Tufts UNIVERSITY | School of Medicine

Public Health & Professional Degree Programs

Student Handbook
2014 – 2015

- Public Health Programs
- MS-Biomedical Sciences Program

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 2014

PHPD Academic Calendar

- *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

27 Last day to register without a $200 late registration fee
New Student Orientation Begins (2-day, 2nd day on August 28)
29 Last day to drop a course or withdraw from Fall 2014 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. 81).

SEPTEMBER

01 Labor Day observed. Administrative offices closed.
02 Fall classes begin/ PHPD Registrar will accept Cross-registration forms for non-required courses; please speak with Registrar regarding Fletcher courses.
16 Last day for Fall course adjustments (add or drop without a "W")

OCTOBER

13 Columbus Day observed. Administrative offices closed. No classes.
24 Last day to withdraw from a course and receive a "W"

NOVEMBER

11 Veterans Day observed. Administrative offices closed. No classes.
26-28 Thanksgiving Recess: (University holiday); Administrative offices closed

DECEMBER

15 Fall classes end
16-19 Final Exam Period
25 Christmas Day observed. Administrative offices closed.
29 Fall grades due

ACADEMIC CALENDAR
Public Health Programs

Fall 2014 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 8, 15, 22; 29; October 6, 20, 27; November 3, 10, 17, 24; December 1, 8, 15

Tuesday (T):
September 2, 9, 16, 23, 30; October 7, 14, 21, 28; November 4, 18, 25; December 2, 9

Wednesday (W):
September 3, 10, 17, 24; October 1, 8, 15, 22, 29; November 5, 12, 19; December 3, 10

Thursday (R):
September 4, 11, 18, 25; October 2, 9, 16, 23, 30; November 6, 13, 20; December 4, 11

Friday (F):
September 5, 12, 19, 26; October 3, 10, 17, 24, 31; November 7, 14, 21; December 5, 12

ACADEMIC CALENDAR
Public Health Programs

Spring Semester 2015

PHPD Academic Calendar

- *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

01 New Year's Day observed. Administrative offices closed.
12 Last day to register without a $200 late registration fee
13 Last day to drop a course or withdraw from Spring 2014 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. 80)
14 Spring classes begin/PHPD Registrar will accept Cross-registration forms for non-required courses; please speak with the Registrar regarding Fletcher courses.
19 Martin Luther King Jr. Day observed. Administrative offices closed.
21 Substitute Monday's schedule on Wednesday; (no Wednesday classes)
28 Last day for course adjustments (add or drop without a "W")

FEBRUARY

16 Presidents Day observed (University Holiday). Administrative offices closed. No classes.
19 Substitute Monday's schedule on Thursday; (no Thursday classes)

MARCH

6 Last day to withdraw from a course and receive a "W"
14 Spring Recess Begins
23 Spring Recess ends; Classes resume

APRIL

20 Patriots' Day observed. Administrative offices closed; no classes

ACADEMIC CALENDAR
Public Health Programs

MAY

04	Spring Classes end
05-08	Final Exam Period
11	Spring grades due for graduating students
15	Spring grades due for non-graduating students
17	Commencement
20	Summer Session I classes begin
25	Memorial Day observed. Administrative offices closed; no classes

ACADEMIC CALENDAR
Public Health Programs

Spring 2015 PHPD Class Meeting Dates

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

Monday (M):
January 21 (Wednesday), 26; February 2, 9, 19 (Thursday), 23; March 2, 9, 23, 30; April 6, 13, 27; May 4

Tuesday (T):
January 20, 27; February 3, 10, 17, 24; March 3, 10, 24, 31; April 7, 14, 21, 28

Wednesday (W):
January 14, 28; February 4, 11, 18, 25; March 4, 11, 25; April 1, 8, 15, 22, 29

Thursday (R):
January 15, 22, 29; February 5, 12, 26; March 5, 12, 26; April 2, 9, 16, 23, 30

Friday (F):
January 16, 23, 30; February 6, 13, 20, 27; March 6, 13, 27; April 3, 10, 17, 24

Note: Monday, January 19th is a University Holiday. Monday Classes will be held on Wednesday, January 21st. There will be no Wednesday classes on January 21st. Monday, February 16th is a University Holiday. Monday Classes will be held on Thursday, February 19th. There will be no Thursday classes on February 19th.

ACADEMIC CALENDAR
Public Health Programs

Summer 2015 Semester

PHPD Academic Calendar

- *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

19 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. 80).
20 Summer Session I and full-summer classes begin
25 Memorial Day observed. Administrative offices closed. No classes.
27 Last day for Summer Session I course adjustments (add or drop without a "W")

JUNE

02 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")
03 Last day to withdraw from a Summer I course and receive a "W"

JULY

01 Substitute Monday's schedule, no Wednesday classes
01 Summer Session I classes end
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. 81)
03 Independence Day observed. Administrative offices closed. No classes.
06 Summer Session II classes begin
13 Last day for Summer Session II course adjustments (add or drop without a "W"); Summer I grades due
15 Last day to withdraw from a full summer course and receive a "W"
20 Last day to withdraw from a Summer II course and receive a "W"

ACADEMIC CALENDAR
Public Health Programs

AUGUST

14 Summer Session II classes end
21 Summer grades due

ACADEMIC CALENDAR
Public Health Programs

Summer 2014 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 1, 8, 15, 22, 29; July 1 (Wednesday)

Tuesday (T):
May 26, June 2, 9, 16, 23, 30

Wednesday (W):
May 20, 27; June 3, 10, 17, 24

Thursday (R):
May 21, 28; June 4, 11, 18, 25

Friday (F):
May 22, 29; June 5, 12, 19, 26

SUMMER SESSION II:

Monday (M):
July 6, 13, 20, 27; August 3, 10

Tuesday (T):
July 7, 14, 21, 28; August 4, 11

Wednesday (W):
July 8, 15, 22, 29; August 5, 12

Thursday (R):
July 9, 16, 23, 30; August 6, 13

Friday (F):
July 10, 17, 24, 31; August 7, 14

ACADEMIC CALENDAR
MS-Biomedical Sciences Program

Fall Semester 2014

MS – Biomedical Sciences

AUGUST

14-15 New Student Orientation
18 First day of fall semester classes

SEPTEMBER

01 Labor Day Observed; Administrative offices closed; No classes

OCTOBER

13 Columbus Day Observed; Administrative offices closed; No classes

NOVEMBER

11 Veterans Day observed. Administrative offices closed; No classes
27-28 Thanksgiving recess. Administrative offices closed; No classes

DECEMBER

20 Winter Vacation begins for MBS students
25 Christmas Day observed. Administrative offices closed.

Spring Semester 2015

JANUARY

01 New Year's Day observed. Administrative offices closed
05 Classes resume for MBS students
19 Martin Luther King, Jr. Day observed. Administrative offices closed; No classes

FEBRUARY

16 Presidents Day observed. Administrative offices closed; No classes

Continued on Next Page…

ACADEMIC CALENDAR
MS-Biomedical Sciences Program

MARCH

14 Spring Recess begins
23 Spring Recess ends; Classes resume

APRIL

20 Patriots' Day observed. Administrative offices closed; No classes

MAY

15 Last day of spring semester for MBS students
17 Commencement
18 Summer Session for thesis research begins
25 Memorial Day observed. Administrative offices closed.

JULY

20 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

14 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 2014.

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

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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/

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 (12 credits-old system), with a cumulative GPA of 3.0 or below or received two or more final grades of B- will be reviewed by the Dean of 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 Ethics 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 Ethics and Promotions Committee. Any student who is reviewed by the TUSM Student Ethics 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 Ethics 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 Ethics 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:

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)	12	18
Master of Medical Science (Physician Assistant Program)	77	114

Credit amounts listed below are for students who matriculated prior to Summer 2011, MBS/MPH combined students who matriculated in Summer/Fall 2011 and all BA/MPH combined students.

Degree Program	Credit Minimum for Degree	Credit Maximum for Degree
Master of Public Health (MPH)	48	72

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 cumulative credits attempted	2.7
	7 or more	3.0
Master of Science in Pain Research, Education & Policy (PREP)	0-5 cumulative credits attempted	2.7
	6 or more	3.0
Master of Science in Health Communication (HCOM)	0-5 cumulative credits attempted	2.7
	6 or more	3.0

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)	0-6 cumulative credits attempted	2.7
	7 or more	3.0
Master of Medical Science (Physician Assistant Program)	8.5 – 25.5 cumulative credits attempted	2.7
	26-76	3.0

Credit amounts listed below are for students who matriculated prior to Summer 2011, MBS/MPH combined students who matriculated in Summer/Fall 2011 and all BA/MPH combined students.

Degree Program	Attempted Credits	Minimum GPA required
Master of Public Health (MPH)	0-24 cumulative credits attempted	2.7
	25 or more	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 cumulative credits attempted	50%
	7 or more	67%
Master of Science in Pain Research, Education & Policy (PREP)	0-5 cumulative credits attempted	50%
	6 or more	67%
Master of Science in Health Communication (HCOM)	0-5 cumulative credits attempted	50%
	6 or more	67%
Master of Science in Biomedical Sciences (MBS)	0-5 cumulative credits attempted	50%
	6 or more	67%
Master of Science in Development and Regulation of Medicines and Devices (DRMD)	0-6 cumulative credits attempted	50%
	7 or more	67%
Master of Medical Science (Physician Assistant Program)	0-77 cumulative credits attempted	67%

Credit amounts listed below are for students who matriculated prior to Summer 2011, MBS/MPH combined students who matriculated in Summer/Fall 2011 and all BA/MPH combined students.

Degree Program		Percentage of Credit Hours That Must be Successfully completed
Master of Public Health (MPH)	0-24 cumulative credits attempted	50%
	25 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.

ACADEMIC POLICIES AND PROCEDURES

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 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.

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.

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 retaking 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 NESA 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.

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.

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.

ACADEMIC POLICIES AND PROCEDURES

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 2014 and spring of 2015. 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) covered under the new credit system, thirteen (13) credits are required for the MPH degree: including 5 credits of core courses, 1 credit for general requirements, and 1 credit for the Applied Learning Experience. Each component is described in greater detail below. Depending on an individual student's track or concentration, other requirements may apply. Most students will have 1-2 credits remaining for electives, either within or external to their area of concentration. The program offers both 0.5 and 1-credit courses.

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.

ACADEMIC POLICIES AND PROCEDURES

MPH Dual/Combined Degree Tracks

MD/MPH and DVM/MPH (Credit amounts listed are for the Class of 2015 and beyond)

- The MD/MPH and DVM/MPH are considered generalist tracks.
- Students must complete 11 credits of public health course work and earn 2 additional credits as elective credit equivalents toward their MPH through work done towards the MD or DVM.
- Students take 6 credits of core courses, 2.5 credits of MPH program requirements, 1.5 credits of course requirements specific to the combined degree and 1 credit for the Applied Learning Experience.
- Students take 2 credits of electives. Electives tailored to the combined degree program are offered each spring.
- With the program director's permission, students may substitute Tufts' MPH courses offered outside the combined-degree track for elective course credits.

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 PH204 (Occupational & Environmental Health) or equivalents.
- Additionally, two graduate courses (2 credits) approved by the MPH program 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 take 36 courses and students in Engineering must take 40 courses. These additional two courses cannot count towards an undergraduate major but may be used to meet a 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. 45) 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.
- (All BA/MPH students matriculating to PHPD before the summer/fall of 2013 will continue to follow the 48 credit model. Students matriculating thereafter follow the 13 credit model.)

ACADEMIC POLICIES AND PROCEDURES

MS-Nutrition/MPH

- Students must take a total of twenty (21) courses 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.

JD/MPH

- 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.

MS - Health Communication Program

- Ten and a half (10.5) credits are required to graduate.
- There are 11 required courses, totaling 8.5 credits.
- Two of the required core credits are taken at Emerson College.
- Students then have two elective credits to fill at either Tufts or Emerson College, 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.
- Certificate in Digital Health Communication
    - 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 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 toward both degrees. Students must complete 65 credits of MBA course work.

MS – Development and Regulation of Medicines and Devices

- Twelve credits are required to graduate.
- There are 5 core course credits, 1.5 concentration elective credits and 4.5 general elective credits.
- Students are required to complete a two-semester Capstone Project during the second academic year.

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.

ACADEMIC POLICIES AND PROCEDURES

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.

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.

MAXIMUM COURSE LOAD

Students must obtain the permission of their 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.

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:

- 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.

Institutional Transfer from Emerson to Tufts

Students who wish to transfer institutions within the Health Communication program (i.e. from Tufts to Emerson or from Emerson to Tufts) are required to re-apply to the degree program and are subject to the normal provisions and requirements of the institution's admissions process. Students transferring to Tufts from Emerson may transfer up to 4 credits of TUSM coursework and up to 2 credits of Emerson coursework, for a maximum of 6 credits. This must be done with the approval of the Program Director. Students who wish to transfer institutions should contact the appropriate admissions office for more information.

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

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.

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 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 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.

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.

ACADEMIC POLICIES AND PROCEDURES

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 iSIS 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 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
- Failure to follow 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. criminal conduct, etc.)

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, the charges shall be reviewed by the Program Director of the program in 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. 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.

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 Promotions Committee.

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 who is 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.)

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 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.

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.

REGISTRATION

REGISTRAR'S OFFICE

Biomedical Research and Public Health Building
M&V Wing, Suite 142
136 Harrison Avenue
(617) 636-0935
http://publichealth.tufts.edu/Student-Services/Registrar

Tufts University School of Medicine's (TUSM) Public Health and Professional Degree (PHPD) graduate students register on-line through the Student Information System (iSIS) for all required and elective courses. After on-line registration has closed, all registration will need financial clearance from the Bursar's Office. In addition, any changes will need to be made via a Drop/Add form that should be submitted to the Registrar.

Continuing students are encouraged to register during the scheduled registration period. Registration for the fall semester generally begins in April. Registration for the spring semester generally begins in November. For continuing students, the Office of Student Services (OSS) will email information regarding registration to Tufts email accounts. **There is a $200 late registration fee for all initial registrations submitted one week before classes begin.** The fee does not apply to course adjustments.

It is the student's responsibility to meet with his/her advisor and register for courses which meet the degree requirements. Please refer to "My Advisement Report" on your iSIS home page, the program brochure or web site at http://publichealth.tufts.edu/Academics.aspx for a complete list of the degree requirements.

ADDING AND DROPPING COURSES

Adding Courses

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.

REGISTRATION

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.

Dropping Courses

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. Completed forms should be submitted to the PHPD Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines.

Dropping a course after the semester begins may result in the loss of part or all of your tuition payment for that course. Please refer to the tuition refund policy in the Tuition and Fees section of this handbook. 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 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).

To drop a course offered by institutions other than PHPD (i.e. Tufts University School of Arts and Sciences, Tufts University Friedman School of Nutrition Science and Policy, Emerson College, etc.), you must file the Drop/Add Form within the drop/add period set by the Office of Student Services for Public Health and Professional Degree Programs (OSS) within the drop/add period set by the host institution or by the OSS, whichever date comes first. Failure to file the Drop/Add Form within the period designated may result in a failing grade on the student's permanent record. In addition, the student may be responsible for the full tuition charged by that institution.

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.

REGISTRATION

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.

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 your Academic Advisement report in iSIS. 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 OSS a "Change of Concentration/Advisor" form. When possible the student will be re-assigned to another academic advisor.

REGISTRATION

COURSES

Course Load

A student's enrollment status is based upon the number of credits for which he/she is registered in a given semester. To maintain student status in a fall or spring semester, a student must be enrolled in at least .5 credits (2.0 credits under the prior credit system) worth of coursework. If a student does not meet this minimum, they will be administratively withdrawn from the program. No additional paperwork is required to change the student's semester status from part-time to full-time or vice versa. Please note that loan agencies require that students be enrolled at least half-time to be considered for a loan deferment (see definitions below). Students must obtain the permission of their Program Director or Associate Program Director if they wish to take more than 4.5 credits per semester (18 credits using the prior credit system).

- *Full-time status* for MPH, MS in Health Communication, and MS in Pain Research, Education, and Policy students is defined as enrollment in 3 or more credits per semester under the new credit system and 12 or more credits per semester under the prior system.
- *Half-time status* is defined as enrollment in at least 1.5 credits per semester under the new credit system and 6 or more credits per semester under the prior system.
- *Less than half-time status* is defined as enrollment in 1.0 or fewer credits per semester under the new credit system and 5 or fewer credits per semester under the prior system.

Students in the MBS program are always considered to be enrolled full-time, including during the semesters they are solely working on their thesis.

Note to Financial Aid Recipients

- The financial aid office cannot process financial aid information until the student has registered. Therefore, students applying for financial aid should register for courses as early as possible.

- To be eligible for federal financial aid, the student must be enrolled in the degree program at least half-time.

- Financial aid disbursements will be received by TUSM no earlier than ten days before the first day of the semester. Furthermore, students will not be able to receive financial aid refunds to which they are entitled before the financial aid disbursement check has been received and processed by TUSM.

Repeating a Course

Students who fail a course (grade below B-) may be required to repeat the course in order to receive a passing grade. Both courses, with the grades received, will be part of the student's

permanent academic record and will be counted in determining the cumulative grade point average.

In some cases, the Program Director, Academic Affairs Committee for MPH or HCOM students, or the PHPD Student Promotions Committee may require the student to enroll in a different course to replace the credits not earned from the failed course. Both courses, with the grades received, will be part of the student's permanent academic record and will be counted in determining the cumulative grade point average.

Non-degree students who fail to pass the same course two times may not register for it or its curricular equivalent again. This policy applies to non-degree students at Tufts and does not supersede Academic Standard policies for matriculated students.

No credit will be awarded for any course in which a grade below B- is received.

Course Audit

Students are not permitted to audit courses.

Continuation of ALE/Capstone Implementation Beyond One Semester

ALE/Capstone Planning Seminar students who have registered for the ALE/Capstone Implementation Seminar but do not have approved Work Plans (i.e., approved by the Planning Seminar course director and concentration leader) by the last Drop/Add day in the Implementation Seminar semester are automatically de-registered from the Implementation Seminar.

When, for a reason acceptable to the instructor, students engaged in passing work are unable to complete his/her ALE or Capstone Implementation in the assigned semester the course director will inform the Registrar that the student will need to continue the ALE/Capstone into the second semester. This is 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.

Upon successful completion of the ALE/Capstone the grade for the first semester will be posted as a "Y". The student will not be charged tuition for the second Implementation course but a Continuation Fee will be assessed (for the 2014-2015 academic year this will be $721.00) in addition to other required fees and student health insurance, if applicable. This continuation fee will be waived if the student is enrolled in additional courses in the same semester.

If a student requires more than two semesters to complete their ALE or Capstone Implementation the PHPD Promotions Committee will examine the student's situation to

determine whether there is adequate academic progress being made. If the student is allowed to continue, the above procedure will be repeated as needed.

Continuation Fee

In addition to the above ALE-specific situation, a Continuation Fee will be assessed during any semester in which a student has completed all tuition obligations to the program but still needs to be enrolled in one or more classes.

CHANGE OF STATUS

Administrative Withdrawal due to Failure to Enroll

Students who do not obtain a leave and fail to register for at least one half-credit for any given semester will no longer be considered a degree candidate. If the student wishes to resume candidacy, he/she must provide a request in writing to the Registrar for the Public Health and Professional Degree Programs. Time taken during this period will be counted toward the standard time limitations for degree completion.

Leave of Absence

A student in good academic standing may submit in writing to the Registrar a request for a *Leave of Absence* in order to take advantage of a professional opportunity or for medical or personal reasons. A leave of absence may be granted for up to one year via approval of the Registrar; *additional leaves may be requested*.

A leave of Absence (LOA) is a period of non-enrollment. Students on a leave of absence are not considered to be working toward their degree. Time spent on a leave *will not* be counted toward the standard time limitations for degree completion. Students who do not return to full time status at the end of their leave and who have not requested an extension of their leave are considered to have withdrawn from Tufts University School of Medicine, Public Health and Professional Degree programs.

It is the student's responsibility to notify the Office of Student Services for Public Health and Professional Degree Programs *in writing* that he/she is planning to re-enter Tufts University. Notification should be received at least two weeks prior to the start of the semester. Students who do not return from leave of absence on or before the date on which the leave expires will be considered to have withdrawn from the University. The effective date of the withdrawal will be the date on which the leave of absence began. Returning to the degree program after withdrawal requires re-application, subject to the conditions of the normal admissions process.

There are generally three reasons leaves of absence are granted from PHPD:

1) personal

2) medical

3) administrative

Medical Leave of Absence

In special situations, graduate students may request or may be placed on a medical leave of absence.

Student Initiated Medical Leave: The student should obtain a letter from his or her primary care physician or other treating physician recommending a leave of absence. This letter should indicate the reason for the leave and the expected duration. The student should submit this letter to the Registrar for the Public Health and Professional Degree Programs. He/she will review the request and determine whether or not the leave is to be granted.

School Initiated Medical Leave: The Dean for Public Health and Professional Degree Programs may place a graduate student on medical leave of absence. This is normally done in consultation with the student's program director and faculty advisor. The student may submit a letter from his or her treating physician either in support of the leave or in support of allowing the student to remain in school.

Tufts University School of Medicine reserves the right to have the student and his or her medical records reviewed by a physician or other health care professional of its choosing in any medical leave or return from leave situation.

Students granted a medical leave of absence will receive a grade of *W* (withdrawn) in each course for which they are registered at the time the leave begins.

Reinstatement from Medical Leave: All students seeking to return from medical leave of absence will be evaluated by the Dean for Public Health and Professional Degree Programs in consultation with any other person deemed necessary by the School. The decision to re-admit a student from medical leave of absence is based upon evidence of the student's recovery and his/her ability to handle the academic and cultural demands of the program.

It is the student's responsibility to notify the Office of Student Services for Public Health and Professional Degree Programs *in writing* that he/she is planning to re-enter Tufts University. Students who do not return from leave of absence or medical leave on or before the date on which the leave expires will be considered to have withdrawn from the University. The effective date of the withdrawal will be the date on which the leave of absence began. Returning to the degree program after withdrawal requires re-application, subject to the conditions of the normal admissions process.

REGISTRATION

Administrative

Students may be placed on administrative leave as a result of action taken by TUSM Student Promotions and Ethics Committee or by the Dean for Students. Students who have been placed on LOA for administrative reasons must be approved to return to school by the Dean for Students.

Tuition Policy Related to Leaves of Absence or Withdrawal

In the event of a leave of absence (medical or other) or withdrawal the University refund policy will apply for any period of leave.

Students are strongly encouraged to meet with their Financial Aid Advisor in the Office of Financial Aid to discuss the consequences of taking a leave or withdrawing.

Withdrawal from the Degree Program

A student who wishes to terminate his/her degree program must submit a completed Withdrawal Form to the PHPD Registrar. The effective date of the withdrawal for tuition refund purposes will be the date on which notification was received by the Registrar.

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.

MATERNITY POLICY

TUSM complies with all applicable Massachusetts and Federal laws regarding leaves of absence due to pregnancy-related disability and childbirth.

VERIFICATION OF ENROLLMENT

Any student who has registered for the current semester may request verification of his or her enrollment status from the Office of Student Services for Public Health and Professional Degree Programs via the iSIS home page and available for printing immediately. Requests for verification of enrollment that comes directly to the school from outside agencies will be answered without notice to the student. No information other than Directory Information (see

definition in the Federal Educational Rights and Privacy Act section of this handbook) will be given out without written consent of the student unless the requesting agency is one that has guaranteed access to the information requested under the Federal Educational Rights and Privacy Act of 1974. See the Privacy Act Section of this booklet for a listing of such agencies.

TRANSCRIPTS

Unofficial and official Transcripts can be requested via the iSIS home page. Because federal law prohibits release of transcripts without this written request, verbal, telephone and e-mail requests cannot be honored, although faxed transcript requests or scans of signed Transcript Request forms can be accepted. Students should allow at least ten working days for the processing and mailing of transcripts. Processing time depends on such factors as computer availability and workload. For students who have attended other schools within Tufts a transcript can be generated that includes all coursework and degrees across the university.

Official transcripts leave sealed and signed by the Registrar. They are sent directly to the address named in the transcript request. Transcripts released directly to students will be stamped "issued to student." Transcripts are withheld from students with outstanding balances on their student accounts until the student has paid any and all amounts owed to Tufts University.

NAME CHANGE

The Registrar's Office maintains all records under the legal name that was used at the time of matriculation. Official records do not display nicknames or preferred names unless legal documentation is provided (such as a marriage license, passport, or legal name change document). Request for a name change must be made in writing and accompanied by the appropriate legal document. If you wish to also have your Tufts' email address changed to your new name, please make the request at the same time as that of the name change.

STUDENT IDENTIFICATION CARDS

Student Identification Cards are available at orientation for all new TUSM students. Any student who loses his/her ID card should contact the Campus Police (M&V 1). The Campus Police may charge a replacement fee.

FINANCIAL AND IMMUNIZATION HOLDS

The Registrar's Office will not release any transcripts, diplomas or letters confirming enrollment or graduation to any student with either a financial or immunization hold on their account.

SERVICES/GENERAL INFORMATION

OFFICE OF STUDENT SERVICES

Biomedical Research and Public Health Building
M&V Wing, Suite 142
136 Harrison Avenue
Phone: (617) 636-0935
Fax: (617) 636-0898
http://publichealth.tufts.edu/Student-Services.aspx

The Office of Student Services supports PHPD students in achieving their educational goals by providing student centered services that facilitates the student life experience at Tufts. The student services staff provides a variety of services inclusive of enrollment, retention, tracking academic progress, admissions and career coaching. The office also oversees events such as orientation, graduation, job fairs and provides support to student and alumni organizations.

The student services staff takes pride in being customer focused by offering prompt, friendly and personal support and guidance to students, alumni and faculty. Students are always welcome and encouraged to stop by the Office of Student Services with any questions or concerns.

CAREER SERVICES

Office of Student Services
Stearns Wing, 1st Floor
136 Harrison Avenue
(617) 636-0935
Email: PHPD-CareerServices@tufts.edu
Website: http://publichealth.tufts.edu/Student-Services/Career-Services

Career Services Roles and Responsibilities

PHPD Career Services partners with students by:

- Providing resources, events, presentations, briefings, technology, and contacts to help you explore your career options;
- Offering career programs and coaching to help you develop the professional skills necessary for creating the types of opportunities you seek in your targeted field; and
- Maximizing employment opportunities by targeted, pro-active outreach, marketing, and on-going relationship management with employers.
- As a general rule, Career Services does not add positions which come from third party recruiters (e.g. executive search firms) into Career Connector. There may be case by case exceptions if the firm is a retained search firm and has been vetted by the Director of Career Services.

SERVICES/GENERAL INFORMATION

Student Roles and Responsibilities

To find an applied learning experience, internship and/or job, a student must take full ownership for his/her search process, start early, and leverage the appropriate Career Services resources.

1. Start your applied learning experience, internship, and/or job search in the early stages of your time at Tufts.

2. Consider your previous experience and where you want to go with your career to determine how much time you will need to devote to your search.

3. Consider your career exploration an additional course that you must commit to every week and create a timeline for yourself to ensure you take all necessary steps to prepare and compete effectively.

4. Familiarize yourself with the two primary web-based career services resource tools:
    a. **Career Connector**, our career management software is home to a wealth of information including employer and contact information, current applied learning experience, on-campus, fellowship, internship, and full-time job postings, a calendar of employer events and career development workshops, and a resource library on various career development topics.
    b. **PHPD career services website**, which details a step-by-step job search process with resources and links to additional information.

5. Complete your profile and job search agent in Career Connector. This will allow the Career Services office to notify you of jobs, internships, or career development training.

6. Create a resume according to the Career Services guidelines on our website and in our document library in Career Connector

7. Attend career development workshops. Throughout the year, career workshops offer insight into the job search process while teaching specific skills such as resume writing, interviewing, networking, and negotiating.

8. Take advantage of the many networking opportunities at Tufts, including employer information sessions, alumni panels, lectures, workshops, conferences, and most importantly, meetings with faculty who have expertise in your area of interest. All of these will give you the opportunity to make connections that could lead to an applied learning experience, job, or internship. Alumni will consistently tell you that finding the right opportunity is about successful networking. Challenge yourself to attend one networking opportunity each week. Even if you have not confirmed your specific career direction, this will help you get started.

9. Set up individualized coaching appointments through the online scheduler on the Career Services website**.** PHPD students and alumni have unlimited access to individual coaching appointment for resume reviews, cover letter reviews, job search strategizing, interview preparation, offer evaluation, salary negotiation, etc. However, students are restricted to scheduling one videotaped mock interview per career search or further education pursuit, and must have a scheduled interview with an employer or school in order to make an appointment for this purpose. For example, an MBS student who has an interview for medical school admissions in 2014 will be entitled to one preparatory, videotaped mock interview with Career Services in that academic year and for that medical school admissions cycle. If that student becomes an alumnus/a and reapplies for medical school in the subsequent year (2015) and is invited for an interview, s/he will be allowed an additional videotaped mock interview.

Career Services Code of Conduct

In order to achieve our goals in this partnership in a fair and equitable manner, we pledge to:

1. Represent Tufts PHPD students professionally to alumni and employers.

2. Adhere to non-discriminatory recruiting practices maintaining U.S. Equal Employment Opportunity compliance by referring all interested students for employment opportunities regardless of race, color, religion, age, gender, sexual orientation, or disability.

3. Exercise sound judgment and fairness in maintaining confidentiality of student information by not disclosing your information outside Tufts University without prior consent. We will also preserve anonymity in surveys so that any reported data will be in aggregate and will not be associated with your name.

4. Provide services to international students consistent with U.S. immigration law.

Student Code of Conduct

In order to achieve our goals in this partnership in a fair and equitable manner, we ask that you pledge to:

1. Represent Tufts University in a professional manner with alumni, guests, and employers. When you communicate with a potential employer, you represent yourself, as well as Tufts Public Health and Professional Degree Programs, including other students, our alumni, our faculty, and our administration. In order for employers to continue to consider hiring Tufts students and graduates, you must make sure that in addition to academic excellence, you convey professionalism and preparedness throughout your applied learning experience, internship and job search. This includes a

well-written resume and cover letter, as well as polished networking and interview skills and etiquette.

2. Notify the office of career services at least 24 hours in advance to cancel a coaching appointment, and if you have signed up for and can no longer attend any career services-sponsored programming including workshops, employer information sessions, panel discussions, etc. Knowing attendance details ahead of time allows the Career Services staff to make strategic decisions about venue choices or cancellations, or may permit waitlisted students to attend. Late arrivals or no-shows reflect poorly on the school and may potentially damage important relationships with alumni, employers, or trainers, who often sponsor or participate in these events.

3. Consider all aspects of an applied learning experience, internship or job offer before accepting it. Most preceptors or hiring managers will give you ample time in which to make a decision about accepting an offer, and we encourage you to meet with a Career Services coach if you have any questions about the offer, or if you are evaluating multiple offers. Once you accept an offer, you must remove yourself from the recruiting process and discontinue pursuing or soliciting other offers.

4. Reneging on an offer that you have accepted is a serious offense as it damages relationships with the employer and reflects poorly on the school.

Career Services Eligibility

Matriculated students who are pursuing a PHPD degree or certificate program, or have graduated from a PHPD program, are eligible to receive Career Services including attending workshops and events, one-on-one career coaching, and access to on-campus employer recruitment (e.g. Career Connector, employer information sessions).

Cross-registered or special students who have not matriculated into a PHPD program at Tufts and/or are obtaining a degree at another School within Tufts or at another academic institution do not have access to PHPD Career Services.

BA/MPH Career Services Policy

BA/MPH students who accept an offer to matriculate to the MPH program in the future will have immediate access to the following PHPD Career Services which are advertised through the MPH email listserv and on-campus flyers.

- PHPD career development workshops, webinars, and other events

One semester prior to matriculating to the MPH portion of the degree, BA/MPH candidates will be granted access to additional services including:

- Career Connector, PHPD's employer, jobs, internships, fellowships, ALE database

SERVICES/GENERAL INFORMATION

- One-on-one individual career coaching
- On-campus recruitment events (e.g. ALE Fairs, Career Expos)

MS/MPH Career Services Policy

MS students who accept an offer to matriculate into the MPH program will have immediate access to the following PHPD Career Services:

- Participation in PHPD career development workshops, webinars, and other events
- Career Connector, PHPD's employer, jobs, internships, fellowships, ALE database
- One-on-one individual career coaching
- Participation in on-campus recruitment events

ATHLETIC FACILITIES

Tauber Fitness Center

The Tauber Fitness Center has three areas: a 2500 square foot room with aerobic and strength training equipment; a small exercise studio; and locker rooms and showers. All registered Boston Campus students are eligible to use the fitness center; no fee is required.

The fitness center is located on the lower level of the Sackler Center and can be accessed by elevator or stairs. You must have a valid Boston Campus student-ID with you in order to access the facility and will be asked to use the card swipe at the front desk to confirm eligibility. Fitness classes are offered in the studio to all members and are available for a small fee on a first-come first-serve basis. It is staffed and the hours of operation are as follow:

Monday – Friday: 6:00 AM – 10:00 PM
Saturday – Sunday: 12:00 PM – 7:00 PM

Wang YMCA of Chinatown Student Membership Program

Students of TUSM can join the Wang YMCA located just a few blocks away from the Medical School at 8 Oak Street West (at the corner of Oak and Washington Streets). The membership fee for the 2014-2015 academic years for TUSM students is as follows: single $20/month, or family $55/month. The monthly payment must be made on an automatic basis, from a debit/credit card or bank account. A yearly single pass is $210; for a family $560. A 30-day notice must be given in order to cancel membership. There is no fee to join. Membership benefits include an indoor 25-yard pool; gymnasium; fully equipped fitness center; aerobic studio; child care center; free weight room; and babysitting services. Membership with the Wang YMCA of Chinatown entitles you to use all of the 13 facilities within the YMCA of Greater Boston. Call 617-426-2237 for more information.

SERVICES/GENERAL INFORMATION

Tufts-Medford

Please consult the Tufts Athletics website for more information at http://ase.tufts.edu/athletics/ or call 617-627-3232.

All athletic facilities on the Medford Campus are free when you present your Tufts ID. Students are able to use these facilities during normal hours of operation except when physical education classes, practices, games or matches, or other events are scheduled. Athletic facilities include playing fields, a 25 yard swimming pool, two indoor tennis courts (for which reservations are required), outdoor tennis courts (for which no reservations are required), a gym with basketball court, outdoor basketball courts, indoor and outdoor track facilities, fitness center, cage area, sauna and eight squash courts.

HOUSING

Your first stop for help during the academic year with off-campus housing should be http://publichealth.tufts.edu/Admissions/Housing-Resources. Accessible from there is www.jumpoffcampus.com, which maintains listings for rooms, apartments and houses in all price ranges and in all areas of Greater Boston. Housing questions can be directed to PHPDhousing@tufts.edu, which is checked primarily during the spring and summer months.

Students live throughout Boston and the suburbs, with Beacon Hill, Back Bay, Brookline, North End, Cambridge, Brighton, South End, Somerville, Allston, South Boston, Jamaica Plain and Malden being the most popular. (Malden, Jamaica Plain, and the North End all being on the Orange line make them ideal locations). When trying to decide where to live, you might want to consider such things as commuting time to TUSM (get an MBTA map and see this handbook's section on "Public Transportation"); neighborhood safety; local shops; whether overnight street parking is allowed; car insurance rates, which vary from town to town and are generally lower in the suburbs; whether other students will be available for car pools, support, etc. The most important thing to remember when searching for an apartment is how close your apartment is to a T stop (subway or bus) and how safe the neighborhood is.

Posner Hall

Located at 200 Harrison Avenue, Posner Hall Dormitory houses health science students in single rooms. Besides the dormitory, portions of the building have been converted to offices. Rooms can be leased for the nine-month period August 30 – May 31. All rooms are furnished with an air conditioner, twin bed, dresser, desk and chair with a bookshelf. Each floor has common kitchens and bathrooms (men and women). Rooms are equipped with telephone and TV jacks, which the resident must contact the service companies to activate. Additionally, there is a common lounge area on the second floor, and an exercise room and laundry room in the basement.

SERVICES/GENERAL INFORMATION

Based on demand for Posner Hall Dormitory, all rooms are granted on a "first-come, first-serve" basis. All students applying for a room will be notified early July if they have a room or have been placed on a waiting list. Contracts can be downloaded and are accepted starting in January of each current year with a deposit of $315.00. Three hundred dollars is refundable if you do not receive a room or elect to withdraw your application for the dormitory. To download a contract, please visit our website at http://publichealth.tufts.edu/Campus-and-Community/Housing-Resources/Posner-Hall-Dormitory. For further information, contact Dean John Matias in the Medical School's Office for Student Affairs, Sackler 4, at 617-636-6576 or john.matias@tufts.edu.

TUFTS UNIVERSITY HEALTH SCIENCES CAMPUS BOOKSTORE

Arnold Building First Floor
116 Harrison Avenue
617-636-6628
www.tufts-med.bkstore.com

Tufts University Health Sciences Bookstore is your destination for Textbooks and course required supplies. The bookstore stocks textbooks, medical reference and review books, lab supplies, burrs, teeth, school supplies, and snacks. If the bookstore is ever out of an item ask a bookseller for assistance and we can order the item for you. The bookstore also carries Tufts University School of Dental Medicine merchandise including sweatshirts, t-shirts, mugs, and fine gifts.

The bookstore will have all textbooks ready for purchase prior to the start of classes. You can stop by the bookstore to purchase your books or you can log onto www.tufts-med.bkstore.com. All students purchasing the books on line will have the option to pick up the books in store or have them shipped to their home. If your textbook is out of stock at the bookstore at any time see a member of the management team and we will special order the book for you. The bookstore allows students to return or exchange textbooks the first week of class.

Bookstore Return Policy on Textbooks

- A full refund will be given in your original form of payment if the textbooks are returned the first week of class with a receipt.
- With a proof of a schedule change and a receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds will be given on textbooks without a receipt and not in the original condition

Bookstore forms of Payment

SERVICES/GENERAL INFORMATION

Cash, check, Travelers checks, Visa, MC, American Express, Discover, and Barnes and Noble Gift Cards. The cardholder must be present for the purchase. Barnes and Noble Gifts cards can be purchased through the bookstore, at Barnes & Noble stores, or online.

EMAIL

Students receive an email account through the Public Health and Professional Programs' Student Services Office during orientation. An email listserv has been created for all PHPD students and for each of the programs to notify students of relevant information. Students are expected to check their Tufts' email account at least once a day for information regarding their courses, programs and events.

STUDENT LOUNGE

The Public Health and Professional Degree Programs' student area is located on the first floor of the Biomedical Research and Public Health Building, Stearns Wing and includes lounges and study rooms. The large lounge is equipped with a television, soft seating, tables, vending machines, a microwave, water cooler, refrigerator/freezer, and a Keurig machine (you must supply your own pods). The large study room is equipped with desktop computers and a printer. Directions for printer use can be found at most of the computer work stations; pages may be paid for by using jumbo-cash. There are also two small group study rooms and a smaller lounge that's equipped with soft seating and tables. The lounge and study rooms have wireless access.

CAMPUS CAFETERIAS

The Health Sciences Campus provides many opportunities to have a healthy meal or snack. Below is a list of the three food vendors on campus:

Food 4 Thought, Sackler Building 4th Floor

The Food 4 Thought Cafe is located on the fourth floor of the Sackler Building in the Hirsh Health Science Library. The cafe offers a diverse, healthy menu, including smoothies, breakfast quesadillas, grilled paninis, soups, a sushi station and entree salads tossed to order. Dinner features a special entree of the day. Entrees are low in fat, high in fiber and contain complex carbohydrates. Whole-grain breads, wraps, vegetables and fruits are also featured. Food can also be purchased for take-out; delivery service is not provided.

During the academic year, the cafe is open Monday through Thursday from 7:30 a.m. to 9 p.m.; Friday from 7:30 a.m. to 4 p.m.; Saturday from noon to 6 p.m. and Sunday from noon to 9 p.m.

SERVICES/GENERAL INFORMATION

In the summer months, the cafe is open Monday through Friday from 7:30 a.m. to 4:00 p.m. Monday through Friday and closed on the weekend. Cash, Master-Card and Visa are accepted.

Avanti Markets, Jaharis Cafe

At Avanti Markets, a self-checkout mini convenience store, you can purchase a broad selection of items including fresh sandwiches and salads prepared on campus by Corporate Chefs, packaged meals, freshly brewed coffee and tea, snacks, and assorted beverages. Avanti Markets is available 24/7 to members of the community who have access to the Jaharis Café.

Soup's On, Tufts Dental School, 7th Floor

Soup's On, located on the seventh floor of the Tufts University School of Dental Medicine offers a hot special of the day, two freshly prepared soups, and sandwiches made to order. Also offers grab-and-go sandwiches, packaged salads, yogurt, snack foods, cookies, brownies and an assortment of beverages. Food can also be purchased for take-out; delivery service is not provided.

The cafe is open from 7:30 am to 2:30 pm and accepts cash payment only.

STUDENT LOCKERS

Lockers are available for the MS-Biomedical Sciences (MBS) students on the first floor of the M&V Wing. For all other students, lockers are available on a first come first serve basis. They are located on the first floor of the Stearns Wing. MBS Students will be assigned lockers by the MBS Program, all other students interested in getting a locker need to see the Student/Academic Services Assistant in M&V Suite 142.

MAIL SERVICES

Campus and hospital mail can be dropped off in the Stearns basement mailroom. There are public mail boxes located at the corner of Harvard Street and Harrison Avenue (roughly across from the entrance of the Sackler Building), and also at the corner of Kneeland Street. The closest Post Office is located about three blocks from the school at 7 Avenue de Lafayette, across the street from the Hyatt. It is open Monday through Friday from 8:00 AM to 6:00 PM, and from 9:30 AM to 1:00 PM on Saturdays. You can also buy stamps and other postal services and supplies at the Mail Boxes, Etc. store located on Stuart St. (near Christy's). Stores such as Mail Boxes, Etc., however, charge more than a post office for stamps and other mailing services.

SERVICES/GENERAL INFORMATION

PARKING

Tufts Shared Services Parking Department
274 Tremont Street Garage, 1st floor
Tel: (617) 636-5580
Fax: (617) 636-1498

Hours: Monday - Thursday, 7:00 AM - 6:00 PM
Fridays - 7:00 AM - 4:00 PM

Parking decals are required to use the TSS parking facilities. They are available at no charge to PHPD students upon presentation of a TUSM student I.D. and car registration to the Parking Office. **Please Note: Students are issued only one decal per school year (September 1 – August 30). Lost decals will not be replaced.**

In addition to the parking decal, student parkers must pay with a coupon. Coupons are available for purchase in the Parking Office or at the Bursar's Office, 200 Harrison Avenue. Students are assigned to a location with a decal and the decal must be affixed to the left rear side of the car to become valid.

Students are assigned to the Herald Street Garage and Traveler Street Lot and must pay with a coupon upon entering. Herald Garage is open from 5:00 AM – 2:00 AM and Traveler Lot from 6:00 AM – 1:00 AM. Both locations are closed on the weekend. A free shuttle service is provided to Herald Street Garage and Traveler Street Lot based on the hours of operations. Those facilities do ***Not Offer*** long-term Parking.

Weekends: All students may park in the Tremont Street garage located above the Parking Office only on Friday 10:00 PM – Monday 9:00 AM. The cost of parking is one coupon per every 24 hours. To park at the Tremont Street Garage requires that you drive in the car with the decal. Students MUST leave the Tremont Street Garage at 9:00 AM or will be penalized a $34.00 fee per day.

Parking Regulations for Tufts Students

- Parking is permitted only with a currently valid TSS parking sticker and parking coupon.
- Vehicle registration to prove ownership and Tufts identification card must both be presented to the Parking Office in order to obtain a sticker for one car.
- No in and out parking is allowed on the same parking ticket. If you do have occasion to leave the garage, a new ticket must be purchased on re-entry.
- The parking facilities do not allow long term storage of vehicles (overnight).

SERVICES/GENERAL INFORMATION

- Parking stickers are not transferable. Anyone who uses a lost, stolen or fraudulent sticker will be subject to loss of parking privileges. Questions regarding parking should be directed to the Parking Office, 617-636-5580.

NOTARY PUBLIC

The function of the notary public, in part, is to witness your signature. Be prepared to provide a photo ID. Documents that are not signed in the presence of the notary cannot be notarized.

Loan forms and other documents may be notarized in the Medical Dean's Office on Sackler 8 and at the Campus Police, M&V 1. There is no fee for this service to Tufts students. However, you must present proper ID (such as a student ID or driver's license).

VOTER REGISTRATION

You cannot register to vote in Massachusetts via the internet, but you can request a voter registration form to register at htttp://www.sec.state.ma.us/ele/elestudents/studentsidx.htm. You will not be registered to vote until you return the completed voter registration form to your local city/town hall. To register to vote in other states, you can download a National Voter Registration form from the same website.

ROOM SCHEDULING

For booking rooms please contact the Room Scheduling Office at (617) 636-6621. If you need guidance about the process please contact the Student & Academic Services Assistant at (617) 636-0935.

PUBLIC TRANSPORTATION

The MBTA (Massachusetts Bay Transportation Authority) provides subway, bus and commuter rail service throughout Boston and its suburbs. The best source of up-to-date public transportation information is the MBTA's website at **http://www.mbta.com**. This webpage provides a variety of information about schedules (which you can print out), fares, and access to transportation for physically disabled individuals, and notices about delays in service due to weather or construction.

If you commute regularly, a MBTA semester pass will save you some money. Boston-based Health Science School students (Medical, Dental, and Nutrition Schools and Public Health Professional Degree programs) are eligible to purchase an MBTA semester pass at a 20% discount over regular "T" prices. Each student is entitled to one pass only. The program is administered by the Bursar's Office, first floor, Posner Hall. A Tufts ID must be presented

when you pick up your pass. Unless there is a pre-approved exceptional situation, students must pick up their own pass. For a detailed list of pass prices with the noted discount, visit the Bursar's MBTA passes site at http://finance.tufts.edu/bursar/mbta-passes/.

Semester passes go on sale twice a year. Fall passes, for September through December, are purchased in July. Spring passes, for January through May, are purchased in November. Application forms are e-mailed or mailed to all eligible enrolled students in July and November, and are also available at our Office. Semester passes are picked up each month beginning on the fourth last business day of the month. **With a Semester Pass, students only have to pay once a semester and are guaranteed the availability of a discounted pass.**

WEATHER EMERGENCY/CANCELLATION OF CLASSES

When weather threatens school or university closings, delayed arrivals and early dismissals, information will be available by calling (617) 627-INFO as early as 6:00 AM, or by logging onto the University's home page (http://www.tufts.edu). The Grafton campus also has a special information line for its faculty, students and staff: (508) 839-6124. Email messages may also be distributed by the Office of Student Services.

Information monitors at Dowling Hall, the Fletcher School's Hall of Flags, the Tisch Library, Dewick/MacPhie Dining Hall and Campus Center on the Medford/Somerville campus also feature weather and other emergency information. Email messages may also be distributed if conditions warrant.

Tufts also provides information to a number of major media outlets who broadcast weather-related school closings and delayed arrivals, including TV Channels 4, 5 and 7, and AM680 radio and WBZ news radio 1030. However, because these outlets provide limited information, the University strongly encourages faculty, students and staff to refer to Tufts' own weather and emergency information outlets.

STUDENT HEALTH ADMINISTRATION SERVICES

STUDENT ADVISORY & HEALTH ADMINISTRATION OFFICE

The Student Advisory & Health Administration Office is located at 200 Harrison Avenue on the fourth floor of Posner Hall. Office hours are Monday - Friday, 9:00 a.m. - 5:00 p.m.

Title	Name	Telephone Number
Director	Debbie Quinn	617-636-2700
Associate Director	Gianna Dimitrakos	617-636-4073
Student Health Administrator	Cynthia Linton	617-636-2701
Immunization Administrator	Lucia Fenney	617-636-2712
Student Health Assistant	Jessica McLaughlin	617-636-2700
Psychiatric Consultant	John V. Pruitt, M.D.	617-357-5542

This office provides:

- Short-term, confidential counseling/advice for personal or school-related problems and referrals for psychotherapy and/or psychiatric care
- Oversight of the student health insurance and disability insurance programs
- Collection and screening of all immunization documentation required by the Commonwealth of Massachusetts and Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC)

This office does not provide health care with the exception of limited counseling services.
There is no health center on the Boston Campus.

Student Health Administration Fee:
All full-time and part-time matriculated students are required to pay an annual Student Health Administration fee of $224. This fee covers the cost of immunization screening, health plan administration, and short-term counseling.

Mental Health: Short-term counseling is available from the Student Advisory & Health Administration Office. Call 617-636-2700 to schedule an appointment. This service is provided at no additional charge to matriculated students. Referrals for psychiatric evaluations and/or therapy can be made through this office as well. Payment for outside services is the responsibility of the student.

Dental Insurance: An optional dental insurance plan is offered through Delta Dental. Questions regarding benefits and providers, call Delta Dental at 800-872-0500. Questions about enrollment, call Crosby Benefits at 800-462-2235.

STUDENT HEALTH ADMINISTRATION SERVICES

HEALTH INSURANCE

The Commonwealth of Massachusetts and Tufts University Health Sciences Schools require all matriculated students of higher education to participate in a health insurance plan. Tufts University Health Sciences Schools offer a comprehensive student health insurance plan that meets the State and University requirements. The student health insurance plan, underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Care (HPHC), and administered by UnitedHealthCare **Student**Resources (UHCSR), includes primary and emergency care, major medical coverage, a prescription plan, eye care, mental health benefits and many other services. When making decisions regarding health insurance, students should be aware there is no health service clinic available to Tufts University Boston Campus students.

The student health insurance plan is available to all matriculated health sciences students and their eligible dependents. Eligible dependents include: spouse, domestic partner, or dependent(s) under the age of 26.

Each semester, students are charged one-half of the annual insurance cost at the Individual rate. Two-person or family health insurance coverage is available at an additional cost. Full payment for two-person or family coverage is required at the time of enrollment.

Open Enrollment for the student plan occurs every summer with coverage starting on September 1st of each academic year. This provides a once a year opportunity for students to apply for enrollment or add dependents without a qualifying event. To apply for coverage during Open Enrollment students must complete an online Enrollment Form at: https://studentcenter.uhcsr.com/tuftshealthsciences. Insurance ID cards will be received within 7 to 10 business days of enrollment. The online enrollment option is not available after August 31st.

Students are not eligible to apply for coverage or add a dependent(s) at any other time of the academic year, unless there is a qualifying event. Qualifying events include: change in marital status; birth or adoption of a child; or loss of alternate insurance through no fault of the student or dependent. The Enrollment Form must be submitted within sixty (60) days of the qualifying event. Students should contact the Student Advisory & Health Administration Office at 617-636-2700 for information on applying for coverage and the prorated payment amount.

Students must reapply for the student health insurance coverage each academic year. Unless there is a change of student status, the insurance coverage continues through August 31st of the current academic year. The effective date of enrollment for returning students is September 1st and for new students is the first day of orientation, not the date of the enrollment form.

STUDENT HEALTH ADMINISTRATION SERVICES

WAIVING THE STUDENT HEALTH INSURANCE

The Commonwealth of Massachusetts and Tufts University Health Sciences Schools require all matriculated students of higher education to participate in a health insurance plan. Students may enroll in the student insurance plan offered by Tufts University or maintain private coverage as long as it meets or exceeds the minimum state requirements set forth by the Commonwealth of Massachusetts. To determine if your coverage meets the minimum state requirements visit the Student Health Insurance page at http://medicine.tufts.edu/saha or at Mass.gov. Students must waive the student health insurance coverage each academic year by completing a Health Insurance Waiver Form. Completion of a waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by the Commonwealth of Massachusetts and Tufts University.

To waive the student plan during Open Enrollment, complete the online waiver at: http://go.tufts.edu/isis. Use your insurance card to answer all the questions on the waiver. Students who submit an approved Waiver Form will have a credit for this charge posted to their account.

Students who do not take action to either waive or enroll by August 31st , or whose waiver has been denied, will be automatically enrolled in the HPHC/UHCSR insurance plan. The online waiver option is not available after August 31st. Students are able to waive the school health insurance plan at any time during the academic year. For waiver instructions after August 31st please contact the SAHA Office at 617-636-2700.

STUDENT HEALTH INSURANCE POLICY FOR STUDENTS ON LEAVE OF ABSENCE

Boston and Grafton Health Sciences students, who have been granted a Leave of Absence and who are enrolled in the student health insurance plan, have the option of either cancelling their health insurance or continuing enrollment in the plan for up to one (1) year from the effective date on which the Leave begins. The student has fifteen (15) calendar days from the effective date of his/her Leave of Absence to notify the Student Advisory & Health Administration Office of his/her intent by submitting *A Leave of Absence Health Insurance Form*. Students electing to continue insurance coverage must be paid in full within the fifteen (15) day period and must adhere to payment deadlines for subsequent semesters. Students cancelling insurance coverage will receive a prorated credit based on the date of cancellation, if applicable.

Students who previously waived the student health insurance but experience a Qualifying Event while on a Leave of Absence may enroll for coverage by submitting an Enrollment Form, Qualifying Letter, and payment within sixty (60) days of their qualifying event.

STUDENT HEALTH ADMINISTRATION SERVICES

Health insurance enrollment will be cancelled if the student fails to pay the premium or if the student does not return at the end of one year's Leave of Absence. Fall semester premiums are due by August 15th and spring semester premiums are due by February 15th.

Failure to notify the Student Advisory & Health Administration Office by submitting one of the required Leave of Absence Health Insurance Forms within fifteen (15) calendar days will result in continued coverage through the end of the current insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

STUDENT HEALTH INSURANCE POLICY FOR WITHDRAWN OR DISMISSED STUDENTS

Boston and Grafton Health Sciences students, who are withdrawn or dismissed and who are enrolled in the student health insurance plan, have the option of either cancelling their health insurance or continuing enrollment in the plan for up to sixty (60) calendar days following their withdrawal or dismissal date. To continue enrollment the student must be a matriculated student for at least thirty one (31) days prior to the withdrawal or dismissal. The student has fifteen (15) calendar days from his/her withdrawal or dismissal date to notify the Student Advisory & Health Administration Office of his/her intent by completing a *Withdrawal or Dismissal Health Insurance Cancellation Form* and by ensuring that full payment has been made. Students cancelling insurance coverage earlier than the end of the current insurance semester will receive a prorated credit based on the date of cancellation, if applicable.

Failure to notify the Student Advisory & Health Administration Office by submitting the required form and by paying in full within the fifteen (15) day period will result in the student's health insurance policy being cancelled on the date of Withdrawal or Dismissal from Tufts University.

STUDENT HEALTH INSURANCE POLICY FOR GRADUATING STUDENTS

Boston and Grafton Health Sciences students, who are graduating and enrolled in the student health insurance plan, have the option of either cancelling their health insurance on the date of graduation (and Administrative Clearance for Dental students) or continuing enrollment in the plan until the end of the paid insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

The student must notify the Student Advisory & Health Administration Office of his/her intent by completing a *Graduating & Cancelling Health Insurance Form*. Cancellation must be requested within sixty (60) calendar days before or after the effective date of cancellation but no later than February 15th for the Fall term or August 15th for the Spring term. Students cancelling insurance

coverage earlier than the end of the current insurance semester will receive a prorated credit based on the date of cancellation, if applicable.

Failure to notify the Student Advisory & Health Administration Office by submitting the required form will result in the student's health insurance policy being cancelled at the end of the current insurance semester.

INSURANCE CONVERSION POLICY FOR GRADUATED OR WITHDRAWN STUDENTS

Students who leave the University are not eligible to continue membership in the student health insurance plan under the Federal Law known as COBRA, the Consolidated Omnibus Budget Reconciliation Act, as this law does not apply to student plans.

Health insurance coverage in the Commonwealth of Massachusetts is available through the Commonwealth Connector. More information can be found at: www.mahealthconnector.org.

IMMUNIZATIONS

In order to be in compliance with Massachusetts State Law and University policy, all students must submit The Public Health & Professional Degree Program Immunization Form to the Student Advisory & Health Administration Office by the given deadline. The form must be signed by a Health Care Professional, or equivalent medical documentation must be attached to the form. The form can be printed from the following website, http://medicine.tufts.edu/saha.

If you are unable to provide documentation of past immunizations, you will need to provide laboratory evidence of immunity, or be vaccinated again. Failure to comply with this policy may result in the *cancellation of registration.*

Upon notification from the Student Advisory & Health Administration Office, students are required to update immunizations as mandated by the Commonwealth of Massachusetts, Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC).

Questions regarding immunization requirements should be directed to the SAHA Office, at 617-636-2712.

FINANCIAL AID

OFFICE OF FINANCIAL AID

Sackler Building, 8th floor
145 Harrison Avenue
Boston, MA 02111
Phone: (617) 636-6574
Fax: (617) 636-3447

Office Hours: Monday through Friday, 9:00 AM - 5:00 PM

- Tara Olsen, Director
- Jill Desjean, Associate Director; **Caseload MD Students A – G**
- Jeffrey Welch, Assistant Director**; Caseload MD Students H – O and all PHPD students**
- Kara Martin, Assistant Director & Financial Literacy Coordinator; **Caseload MD Students P–Z**
- Jim Doyle, Financial Aid Coordinator

Appointments are encouraged, walk-ins are always welcome.

PHILOSOPHY

The intent of the financial aid programs at TUSM is to assist students with meeting any shortfall that exists after a maximum effort has been made by the student and his/her family to pay for school related costs. There are federal and private loans available for those that are eligible for financial aid.

Financial Aid advisors are available to answer questions and to provide assistance. Although staff can answer routine questions on a walk in basis during office hours, you are encouraged to make an appointment if you would like to meet with your financial aid advisor at a particular time.

APPLYING FOR FINANCIAL AID

Who May Apply?

Students whose cost of attendance exceeds their family resources are encouraged to apply for financial aid. To be eligible for financial aid, the applicant must be: 1) accepted or enrolled in a degree-seeking program at TUSM on at least a half-time basis, 2) meeting standards of academic progress, 3) a citizen of the United States or an eligible non-citizen 4) NOT in default with prior student loans, 5) if male, you must comply with requirements of Selective Service Registration and 6) have no prior drug convictions during a period of enrollment for which the student was receiving Title IV aid. Students are required to apply for financial aid each academic year and

eligibility is determined for all financial aid programs available. New students are encouraged to apply as early as possible; do not wait until you are accepted.

Application Deadline

The priority deadline for having financial aid applications complete for the academic year is February 21, 2014. To meet this deadline, the following documentation must be received by February 21st (or November 7th if you are beginning in the spring semester):

- Processed Free Application for Federal Student Aid (FAFSA)
- TUSM Financial Aid Application

The FAFSA takes approximately 10 days to process and is available to complete as of January 1st. Students may request a paper FAFSA from the website if they are not comfortable completing this online. Students should visit www.fafsa.ed.gov to complete this requirement.

Priority Consideration Date for Financial Aid

The priority consideration date for having financial aid applications submitted for the Fall 2014 semester is February 21, 2014. Students who have submitted all paperwork to the Office of Financial Aid by the priority consideration date will begin to receive award notices in April.

For students who are beginning studies in the Spring 2015 semester, the priority consideration date is November 7, 2014. Students who have submitted all paperwork to the Office of Financial Aid by the priority consideration date will begin to receive award notices in December.

Students will not be eliminated from consideration for any types of funding by applying after the priority consideration date. However, the Office of Financial Aid processes applications on a first-come, first-served basis; therefore, late applicants may experience a delay in the notification of their eligibility. Students would still be expected to meet all registration and bill payment deadlines even if they have not received financial aid award notices by those dates. Consequently, late submission of documents may also cause a delay with disbursements and/or refund checks being issued.

Please be aware that loan eligibility may not be originated after the last day of classes. Students who are applying for financial aid late into the semester (within one month of the last day of classes) should contact the Office of Financial Aid to confirm that adequate time is available to process the request.

Renewal of Aid

Students must complete a financial aid application every year if they wish to receive financial aid. Components of students' aid packages may change from year to year due to changes in

financial circumstances, late applications, changes in program regulations, and/or funds available.

Budgeting Issues

Students must budget monies for the period of time before their financial aid funds are received and a refund can be produced from their account. **As a guide, students should have three months of living expenses available as a cushion in order to secure an apartment, to assist with moving expenses and/or to purchase books/supplies.** Refunds from excess financial aid will not be issued until the student has begun their studies for a particular year, all paperwork has been completed, and all financial aid funds have actually been received. First time borrowers at TUSM must complete an entrance interview before loan proceeds can be disbursed to their account. **Entrance interviews should be done online at www.studentloans.gov.**

All federal awards are disbursed in two equal payments per semester. If students are attending both the fall and spring semester, they will receive half of their total award each semester. The Office of Financial Aid attempts to have loans disbursed on or about the first day of class each semester if all paperwork is received in a timely fashion. Please remember when determining your budget for living expenses that loans must be repaid with interest. It is to your advantage to keep expenses and borrowed amounts as low as possible. These are your future earnings that you are pledging. Keep careful records of your loan portfolio and take ownership of the process from the very beginning.

Refunds

Refunds result when the actual funds that have been credited to your account exceed your charges. A provisional credit is notification of a loan or scholarship application in process and cannot be used as a refund. Refunds will not be granted before the funds are actually received, eligibility has been confirmed and funds have been credited to the student's account, all necessary documents have been processed and the student has begun enrollment in the semester that he/she is being paid. Students are encouraged to sign up for e-refunds to expedite the process. ***STUDENTS SHOULD CONTACT THE BURSAR'S OFFICE WITH ANY QUESTIONS PERTAINING TO THEIR REFUND.***

Financial Aid Advances/Emergency Loan

Financial aid advances may be available once a student's financial aid application is complete and provisional credits appear on the student account but no sooner than 30 days before the semester begins. Advances are requested through the Office of Financial Aid. A student may request up to the lesser of the future expected refund or $1500. The student's account will be charged and their future refund will be reduced by the amount of the advance. ***Advances are not available for those who do not have pending financial aid to cover such requests and they are not available to students who have not officially matriculated.*** The Director of Financial Aid has the discretion to make final approval or denial of all such requests.

FINANCIAL AID

The Felice Voss Emergency Loan Fund has been established to temporarily assist students who, due to circumstances beyond their control, require a short term emergency loan ($1500 maximum). Students must have a method for repaying the loan funds within 90 days of receipt. This program is NOT designed to assist students that have been tardy with their financial aid applications or that are having trouble securing loans due to credit issues. ***An emergency loan is not available to students who have not officially matriculated***. The Director of Financial Aid has the discretion to make final approval or denial of all such requests.

Withdrawal

If a student completely withdraws from school during a semester and before 60% of the semester has passed, federal regulations require that a school determine the percentage of any federal aid received that is earned. The amount of aid earned is calculated by multiplying the total net amount of federal aid for the semester, by the percentage of the term for which the student was enrolled before withdrawing. If the amount of aid earned is less than the amount of aid already disbursed to the student, a **repayment** may be required. If the aid disbursed was used to pay institutional charges (i.e. tuition), the portion of the unearned aid will be repaid by TUSM in the order prescribed by federal regulations; first to Federal Direct Unsubsidized Loans, then to Federal Perkins Loans, then to Federal Direct GradPLUS Loans.

Please note that your tuition liability remains as described above, according to the TUSM Refund Policy. If federal loan money used to pay tuition must be returned to the lender according to the federal regulations, then any balance due remaining on the student's account becomes the student's responsibility. ***The student is responsible for repayment of any unearned living expense money from federal aid advanced before the withdrawal.*** If the total amount of this repayment comes from loans, then the student may make this repayment under the original terms of the loan. Please contact the Office of Financial Aid for more information on this policy.

Students should meet with their Financial Aid advisor if they are considering withdrawing to determine the effects on their federal loans. Students would be required to do an exit interview online at www.studentloans.gov.

FINANCIAL AID QUESTIONS AND ANSWERS

If I receive outside scholarships and/or loans, will this impact my financial aid package?

Federal law clearly states that a student cannot receive funds from any source in excess of the cost of attendance. If funding not originally reflected in your financial aid package requires a reduction, we will reduce your least favorable loan in order to correct the over award.

Where can I find the application for scholarships?

FINANCIAL AID

Information on scholarships that are offered by the Public Health and Professional Degree Programs can be accessed at http://publichealth.tufts.edu/Admissions/Financing-Your-Education/Scholarships-and-Assistantships. ***Please note that the Office of Financial Aid does not award these scholarships so please direct any questions to the PHPD program.***

Do I need to include parental data on the FAFSA (Free Application for Federal Student Assistance)?
Graduate students are considered independent and the federal government does not require parental information to be included when determining a student's eligibility.

What happens when tuition charges are adjusted?
Any adjustment to tuition charges has an immediate impact on the amount of financial aid eligibility. In some cases, financial aid may be retroactively reduced to allow for the adjustment. You will be asked to estimate your tuition plans for the year on the Financial Aid Application and after the add-drop period has ended each semester, your award will be reviewed and adjustments will be made accordingly. If you think your award may change, please contact the Office of Financial Aid to discuss the impact on your aid eligibility. Students who are taking fewer credits than estimated, will not have funds disbursed until after the add/drop period has ended and awards have been adjusted unless they contact the Office of Financial Aid to discuss their enrollment plans.

How does satisfactory academic progress affect financial aid?
Federal regulations require that a recipient of financial aid must be making satisfactory academic progress. Please refer to the Public Health and Professional Degree Programs Student Handbook for the policy of satisfactory academic progress.

How much may I borrow each year from the Federal Direct Unsubsidized Loan Program?
The maximum amount of Federal Direct Unsubsidized Loans that a student may borrow annually is $20,500. Students who are at least half-time in the Masters of Public Health program may be deemed eligible to borrow an additional Federal Direct Unsubsidized Stafford Loan for $12,500. Actual eligibility for these loan programs will be outlined on your Financial Aid Notice.

How much may I borrow each year from the Federal Direct GradPLUS Loan Program?
Students may borrow up to their cost of attendance minus any other aid they will be receiving. Please remember that this program requires annual credit approval that is based on federally-mandated criteria. Negative credit history could result in the denial of eligibility. Credit decisions that result in the denial of funds may be appealed and/or an endorser may be required. If an endorser is used, the student must complete a Master Promissory Note annually. Actual eligibility for these loan programs will be outlined on your Financial Aid Notice.

FINANCIAL AID

How does financial aid pay for charges on my bill?

Students must return their signed Financial Aid Notice (FAN) to the Office of Financial Aid indicating which aid they wish to accept and/or decline. There are instructions pertaining to each award outlined on the FAN. Generally, once the FAN is returned to the Office of Financial Aid, scholarship money is provisionally credited to the student's account. Loan funds are not credited to the account until all required documentation has been received including promissory notes and/or entrance loan counseling. Students are required to submit a Master Promissory Note (MPN) each for the Federal Direct Unsubsidized and Federal Direct GradPLUS loans that they wish to borrow. Once the MPN is completed, it is valid for a 10 year period unless an endorser is used which would require an MPN annually. You may visit www.studentloans.gov to complete your Master Promissory Notes for the Federal Direct Unsubsidized and/or Federal Direct Grad PLUS Loan programs. Please note that you must still qualify for Federal Direct GradPLUS funds annually as credit approval is a mandatory requirement.

The student is responsible for paying any remaining portion of the bill that will not be covered by financial aid. Any questions regarding the bill should be directed to the Bursar's Office at 617-636-6551.

Why does the amount that was actually received differ from the amount of the Federal Direct Unsubsidized Loan/Grad PLUS Loan that I accepted on my Financial Aid Notice? It is a little lower than the amount I requested.

Origination and federal default fees are deducted from all loan proceeds prior to disbursement. As of July 1, 2014, the Federal Direct Unsubsidized Loan fee is 1.072% and the Federal Direct Graduate PLUS Loan has a 4.288% fee.

What is the interest rate for Federal Direct Unsubsidized Loans and GradPLUS loans?

Annually interest rates are determined for any loans borrowed within that specific academic year (July 1st – June 30th) and will have a fixed rate for the life of the loan. However, students will likely have different interest rates associated with loans that are borrowed in different academic years. For the 2014-15 year, Federal Direct Unsubsidized Loans will have an interest rate of 6.21% and GradPLUS loans will have an interest rate of 7.21% for the life of the loan.

Are students eligible to receive financial aid for summer courses?

Yes, students are eligible to receive federal financial aid for summer course work if they meet the financial aid requirements above which include being enrolled on at least a half-time basis. The Office of Financial Aid combines the credit hours earned in Summer I and Summer II to determine eligibility for federal loans. The Office of Financial Aid may award any remaining Federal Direct Unsubsidized Loan eligibility to be used for summer enrollment periods. If the student is otherwise eligible for financial aid but has no remaining Federal Direct Unsubsidized Loan eligibility, Federal Direct GradPLUS loans may be awarded by the Office of Financial Aid.

FINANCIAL AID

Students who may not be eligible for federal aid based on enrollment plans may be eligible to borrow a private alternative loan as a last resource. The Office of Financial Aid recommends that students discuss available options if they are considering summer enrollment. Students who wish to apply for assistance in the summer periods must complete a summer aid application.

Are students eligible to receive financial aid when working on their thesis for the MBS program?

Yes, students will apply for aid per the normal process. Students may borrow loans to pay for the continuation fee that they will be charged in place of tuition as well as living expenses. Actual eligibility for these loan programs will be outlined on your Financial Aid Notice. Students who wish to apply for assistance in the summer periods must complete a summer aid application.

If I am enrolled in the NESA/PREP program and am currently attending both schools, am I eligible for financial aid?

Yes, students may be eligible to receive financial aid if they meet the standard aid eligibility requirements listed above. Students that are enrolled in both programs simultaneously should apply for aid with NESA. Additionally, students should contact the Financial Aid Office at NESA to discuss issues pertaining to their aid eligibility.

If I am enrolled in the MBS/MBA program, how are my tuition and fees paid for the MBA coursework done at Brandeis?

Students will be billed and pay all applicable tuition and fees to Tufts for coursework associated with both programs. In addition, all aid eligibility will be determined and/or disbursed by the Office of Financial Aid at TUSM.

If I am enrolled in the MBS/MBA program are students required to continue working on their thesis while completing coursework at Brandeis?

Yes, students are eligible to receive federal financial aid only if they are enrolled at TUSM on at least a half-time basis. Students working on their thesis satisfy that requirement and progress will be measured accordingly to ensure students are meeting that obligation. Should a student decide to no longer pursue the MBS portion of their degree and/or cease to work on their thesis, they would be immediately withdrawn from TUSM and all aid eligibility would need to be determined by Brandeis. In addition, TUSM may need to return funds based on the timing of your withdrawal and your aid eligibility. See **FINANCIAL AID IN THE CASE OF WITHDRAWAL** for additional information.

FINANCIAL AID

GRAMM-LEACH BLILEY ACT

The Financial Modernization Act of 1999, also known as the "Gramm-Leach-Bliley Act" or GLB Act, includes provisions to protect consumers' personal financial information held by financial institutions. The GLB Act gives authority to eight federal agencies and the states to administer and enforce the "Financial Privacy Rule" and the "Safeguards Rule". These two regulations apply to "financial institutions," which include not only banks, securities firms, and insurance companies, but also companies providing many other types of financial products and services to consumers, including universities who administer loans and other financial aid.

The Financial Privacy Rule governs the collection and disclosure of customers' personal financial information by financial institutions. It also applies to companies, whether or not they are financial institutions, who receive such information. Because universities are already subject to the privacy provisions in the Federal Educational Rights and Privacy Act ("FERPA") (see Privacy Information section of this Handbook), the Federal Trade Commission decided that institutions of higher education that are complying with FERPA in protecting the privacy of their student financial aid records will be deemed to be in compliance with the GLB Act.

The Safeguards Rule requires all financial institutions that collect or receive customer financial information to design, implement and maintain safeguards to protect such information. Tufts University maintains safeguards to protect student financial information and generally requires that third parties who provide services to the University which requires them to have access to student financial information maintain safeguards that comply with the GLB Act.

TUITION, FEES AND REFUND POLICIES

TUITION (2014-2015 ACADEMIC YEAR)*

MPH	
For new students enrolling in Fall 2014:	$4,804 per course
For students enrolled prior to Fall 2011:	$1,300 per credit
BA/MPH	
For new students enrolling in Fall 2014:	$4,804 per course
For students enrolled prior to Fall 2012:	$1,300 per credit
JD/MPH	$4,804 per course
MS/MPH** Fulltime (4 courses)	$19,216 flat rate/sem.
Halftime (2 courses)	$9,608 flat rate/sem.
DrPH	
Fulltime	$18,611 flat rate/sem.
Part time	$4,804 per course
MS in Health Communication	
For new students enrolling in Fall 2014:	$4,804 per course
For students enrolled prior to Fall 2011:	$1,300 per credit
MS in Pain Research, Education, and Policy	
For new students enrolling in Fall 2014:	$4,804 per course
For students enrolled prior to Fall 2011:	$1,300 per credit
MS in Biomedical Sciences	$20,728 flat rate/sem.
Combined MD/MPH and DVM/MPH***	$6,604 per year
Combined MD/MBA***	$948 per credit
Combined MBA/MBS flat rate by semester:	Summer II: $11,376 Fall I: $15,168 Spring I: $18,960 Summer I: $15,168
Combined DMD/MPH	$10,400 per year

TUITION, FEES AND REFUND POLICIES

FEES

Student Activity Fee	$35	per semester
Student Health Administration Fee (description below)	$112	per semester
Technology Fee (description below)	$100	per semester
Late Registration Fee (description below)	$200	per semester

All tuition and fees are for the 2014-2015 academic year and are subject to change.

*** MS Nutrition/MPH students are charged a total of 32 credits during their semesters of matriculation within the MPH portion of the degree. Students may take two full-time semesters of 16 credits each, or four half-time semesters of 8 credits each. Please contact the Office of Student Services for Public Health and Professional Degree Programs for enrollment details.***

****Tuition and fees for the Combined MD/MPH, MD/MBA and DVM/MPH programs are handled through the Medical and Cummings Veterinary Schools, respectively.***

Student Activity Fee

All matriculated students are required to pay a Student Activity Fee. The funds are used by the Public Health Student Senate (PHSS) to support the interests and activities of the PHPD Programs' students. The fee is also used to support students' use of the on-campus Fitness Center.

Student Health Administration Fee

All matriculated students ("in degree programs") are required to pay a Health Administration Fee. This fee covers the cost of immunization screening, health plan administration, short-term counseling, and a limited dental benefit. One half of the annual fee is charged in the fall semester, the other half in the spring semester.

Please refer to the Student Services section of this handbook for a complete description of the health insurance plan offered by TUSM and the services, procedures, and policies of the Student Advisory and Health Administration Office.

Technology Fee

All matriculated students are required to pay a technology fee. This fee helps cover the costs associated with maintaining and upgrading the computer equipment and software available in the Learning Resource Center (Sackler 518) and the Multimedia Center (75 Kneeland Street, 6th

floor). The Learning Resource Center and the Multimedia Center are available for classroom and student use. One half of the annual fee is charged in the fall semester, the other half in the spring semester.

Late Registration Fee

All students are required to register during the scheduled registration period. There is a $200 late registration fee for all initial registrations submitted one week before classes begin. The fee is not assessed for schedule adjustments (drop/add).

BILLING AND PAYMENT

Tufts University bills tuition and fees electronically via Tufts eBill. New students will receive preliminary information in May or June through their Admissions Office, outlining the Tufts eBill enrollment and billing process. Beginning in June, new students will receive a specific email notice with instructions on how to set up a Tufts eBill account. Once a student's account has been set up, others (i.e. parents) may be invited by the student to view and/or pay the bill.

If you have pre-registered, you will receive a bill in advance of the due date. Fall semester bills are due the first week of August. Spring semester bills are due the first week of January. The specific due date each semester will be noted on your bill. If you register close to the due date, you may need to make payment without the benefit of an advance bill. If courses or services are added after the semester due date, advance payment is required. Payments must be received by the due date printed on the statement in order to avoid a 10% late payment fine.

For more information regarding making payments, please visit the Health Sciences Bursar website at http://finance.tufts.edu/bursar/.

Students who are not financially cleared by the first day of classes are subject to cancellation of their semester's registration. Reinstatement is obtained only through arrangement with the Office of Student Services for Public Health and Professional Degree Programs. In the semester preceding graduation, any payments made within two weeks before commencement must be paid by a bank check or certified funds. Diplomas and official transcripts of records for those in arrears are regularly withheld until all payments have been made.

TUITION, FEES AND REFUND POLICIES

TUITION REFUND POLICY

The university refund policy, to be applied in the event a student withdraws from the university after the beginning of the fall and spring terms, is as follows:

- 1st-12th calendar day of the semester: 80% tuition refund
- 13th-19th calendar day of the semester: 60% tuition refund
- 20th-26th calendar day of the semester: 40% tuition refund
- 27th-33rd calendar day of the semester: 20% tuition refund
- Thereafter: No refund

The refund policy for summer sessions I and II is as follows:

- 1st-7th calendar day of the session (I and II): 80% tuition refund
- 8th-14th calendar day of the session (I and II): 50% tuition refund
- Thereafter: No refund

The university refund policy, to be applied in the event a student withdraws from a course after the beginning of the fall or spring terms, is as follows:

- 1st-14th calendar day of the semester: 100% tuition refund
- 15th-20th calendar day of the semester: 60% tuition refund
- 21st-25th calendar day of the semester: 40% tuition refund
- 26th-30th calendar day of the semester: 20% tuition refund
- Thereafter: No refund

The refund policy for summer sessions I and II is as follows:

- 1st-7th calendar day of the session (I and II): 100% tuition refund
- 8th-14th calendar day of the session (I and II): 50% tuition refund
- Thereafter: No refund

The date of withdrawal will be considered to be the date on which the Office of Student Services for Public Health and Professional Degree Programs receives written notice of the withdrawal from the student. Other charges for the term, such as the health administration fee, are not prorated upon withdrawal during a term. Withdrawal prior to the beginning of a term will result in cancellation of all charges.

TUITION, FEES AND REFUND POLICIES

If a student withdraws before the first day of the semester, all financial aid funds will be returned. The Office of Financial Aid is required to calculate how much Title IV aid (Federal Subsidized/Unsubsidized Loans and Perkins Loans) the student earned based on how many days of the semester the student attended. "Unearned" Title IV aid is required to be returned to the lender(s) by the student and/or the school in this order: Unsubsidized Loan, Subsidized Loan, Perkins Loan. The return of unearned money may leave the student with a balance, which the student is responsible to pay. If considering withdrawal, students should meet with their financial aid administrator to determine the effect on their federal loans.

MEDICAL LEAVES OF ABSENCE

In the event of a leave of absence (medical or other) or withdrawal the University refund policy will apply for any period of leave.

Students are strongly encouraged to meet with their Financial Aid Advisor in the Office of Financial Aid to discuss the consequences of taking a leave or withdrawing.

ACADEMIC DISMISSAL

No tuition refund other than that due under the refund policy stated above is made when a student is required to withdraw by the University authorities or when a student withdraws from a course with a W grade. Fees are not refundable.

FINANCIAL AID IN THE CASE OF WITHDRAWAL

If a student completely withdraws from school during a semester and before 60% of the semester has passed, federal regulations require that a school determine the percentage of any Federal Aid received that is earned. The amount of aid earned is calculated by multiplying the total federal aid by the percentage of the term for which the student was enrolled before withdrawing. If the amount of aid earned is less than the amount of aid already disbursed to the student, a **repayment** may be required. If the aid disbursed was used to pay institutional charges (i.e. tuition), then that portion of that aid that is unearned as calculated by this federal formula, will be repaid by TUSM, in the order prescribed by federal regulation; first to Federal Direct Unsubsidized Loans, then to Federal Direct Subsidized Loans, then to Federal Perkins Loans, and finally to Federal Direct Grad PLUS Loans. Please note that your tuition liability remains as described above, according the TUSM Refund Policy. If Federal loan money used to pay tuition must be returned to the lender according to the federal calculation, any balance due remaining on the student's account becomes the student's responsibility. The student is responsible for repayment of any unearned living expense money from federal aid advanced before the withdrawal. If the total amount of this repayment due comes from loans or work-study, then the student may make this repayment under the original terms of the loan. Please

contact the Office of Financial Aid for more information on this policy. Students would also be required to do an exit interview online at http://www.nslds.ed.gov/nslds_SA/ if they are withdrawing or going on a leave of absence.

INFORMATION STEWARDSHIP POLICY & SUPPORTING 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

OFFICE OF EQUAL OPPORTUNITY

Office of Equal Opportunity (OEO)
http://oeo.tufts.edu
Medford Campus
196 Boston Avenue
3rd Floor, Suite 3800
Medford, MA 02155

Phone: 617-627-3298
Fax: 617-627-3150
TTY: 617-627-3370

Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, staff member, faculty member, job applicant or applicant for admission, or any third party based on any characteristic protected under applicable state (MGL 151B) or federal (Title VII and Title IX) law. Tufts does not discriminate based on these protected categories in its programs or activities. This non-discrimination policy (the "Policy") applies to all types of discrimination based on protected categories, including sex discrimination.

Tufts University is also committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner, and in accordance with applicable federal and state law.

Further, Tufts University prohibits retaliation based on any protected activity, including the filing of a complaint of discrimination, participation in the investigation of such a complaint, or the request for accommodation. Any witness, complainant, or respondent involved in an investigation may not to be retaliated against for participation in the fact-finding process.

The Office of Equal Opportunity manages the following policies. For detailed information about any of the policies, please visit http://oeo.tufts.edu

TUFTS UNIVERSITY DISCRIMNATION/HARASSMENT POLICY (MGL 151B & TITLE VII)

State and federal law prohibits employment discrimination, including harassment, on the basis of, but not limited to race, color, religion, sex, or national origin. Harassment of all kinds is an affront to the dignity of individuals, violates federal and state laws, and is prohibited at Tufts University. Tufts is committed to providing an education and work environment that is free from all forms of harassment, including sexual harassment. The University works to prevent

and address harassment through educational programs, training, and complaint resolution. Tufts encourages all members of the University community to report any concerns or complaints of sexual harassment. Managers, supervisors and faculty are considered "agents of the University" and thereby have a mandate to report issues that they believe may rise to the level of a violation of the Tufts harassment policy. Failure to report may result in corrective action.

If you have complaints, questions or concerns please contact OEO Director, Jill Zellmer, or Title VII Investigator, Jennifer Magrone, at (617) 627-3298. They can also be reached via email Jill.zellmer@tufts.edu or Jennifer.Magrone@tufts.edu.

TUFTS UNIVERSITY SEXUAL MISCONDUCT/SEXUAL ASSAULT POLICY (TITLE IX)

Title IX of the Education Amendments of 1972 states that discrimination on the basis of sex is prohibited as it effectively bars the victim's access to educational opportunities or benefits. This means students have a right to an education free from discrimination. Discrimination under Title IX includes sexual harassment, gender discrimination, gender bias, sexual assault (including rape) and other sexual misconduct (sexual exploitation, stalking, relationship violence, and hostile environment). Tufts University is committed to providing a campus environment free of sex and gender discrimination, as reflected in its Sexual Misconduct/Sexual Assault Policy - http://oeo.tufts.edu/policies-and-procedures/ If you believe you may be the victim/survivor of this type of prohibited conduct or you have information about others who have been subjected to this type of conduct, please report this to OEO Director and Title IX Investigator Jill Zellmer via email Jill.zellmer@tufts.edu or Title IX Investigator, Sonia Jurado via email Sonia.Jurado@tufts.edu or via telephone (617) 627-3298. Alternatively, please feel free to report to the Title IX Liaisons located on your campus http://oeo.tufts.edu/resources/ or report anonymously www.tufts-oeo.ethicspoint.com.

TUFTS UNIVERSITY AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Tufts University is committed to providing equal access to all of its programs and activities for all of its community members, including those qualified individuals with disabilities. As such, Tufts works with qualified students, staff members, faculty members, job applicants and applicants for admission, and third parties with disabilities to provide reasonable accommodations to allow such access in a fair and equitable manner and in accordance with applicable Federal and state law. Managers, supervisors, and faculty are considered "agents of the University" and thereby have a mandate to report these requests for accommodation to OEO, HR or their respective academic leadership. We urge everyone in the Tufts community to join in this commitment.

OFFICE OF EQUAL OPPORTUNITY

Qualified students with disabilities may request non-academic accommodations including but not to those regarding: 1) housing; 2) transportation; 3) food allergies; 4) physical access issues; and 5) access issues regarding certain events such as commencement. Students can contact Johny Laine, ADA Specialist at the OEO, at 617.627.3298 or at Johny.Laine@tufts.edu.

Staff members and faculty members seeking reasonable accommodations can: 1) contact the ADA/504 Officer, Jill Zellmer, at (617) 627-3298 or at Jill.Zellmer@tufts.edu; 2) Johny Laine, ADA Specialist at the OEO, at 617.627.3298 or at Johny.Laine@tufts.edu; or 3) inform their manager/department chair of the need for an accommodation. The manager or department chair then will contact the Office of Equal Opportunity. Individuals also can visit the OEO website at http://oeo.tufts.edu/.

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

GRIEVANCE POLICY AND PROCEDURE

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;
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.

GRIEVANCE POLICY AND PROCEDURE

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

TUFTS UNIVERSITY HIRSH HEALTH SCIENCE LIBRARY

Eric D. Albright, MLS, Director
Arthur M. Sackler Center for Health Communications
145 Harrison Avenue
Boston, MA 02111

Homepage:	http://www.library.tufts.edu/hhsl		
Email:	hhsl@tufts.edu		
Library Administration:	617-636-2481	IT Service Desk:	617-636-2947
Circulation:	617-636-6706	Fax:	617-636-4039
Research & Instruction:	617-636-6705		

STAFFED HOURS

Library Service Desk		**IT Service Desk**	
Monday-Thursday	7:45 a.m. – 11:00 p.m.	Monday-Thursday	9:00 a.m. – 6:00 p.m.
Friday	7:45 a.m. – 7:00 p.m.	Friday	9:00 a.m. – 7:00 p.m.
Saturday	10:00 a.m. – 7:00 p.m.	Saturday	Closed
Sunday	12 noon – 10:00 p.m.	Sunday	Closed

For holidays and changes, please consult http://www.library.tufts.edu/hhsl/about/hours.html.

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 carrels 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 Library IT employees and student

workers, provides support for students' personal computers. To reserve a room, please book online at http://roomscheduling.tufts.edu or email hhsl-rooms@tufts.edu.

The sixth floor houses the library's staff offices, classrooms 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 seventh 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, classrooms, 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 hhsl@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, the Tufts ID card is activated as a library card, which is required for borrowing items 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 http://support.hhsl.tufts.edu/ for more information or inquire at the IT Service Desk (617-636-2947).

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. Ten iPads are also available for borrowing for 4 hour use.

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 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:

Boston College
Boston University
Brandeis University

TUFTS UNIVERSITY HIRSH HEALTH SCIENCE LIBRARY

Marine Biological Laboratory
Massachusetts Institute of Technology
Northeastern University
State Library of Massachusetts
Tufts University
University of Connecticut
University of Massachusetts - *Amherst, Boston, Dartmouth, Lowell, Worcester (Medical)*
University of New Hampshire
Wellesley College
Williams College

For more information on the BLC, please consult:
http://www.library.tufts.edu/hhsl/services/BLC.html, 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.

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. 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

Library IT

The Library IT Department maintains all the public computers in the library and serves as first-tier support for computer questions. The library's public computers are able to perform a variety of functions, including workstations variously equipped with scanners, CD/DVD burners and USB ports. The labs on the 5th 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 http://support.hhsl.tufts.edu for more information or inquire at the fifth-floor IT Service Desk (617-636-2947).

Printing, Copying & Scanning

Black-and-white photocopiers operated by JumboCash debit from the student ID or a guest card are located the 5th and 6th 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 4th floor. Tufts students and employees can also add value online through Dining Services, at http://www.jumbocash.net/. For further information, please consult:

http://www.library.tufts.edu/hhsl/services/photoServices.html

Color laser print stations are located on the 4th and 5th Floors. Black-and-white printers are located on the 4th and 5th 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 5th floor. For further information about printing, copying and scanning, please consult:

http://www.library.tufts.edu/hhsl/services/photoServices.html.

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, http://www.library.tufts.edu/hsl/services/ask.html linked from the library home page. 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://www.library.tufts.edu/hhsl/resources/ejalpha.html. 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 hhsl@tufts.edu.

Suggestions for book purchases and journal subscriptions may be made using the online form at http://www.library.tufts.edu/hhsl/services/order form.html.

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.

TUFTS UNIVERSITY HIRSH HEALTH SCIENCE LIBRARY

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 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.

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. – 6 p.m. For further information, please consult http://www.library.tufts.edu/hsl/computing/laptops.html.

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 surrounding 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. The 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 the opportunities for crime.

For all students who are 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.

CAMPUS POLICE

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.

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, 2014.

- 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.

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:

- 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.

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).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Types	Location	Custodian
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 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:

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
- 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.**

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (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 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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.

STUDENT ACTIVITY FEE ALLOCATION

A Student Activity Fee is collected from all students enrolled in the Public Health and Professional Degree (PHPD) Programs. These funds are used to finance the fitness center, student activities, events, educationally related travel and for Public Health Student Senate-related activities. Requests for funds must be submitted via a Student Activity Fund Request Application to the Student Activity Fee Committee that includes the Associate Dean of PHPD Programs, 2 Public Health Student Senate Members, and a Faculty Member. Approval of funding requests will be based on the merit of a student's application and the availability of funds. Priority is given to students who are presenting a poster or paper at a conference or meeting. If you are a dual degree student the committee recommends seeking support from both programs for which you are affiliated, and noting so on your application. Funds cannot be used to support academic or departmental related projects. All recipients of funds will be expected to provide an accounting of funds received. *Guidelines for specific types of requests are noted below. Following these guidelines, does not guarantee a successful award.*

Events and Speakers

Funding requests for events and speakers must include a direct message to all PHPD Programs' students and may not be an extension or part of an academic course.

- Events should have the students as a focus and be of interest to them
- Outreach for attendees should be aimed primarily to the PHPD Programs' students
- Speakers' message should directly address a topic related to one or more of the Public Health and Professional Degree program areas.

Travel/Conference Requests

Travel funding requests *must be made in advance of the expected date of travel or conference*. Ideally, requests should focus on conferences, competition or student presentation opportunities. A successful request will include the following:

- A statement of how the newly acquired knowledge will contribute to the student's professional development
- Safe housing accommodations that are reasonably priced
- Travel dates that correspond exactly with the active part of the conference and do not include extra days before or after. This does not apply if you are locked into reservations for the night before or after the conference because of your mode of transportation
- The student contributes financially to some portion of the trip
- Written support of this trip from the relevant program director or concentration leader
- Students willingness to share their newly acquired knowledge or research in a mutually agreed upon forum

STUDENT ACTIVITY FEE ALLOCATION

Application Process

- Write a brief statement explaining what you want to do and why you think your deserving of financial support.
- Complete an application form providing the required supporting documentation:
- A written letter per application instructions
- Complete an itemized budget summary
- Include any supporting documents you think will benefit your application e.g. conference brochure etc.
- An application can be found online at http://publichealth.tufts.edu/Student-Services/Student-Forms

Deadline

The Committee reviews completed applications twice a semester on September 15, November 15th, January 15th, March 15th and June 15th. *Late submissions will not be accepted.*

Notice of Decision

Award/decline notices will be sent via email 2 – 3 days after the Committee meets
If the application is declined, a student may re-apply by re-submitting it with revisions for review by the Committee at their next meeting.

Submit Student Activity Fund Application To
Attention: PHPD Student Services Coordinator
136 Harrison Avenue, Suite MV142
Boston, MA 02110
Fax: (617) 636 – 0406

STUDENT ORGANIZATIONS/CLUBS

The Office of Public Health and Professional Degree Programs fully supports students' extracurricular activities, so if you are interested in starting a new student organization, please follow the procedures below and your request will be considered by the PHPD Programs' Directors at their October meeting. Requests for new student organizations are only considered once a year and the application deadline is ***October 15th.*** Recognized new student groups will be eligible for funding via the student activity fund request process (see Student Activity Fee Allocation).

New student organization applications should include the following:

General Information

- Club/Organization Name
- Program (MPH, MS-Health Communication, MS-Pain, MS-Biomedical Sciences etc.)
- Email
- Phone Number
- Student Representative Name and Signature
- Faculty Advisor Name and Signature

Registration Requirements

- Membership must be open to all Tufts University School of Medicine students with priority given to students in the Public Health Programs and Professional Degree programs.
- Constitution (see guidelines below) approved by the members and the leadership of the group
- There must be at least 10 current and active members and a list of their names and programs must be provided.
- Disclosure of any other Tufts funding sources
- Detailed Budget
- Name of faculty advisor (signature required on application)
- All groups approved must submit an annual summary including an overview of activities during the previous year and a final budget report by June 1. Groups must submit a renewal of group registration, including new officer's names, positions, contact information and proposed activities plan along with a budget by **September 15th.**

Constitution Guidelines

- Clearly define the organization's **mission and impact.** Provide examples of the type and nature of expected programs and activities.
- Define the expected **membership** including both the voting members and non-voting members.
- Define organizational **leadership** in terms of:
    - Who qualifies to run for office

  - How the election will be held (specific election plan and process)
  - Identify at least two specific leadership positions (president and treasurer) and leave room for others as needed
  - Define the nomination process, notifications, and necessary lead times
  - Scope of authority for the leadership team
- Define **succession planning** for leadership in terms of:
  - Length of term for elected offices
  - Limitations on successive terms in office (if any)
  - Timing of elections (strongly encourage March/April)
  - Methodology of elections – in-person, on-line, electronic, etc. (all methods should be private)
  - Define the necessary lead time and notifications process
- Define your organizations **operating processes** in terms of:
  - General membership meetings: timing, frequency, notification
  - Executive leadership meetings: timing, frequency, notification, agenda, reporting back to the general membership
  - Communication and notification process for group sponsored activities, events, etc.
- Define and identify the specific procedures for changing the Constriction of By-laws of the organization

Application Deadline

October 15th. *Late submissions will not be accepted.*

Submit Application To
Attention: PHPD Student Services Coordinator
136 Harrison Avenue, Suite MV142
Boston, MA 02110
Fax: (617) 636 – 0406

STUDENT ORGANIZATION/CLUB FUNDING & EXPENSE REIMBURSEMENT

GENERAL GUIDELINES

In order to be reimbursed for activities or travel, a student or group/club must have had approval via the Student Activity Fund Request process. Only the President or Treasurer of the group/club can make a request for reimbursements.

A Business Expense Reimbursement Form must be completed for each event unless it is travel related, in which case a separate Travel Authorization and Reimbursement Form must be completed. A copy of these forms can be obtained from the PHPD Academic/Student Services Assistant.

All expense forms must contain the name of the person who is being reimbursed, his/her signature and mailing address. The reimbursement check is mailed directly from Accounts Payable to the address listed on the expense form, so if you plan to move please ensure that the address is where you want the check mailed.

Once the expense form is complete with student signature, it can be submitted to the Academic/Student Services Assistant for the necessary additional signatures. The PHPD Office will submit the completed form and receipts to Accounts Payable for payment. The usual turnaround time from Accounts Payable is about 10 days from the day they receive the forms.

All expense forms must be submitted to Accounts Payable within 30 days of the event or travel.

RECEIPTS AND OTHER REQUIRED DOCUMENTATION

Original, itemized receipts must be submitted with the appropriate reimbursement form. Additionally, for air travel; original boarding pass(es) must be provided, and for events that involve food; a list of attendees must be provided. If you used a credit/debit card for purchases you intend to be reimbursed for, please be prepared to supply a credit card statement or other documentation reflecting the charge.

Costs incurred through the purchase of alcoholic beverages and sales tax cannot be reimbursed by the University.

There will be no exceptions to the Receipt/Required Documentation Policy.

Events sponsored via student activity funds must be advertised via the PHPD email list-serve or the PHPD social media accounts.

STUDENT ORGANIZATION/CLUB FUNDING & EXPENSE REIMBURSEMENT

CONTRACTS/DEPOSITS

Students are NOT authorized to sign contracts on behalf of the University and should not use their personal credit card for payment of a club activity/event requiring a contract.

Events requiring a contract or deposit, students must contact the Associate Dean of PHPD in the Office of PHPD Programs in advance to make arrangements. This is to protect you as a student in case something goes wrong.

USING OUTSIDE SERVICES

A W-9 form and Consultant form must be submitted for using any outside commercial services. For example, if you would like to pay a guest speaker a stipend for an event you would need a check processed by Tufts for the service. Since you are not receiving any goods, an itemized receipt would not be valid. In this example you would need to have the speaker complete a W-9 form and a guest speaker honorarium form. These and other required forms can be obtained from the PHPD Academic/Student Services Assistant.

Please do not use personal checks or cash.

USING TUFTS SERVICES

Most services used during normal business hours around campus are free of charge. Events that require set up or extensive cleaning after 3:00 PM on week days or on weekends may incur facility fees. There are also fees associated with mandatory Tufts Police supervision for events on school property where alcohol is served. If you believe your event will involve additional services required from Facilities or Tufts Police, please contact the PHPD Academic/Student Services Assistant for guidance.

USE OF TUFTS NAME/INSIGNIAS

The Tufts name, logo and seal cannot be used in commercial endeavors or in business or political promotions without permission. Requests to use the Tufts name or seal should be directed to the Associate Dean of PHPD Programs who will forward it with a recommendation to the Medford Campus.

STUDENT GOVERNMENT

STUDENT SENATE

The Public Health and Professional Degree Programs' Student Senate represents students in the MPH (all tracks), DrPH, MS-Health Communication, MS-Pain Research, Education and Policy, MS-Biomedical Sciences, Physician Assistant and MS-Development and Regulation of Medicines and Devices Programs. It serves as a vehicle for students to organize themselves to improve student life and it serves as the formal body that represents students in relationship with the Public Health and Professional Degree Programs faculty and administration. The Senate membership consists of a representative from each program and MPH track. They meet monthly and as needed a program director or an administrative representative is invited to attend. Senate members participate in the governance of the programs by sitting on some of the faculty committees e.g. Admissions, Promotion, Academic Affairs, and PHPD Directors. Bi-annual student feedback forums are held by the Senate and students are also encouraged to propose agenda items to the Senate President for discussion at the monthly meetings, and to communicate.

Purpose of the Senate

- To protect and promote the interests of the student body
- To represent the student body of the Public Health and Professional Degrees Program (PHPD)
- To improve general student welfare and encourage student involvement
- To gather and express student opinions, views, and concerns
- To ensure that PHPD students are fully apprised of all information of impact to their graduate experience
- To foster cohesiveness and a sense of community within the entire graduate population

Minimum Requirements/Expectations of Senate Members

- Ability to represent the student body of the PHPD and promote the purpose of the Public Health Student Senate
- Ability to serve a September to August term (students graduating in May have the option to resign after May 31st)
- Ability to attend no less than 75% of the monthly meetings
- Willingness to potentially run for senate offices including: Finance or Secretary
- Willingness to potentially serve as a representative on a Faculty Committee including: Admissions Committee, Academic Affairs Committee and Promotions Committee
- Ability to be a creative, enthusiastic and helpful member of a team
- Ability to fulfill any and all responsibilities and obligations assumed as seen by the PHPD faculty and administration, Student Senate, and Student Senate President

STUDENT GOVERNMENT

Funding

The PHPD program provides a set budget for senate activities and functions. The funds in this account can be rolled over from year to year. The PHPD administration will be responsible for the maintenance and oversight of this account.