



Tufts
UNIVERSITY

School of Medicine

*Public Health and
Professional Degree Programs*

**Student Handbook
2009 - 2010**

The contents of this handbook describe the academic policies and procedures of Tufts University School of Medicine's Public Health 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 and Professional Degree Programs at 617-636-0935 (email: med-phpd@tufts.edu)

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ACADEMIC CALENDAR

Fall Semester 2009

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

03 Fall semester payment due to the Bursar

SEPTEMBER

01 Last day to register without a \$200 late registration fee.

03 New Student Orientation

04 Last day to drop a course or withdraw from Fall 2009 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.

07 Labor Day observed. Administrative offices closed

08 **Fall classes begin/** PHPD Registrar will accept Cross-registration forms for non-required courses; please speak with Registrar regarding Fletcher courses.

22 Last day for Fall course adjustments (add or drop without a "W")

OCTOBER

12 Columbus Day observed. Administrative offices closed

13 Substitute Monday's schedule on Tuesday (no Tuesday classes)

30 Last day to withdraw from a course and receive a W

NOVEMBER

11 Veteran's Day. MPH, HCOM and PREP courses will meet on Veteran's Day. Administrative offices closed

25-27 Thanksgiving Recess: (University holiday); Administrative offices closed

DECEMBER

18 **Fall classes end**

28 Fall grades due

24 - 25 Christmas holiday observed. Administrative offices closed

ACADEMIC CALENDAR

Fall 2009 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 Classes:

September 14, 21, 28, October 5, 13 (Tuesday), 19, 26, November 2, 9, 16, 23, 30, December 7, 14

Tuesday Classes:

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

Wednesday Classes:

September 9, 16, 23, 30, October 7, 14, 21, 28, November 4, 11, 18, December 2, 9, 16

Thursday Classes:

September 10, 17, 24, October 1, 8, 15, 22, 29, November 5, 12, 19, December 3, 10, 17

Friday Classes:

September 11, 18, 25, October 2, 9, 16, 23, 30, November 6, 13, 20, December 4, 11, 18

Note: Monday, October 12 is a University Holiday. Monday Classes will be held on Tuesday, October 13. There will be no Tuesday classes on October 13.

ACADEMIC CALENDAR

Spring Semester 2010

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
- 04 Spring semester payment due to the Bursar
- 14 Last day to register without a \$200 late registration fee
- 18 Martin Luther King Jr. Day observed. Administrative offices closed
- 20 Last day to drop a course or withdraw from Spring 2010 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
- 21 Spring classes begin/** PHPD Registrar will accept Cross-registration forms for non-required courses; please speak with the Registrar regarding Fletcher courses.

FEBRUARY

- 04 Last day for course adjustments (add or drop without a "W")
- 15 Presidents Day observed. Administrative offices closed
- 18 Substitute Monday's schedule on Thursday; no Thursday classes

MARCH

- 19 Last day to withdraw from a course and receive a "W"
- 20 Spring Recess Begins
- 29 Spring Recess ends; Classes resume

APRIL

- 19 Patriot's Day observed. Administrative offices closed

MAY

- 10 Spring Classes end**
- 17 Spring grades due for graduating students.
- 21 Spring grades due for non-graduating students.
- 23 Commencement**
- 26 Summer Session I classes begin**
- 31 Memorial Day observed. Administrative offices closed

ACADEMIC CALENDAR

Spring 2010 PHPD Class Meeting Dates

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

Monday Classes:

January 25, February 1, 8, 18 (Thursday), 22, March 1, 8, 15, 29 April 5, 12, 26, May 3, 10

Tuesday Classes:

January 26, February 2, 9, 16, 23, March 2, 9, 16, 30, April 6, 13, 20, 27, May 4

Wednesday Classes:

January 27, February 3, 10, 17, 24, March 3, 10, 17, 31, April 7, 14, 21, 28, May 5

Thursday Classes:

January 21, 28, February 4, 11, 25, March 4, 11, 18, April 1, 8, 15, 22, 29, May 6

Note: Monday, February 15 is a University Holiday. Monday Classes will be held on Thursday, February 18. There will be no Thursday classes on February 18. Monday, April 19 is a University Holiday. There will be no classes held on April 19.

ACADEMIC CALENDAR

Fall Semester 2009

MS – Biomedical Sciences

AUGUST

- 03** Fall semester payment due to the Bursar
21 New Student Orientation
24 First day of fall semester classes

SEPTEMBER

- 07 Memorial Day Observed; Administrative offices closed

OCTOBER

- 12 Columbus Day Observed; Administrative offices closed

NOVEMBER

- 11 Veterans' Day observed. Administrative offices closed
26 - 27 Thanksgiving recess. Administrative offices closed

DECEMBER

- 19** Winter Vacation begins for MBS students
24 - 25 Christmas holiday observed. Administrative offices closed

Spring Semester 2010

JANUARY

- 01 New Years Day observed. Administrative offices closed
04 Spring semester payment due to the Bursar
04 Classes resume for MBS students
18 Martin Luther King, Jr. Day observed. Administrative offices closed

FEBRUARY

- 15 Presidents Day observed. Administrative offices closed

MARCH

- 20 Spring Recess begins
29 Spring Recess ends; Classes resume

APRIL

- 19 Patriot's Day observed. Administrative offices closed

MAY

- 21** Last day of spring semester for MBS students
24 Summer Session for thesis research begins
31 Memorial Day observed. Administrative offices closed

AUGUST

- 14 Summer Session ends; Completed "Approval of Master of Science Thesis for Submission" form due to the Registrar's Office by 5pm.

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.

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General Student Services

Bookstore	Arnold 1	617-636-6628
Bursar/Cashier	Posner 1	617-636-6511
Campus Police	M&V1	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 and Professional Degree Programs' Website

<http://www.tufts.edu/med/education/phpd/index.html>

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 his/her program director informing them that receiving a second grade below a B- will result in Academic Probation and may result in dismissal from the program.

Students placed on Academic Probation will be reviewed by the Public Health and Professional Degree Programs Promotions Committee and may be referred to the Tufts University School of Medicine (TUSM) Student Evaluations and Promotions Committee to be considered for dismissal from the program. Final decisions on dismissal are made by the Dean of Public Health and Professional Degree Programs upon recommendation from the TUSM Student Evaluation and Promotions Committee. 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.

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 3.0 is required in order to be granted a degree from a Tufts University PHPD Program. A student who has lower than a 3.0 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 Probation

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

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, but may not 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 MBS Program Faculty Director, students may also be allowed to take an examination in place of re-taking a course in which they received a failing grade.

ACADEMIC POLICIES AND PROCEDURES

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 may not be 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 with that course's grade sheet. Both the student and the instructor must sign the form.

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

If no grade is submitted one year after the original grade is due, a grade of "F" will be assigned without notification.

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

ACADEMIC POLICIES AND PROCEDURES

DEGREE REQUIREMENTS

Below is an overview of the degree requirements for each program/track, but for more specific details visit the Public Health and Professional Degree Programs' Education web page at <http://www.tufts.edu/med/education/phpd/index.html> and click on the relevant degree program.

MPH Program

For MPH students (see MD/MPH and DVM/MPH Tracks' requirements below), forty-eight (48) credits are required for the MPH degree: including 20 credits of core courses, 6 credits for general requirements, and 4 credits 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 4 – 6 credits remaining for electives, either within or external to their area of concentration. The program offers both 2- and 4-credit courses. In the last semester of study, students completing a degree may take up to 2 additional elective credits beyond the 48 required for the graduation for no additional charge.

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. A more detailed presentation of the competencies is provided to students when they take MPH286 Public Health Theory to Practice.

MPH Dual/Combined Degree Tracks

MD/MPH and DVM/MPH

- The MD/MPH and DVM/MPH are considered generalist tracks.
- Students must complete 44 credits of public health course work and earn 4 additional credits as elective credit equivalents toward their MPH through work done towards the MD or DVM.
- Students take 16 credits of core courses, 5 credits of MPH program requirements, 9 credits of course requirements specific to the combined degree and 4 credits for the Applied Learning Experience.
- Students take 10 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

- Forty-eight credits are required for the MPH degree.
- Sixteen credits (4 courses) taken as an undergraduate are counted for the MPH degree.
 - Eight of these credits (2 courses) are also double counted toward the minimum requirements of the Bachelor's degree. These are MPH201 (Principles of Epidemiology) and MPH204 (Occupational & Environmental Health) or equivalents.
 - Additionally, two graduate courses (8 credits) approved by the MPH program must be taken while matriculated as an undergraduate.

ACADEMIC POLICIES AND PROCEDURES

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 must indicate on their graduation application form which BA/BS credits will be counted toward their MPH degree. This must be approved by the student's MPH advisor.

MS-Nutrition/MPH

- Students must take a total of twenty (20) courses for the combined degree
- Twelve courses (48 credits) are counted towards the MPH degree
 - Eight of these courses (32 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 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

- Forty-eight credits are required for the MPH degree. Twelve 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 3 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 8 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

- Forty-eight credits are required to graduate.
- There are 12 required courses, totaling 40 credit hours.
- Eight of the required core credits are taken at Emerson College.
- Students then have eight elective credits to fill at either Tufts or Emerson College, according their particular interests.
- Students may opt for an internship as an elective. Internships, for either two or four credits, can span two semesters with the permission of the program director; they may be paid or unpaid.

MS – Pain Research, Education and Policy Program

- Students must earn 48 academic credits.
- For the stand-alone program, there are 38 core course credits and 10 elective course credits.
- For the joint TUSM-New England School of Acupuncture program in pain management, there are 40 TUSM core course credits with electives waived.

ACADEMIC POLICIES AND PROCEDURES

Certificate of Advanced Study in Pain Topics Program

- Twenty 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 also have the opportunity to apply for the Master of Public Health (MPH) program and may double-count MPH201 Principles of Epidemiology toward both degrees.

MD/MBA Program

- Students must complete 64 credits of MBA course work. The majority of the required courses are taken in the first two years.

LIMITS FOR DEGREE COMPLETION

All work for the Master's degree must be completed within five calendar years just prior to awarding of the degree.

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.

MAXIMUM COURSE LOAD

Students must obtain the permission of their Program Director or Associate Program Director if they wish to take more than 18 credits per semester.

COURSE WITHDRAWAL

Once the designated drop/add period has passed, students may no longer drop a course. 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 refund policy on page XX of this handbook regarding tuition charges.

TRANSFER CREDITS

Credits Earned as a Non-Matriculated Student at Tufts

A maximum of eight (8) 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.

ACADEMIC POLICIES AND PROCEDURES

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:

At least 40 of the 48 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 eight graduate level credits into the MS or MPH programs, provided that: a grade of *B* or better was earned in courses for which credits are being transferred; credits were awarded by an accredited U.S. college or university and recorded on an official transcript; and the credits to be transferred were not applied toward another graduate degree. Courses graded on a pass/fail basis are not suitable for transfer credit.

To request transfer credits, students must obtain a *Transfer Credit Request Form* via the Student Forms web site 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, reading list and an official transcript verifying successful completion of the course to the MPH concentration leader or the Program Director for review (see program specific procedures outlined below). After review, the Director or MPH concentration leader 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.

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 16 credits of TUSM coursework and up to 8 credits of Emerson coursework, for a maximum of 24 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 AND APPROVAL OF DIRECTED STUDIES

If a student wishes to:

- substitute a different course for a core or required MPH, HCOM or PREP course, or
- request that a course that has not already been approved for either general or concentration elective credit be counted for such, or
- count a Directed Study for required or elective credit

the student must first obtain the approval of his/her Concentration or Track Leader for MPH students, or Program Director for HCOM or PREP students. The Concentration/Track Leader/Program Director 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 or Track Leader's recommendation, then the course may be substituted for that purpose for that student.

The student must prepare a written request for the substitution when presenting it to his/her advisor and concentration or track leader, and must provide a course description or syllabus for the desired course. If a student is seeking to substitute coursework taken at another school or institution, the desired course 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.

ACADEMIC POLICIES AND PROCEDURES

A student with prior life or coursework experience that he or she believes to be equivalent to material covered in a required course may seek to substitute an elective course for the required one. Students seeking a substitution for a core or required (by degree or concentration) course ***must*** take an exemption exam, to be administered by an instructor of the course as designated by the Concentration Leader or Program Director.

Directed Studies

A maximum of four credits of directed study coursework may be taken by each student. Under unusual circumstances another directed study may be taken but in a different semester and requires approval the program director.

Students who wish to conduct directed study coursework must complete a *Directed Study Proposal Form* that includes signatures of the student, the instructor of the Directed Study, the student's advisor and registrar. In the case where the Directed Study Instructor is also the student's advisor, the current chair of the Academic Affairs Committee must also sign the form.

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 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 are 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 the 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 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

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 access the quantitative results via TUSK. If a student would like to review the course evaluation summaries, they 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. August and February graduates from the previous year are welcome to participate in the May ceremony, and students who have no more than one course or their thesis requirement to complete may participate in the ceremony as well. Students are responsible for filing the *Application for Graduation Form* with the Registrar's Office according to the following deadlines:

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

Application for Graduation Forms are available on-line or from the Office of Student Services for Public Health and Professional Degree Programs. Students in the JD/MPH, MS-Nutrition, and BA/MPH tracks must also complete a transcript reconciliation form.

ACADEMIC AND PROFESSIONAL CONDUCT

STANDARDS OF ACADEMIC AND PROFESSIONAL CONDUCT

It is expected that Public Health and Professional Degree Program students will make a personal commitment to abide by Tufts University School of Medicine's Standards of Academic and Professional Conduct which exemplifies 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 well being 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.

ACADEMIC AND PROFESSIONAL CONDUCT

DISCIPLINARY REVIEW PROCEDURES FOR ETHICAL MISCONDUCT

Initial Review

If a student in the Public Health and Professional Degree Programs is charged with ethical (i.e., academic or professional) misconduct, it shall be reviewed by the Program Director of the program the student is enrolled in. 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 Ethics Committee on Student Conduct. The student may waive this right by notifying the Dean for Public Health and Professional Degree Programs in writing within five days after he/she is informed of the charges, in which case the charges will be directly reviewed by the Dean for Public Health and Professional Degree Programs.

Review by TUSM Ethics Committee on Student Conduct

The Ethics Committee on Student Conduct is composed of eleven members who are elected or appointed in the following manner:

- A. Faculty Members: Six members of the Committee shall be members of the faculty of the School of Medicine who shall be appointed by the Dean of the School of Medicine. Three of the six shall be members of the basic science faculty and three shall be members of the clinical science faculty. Appointments shall be for three year terms, except that two members shall be initially appointed for one year and two for two year terms. The Dean shall appoint the chair of the Ethics Committee from among these six faculty members. The Chair of the Ethics Committee shall appoint one faculty member of the Committee to act as Secretary and he/she will prepare the minutes of Committee meetings and forward them to the Dean for Public Health and Professional Degree Programs. In the absence of the secretary, the Chair may appoint an acting secretary.
- B. Student Members: Five members of the Committee shall be students enrolled in the School of Medicine. One member from each of the four classes shall be elected annually. The fifth member, an elected class officer, shall be appointed by the Dean. A student may not be on both the Ethics Committee on Student Conduct and the Student Evaluation and Promotions Committee.

After a case is referred to the Ethics Committee on Student Conduct by the Dean for Public Health and Professional Degree Programs, the Committee shall convene to review the charges, and if it deems it appropriate, have one or more of its members conduct a preliminary investigation. In all cases, the Committee shall hold an informal hearing. This hearing shall be private and only the following persons may be in attendance:

- Members of the Ethics Committee
- The student(s) charged
- The person(s) filing the charge
- The Dean for Public Health and Professional Degree Programs or his/her designee
- Witnesses or other persons deemed by the Committee to be necessary

ACADEMIC AND PROFESSIONAL CONDUCT

There shall be no formal transcript or taped recording of the hearing. However, parties shall be free to take notes and the Secretary of the Committee will be responsible for taking the minutes of the hearing.

The Ethics Committee on Student Conduct 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 semester or year
- Written reprimand
- Probation or suspension
- Expulsion from the Medical School

Review by Dean for Public Health and Professional Degree Programs

In the event the student has elected to waive his/her right to a hearing before the Ethics Committee on Student Conduct, 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 Ethics Committee on Student Conduct for its advice. The rules governing informal hearings of the Ethics Committee on Student Conduct do not apply in such instances.

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

Appeal to Dean of the School of Medicine

If the student disagrees with the decision of the Ethics Committee on Student Conduct 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 ten (10) 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 ten (10) 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

Office of Public Health and Professional Degree Programs

M&V Building, Suite 142

136 Harrison Avenue

(617) 636-0935

<http://www.tufts.edu/med/about/studentresources/student-services/registrar.html>

Tufts University School of Medicine's (TUSM) Public Health and Professional Degree (PHPD) graduate students register on-line through the Student Information System (SIS) 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 the program brochure or web site at <http://www.tufts.edu/med/education/phpd/index.html> 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 on-line 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 four credits of non-core courses offered by the Combined MD/MPH and DVM/MPH Tracks. This requires permission of the Academic Advisor and/or Program Director. Students are advised that courses offered by the combined degree program are held during the day and follow the medical school academic calendar.

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

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. Students need to obtain the signature of the instructor. Completed forms should be submitted to the PHPD Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines.

Dropping a course after the semester begins will result in the loss of part or all of your tuition payment for that course. Please refer to the tuition refund policy on page XX of this handbook. Notice given to an instructor, to the Program Director or faculty advisor does not constitute cancellation of course registration.

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.

Dropping a PHPD fall, spring, or full-summer course after the fourteenth calendar day of the semester is not permitted. Dropping a PHPD single-session summer course after the first week of classes is not permitted. (See course withdrawal policy, page XX).

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, students **must** obtain a *Cross Registration Form* from the Office of Student Services, obtain the required signatures, and return the form to the Registrar. A list of approved courses is available on-line. 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. The cross registration agreement is not active in the summer term. Cross-registration is on a space available basis and at the discretion of the registrar of the host institution. Students are advised that the academic calendars of the host institutions may be different from the Tufts calendar, including the drop/add deadline, holidays and breaks. Please review the policy on dropping/adding courses.

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 courses is available on-line. 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 offered by these institutions. Students may apply a **maximum** of 8 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

Guest 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 for that semester. 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 18 credits per semester.

Full-time status for MPH, MS in Health Communication, and MS in Pain Research, Education, and Policy students is defined as enrollment in 12 or more credits per semester. *Half-time status* is defined as enrollment in at least 6 – 10 credits per semester. *Less than half-time status* is defined as enrollment in at least 5 or fewer credits per semester.

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 as a part-time student, 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 by the Program Director or Academic Affairs Committee for MPH or MS-Health Communication students 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 or Academic Affairs Committee for MPH students may require the student to enroll in another 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.

For non-matriculated 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-matriculants 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.

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Continuation of ALE/Capstone Implementation Beyond One Semester

In the event that a student is unable to complete his/her ALE or Capstone Implementation in the assigned semester the course director and student will complete an Incomplete Request Form grade for the Implementation course will be changed to an "I". The student will have three weeks into the subsequent semester to resolve the incomplete.

If this does not happen the course director will inform the Registrar that the student will need to continue the ALE/Capstone into the second semester. *The Registrar will change the number of credits in the original semester to zero and register the student for the Implementation course again in the subsequent semester.* The student will not be charged tuition for the second Implementation course but a Continuation Fee will be assessed (for the 2009-2010 academic year this will be \$200.00) in addition to other required fees.

When the student completes the Implementation the final grade will be recorded with the second Implementation course and the first Implementation course will be marked as a "Y", which is used to indicate a course that continues into a following 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.

CHANGE OF STATUS

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.* Time spent on a leave *will not* be counted toward the standard time limitations for degree completion.

Those who do not obtain a leave, and fail to register for at least one credit for two consecutive semesters, 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.

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 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.

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.

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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.

Tuition Charges Relating to Withdrawals

In the event of medical withdrawal after the fifth week of a fall, spring, or full-summer semester class, no refunds will be issued. However, a full credit, equal to tuition charged for that term, will be applied toward future Tufts tuition charges. In such cases, a doctor's statement of cause and evidence that the withdrawal is necessary is required. The University reserves the right to have a student who has requested a tuition refund for medical reasons examined by a physician of its choosing. The credit balance will remain on the student's account for two years, in anticipation of the student's return. The credit is forfeited if the student

fails to re-enroll by the end of the two years. Written requests for return from medical leave of absence should be addressed to the Registrar for the Office of Student Services for Public Health and Professional Degree Programs.

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.

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. Enrollment verification forms will be completed and mailed from the OSS within 10 days of receipt. A letter can

REGISTRATION

usually be provided within one week or less of a request. 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

Transcripts are available only upon completion and submission of the Transcript Request form and \$5.00 processing fee to Office of Student Services (OSS). The form is available on-line (<http://www.tufts.edu/med/about/studentresources/studentresources/forms/index.html>) or in the OSS.

Because federal law prohibits release of transcripts without this written request, verbal, telephone, faxed and e-mail requests cannot be honored. 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.

Official transcripts are affixed with the school seal 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&V1). The Campus Police may charge a replacement fee.

SERVICES/GENERAL INFORMATION

OFFICE OF STUDENT SERVICES

Office of Public Health and Professional Degree Programs
M&V Building, Suite 142
136 Harrison Avenue
(617) 636-0935

<http://www.tufts.edu/med/about/studentresources/student-services/index.html>

The first point of contact for students is the Office of Student Services. The facility includes Admissions, Registrar and Career Services Offices. Tufts prides itself on being customer focused by offering prompt, friendly, and personal support and guidance to students.

Student Services staff process admissions applications, registrations, maintain academic records, tracks academic progress, and approves leaves of absence. The staff is also responsible for orientation, commencement, graduating class dinner, student email accounts, locker assignments, program related events, support to student and alumni organizations and providing support to Public Health and Professional Degree Programs' governance committees. Students are always welcome and are encouraged to stop in with any questions or concerns.

CAREER SERVICES

CAREER SERVICES

Office of Public Health and Professional Degree Programs
M&V Building, Suite 142G
136 Harrison Avenue
(617) 636-0935

Email: PHPD-CareerServices@tufts.edu.

Website: <http://www.tufts.edu/med/about/studentresources/careerservices>

The Public Health and Professional Degree Programs' Career Services Office provides a variety of tools to help students prepare for and achieve successful employment. Throughout the year, career workshops offer insight into the job search process while teaching specific skills such as resume writing, interviewing, networking, and negotiating. A career services website provides numerous resources linking students to some of the best employment, volunteer, and internship sites on the Internet, as well as current information and trends related to the job search process.

In addition, the Career Services office hosts employer information sessions, as well as alumni career panels that provide students with additional opportunities to learn how they can apply their degrees in the real world. Career Counseling and resume critiques are available by appointment.

ATHLETIC FACILITIES

Sackler Building

A Fitness Area for matriculated students is located in the lower level of the Sackler Building. It is equipped with cardio, total body workout machines, free weights, miscellaneous equipment, locker rooms, and showers. The Fitness area also includes an Exercise Studio for classes that can be accessed for a small fee. It is staffed and the hours of operation are as follow:

Monday – Friday: 7:00 AM – 10:00 PM

Saturday – Sunday: 12:00 PM – 7:00 PM

SERVICES/GENERAL INFORMATION

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 2009 - 2010 academic years for TUSM students is \$34.00 per month. A one-time \$100 “joining fee” is waived for students who apply for membership between July 1 and September 30. The monthly payment must be made on an automatic basis, from a debit/credit card or bank account. A 30-day notice must be given in order to cancel membership. A yearly single pass is \$295; for a couple \$590.00. 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.

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 in the Office of Student Affairs (Sackler 233), September – May, 617-636-0893 or med-housing @tufts.edu, June - August. The Office Campus Housing Office maintains listings for rooms, apartments and houses in all price ranges and in all areas of Greater Boston. There are also lists of short-term housing. During the summer months the Housing Office also maintains a listing of students seeking roommates.

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 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 Ave., 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 a newly installed air conditioner, twin bed, dresser, desk and chair with a bookshelf. Floors have recently updated common kitchens and

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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. Dormitory doors are locked between 5:00 p.m. and 7:00 a.m.; however, residents can enter with their key cards after hours.

Rooms can be leased for a nine-month period, from approximately September 1st to May 31st. 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 you have a room or have been placed on a waiting list. For further information contact Colleen Romain in the Medical School’s Student Affairs Office, Sackler 2, 617-636-6576 or email colleen.romain@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 the bookstore is out of stock on your textbook at any time see a member of the management team and we’ll 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

Cash, check, Travelers checks, Visa, MC, American Express, Discover, and Barnes and Noble Gift Cards. The cardholder must be present for the purchase. Students aren’t allowed to use another person’s credit card. 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.

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STUDENT LOUNGE

There is a newly renovated Public Health and Professional Degree Programs' Student Area located on the first floor of the Stearns Wing at 136 Harrison Avenue that includes lounges and study rooms. The large Lounge is equipped with a television, soft seating, tables, vending machines, microwaves, and a refrigerator and there is a moderate size one with soft seating and tables. The large Study Room is equipped with desktop computers and there are two smaller ones for study groups. The Lounge and Study Rooms have wireless access.

STUDENT LOCKERS

Lockers are available for the MS-Biomedical Sciences (MBS) students on the first floor of the Stearns Wing and for all other PHPD Programs students, lockers are available on a first come first serve basis. They are located on the first floor of the M&V wing outside of the Office of PHPD Programs. MBS Students will be assigned lockers by the MBS Program, all other students interested in getting a locker need to contact the PHPD Student/Academic Services Assistant at 617-636-0935.

MAIL SERVICES

Campus and hospital mail can be dropped off in the Stearns basement mailroom. There is public mail boxes located to the left of the main door of 136 Harrison Ave. and also at the corner of Kneeland St. The closest Post Office is located about three blocks from the school on Bedford Street across from the Hyatt Hotel main entrance. The easiest way to get there is to walk up Harrison Ave. through Chinatown. Harrison Avenue turns into Chauncy St. and the Post Office is located on the first floor of the Textile Building (in the back) at 99 Chauncy St. It is open Monday through Friday from 7:30 AM to 6:00 PM, and from 7:30 AM to 2:00 PM on Saturdays. There is also a stamp machine inside the Chartwell pharmacy on Kneeland St. 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.

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 a.m. - 6:00 p.m.
Fridays- 7:00 a.m. - 4:00 p.m.

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. Coupons can be purchased with cash, credit card (Mastercard and Visa only), or an in-state check. Cost of coupons is **\$25.00 per book of 5 coupons**. 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

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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 does Not Offer long-term Parking.

Weekends: All students may park in the Tremont Street garage located above the Parking Office only on Friday 10:00pm – Monday 9:00 am. The cost of parking is one coupon per every 24 hour. 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 9:00am or will be penalized a \$34.00 fee per day.

Monthly Student Parking

There is no monthly student parking. Students can acquire monthly parking as an employee. Monthly parking must be on a credit card payment only. The cost of parking is \$180.00 per month. Monthly parkers will be assigned to the Motor Mart Garage (subject to availability). Motor Mart Garage is a keycard access location. There is a \$15.00 security deposit for the keycard. Please Note: Decals and keycards must be returned to terminate any monthly parking assignment. Keycard deposit will not be refunded if keycard is damaged, lost or stolen. Replacement of key card will require an additional deposit.

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).
- 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, 636-5580. Student parking/escort service

Motorcycles

Motorcycles can be left in the parking garage at 274 Tremont Street for \$8.00 per day. Students must have their Tufts Student ID available upon request.

Bicycles

Bicycles must be registered with the Campus Police in order to use the parking facilities. After completing a short form, you will receive a decal which should be placed on the frame of your bike. Theft from street sign poles and fences are common place in the Tufts neighborhood, and bicycles chained to parking meters are often hit by cars as they try to park, so you are probably better off leaving your bike in one of the places mentioned below. In the event that your bike is stolen, registration with the Campus Police is often required by insurance companies.

Bicycles can also be left in a locked room at the Parking Garage at 274 Tremont Street. You pay \$3.00 and receive a key for the bicycle room. When you return the key your money is refunded.

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, in the Financial Aid Office on Sackler 2, in the Bursar's Office, 200 Harrison Avenue, 1st floor, 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).

SERVICES/GENERAL INFORMATION

VOTER REGISTRATION

You cannot register to vote in Massachusetts via the internet, but you can request a voter registration form to register to vote at <http://www.sec.state.ma.us/ele/elestu/stuidx.thm>. 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 from the same Web site.

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.

ROOM SCHEDULING

For booking rooms please contact the Office of Student Services for Public Health and Professional Degree Programs.

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 Web site at <http://www.mbta.com>. This web page 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/bos_other_mbtapass.php.

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.**

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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 a.m., 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 PHPD Office of Student Services.

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 AM 680 and WBS 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 SERVICES

STUDENT ADVISORY AND HEALTH ADMINISTRATION OFFICE

The Student Advisory and Health Administration Office is located on the fourth floor of Posner Hall at 200 Harrison Avenue in room 407. Office hours are Monday - Friday, 9:00 a.m. - 5:00 p.m.

<u>Title</u>	<u>Name</u>	<u>Telephone Number</u>
Director	Debbie Quinn	617-636-2700
Student Health Administrator	Cynthia Linton	617-636-2701
Student Health Assistant	Lucia Fenney	617-636-2712
Immunization Data Coordinator	Gianna Dimitrakos	617-636-2700
Psychiatric Consultant	John Van Pruitt, M.D.	617-357-5542

This office:

- Provides short-term, confidential counseling for personal problems, academic concerns, career indecision, increased self-awareness, stress management, anxiety, and family and interpersonal issues.
- Maintains immunization records.
- Processes health insurance applications and waivers.

The office does not provide health care, with the exception of limited counseling services.

Student Health Administration Fee

All full-time matriculated students and part-time matriculated students (“in degree programs”) are required to pay an annual Student Health Administration fee of \$200. 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 and Health Administration Office. Call 617-636-2700 to schedule an appointment. This service is provided at no 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 Health Service: Limited free dental health services are available through the Tufts University Undergraduate Dental School Clinic and include: oral examinations, emergency services (diagnostic only), radiographs, and prophylaxis. The fees for these services are paid by Tufts University School of Medicine. Appointments are available by calling 617-636-6828. You must present your student I.D. to receive the free services.

Immunizations: In compliance with Massachusetts State Law and University policy, all health sciences campus students must have an *Immunization Record Form* on file at the Student Advisory and Health Administration Office. The form can be printed from the following website: <http://www.tufts.edu/saha/forms.html>. The form must be completed and signed by your personal physician or health care provider, or official documentation of the required immunizations may be attached to the form. If you are unable to provide documentation of immunizations that you received in the past, you will need to be vaccinated again or provide laboratory evidence of immunity.

All newly enrolled students must complete an *Immunization Record Form*. The form must be returned to the Student Advisory and Health Administration Office no later than two weeks after registration. Students may contact the Student Advisory and Health Administration Office for additional information regarding immunization requirements.

Failure to comply with this policy may result in the ***cancellation of registration***.

Upon notification from the Student Advisory and Health Administration Office, continuing students are required to update immunizations as mandated by current State Law and University Policy. In addition, students are required to complete any new requirement as a result of changes or additions to State Law and/or University Policy.

STUDENT HEALTH SERVICES

STUDENT HEALTH INSURANCE

There is no student health services clinic available to Boston health sciences students. Instead, the Office of Student Services for Public Health and Professional Degree Programs offers a comprehensive health benefits plan through *Tufts Health Plan*, a separate corporate entity from Tufts University. The plan is available to all matriculated graduate students and their eligible dependents. Eligible dependents include spouse, same-sex domestic partner, and children. Matriculated students who enroll in the health plan will be charged for the health plan in the fall and spring semesters (9/1 – 8/31).

Tufts Health Plan is a health maintenance organization, which includes over 18,000 physicians. The plan provides primary and emergency care, major medical coverage, a prescription plan, eye care, fitness, and mental health benefits. Inpatient hospital care is covered with a \$500 co-payment.

Students who need assistance in selecting a primary care physician near the Boston campus may contact the Student Advisory & Health Administration Office. Students may also contact *Tufts Health Plan* at 800-462-0224 or 617-972-1000 (if calling locally) to receive assistance in selecting a primary care physician who is a member of *Tufts Health Plan*. Assistance is available online at www.tuftshealthplan.com.

A Membership Application must be completed to be enrolled in *Tufts Health Plan*. The effective date of enrollment for new students is the first day of orientation (not the date of the application). Students are not eligible to apply for coverage or add a spouse, a same-sex domestic partner or dependent(s) at any other time during the academic year, except during *Open Enrollment* (September 1st of each academic year), unless there is a qualifying event. Qualifying events include a change in marital status; birth or adoption of a child; or loss of an alternate insurance through no fault of the student or dependent. In instances of a qualifying event, a membership application must be submitted to the Student Advisory & Health Administration Office within 30 days of the qualifying event. The cost is prorated, based on the effective date of enrollment.

Detailed information regarding insurance is e-mailed to all new students in advance of the semester. If you have not received the information, or if you have questions about the application procedures, please contact the Student Advisory & Health Administration Office at 617-636-2701 or 2712. Information and forms are also available online at www.tufts.edu/saha/insurance.html.

WAIVER OF STUDENT HEALTH INSURANCE FEE

State Law and University Policy require that TUSM students enrolled $\frac{3}{4}$ or more time be covered by health insurance. The student health insurance plan is not intended to replace other adequate health insurance coverage that a student may have. Students are not required to enroll in *Tufts Health Plan* and may waive this insurance plan by completing a *Waiver Form* (available online at www.tufts.edu/saha). The waiver certifies participation in a health insurance plan which meets or exceeds the coverage required by Massachusetts General Law. The minimum requirements of a student health plan are listed online at www.tufts.edu/saha. The *Waiver Form* must be completed by August 31 of each year. *Failure to comply with this policy may lead to cancellation of registration.*

STUDENT HEALTH INSURANCE POLICY FOR STUDENTS ON LEAVE OF ABSENCE

Students, who have been granted a leave of absence and who are enrolled in the student health insurance plan, are eligible to continue that membership for up to one year from the effective date on which the leave begins. Please note that such students must reside within the “service area.” A PPO group, for a slightly higher fee, has been established for students who have been granted a medical leave of absence and are leaving the service area. Membership in the student health insurance plan will be terminated if the student does not return at the end of the leave of absence or if the student fails to pay the premium. Students who return on or before the end of the one year leave may continue with uninterrupted coverage provided that

STUDENT HEALTH SERVICES

the payments are up to date. Students should contact the Student Advisory and Health Administration Office for information regarding payment procedures and benefit information prior to the beginning of a leave of absence.

STUDENT HEALTH INSURANCE POLICY FOR WITHDRAWN OR DISMISSED STUDENTS

Withdrawn or dismissed students from Tufts University School of Medicine have the option of continuing membership in the student health insurance plan for up to sixty days following the termination date from Tufts University. The student has fifteen calendar days from the termination date to notify the Student Advisory and Health Administration Office of intent to continue membership and to verify that full payment of the health insurance fee has been made. Failure to notify the Student Advisory and Health Administration Office and to complete the paperwork within the fifteen day period will result in the student's health insurance policy being terminated on the date of withdrawal or dismissal from Tufts University.

STUDENT HEALTH INSURANCE POLICY FOR GRADUATING STUDENTS

Students graduating in May have the option of continuing the student health insurance coverage through August 31 of the year in which they graduate. Students graduating in November have the option of continuing the student health insurance coverage through February 28 of the calendar year following graduation.

FINANCIAL AID

OFFICE OF FINANCIAL AID

Sackler Building, 8th floor
Walk up Address: 145 Harrison Avenue
Phone: (617) 636-6574
Fax: (617) 636-3447

Office Hours: Monday through Friday, 9:00 a.m. - 5:00 p.m.

Tara Olsen, *Director*
Jill Desjean, *Associate Director; Caseload A - L*
Kimberly Gregg, *Assistant Director & Financial Literacy Coordinator; Caseload M - Z*
Debbie Griffin, *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 next academic year is February 26, 2010. To meet this deadline, the following documentation must be received by February 26th (or November 6th) if you are beginning in the spring semester):

- Processed Free Application for Federal Student Aid (FAFSA)
- TUSM Financial Aid Application
- Signed copies of all pages of student's Federal 1040 including all schedules and W-2s for year just ended. Please note: If student was married as of the date the FAFSA was filed, **you must submit spouse's taxes even if taxes were filed separately.**

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. On-time applications receive PRIORITY consideration. Award notices are mailed out beginning in April.

FINANCIAL AID

Priority Consideration Date for Financial Aid

The priority consideration date for having financial aid applications submitted for the Fall 2009 semester is February 26, 2009. Students who have submitted all paperwork to the Financial Aid Office by the priority consideration date will begin to receive award notices in April.

For students who are beginning studies in the Spring 2010 semester, the priority consideration date is November 6, 2009. Students who have submitted all paperwork to the Financial Aid Office 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, they may also cause a delay with disbursements and/or refund checks being issued.

Please be aware that loan eligibility may not be certified 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 worth of living expenses 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 and exit interviews should be done online at <https://www.dl.ed.gov/borrower/CounselingSessions.do>**

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 SHOULD CONTACT THE BURSAR'S OFFICE WITH ANY QUESTIONS PERTAINING TO THEIR REFUND.**

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

FINANCIAL AID

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 Unsubsidized Stafford loans, then to Subsidized Stafford Loans, then to Perkins Loans, then to 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 due 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 <https://www.dl.ed.gov/borrower/CounselingSessions.do>.

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?***

Information on scholarships that are offered by the Public Health and Professional Degree Programs can be accessed at www.tufts.edu/med/about/offices/finaid/scholarships/phpd.html. 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 many cases, financial aid is 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, be careful not to spend your refund as an adjustment may cause you to repay funds either partially or in full.

- ***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 Standards of Work in the Academic Policies and Procedures section of the Public Health and Professional Degree Programs Student Handbook for the policy of satisfactory academic progress.

- ***What happens with defaulted borrowers?***

If you are currently in default with a prior loan, you are not eligible for financial aid until the Office of Financial Aid receives confirmation that satisfactory payment arrangements have been made. If you defaulted on a loan, you should contact the agency handling the loan and begin the recovery process. Once you have met the requirements for recovery (usually 6 – 12 consecutive monthly payments) you may be

FINANCIAL AID

eligible to receive financial aid again. Remember that a default as recorded on your credit report could jeopardize your eligibility for credit based loans (Grad PLUS, Alternative Loans) as well as any non-financial aid borrowing in future years.

▪ ***Do I select the lender when borrowing a Stafford Loan and/or GradPLUS Loan?***

No, you do not select a lender. Beginning in 2009-10, Tufts University only allows students to borrow from the Federal Direct Loan Programs. The lender is the Department of Education not a bank.

▪ ***How much can I borrow per year from the Federal Direct Stafford Loan Program?***

The maximum amount of Federal Direct Subsidized Stafford Loans that a student can borrow annually is \$8,500 and Federal Direct Unsubsidized Stafford Loans is \$12,000. 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 can I borrow per 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.

▪ ***How Does Financial Aid Cover 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. Students are required to submit a Master Promissory Note (MPN) each for the Federal Direct Stafford 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 <https://dlenote.ed.gov/empn/index.jsp> to complete your Master Promissory Notes for the Federal Direct Stafford 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 should pay 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 Stafford Loan/Grad PLUS Loan 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. The Federal Direct Subsidized and Unsubsidized Stafford Loan fee is 1.5%. The Federal Direct Graduate PLUS Loan has a 4% fee. However, there is an up-front interest rebate that is applied to each disbursement therefore reducing the above fee. The net amount that will be deducted from a Federal Direct Stafford Loan is .5% and the Direct Graduate PLUS Loan is 2.5%.

▪ ***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 Stafford Loan eligibility to be used for summer enrollment periods. If the student is otherwise eligible for financial aid but has no remaining

FINANCIAL AID

Federal Direct Stafford Loan eligibility, Federal Direct GradPLUS loans may be awarded by the Office of Financial Aid. As a last resource for students who may not be eligible for federal aid based on enrollment plans, the Office of Financial Aid may recommend a private alternative loan. The Office of Financial Aid recommends that students discuss available options if they are considering summer enrollment.

- ***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.

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 (2009-2010 ACADEMIC YEAR)*

MPH (including JD/MPH, BA/MPH)	\$ 1,092 per credit
MS/MPH** Fulltime (16 credits)	\$17,472 flat rate/sem
Halftime (8 credits)	\$ 8,736 flat rate/sem
MS in Health Communication	\$ 1,092 per credit
MS in Pain Research, Education, and Policy	\$ 1,092 per credit
MS in Biomedical Sciences	\$17,037 flat rate/sem
Combined MD/MPH and DVM/MPH***	\$ 5,200 per year
Combined MD/MBA***	\$ 780 per credit

FEES

Student Activity Fee	\$ 35 per semester
Student Health Administration Fee (description below)	\$200 per year
Technology Fee (description below)	\$176 per year
Late Registration Fee (description below)	\$200 per semester

****All tuition and fees are for the 2009-2010 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.

TUITION, FEES AND REFUND POLICIES

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 REFUND POLICY

The university refund policy, to be applied in the event a student withdraws from a class after the beginning of a fall or spring term, 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

TUITION, FEES AND REFUND POLICIES

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.

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 medical leave of absence, no refunds will be issued. A full credit, equal to tuition charged for that term, will be applied toward future Tufts tuition charges. In such cases, a doctor's statement of cause and evidence that the withdrawal is necessary is required. The University reserves the right to have a student who has requested a tuition credit for medical reasons examined by a physician of its choosing. The credit balance will remain on the student's account for two years, in anticipation of the student's return. The credit is forfeited if the student fails to re-enroll by the end of the two years. Requests for return from medical leave of absence should be directed to the Registrar/Director of Students Services for the PHPD.

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 Unsubsidized Stafford loans, then to Subsidized Stafford Loans, then to Perkins 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 regulation, 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 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.

INFORMATION TECHNOLOGY RESPONSIBLE USE POLICY

RESPONSIBLE USE

The Tufts University Responsible Use Policy is a valuable guideline by which faculty, staff, and students can review the requirements of legal and ethical behavior within the University community when using a computer, computer system, or the network. An updated version of the policy will be published soon. In the interim, the existing policy, listed below, remains in effect.

THE POLICY:

GENERAL STATEMENT

As a part of the institutional infrastructure, Tufts University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for University-related purposes, including direct and indirect support of the University's instruction, research, and service missions; of University administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the University community and between the University community and the wider local, national, and world communities.

The use of University computing resources, like the use of any other University-provided resource and like any other University-related activity, is subject to the normal requirements of legal and ethical behavior within the University community. Thus, permitted use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

APPLICABILITY

This policy applies to all users of University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University. Consult the operators or managers of the specific computer, computer system, or network in which you are interested for further information. The University may also take action relating to a student's use of University or non-University computer resources, either on campus or elsewhere, when such behavior may involve the commission of a crime or poses a danger to others.

POLICY ON THE USE OF UNIVERSITY COMPUTING RESOURCES

- **Users must comply with all federal, Commonwealth of Massachusetts and other applicable law; as well as all generally applicable University rules and policies.** Examples of such potentially applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the Massachusetts Computer Crime Law; the University's [Eligibility Policy for Information Technology](#), the University's code of student conduct, the University's Business Conduct Policy, and the University's sexual harassment policy. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users must be sure that the use of any downloaded material (including print, audio, and video) stored on University or personal computers is not in violation of copyright laws.

INFORMATION TECHNOLOGY RESPONSIBLE USE POLICY

- **Users are responsible for complying with the requirements of the contracts and licenses applicable to the software files and other data they install on University or personal systems.** Proof of legal licensing should be available upon request.
- **Users may utilize only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- **Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University** not even with family members or a partner.
- **Users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.** Again, ability to access other persons' accounts does not, by itself, imply authorization to do so.
- **Users must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.** Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all users of University computing resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all the relevant circumstances.
- **Tufts computing and network resources and services may be used only by authorized persons for Tufts University-related purposes, including those listed in the General Statement above.** For definition of authorized persons, refer to [Eligibility Policy for Information Technology at Tufts University](#). These resources may not be used for other purposes except as authorized by Tufts University. For example, the reselling of network services or other uses of computer resources for personal financial gain is not permitted. Use of computers and networks for personal purposes such as e-mail and web access is allowed, as long as it does not interfere with work responsibilities and does not place a burden on resources. Users are expected to respect the priority of University business and keep personal use to a minimum. Mass e-mailing or spamming of sub-populations in the Tufts community are not allowed, except as authorized by appropriate administrators. The use of automated scripting programs to generate address lists for mass mailings is not allowed, except for staff and faculty who secure permission for the mailing from Human Resources, or for student organizations which secure permission from their school's Dean of Students (for Arts and Sciences, from the Director of Student Activities). Please refer to the [Tufts University E-mail Policy](#).
- **Individuals may not state or imply that they speak on behalf of the University and may not use University trademarks and logos without authorization to do so.** Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos on University computing resources must be obtained prior to their use. The use of appropriate disclaimers is encouraged e.g. "the thoughts expressed here are my personal opinion and do not represent the position of Tufts University in any way."

ENFORCEMENT

The University may temporarily suspend or block access to an account, prior to the initiation or completion of an investigation, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

INFORMATION TECHNOLOGY RESPONSIBLE USE POLICY

Users who violate this policy may be subject to disciplinary action, and may be denied further access to University computing resources.

SECURITY AND PRIVACY

The University employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the University cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. The University may also specifically monitor the activity and accounts of individual users of University computing resources, including individual login sessions and communications, without notice, when:

- The user has voluntarily made them accessible to the public, as by posting to Usenet or a web page
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability
- There is reasonable cause to believe that the user has violated, or is violating, this policy
- An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns
- It is otherwise required or permitted by law.

The University, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel and/or state or federal law enforcement agencies and may use those results in appropriate University disciplinary proceedings or in litigation.

IMPLEMENTATION AND REVISIONS

University Information Technology (UIT) is responsible for implementing this policy, in cooperation with the following:

- Information Technology Council
- Dean(s) of Faculty and the Dean of Students for each school
- Vice President of Human Resources
- University Counsel

The University has the right to change this policy as necessary; the Information Technology Council will oversee and approve changes to the policy in consultation with the aforementioned groups and individuals. The Provost and Executive Vice President must jointly approve changes to policy; final authority rests with the President.

For useful information about the terms used in this policy, please refer to "[An Overview of Your Rights and Responsibilities in Cyberspace](#)" on the Tufts website. Note that while the overview may be helpful in understanding the Policy, it is not in itself part of the Policy.

Tufts' Information Technology Responsible Use Policy is adapted from material prepared by Steven J. McDonald, Associate Legal Counsel for The Ohio State University. We wish to thank Mr. McDonald and the Ohio State University for permission to use the material.

OFFICE OF INSTITUTIONAL DIVERSITY

The mission of the Office of Institutional Diversity (OID) is to lead a concerted and sustained institutional effort in the advancement, coordination, and development of related programs and policies at Tufts. OID encompasses the Office of Equal Opportunity (OEO) while creating and implementing new efforts to address issues of climate across the university for all students, faculty, and staff. Within OID, the Director of OEO interprets and implements policy related to best affirmative action and equal opportunity practices in employment and retention and the OEO staff monitors grievances and compliance related issues. The administration of disability services (in accordance with recommendations associated with the Americans with Disabilities Act [ADA]) to faculty and staff is part of the work of OEO.

Office of Institutional Diversity

Ballou Hall, 1st Floor,

Medford Campus

Phone: 617-627-3298

Fax: 617-627-3150

TTY: 617-627-3370

Web: <http://oio.diversity.tufts.edu/>

Office of Institutional Diversity/OEO Policies and Procedures:

Non-Discrimination Policy

It is the policy of Tufts University that all decisions with regard to educational and employment opportunities at the University shall be made on the basis of merit, and without unlawful discrimination because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, or status as a veteran.

Tufts Policy on Consensual Relationships

Tufts University seeks to maintain a professional educational environment. Actions of faculty members and academic administrators that are unprofessional or appear to be unprofessional are inconsistent with the university's educational mission. It is essential that those in a position of authority not abuse, nor appear to abuse, the power with which they are entrusted.

Faculty members and academic administrators exercise power over students, whether by teaching, grading, evaluating, or making recommendations for their further studies or their future employment. Amorous, dating, or sexual relationships between faculty members, academic administrators, and students are impermissible when the faculty members and academic administrators have professional responsibility for the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental nature of the relationship. Moreover, other students may be affected by such behavior, because it places the faculty member and academic administrator in a position to favor or advance one student's interest to the potential detriment of others. Therefore, it is a violation of university policy for a faculty member or academic administrator to engage in an amorous, dating, or sexual relationship with a student whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority in any way.

Sexual Harassment Policy

Sexual harassment is a form of sexual discrimination and violates University policy as well as federal and state statutes. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature or conduct directed at a person because of his or her gender when:

1. Submission to such conduct is made (either explicitly or implicitly) a term and/or condition of an individual's academic status or employment;
2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting him or her; or

OFFICE OF INSTITUTIONAL DIVERSITY

3. Such conduct, whether verbal or physical, has the purpose or effect of unreasonably interfering with the individual's academic or work performance or of creating an intimidating, hostile, or offensive environment in which to work or to learn.

To view the full Sexual Harassment Policy including information on how to file a grievance under this policy as well as the University's Non-Discrimination policy, please go to:
<http://www.tufts.edu/oeo/sexualharassment.html>.

Americans with Disabilities Act/Section 504 Policies

What is a "Reasonable Accommodation"?

"Reasonable accommodations" are any adjustments made which remove barriers and allow a person to perform all necessary functions whether they are of an employment or academic nature. In a university setting, the term "reasonable accommodation" can apply to both the academic and work environments.

- In terms of the academic environment, this could involve allowing a student extra time on an exam, changing a test format, or allowing the use of a tape recorder.
- In terms of the work environment, this could involve adjusting the employee's schedule, modifying their working environment, or modifying their job duties.

Tufts University, in accordance with the University's non-discrimination policy, and the Americans with Disabilities Act and the Rehabilitation Act (Section 504), provides reasonable accommodations to eligible staff, faculty, and students. Tufts University is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner, unless doing so would create an undue hardship for the University, compromise the health and safety of its community members, or fundamentally alter the nature of the University's employment or academic mission.

Although it is the duty of the University to provide reasonable accommodations, it is the responsibility of the person with the disability to alert University personnel of the need for a reasonable accommodation under The Americans with Disabilities Act.

To view the full Americans with Disabilities Act/Section 504 Policy and all other policies and procedures handled by the Office of Institutional Diversity, please go to:
<http://oeo.diversity.tufts.edu/univpolicies.html>

PHPD GRIEVANCE POLICY AND PROCEDURE

STATEMENT OF PHILOSOPHY

The Office of 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.
- 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;

PHPD GRIEVANCE POLICY AND PROCEDURE

- 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://www.tufts.edu/oeo/sexualharassment.html> 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, PHPD's Assistant Dean of Student Services or any member of the PHPD Grievance Committee. Every effort will be made to resolve the matter informally. Students are also entitled to file a formal Grievance using the procedure set forth below.

PROCEDURES FOR HANDLING 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. The Chair will forward it to the Assistant Dean of Student Services. The Chair and Assistant Dean for Student Services will together they 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 Assistant 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 of PHPD. The decision of the Dean of 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 attached hereto 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 Assistant Dean of Student Services
- 4) The Assistant Dean of Student Services 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;

PHPD GRIEVANCE POLICY AND PROCEDURE

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

PHPD Grievance Committee

Chair of Grievance Committee

Second Standing Member

3rd person to be assigned ad hoc by the Assistant Dean of Student Services as appropriate to the Grievance

Initial Committee Composition

Chair of Grievance Committee: Marcia Boumil, JD

Second Standing Member, Amy Lischko

Third faculty member assigned ad hoc by Assistant Dean of Student Services

TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

Eric D. Albright, MLS, Director

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

Homepage: <http://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

Reference/Education: 617-636-6705

STAFFED HOURS

Library Service Desk

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

LRC IT Service Desk

Monday-Thursday	9:00 a.m. – 6:00 p.m.
Friday	9:00 a.m. – 7:00 p.m.
Saturday	Closed
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. The fourth floor houses the Library Service Desk, Reference and Reserve collections, current journals, 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 Learning Resource Center (LRC), circulating book collection, leisure reading collection, study carrels and the LRC IT Service Desk. The LRC's two microcomputer labs and multimedia classrooms 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 LRC IT Service Desk, staffed by Library Systems Office employees and student workers, provides support for students' personal computers. To reserve a room, please contact the LRC IT Service Desk at lrc@tufts.edu or call 617-636-2947. For more information, see <http://www.library.tufts.edu/hhsl/computing/computing.html>.

The sixth floor houses the library's staff offices, a portion of its journal collection (A-B titles of print-only subscriptions, print copies of some journals also received electronically, and older volumes) and a photocopy room. The Allan D. Callow Room (also known as the Special Collections Room) contains a collection of 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 remainder of the journal collection (C-Z titles of print-only subscriptions, print copies of some journals also received electronically and older volumes), study rooms, classrooms, study carrels and a photocopy room.

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.

TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

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 hhs1@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 in the Learning Resource Center (LRC) 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.hhs1.tufts.edu/> for more information or inquire at the LRC IT Service Desk (617-636-2947).

Thirty IBM laptops are available for students to borrow for use within the library. On weekdays, laptops may be checked out from the LRC IT Service Desk on the fifth floor before 6pm and from the Library Service Desk on the fourth floor after 6pm, except on Fridays. On weekends the laptops are checked out from the Library Service Desk on the fourth floor.

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 Public Library
Boston University
Brandeis University

TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

Brown University
Marine Biological Laboratory
Massachusetts Institute of Technology
Northeastern University
State Library of Massachusetts
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 or a fine of \$15 per day is levied. Only one reserve book may be borrowed at a time for overnight/weekend use. Reprints of course readings and 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.

TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

For further information, please contact Document Delivery at 617-636-3787 or email hhsldocdel@tufts.edu.

Learning Resource Center (LRC)

The Library Systems Office and LRC IT Service Desk maintain 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 within the LRC are open for computer-assisted instruction, personal computing, Internet access and web-based email. The IT Service Desk, which is also located in the LRC, 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 LRC 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 on all floors of the library. The basic charge for a B&W copy is 10 cents per page. Guest cards may be purchased at anytime from a card dispenser (PHIL Station) with cash, or at the Library Service Desk by check with a Tufts ID, or by Tufts or Tufts Medical Center requisition, weekdays from 9:00 a.m. to 4:45 p.m. 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).

A self-service scanner is available in Room 524. For further information about printing, copying and scanning, please consult <http://www.library.tufts.edu/hhsl/services/photoServices.html>.

Reference and Educational Services

Librarians are available at the Library Service Desk and via Internet Chat 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. 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 Information Services by phone at 617-636-6705 or by email at hhsli@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.

TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

TUSK (Tufts University Sciences Knowledgebase)

The Tufts University Sciences Knowledgebase (TUSK) is a curriculum database/knowledge management system which provides access to a full complement of curricular material. Available to Tufts students and staff at <http://tusk.tufts.edu>, it includes text, slide collections, images, digital video, shockwave files, synchronized multimedia, recorded lectures, quizzes, cases, weekly course schedules and online course evaluations. TUSK users may create personal collections of TUSK material and annotate any document or image. When users logon with their Universal Tufts Login Name (UTLN) and email password (except clinical faculty who use a stand-alone password), TUSK displays pertinent announcements, current courses, posted evaluations and discussion boards. Electronic discussions between students and course directors facilitate communication about class material. Students may request discussions for their class. In addition, student authors/editors sometimes assist faculty 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 LRC IT Service Desk, Sackler 5: Monday – Friday, 9am – 6pm. For further information, please consult <http://www.library.tufts.edu/hsl/computing/laptops.html>.

CAMPUS POLICE

Linda O'Brien, *Captain*
Campus Police
M&V Building, 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 Building. 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.
- .. For students parked in Herald or Travelers lots, or on rotation at New England 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, 2009.

CAMPUS POLICE

- .. 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.

Registration may help to recover your car if it is stolen. This can be important, since Massachusetts has a high stolen car rate.

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

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 athletic 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 Assistant Dean of PHPD Programs, 2 Public Health 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. 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, doesn't guarantee a successful award.*

Travel/Conference Requests

Travel funding requests should ideally 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

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.

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
- Complete an itemized budget summary

1.

Student Activity Fee Allocation

- Include any supporting documents you think will benefit your application e.g. conference brochure etc.

Notice of Decision

- The Committee reviews completed applications twice a semester on September 15, November 15th, January 15th, and March 15th
- Award/decline notices will be sent via email 2 – 3 days after the Committee meets
- If the application is declined, a student may apply again by re-submitting it with revisions for review by the Committee at their next meeting

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.

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.

The following 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):

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	Assistant Director of Career/Student 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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 university has designated each of the following items as "directory information":

- the student's name(s)
- address – local and permanent
- telephone number(s)
- E-mail address
- photo
- date and place of birth
- 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.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.