean (or his/her designee) for a decision. Once a disciplinary action has been agreed upon with the faculty making the charge, the student will be informed, triggering his or her right to challenge the finding of the program director.

### **Challenge to the findings of the Program Director**

If a student wishes to challenge the finding or proposed disciplinary action s/he they should contact the Dean of Public Health and Professional Degree Programs to notify of such disagreement. The student will also be notified at that time of his/her right to have the charges considered by the TUSM Student Ethics and Promotions Committee. The student may waive this right by notifying the Dean for Public Health and Professional Degree Programs in writing within five days after he/she is informed of the charges, in which case the charges will be directly reviewed by the Dean for Public Health and Professional Degree Programs.

*Please note that all charges related to conduct in a course will be brought to the attention of the Dean of the Public Health and Professional Degree Programs and if deemed necessary, the policy for Initial Review procedures will be implemented.*

### **Notice of Charges**

A student who is charged with ethical (i.e., academic or professional) misconduct will be so notified by the Dean for Public Health and Professional Degree Programs, and the student will also be notified at that time of his/her right to have the charges considered by the TUSM Student Ethics and Promotions Committee. The student may waive this right by notifying the Dean for Public Health and Professional Degree Programs in writing within five (5) days after he/she is informed of the charges, in which case the charges will be directly reviewed by the Dean for Public Health and Professional Degree Programs. The Dean may decline to hear the case and elect to send the case to the Student Ethics and Promotion Committee.

## ACADEMIC POLICIES AND PROCEDURES

### **Review by TUSM Student Ethics and Promotions Committee**

The Student Ethics and Promotions Committee is the official faculty committee that reviews ethics violations and approves the advancement (promotion) of students. The Committee consists of 11 faculty members from the Basic Science and Clinical Departments of the School of Medicine appointed by the Dean of the Medical School and one student member appointed by the Dean of Student Affairs of the Medical School. One additional faculty representative and one additional student representative from the program in which the student is enrolled, appointed by the Associate Dean for Public Health and Professional Degree Programs, will participate as ex-officio voting members.

After a case is referred to the Student Ethics and Promotions Committee by the Dean for Public Health and Professional Degree Programs, the Committee shall convene to review the charges. The committee has the right to temporarily remove a student from a course or rotation, or place a student on leave of absence if remaining in the course or rotation is thought to be detrimental to the student, classmates, faculty, or to the delivery of patient care. Such action may also be taken by the Dean for Public Health and Professional Degree Programs on a temporary basis until the committee can meet to evaluate the student's situation. Any student who is reviewed by the Student Ethics and Promotions Committee has the right to appear before and address the committee.

The Student Ethics and Promotions Committee shall report its findings and conclusions to the student. A copy shall be issued to the Dean for Public Health and Professional Degree Programs. Actions that the Committee may take include, but are not to be limited to, the following:

- No action
- Repeat of an examination
- Repeat of a course or courses
- Repeat of a clinical rotation or rotations
- Repeat of a semester or year
- Written reprimand
- Probation or suspension
- Expulsion from the Medical School

Any student denied advancement by the Student Ethics and Promotions Committee has the right to appeal this decision to the Student Appeals Committee. The request for this review must be submitted in writing by the student to the Chairperson of the Student Ethics and Promotions Committee within seven (7) calendar days of the student's official notification of the decision of the Student Ethics and Promotions Committee. The student shall have the right to appear in person before the Student Appeals Committee in order to present his/her case, and may be accompanied at the hearing by a faculty advisor and/or student friend. (Legal counsel is not allowed to be present.)

## ACADEMIC POLICIES AND PROCEDURES

The Student Appeals Committee can:

- Sustain the decision of the Student Ethics and Promotions Committee, in which case the original decision of that Committee will be final.
- Request reconsideration of the decision by the Student Ethics and Promotions Committee, which can sustain or modify its original decision.

### **Review by Dean for Public Health Programs and Professional Degree Programs**

In the event the student has elected to waive his/her right to a hearing before the TUSM Student Ethics and Promotions Committee, the Dean for Public Health and Professional Degree Programs shall conduct the initial investigation of the charges, and shall give the student an opportunity to appear before him/her to be heard. In addition, the Dean for Public Health and Professional Degree Programs may seek information from other parties and witnesses as he/she deems necessary to his/her investigation and may refer the case to the Student Ethics and Promotions Committee for its advice. The rules governing informal hearings of the Student Ethics and Promotions Committee do not apply in such instances.

Upon completion of his/her investigation and/or review, the Dean for Public Health and Professional Degree Programs shall report his/her decision (which will include the disciplinary action, if any, that he/she has decided is appropriate) to the student.

### **Appeal to Dean of the School of Medicine**

If the student disagrees with the decision of the Student Ethics and Promotions Committee or the Dean for Public Health and Professional Degree Programs, he/she may appeal it to the Dean of the School of Medicine. This appeal must be in writing and filed in the office of the Dean of the School of Medicine within seven (7) calendar days of receipt of the decision. The notice of appeal should contain a brief summary of the basis for the appeal. If no appeal is filed within the seven (7) day period, the decision (including any disciplinary action that was decided appropriate) will become final and binding on all parties.

The Dean of the School of Medicine, or his/her designee, may, if he/she deems appropriate, further investigate the matter. Thereafter, he/she shall issue a written decision in the case to the student which will be final and binding. A copy of his/her decision shall be issued to the Dean for Public Health and Professional Degree Programs.

## GRIEVANCE POLICY AND PROCEDURE

### **Statement of Philosophy**

Public Health and Professional Degree Programs (PHPD) is committed to fostering an environment that promotes academic and professional success in students, teachers and administrators at all levels. The achievement of such success is dependent on an environment free of behaviors which can undermine the mission of our institution where an atmosphere of mutual respect, collegiality, fairness, and trust is essential to that mission. Although teachers, students and administrators bear significant responsibility in creating and maintaining this atmosphere, teachers also bear particular responsibility with respect to their evaluative roles relative to student work and with respect to modeling appropriate professional behaviors. Teachers must be ever mindful of this responsibility to conduct themselves professionally in their interactions with their colleagues and those whose education has been entrusted to them. Abusive behavior or mistreatment of anyone in the learning environment is unacceptable. Any student who feels mistreated is entitled to file an informal complaint or a formal grievance to address unacceptable behavior.

### **Responsibilities in The Teacher-Student Relationship**

#### *Responsibilities of Teachers:*

- Treat all students with respect and fairness
- Treat all students equally regardless of age, gender, race, ethnicity, national origin, religion, disability, sexual orientation or gender identity or expression
- Provide current materials in an effective format for learning
- Be on time for class
- Provide timely feedback with constructive suggestions and opportunities for improvement/remediation when needed
- Assign grades that fairly reflect student performance

#### *Responsibilities of Students:*

- Treat all fellow students and teachers with respect and fairness
- Treat all fellow students and teachers equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation
- Commit the time and energy to studies necessary to achieve the goals and objectives of each course
- Be on time for class
- Communicate concerns/suggestions about the curriculum, didactic methods, teachers, or the learning environment in a respectful, professional manner

#### *Responsibilities of Administrators:*

- Treat all teachers and students with respect and fairness



## GRIEVANCE POLICY AND PROCEDURE

- Treat all teachers and students equally regardless of age, gender, race, ethnicity, national origin, religion, disability, sexual orientation or gender identity or expression
- Address all administrative matters in a fair and timely manner

### **Behaviors Inappropriate to the Teacher-Student Relationship**

Inappropriate behaviors are those that demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviors, certain actions are clearly inappropriate and will not be tolerated at Tufts University. These include, but are not limited to, the following:

- Loss of personal civility including shouting, arguing, personal insults or attacks, displays of temper (such as throwing objects);
- Requests for others to perform inappropriate personal services unrelated to the didactic situation at hand;
- Any activities resulting in monetary exchange or profit;
- Grading/evaluation on factors unrelated to performance, effort, attendance, level of achievement or professionalism;
- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- Sexual harassment or harassment based on age, gender, race, ethnicity, national origin, religion, disability, sexual orientation or gender identity or expression (see <http://oeo.tufts.edu/policies-and-procedures/sexual-harassment-policy/for-university-policy-and-procedures>);
- Consensual romantic relationships between teachers and students in which the teacher has a role in determining the student's academic progress;
- Discrimination of any form in teaching and/or assessment based upon age, gender, race, ethnicity, national origin, religion, disability, sexual orientation or sexual identity or expression.

### **Resources for Advice and Conflict Resolution**

In the interest of having all members of the PHPD community perform their duties and obligations in a harmonious and effective manner, PHPD recognizes the importance of prompt and equitable disposition of any complaint or grievance at the lowest possible organizational level utilizing procedures with maximum informality and flexibility. It is strongly encouraged that problem solving and conflict resolution be accomplished, if it can, without requiring that a formal written Grievance be filed in a manner as outlined below. In that spirit, any concerns, problems, and complaints may be discussed without fear of retaliation with various individuals in PHPD including the Course Director, the

## GRIEVANCE POLICY AND PROCEDURE

Program Director or designate, the student's Academic Advisor, Associate Dean of PHPD or any member of the Grievance Committee.

Every effort will be made to resolve the matter informally. Students are also entitled to file a formal Grievance using the procedure set forth below.

### Procedures

To handle allegations of inappropriate behavior in the teacher student context or other formal grievances, if a student is unable to resolve a conflict informally and chooses to file a formal Grievance, this must be done in writing through the Chair of the PHPD Grievance Committee. If at any time during the grievance process it appears that an informal resolution is indicated, it still may be achieved in that manner. Otherwise, the Chair will investigate the complaint and attempt to resolve the matter by working with the appropriate individuals within PHPD. If the complaint cannot be resolved in this manner, the student will be offered the opportunity to put the Grievance in writing. Please note that because final grades may only be changed if there is an error in calculation, grades are not an appropriate subject for grievances. For all other matters, the Chair will forward the grievance to the Associate Dean for PHPD. The Chair of the PHPD Grievance Committee and the Associate Dean for PHPD will together assign a third (ad hoc) member of the Grievance Committee (appropriate to the Grievance). If any member of the Grievance Committee is named in the Grievance, that person will be excused from service on the Committee and the Associate Dean shall name an alternate. The Grievance Committee will conduct an investigation of its own and make a decision or take appropriate action which will be communicated to the student. If the student is not satisfied, he or she may appeal the decision/action of the Grievance Committee to the Dean for PHPD. The decision of the Dean for PHPD may be further appealed to the Dean of Tufts University School of Medicine, whose decision will be final.

*The formal Grievance Process is thus as follows:*

1. The student fills out the Grievance Form obtained from the PHPD Office of Student Services with adequate clarity and detail to describe the nature of the grievance.
2. The student delivers the Grievance Form to the Chair of the PHPD Grievance Committee via mail, email or in person.
3. The PHPD Grievance Committee Chair will forward a copy to the Associate Dean for PHPD.
4. The Associate Dean for PHPD, in collaboration with the chair of the Grievance Committee, will select a third (ad hoc) member to join the Grievance Committee.
5. The Grievance Committee will conduct an investigation, meet with whomever it deems appropriate to the situation and issue a decision in writing;

## GRIEVANCE POLICY AND PROCEDURE

6. The Chair of the Grievance Committee will deliver the decision to the Student and advise the student of his/her right to appeal to the Dean for PHPD.
7. The student will be told that he/she may further appeal the decision to the Dean of TUSM, whose decision will be final.

### PHPD Grievance Committee

Chair of Grievance Committee

Second Standing Member

3rd person to be assigned ad hoc by the Associate Dean for PHPD as appropriate to the Grievance

### Committee Composition

Chair of Grievance Committee

Second Standing Member

Third faculty member assigned ad hoc by the Associate Dean for PHPD

## OFFICE OF EQUAL OPPORTUNITY

Office of Equal Opportunity (OEO)

<http://o eo.tufts.edu>

Medford Campus

196 Boston Avenue

3rd Floor, Suite 3800

Medford, MA 02155

[oeo@tufts.edu](mailto:oeo@tufts.edu)

Phone: 617-627-3298

Fax: 617-627-3150

TTY: 617-627-3370

Tufts does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. Tufts will comply with state and federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination. More detailed Tufts policies and procedures on this topic may be found in the OEO Policies and Procedures Handbook: <http://o eo.tufts.edu/policies-and-procedures/oeo-policies-and-procedures-handbook/>

Unlawful discrimination has no place at Tufts University and offends the University's core values which include a commitment to equal opportunity and inclusion. All Tufts employees, faculty members, students and community members are expected to join with and uphold this commitment.

Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Jill Zellmer, MSW, Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at 617.627.3298 at 196 Boston Avenue, 3rd floor, Medford, MA or at [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu). Anonymous complaints may also be made by reporting online at: <http://tufts-oeo.ethicspoint.com/> or by using the hotline at 1.866.384.4277. As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights ("OCR"). The contact information for the office of OCR is

## OFFICE OF EQUAL OPPORTUNITY

617.289.0111 at Office for Civil Rights, Boston Office U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. The email address for OCR is [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

### **Tufts University Discrimination/Harassment Policy (Mgl 151b & Title Vii)**

Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and any other characteristic protected under applicable federal or state law, called “protected categories.” The University expects all Tufts employees, students, and community members to join with and uphold this commitment.

Tufts University also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim. Any witness, complainant or respondent involved in an investigation ought not to be retaliated against for their participation in the fact-finding process.

All Tufts personnel at the exempt level who are responsible for hiring, promoting, and managing employees and/or University programs are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617.627.3298 or online at [https://tuftsuniversity.ethicspointvp.com/custom/tuftsuniversity/o eo/form\\_data.asp](https://tuftsuniversity.ethicspointvp.com/custom/tuftsuniversity/o eo/form_data.asp) or by using the hotline at 1.866.384.4277.

Tufts University’s OEO is also responsible for planning and implementing the University’s affirmative action program and monitoring affirmative action-related decisions and activities in accordance with state and federal law. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women, individuals with disabilities, and all protected veterans. For more information about the Non-Discrimination Policy, please visit the OEO website <http://o eo.tufts.edu/policies-and-procedures/nondiscrimination-policy/>

## OFFICE OF EQUAL OPPORTUNITY

### Tufts University Sexual Misconduct/Sexual Assault Policy (Title IX)

Unlawful discrimination has no place at Tufts University. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. Sex and gender based discrimination and harassment is prohibited by Tufts University policy and can constitute violations of state and/or federal law. State and federal law, including Title IX of the 1972 Education Amendments, prohibits sex and gender based discrimination in all of the University's programs and activities, and Title VII of the 1964 Civil Rights Act, and its state counterpart, M.G.L. c. 151B, prohibits sex and gender based discrimination in employment. Tufts University policy, the Violence Against Women Act (VAWA), as amended, and other state and federal laws prohibit sexual assault, stalking and relationship violence (including dating and domestic violence).

Tufts is committed to providing a campus environment free of sex and gender based discrimination, and sex and gender based harassment. To that end, Tufts prohibits sexual misconduct, that, under this policy, can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). Under Tufts University policy, sexual misconduct can occur in any sex or gender configuration (i.e., between the same sex or different sex or gender) and regardless of actual or perceived sex, gender, gender identity, gender expression, and/or sexual orientation. Tufts prohibits retaliation.

Sexual misconduct is not limited to the workplace or the educational environment. It can extend beyond University property and could occur at any University sponsored program, activity, or event regardless of the location. It can occur out of state or country, such as at a conference, off-site project, study abroad, field placement, or at an externship. Sexual misconduct can occur between students, employees and third parties such as visitors, vendors, contractors and other community members. Tufts' Sexual Misconduct Policy applies broadly and in many different circumstances. Tufts will consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus. For more information about Sexual Misconduct Policy, support resources/interim measure and University response to allegations of Sexual Misconduct, please visit the OEO website <http://oio.tufts.edu/sexual-misconduct-student/>. Any concerns regarding Sexual Misconduct can be reported to Office of Equal Opportunity (OEO) at 617.627.3298 or to [oio@tufts.edu](mailto:oio@tufts.edu).

Reports can also be made online, with the option to report anonymously, at [https://tuftsuniversity.ethicspointvp.com/custom/tuftsuniversity/oio/form\\_data.asp](https://tuftsuniversity.ethicspointvp.com/custom/tuftsuniversity/oio/form_data.asp) or by using the hotline at 1.866.384.4277.

## OFFICE OF EQUAL OPPORTUNITY

### **Tufts University Americans with Disabilities Act (Ada) Policy**

The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Tufts University to provide appropriate academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the University community, or fundamentally alter the nature of the University's employment or academic mission.

Tufts University is committed to providing reasonable accommodations for qualified individuals with disabilities, including chronic illness in a fair and equitable manner, and in accordance with applicable federal and state law. All personnel who are responsible for the implementation of the University's mission are charged to support this policy.

If you have accommodation requests, questions or concerns please contact the ADA Specialist Johny Lainé at (617) 627-6363. He can also be reached via email [johny.laine@tufts.edu](mailto:johny.laine@tufts.edu). For more information about the American with Disabilities Act and other policies regarding accommodations, please visit the OEO website <http://oio.tufts.edu/policies-and-procedures/accommodation/>

All other questions or concerns for the Office of Equal Opportunity (OEO) should be addressed to the OEO Director, Jill Zellmer. She can be reached by calling the OEO main number (617) 627- 3298. She can also be reached via email at [oio@tufts.edu](mailto:oio@tufts.edu).

## INFORMATION STEWARDSHIP POLICY & SUPPORTING INFORMATION POLICIES

### OVERVIEW

The Information Stewardship Policy (ISP) outlines the actions all members of the Tufts community are expected to follow when working with institutional data and systems. The ISP is supported by three additional policies that assist in providing a framework for required behaviors and roles and responsibilities. They are the Use of Institutional Systems Policy, the Information Classification and Handling Policy, and the Information Roles and Responsibilities Policy.

Below is a link to summaries that capture the essential elements of these four policies, along with access to the PDF and HTML full versions of the policies.

<http://it.tufts.edu/ispol>



## TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

**Eric D. Albright, MLS, Director**

Arthur M. Sackler Center for Health Communications  
145 Harrison Avenue  
Boston, MA 02111

**Homepage:** <http://hirshlibrary.tufts.edu>

**Email:** [hhs1@tufts.edu](mailto:hhs1@tufts.edu)

**Library Administration:** 617-636-2481      IT Service Desk: 617-637-3376

**Circulation:** 617-636-6706

**Research & Instruction:** 617-636-6705

### *STAFFED HOURS*

#### **Library Service Desk**

Monday-Thursday 7:45 a.m. – 11:00 p.m.  
5:00 p.m.  
Friday 7:45 a.m. – 7:00 p.m.  
5:00 p.m.  
Saturday 10:00 a.m. – 7:00 p.m.  
Sunday 12 noon – 10:00 p.m.

#### **IT Service Desk**

Monday-Thursday 9:00 a.m. –  
Friday 9:00 a.m. –  
Saturday Closed  
Sunday Closed

For holidays and changes, please consult <http://hirshlibrary.tufts.edu/about-us/hours>.

### **Facilities**

The Hirsh Health Sciences Library (HHSL) spans the fourth through the seventh floor of the Sackler Center. The library may be entered via any of these floors from the elevators or stairs. A bridge connects the fourth floor of Sackler to the third floor of the Dental Building and the Tufts Medical Center. The fourth floor houses the Library Service Desk, Reference and Reserve collections, current journals, the leisure reading collection, public computers with Internet access, study areas and the *Food 4 Thought Café*. A house phone is located on the east end of the building, near the main elevators, and a bulletin board is located across from Security at the bridge to the Dental Building.

The fifth floor houses the circulating book collection, study rooms, classrooms, and the IT Service Desk. Two computer labs are available for teaching and individual or group study. The lab facilities provide access to Internet applications, a variety of standard word-processing, spreadsheet, database and presentation-graphics programs and other software that support the curricula of the health sciences schools. The IT Service Desk, staffed by Tufts Technology Services employees and student workers, provides support for students' personal computers.

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To reserve a lab, please book online at <http://roomscheduling.tufts.edu> or email [hhs-lib@tufts.edu](mailto:hhs-lib@tufts.edu). Students can also reserve several collaboration rooms. More information is available at <http://tufts.libcal.com/booking/hhs-lib>.

The sixth floor houses the library's staff offices, classrooms, a study room, study carrels and the Allan D. Callow Room (also known as the Special Collections Room). The Special Collections Room contains works on the history of science and medicine, imprints prior to 1914 and historical artifacts that may be viewed by contacting the Library Administration Office (617-636-2481).

A house phone is located on this floor in the central library staircase.

The 7th floor houses the print journal collection (A-Z titles of print-only subscriptions, print copies of some journals also received electronically and older volumes), study rooms, and study carrels.

### **Policies**

Some library services are provided on a cost-recovery basis. Payment for fees and copy cards can be made by check accompanied by a Tufts ID card, by Tufts Interdepartmental Requisition, or by Tufts Medical Center Requisition. Library employees may neither accept cash for payment nor make change.

The library operates within the constraints of the U.S. Copyright Law in regard to the photocopying of printed materials and interlibrary loans and within license restrictions for electronic materials.

Please turn off the ringer on cellular telephones and pagers before entering the library. Urgent calls can be made or received in the library's stairwell.

Protective gowns, lab coats, masks, gloves, caps and shoe covers are not permitted in the library. Please dispose of such items properly before entering.

Suggestions or comments regarding the library's policies, services and collections are welcome. Send them by email to [hhs-lib@tufts.edu](mailto:hhs-lib@tufts.edu) from a Tufts email account, and the library will respond promptly.

### **Privileges**

If not pre-registered at orientation, students should register in the library's system without delay at the Library Service Desk by presenting a Tufts ID, which may be obtained from the Tufts Police Department at 136 Harrison Avenue. Upon registration,

## TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

the Tufts ID card is activated as a library card, which is required for borrowing items, electronic access to materials and certain library services. The activated ID card is valid for access and borrowing at all Tufts University libraries. For further information on other Tufts libraries, please visit <http://www.library.tufts.edu> or inquire at the Library Service Desk (617-636-6705).

Students are eligible to receive support for their personal computers and mobile devices at the IT Service Desk on the fifth floor. Some of the services provided are software installation, virus removal and registration to use the Tufts network. Please visit <https://it.tufts.edu> for more information, inquire at the IT Service Desk, call 617-637-3376 or email [it@tufts.edu](mailto:it@tufts.edu).

Mac and PC laptops are available for students to borrow for use within the library for 4 hour periods. Laptops may be checked out from the Library Service Desk on the fourth floor. iPads are also available for borrowing, as well as a variety of phone chargers, plugs and converters.

As a user of the Tufts University Hirsh Health Sciences Library, you accept responsibility for the return of all materials borrowed from any of the Tufts University Libraries or from other libraries through document delivery. All fees incurred for lost, damaged or late items must be paid, and failure to pay such fees may result in a loss of library privileges, an attachment of wages, or additional charges on term bills. You agree to abide by all HHSL policies, <http://hirshlibrary.tufts.edu/about-us/policies> and you are responsible for copyright compliance as well as Tufts University policies concerning the responsible use of resources.

### **Other Tufts Libraries**

Tisch Library (Medford Campus)	617-627-3460 (or 73460 internally)
Ginn Library (Medford Campus)	617-627-5021 (or 75021)
Webster Family Veterinary Library (Grafton Campus)	508-839-7958 (or 87958)

### **Boston Library Consortium**

Tufts University is a member of the Boston Library Consortium (BLC), an association of research and academic libraries in New England. While only a Tufts ID is required for admittance to most Consortium libraries, Consortium cards are necessary for access to certain restricted libraries and for borrowing at most institutions. Tufts faculty, staff and students may apply at the Library Services desk for these cards at no cost. Member institutions include:

Brandeis University  
Boston College  
Boston University

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Marine Biological Laboratory  
Northeastern University  
State Library of Massachusetts  
Tufts University  
University of Connecticut  
University of Massachusetts - *Amherst, Boston, Dartmouth, Lowell*  
University of New Hampshire  
Wellesley College  
Williams College

For more information on the BLC, please consult:  
<http://hirshlibrary.tufts.edu/get-started/access/blc>, or contact the Library Service Desk  
(617-636-6705).

### **Other Libraries**

Francis A. Countway Library of Medicine  
Harvard Medical School  
10 Shattuck Street  
Boston, MA 02115  
Reference: 617-432-2134

Upon presentation of a valid Tufts ID, faculty and students of the medical, dental and veterinary schools may have access but not borrowing privileges from the Countway Library.

Law Library  
New England School of Law  
145 Stuart Street  
Boston, MA 02116  
Reference: 617-422-7299

Upon presentation of a valid Tufts ID, faculty, staff and students of the Tufts health sciences schools may have access but not borrowing privileges from the Law Library.

### **Services**

#### **Circulation & Reserve**

Registered faculty, staff and students may borrow circulating books for four weeks with two renewals and are responsible for returning them on time. For each lost or damaged item, the charge levied amounts to the replacement cost plus a \$15 processing fee. Borrowing privileges may be suspended for borrowers with overdue books or unpaid bills. Outstanding library bills are sent directly to the Bursar's Office for collection.

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Details of the reserve borrowing policy are located at <http://hirshlibrary.tufts.edu/about-us/policies/reserves>.

Duplicate copies of some reserve books may be borrowed after 4:00 p.m. on weekdays for overnight use and on Fridays for weekend use. Reserve books are due by 9:00 a.m. the following school day. Only one reserve book may be borrowed at a time for overnight/weekend use. Certain texts in high demand are kept behind the Library Service Desk.

### **Document Delivery & Interlibrary Loan**

Members of the Tufts community can obtain books, audiovisual materials and journal articles from other libraries through interlibrary loan by registering for ILLiad, Tufts' web-based document delivery system, at [http://www.library.tufts.edu/hhsl/services/docdel\\_illiad.html](http://www.library.tufts.edu/hhsl/services/docdel_illiad.html). ILLiad allows users to order and track requests and view/print articles. Students may request up to twenty articles or books per academic year at no charge. Use the FindIt@Tufts links from the licensed resources to request articles via ILLiad. For further information, please contact Document Delivery at 617-636-3787 or email [hhsl-docdel@tufts.edu](mailto:hhsl-docdel@tufts.edu).

### **Library IT**

Tufts Technology Services maintains all the public computers in the library and serves as first-tier support for computer questions. The labs on the 5<sup>th</sup> floor are open for computer-assisted instruction, personal computing, internet access and email. The IT Service Desk provides services such as software installation, virus removal and registration to use the Tufts network. Please visit <https://it.tufts.edu/requestsup> for more information or inquire at the fifth-floor IT Service Desk (617-637-3376).

### **Printing, Copying & Scanning**

Black-and-white photocopiers operated by JumboCash debit from the student ID or a guest card are located the 5<sup>th</sup> and 6<sup>th</sup> floors of the library. The basic charge for a B&W copy is 10 cents per page. Guest cards may be purchased for \$1 from the JumboCash kiosk on the 4<sup>th</sup> floor. Tufts students and employees can also add value online through Dining Services, at <http://www.jumbocash.net/>.

Color laser print stations are located on the 4<sup>th</sup> and 5<sup>th</sup> Floors. Black-and-white printers are located on the 4<sup>th</sup> and 5<sup>th</sup> Floors. Patrons can send print request(s) from all public computers in the library. Charges for printing, which must be paid by JumboCash debit from the student ID or a guest card, are 10 cents for each B&W page (15 cents duplex) and 30 cents for color (45 cents for duplex). Two self-service scanners are available on the 5<sup>th</sup> floor. For further information about printing, copying and scanning, please consult: <http://hirshlibrary.tufts.edu/services/print-copy-scan>

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### **Reference and Educational Services**

Research and Instruction librarians are available Monday through Friday from 7:45 a.m. to 5:00 p.m. to answer questions regarding the collections, facilities and information resources of the HHSL, other Tufts libraries and regional libraries. They can also be reached through the AskUs chat service at <http://askus.library.tufts.edu/>. Services include customized searches and instruction of biomedical databases such as MEDLINE, research support for Faculty, information and reference support for course projects, support and instruction for bibliographic management software like RefWorks and EndNote and help obtaining full-text articles via the library's website. Ovid users may also request professional consultations with HHSL Information Services staff to facilitate search strategies by clicking the *Ask-a-Librarian link* at the top of an Ovid main search page or by calling 617-636-6705.

The Tufts Catalog (<http://library.tufts.edu/>) lists books, journals, databases, audiovisual materials and other works held by its libraries in Boston, Grafton and Medford. The catalog links directly to a large collection of electronic books and full-text journals, most of which require a Tufts email account for access. Clicking on a journal title allows access to a list of the available volumes or its vendor's search engine. Ovid databases and PubMed should be accessed from the HHSL homepage, as this will link users to all Tufts' licensed journals at the article level. Full text can also be accessed through the FindIt@Tufts link located on the results screens of our licensed resources. For more information about electronic journals, please consult <http://hirshlibrary.tufts.edu/find/ejournals>

To arrange for consultations regarding your research needs, please contact the Research and Instruction librarians by phone at 617-636-6705 or by email at [hhs@tufts.edu](mailto:hhs@tufts.edu). Suggestions for book purchases and journal subscriptions may be made using the online form at <http://hirshlibrary.tufts.edu/find/recommend>.

### **TUSK (Tufts University Sciences Knowledgebase)**

The Tufts University Sciences Knowledgebase (TUSK) is a curriculum database/knowledge management system which provides access to a full complement of curricular material. Available to Tufts students and staff at <http://tusk.tufts.edu>, it includes text, slide collections, images, digital video, shockwave files, synchronized multimedia, recorded lectures, quizzes, cases, weekly course schedules and online course evaluations. TUSK users may create personal collections of TUSK material and annotate any document or image. When users logon with their Universal Tufts Login Name (UTLN) and email password (except clinical faculty who use a stand-alone password), TUSK displays pertinent announcements, current courses, posted evaluations and discussion boards. Electronic discussions between students and course directors facilitate communication about class material. Students may request discussions for their class. In addition, student authors/editors sometimes assist faculty

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with uploading material to TUSK. To request the creation of a discussion group for a course or user group, or to request authoring privileges, please send an email to TUSK User Support at [tusk@tufts.edu](mailto:tusk@tufts.edu).

### **Wireless Computing**

Tufts faculty, staff and students who register their laptop computers may then use them to connect to the campus network and the internet on all Tufts campuses. Laptops may be registered at the IT Service Desk, Sackler 5: Monday – Friday, 9 a.m. – 5 p.m. For further information, please consult <http://hirshlibrary.tufts.edu/it-support/computer-mobile>.

## CAMPUS POLICE

### **Linda O'Brien, Deputy Chief**

Campus Police  
M&V Wing, 1st floor  
136 Harrison Avenue  
(617) 636-6911 (emergencies only)  
(617) 636-6610 (routine, non-emergency calls)

The Tufts University Police are responsible for safety and security on the Boston Campus and are on duty 24 hours a day, 7 days a week. The University Police station is located at 136 Harrison Avenue in the lobby of the Medical and Veterinary Wing. You should phone the police at (617) 636-6911 or 66911 (in-house phone) in any emergency or to report all suspicious activities.

The Tufts University Police department is an accredited police agency and receives police authority from the Commonwealth of Massachusetts and the County of Suffolk in which Boston is located. This authority enables the police to make arrests for any criminal offense committed in or upon lands or structures owned, used, or occupied by Tufts University. All Tufts Police officers are armed and well trained in all areas of criminal law.

Tufts Police officers are trained at state recognized law enforcement training academies and through ongoing in-service and specialized training programs.

The Tufts Police maintain a lost and found department for the Boston Campus. They also have engravers, which are available to you at no charge for marking your property. In addition, there is a crime prevention officer on the Boston Campus who provides literature and gives talks on various crime prevention topics. The crime prevention unit advocates awareness as the first step in making the Tufts community a safe one.

### **Safety and Escort Service**

Students should be aware that crime does occur in the area around the medical school. It is strongly advised that students use the escort services, or travel in pairs or groups. Incidents of theft and assault are of grave concern to the Tufts Community. Tufts University Police are constantly working toward providing an environment that is as safe as can be reasonably expected, and to educate the community in reducing opportunities for crime. For all students working or studying in University buildings, escort service is provided. Call the Campus Police (6-6610) to make arrangements when you are ready to leave. For students parked in Herald or Travelers lots, or on rotation at Tufts Medical Center, the Hospital provides a van escort service. This shuttle service runs between the main entrance to the Floating Hospital at 755 Washington Street and the Herald and Traveler's Street parking areas 24 hours a day Monday to Friday. Call (617) 636-5580 or 6-5580 for additional details on the shuttle service and parking.



## CAMPUS POLICE

### **Non-Resident Motor Vehicle Registration**

Commonwealth of Massachusetts law requires that all students who reside in a state or country other than Massachusetts and plan to operate a motor vehicle (car, truck and/or motorcycle) while attending Tufts University School of Medicine must provide the Campus Police with the following information no later than September 30, 2016.

- Registration (license plate) number
- Make and year of motor vehicle
- State or country of registration
- Name and address of the owner of the motor vehicle
- Name(s) and address(es) of all insurers providing liability insurance covering operation of the motor vehicle
- Legal (permanent) address of student
- Current local address of student

The Campus Police will maintain a file of this information and also send a copy to the Boston Police and the Registrar of Motor Vehicles for the Commonwealth of Massachusetts.

You will be issued a decal, which must be affixed to the top center portion of the windshield of the motor vehicle. Failure to comply with this state law may result in a fine.

You may register by filling out a form obtained at the Campus Police office located in M&V 1.