



School of  
Medicine

2021-2022

## **STUDENT HANDBOOK**

**Public Health and Professional  
Degree Programs**

- Public Health Programs
- MS-Biomedical Sciences Program



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

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## ACADEMIC CALENDAR

### Public Health Programs

#### Fall Semester 2021

##### PHPD Academic Calendar

- MD/MPH, DVM/MPH and MD/MBA students follow the Medical and Cummings Veterinary Schools' academic calendars.
- MS-Health Informatics and Analytics and MPH Online students follow the 2nd academic calendar noted in this handbook.
- MS-Biomedical Sciences students follow the 3rd academic calendar noted in this handbook.

##### SEPTEMBER

- 01 Last Day to Register without a \$200 late registration fee
- 01-02 New Student Orientation for MPH students
- 03 Last day to withdraw from Fall semester with a full refund; A withdrawal form must be filed with the Office of the Registrar for PHPD. Refer to Student Handbook for Tuition Refund Policy (pg. 66)
- 06 Labor Day observed. Administrative offices closed. No classes.
- 07 Fall classes begin/ PHPD Registrar will accept Cross-registration forms for non-required courses; please speak with Registrar regarding Fletcher courses.
- 20 Last day for Fall full semester or 1<sup>st</sup> 7-week course adjustments (add or drop without a "W")
- 27 Last day to withdraw from a 1<sup>st</sup> 7-week course and receive a "W"

##### OCTOBER

- 11 Indigenous People's Day observed. Administrative offices closed. No classes.
- 12 Substitute Monday's schedule of classes (no Tuesday classes)

##### NOVEMBER

- 01 Last day to withdraw from a full semester course and receive a "W"
- 02 Last day for 2<sup>nd</sup> 7-week course adjustments (add or drop without a "W")
- 09 Substitute Thursday's schedule of classes (no Tuesday classes)
- 11 Veterans Day observed. Administrative offices closed. No classes.
- 16 Last day to withdraw from a second half course and Receive a "W"
- 24 No classes.
- 25-26 Thanksgiving Recess: (University holiday); Administrative offices closed.

##### DECEMBER

- 20 Tuesday schedule of classes (No Monday classes). Fall classes end
- 21-22 Make-up dates for cancelled classes (due to weather related closings).
- 24-January 3 Tufts Winter Closure. Administrative offices closed.

##### JANUARY

- 3 Fall Grades Due

**Fall 2021 Public Health Class Meeting Dates**

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

Monday	9/13	9/20	9/27	10/4	10/12 (Tues)	10/18	10/25	11/1	11/8	11/15	11/22	11/29	12/6	12/13
Tuesday	9/7	9/14	9/21	9/28	10/5	10/19	10/26	11/2	11/16	11/23	11/30	12/7	12/14	12/20 (Mon)
Wednesday	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	12/1	12/8	12/15
Thursday	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/9 (Tues)	11/18	12/2	12/9	12/16
Friday	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	12/3	12/10	12/17
Saturday	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	12/4	12/11	12/18
Sunday	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	12/5	12/12	12/19

**Note:** Monday, October 11 is a University Administrative Holiday and classes will not be held; Monday classes will be held on Tuesday 10/12 (no Tuesday classes will be held). Thursday, November 11 is a University Holiday and classes will not be held. Thursday classes will be held on Tuesday, November 9. Tuesday classes will be held on Monday December 20, no Monday classes will be held.



## Spring Semester 2022

### Public Health Academic Calendar

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

### JANUARY

- 01 New Year's Day Observed. Administrative Offices closed.  
07 Last day to register without \$200 late registration fee  
12-13 New Student Orientation for MPH, HCOM and PREP students  
17 Martin Luther King Day (University Holiday); Administrative offices closed. No classes  
19 Last day to withdraw from Spring 2020 with a full refund; a withdrawal from program form must be filed with the Office of Student Services. Refer to page 66 for full policy.  
20 Spring Classes begin/PHPD Registrar will accept Cross-Registration forms for elective courses; please speak with the Registrar regarding Fletcher courses.

### FEBRUARY

- 02 Last day for Spring full semester or 1st 7-week course adjustments (add or drop without a "W").  
21 Presidents Day observed (University Holiday). Administrative offices closed. No classes.  
24 Substitute Monday's schedule on Thursday (no Thursday classes)

### MARCH

- 17 Last day to withdraw from a Full Semester course and receive a "W"  
18 Last day for 2nd 7 week course adjustments (add or drop without a "W").  
21 Spring recess begins  
28 Spring recess ends; classes resume

### APRIL

- 01 Last day to withdraw from a 2<sup>nd</sup> half course with a "W"  
18 Patriots' Day observed. Administrative offices closed; no classes  
22 Substitute Monday's schedule on Friday (no Friday classes)

### MAY

- 06 Spring classes end/Last day of classes  
9,10 Make-up dates for cancelled classes (due to University weather related closings). Re-scheduling will be made on a course-by-course basis at the discretion of the course director.  
13 Spring grades due for May degree candidates  
16 Spring grades due for all others  
22 Commencement

**Public Health Programs**

**Spring 2022 Public Health Class Meeting Dates**

**MD/MPH, DVM/MPH and MD/MBA Classes:** First and second year classes meet every Tuesday afternoon unless otherwise noted on the online schedule.

Monday	1/24	1/31	2/7	2/14	24-Feb (Thurs)	2/28	3/7	3/14	3/28	4/4	4/11	22-Apr (Friday)	4/25	5/2
Tuesday	1/25	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/29	4/5	4/12	4/19	4/26	5/3
Wednesday	1/26	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/30	4/6	4/13	4/20	4/27	5/4
Thursday	1/20	1/27	2/3	2/10	2/17	3/3	3/10	3/17	3/31	4/7	4/14	4/21	4/28	5/5
Friday	1/21	1/28	2/4	2/11	2/18	2/25	3/4	3/11	3/18	4/1	4/8	4/15	4/29	5/6
Saturday	1/22	1/29	2/5	2/12	2/19	2/26	3/5	3/12	3/19	4/2	4/9	4/16	4/23	4/30
Sunday	1/23	1/30	2/6	2/13	2/20	2/27	3/6	3/13	3/20	4/3	4/10	4/17	4/24	5/1

**Note:** Monday, February 21 is a University Holiday and classes will not be held. Monday classes will meet on Thursday February 24 (no Thursday classes will run). Monday, April 18 is a University Holiday and classes will not be held. Monday classes will meet on Friday April 22 (no Friday classes will run).

## Summer 2022 Semester

### Public Health Academic Calendar

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

### MAY

- 17 Last day to withdraw from all enrolled Summer Session I or Full Summer courses with a full tuition refund; a withdrawal form must be filed with the Office of Student Services. Refer to page 80 for Tuition Refund Policy.
- 18 Summer Session I and Full Summer classes begin.
- 24 Last day for summer I course adjustments (add or drop without a 'W')
- 30 Memorial Day (University holiday); Administrative offices closed. No classes.
- 31 Last day for Full Summer course adjustments (add or drop without a "W")

### JUNE

- 07 Last day to withdraw from a Summer I course and receive a "W"
- 20 Juneteenth observed. University holiday; administrative offices closed, no classes.

### JULY

- 04 Independence Day (University holiday) Administrative offices closed. No classes.
- 05 Summer Session II Classes begin
- 12 Last day for Summer Session II course adjustments (add or drop without a "W")
- 13 Last day to withdraw from a full Summer course and receive a "W"
- 18 Last day to withdraw from a Summer Session II course and receive a "W"

### AUGUST

- 21 Summer Session II/Full Summer classes end
- 29 Summer grades due

**Summer 2022 PHPD Class Meeting Dates**

**MD/MPH, DVM/MPH and MD/MBA Classes:** First and second year classes meet every Tuesday afternoon unless otherwise noted on the online schedule.

**SUMMER SESSION I**

Monday	5/23	6/3 (Friday)	6/6	6/10 (Friday)	6/13	6/24 (Friday)	6/27
Tuesday	5/24	5/31	6/7	6/14	6/17 (Friday)	6/21	6/28
Wednesday	5/18	5/25	6/1	6/8	6/15	6/22	6/29
Thursday	5/19	5/26	6/2	6/9	6/16	6/23	6/30
Saturday	5/21	5/28	6/4	6/11	6/18	6/25	7/2
Sunday	5/20 (Friday)	5/22	5/29	6/5	6/12	6/26	7/3

**SUMMER SESSION II:**

Monday	7/8 (Friday)	7/11	7/18	7/25	8/1	8/8	8/15
Tuesday	7/5	7/12	7/19	7/26	8/2	8/9	8/16
Wednesday	7/6	7/13	7/20	7/27	8/3	8/10	8/17
Thursday	7/7	7/14	7/21	7/28	8/4	8/11	8/18
Saturday	7/9	7/16	7/23	7/30	8/6	8/13	8/20
Sunday	7/10	7/17	7/24	7/31	8/7	8/14	8/21

Full summer courses meet for all the above noted dates. Certain Fridays are used in place of the normal scheduled meeting day. These occurrences are highlighted above.

**Online Public Health Programs (MS-HIA, Online MPH)**

**Online Public Health Programs Fall Semester 2021**

AUGUST

24 Asynchronous access to fall courses available

SEPTEMBER

06 New Students complete Online Orientation by this date  
06 Labor Day observed. Administrative offices closed. No classes.  
07 Fall classes begin  
20 Last day for Fall semester course adjustments (add or drop without a "W")  
20 Last day to drop a course or withdraw from the University with 100% tuition refund  
27 Last day to withdraw from a 1<sup>st</sup> 7 week course and receive a "W"  
27 Last day to withdraw from a course or the University with a refund (50%)

OCTOBER

11 Indigenous People's Day observed. Administrative offices closed. No classes.  
12 Substitute Monday's schedule of classes (no Tuesday classes)

NOVEMBER

01 Last day to withdraw from a full semester course and receive a "W"  
09 Substitute Thursday's schedule of classes (no Tuesday classes)  
11 Veterans Day observed. Administrative offices closed. No classes.  
16 Last day to withdraw from a second half course and receive a "W"  
24 No classes.  
25-26 Thanksgiving Recess: (University holiday); Administrative offices closed.

DECEMBER

20 Tuesday schedule of classes (No Monday classes). Fall classes end  
24-January 3 Tufts Winter Closure. Administrative offices closed.

JANUARY

3 Fall Grades Due

**Online Public Health Programs**

**Fall 2021 Public Health Online Class Meeting Dates**

Monday	9/13	9/20	9/27	10/4	10/12 (Tues)	10/18	10/25	11/1	11/8	11/15	11/22	11/29	12/6	12/13
Tuesday	9/7	9/14	9/21	9/28	10/5	10/19	10/26	11/2	11/16	11/23	11/30	12/7	12/14	12/20 (Mon)
Wednesday	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	12/1	12/8	12/15
Thursday	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/9 (Tues)	11/18	12/2	12/9	12/16
Friday	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	12/3	12/10	12/17
Saturday	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	12/4	12/11	12/18
Sunday	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	12/5	12/12	12/19

**Note:** Monday, October 11 is a University Administrative Holiday and classes will not be held; Monday classes will be held on Tuesday 10/12 (no Tuesday classes will be held). Thursday, November 11 is a University Holiday and classes will not be held. Thursday classes will be held on Tuesday, November 9. Tuesday classes will be held on Monday December 20, no Monday classes will be held.

## ACADEMIC CALENDAR

### Online Public Health Programs (MS-HIA, Online MPH)

#### Spring Semester 2022

##### JANUARY

- 01 New Year's Day Observed. Administrative Offices closed.
- 04 Asynchronous access to courses available
- 17 New students complete online orientation by this date
- 17 Martin Luther King Day (University Holiday); Administrative offices closed. No classes
- 20 Spring Classes begin

##### FEBRUARY

- 02 Last day for Spring course adjustments (add or drop without a "W").
- 02 Last day to drop a course or withdraw from the University with 100% tuition refund
- 09 Last day to withdraw from a course or the University with a tuition refund (50%)
- 21 Presidents Day observed (University Holiday). Administrative offices closed. No classes.
- 24 Substitute Monday's schedule on Thursday (no Thursday classes)

##### MARCH

- 17 Last day to withdraw from a Full Semester course and receive a "W"
- 21 Spring recess begins
- 28 Spring recess ends; classes resume

##### APRIL

- 01 Last day to withdraw from a 2<sup>nd</sup> half course with a "W"
- 18 Patriots' Day observed. Administrative offices closed; no classes
- 22 Substitute Monday's schedule on Friday (no Friday classes)

##### MAY

- 06 Spring classes end/Last day of classes
- 13 Spring grades due for graduating students
- 16 Spring grades due for all others
- 22 Commencement

**ACADEMIC CALENDAR**

**Online Public Health Programs (MS-HIA, Online MPH)**

**Spring 2022 Class Meeting Dates**

Monday	1/24	1/31	2/7	2/14	24-Feb (Thurs)	2/28	3/7	3/14	3/28	4/4	4/11	22-Apr (Friday)	4/25	5/2
Tuesday	1/25	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/29	4/5	4/12	4/19	4/26	5/3
Wednesday	1/26	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/30	4/6	4/13	4/20	4/27	5/4
Thursday	1/20	1/27	2/3	2/10	2/17	3/3	3/10	3/17	3/31	4/7	4/14	4/21	4/28	5/5
Friday	1/21	1/28	2/4	2/11	2/18	2/25	3/4	3/11	3/18	4/1	4/8	4/15	4/29	5/6
Saturday	1/22	1/29	2/5	2/12	2/19	2/26	3/5	3/12	3/19	4/2	4/9	4/16	4/23	4/30
Sunday	1/23	1/30	2/6	2/13	2/20	2/27	3/6	3/13	3/20	4/3	4/10	4/17	4/24	5/1

**Note:** Monday, February 21 is a University Holiday and classes will not be held. Monday classes will meet on Thursday February 24 (no Thursday classes will run). Monday, April 18 is a University Holiday and classes will not be held. Monday classes will meet on Friday April 22 (no Friday classes will run).



## ACADEMIC CALENDAR

### Online Public Health Programs (MS-HIA, Online MPH)

#### Summer 2022 Semester

##### MAY

- 04 Asynchronous access to courses available
- 16 New students complete online orientation by this date
- 18 Summer Session I and Full Summer classes begin.
- 30 Memorial Day (University holiday); Administrative offices closed. No classes.
- 31 Last day for summer semester course adjustments (add or drop without a 'W')
- 31 Last day to drop a course or withdraw from the University with a full refund

##### JUNE

- 07 Last day to withdraw from a Summer I course and receive a "W"
- 07 Last day to withdraw from a course or the university with a tuition refund (50%)
- 20 Juneteenth observed (university holiday). Administrative offices closes, no classes.

##### JULY

- 04 Independence Day (University holiday) Administrative offices closed. No classes.
- 05 Summer Session II Classes begin
- 13 Last day to withdraw from a full Summer course and receive a "W"
- 18 Last day to withdraw from a Summer Session II course and receive a "W"

##### AUGUST

- 21 Summer Session II/Full Summer classes end
- 29 Summer Session II and full summer courses grades due

**ACADEMIC CALENDAR**

**Online Public Health Programs (MS-HIA, Online MPH)**

**Summer 2022 Class Meeting Dates**

**SUMMER SESSION I**

Monday	5/23	6/3 (Friday)	6/6	6/10 (Friday)	6/13	6/24 (Friday)	6/27
Tuesday	5/24	5/31	6/7	6/14	6/17 (Friday)	6/21	6/28
Wednesday	5/18	5/25	6/1	6/8	6/15	6/22	6/29
Thursday	5/19	5/26	6/2	6/9	6/16	6/23	6/30
Saturday	5/21	5/28	6/4	6/11	6/18	6/25	7/2
Sunday	5/20 (Friday)	5/22	5/29	6/5	6/12	6/26	7/3

**SUMMER SESSION II:**

Monday	7/8 (Friday)	7/11	7/18	7/25	8/1	8/8	8/15
Tuesday	7/5	7/12	7/19	7/26	8/2	8/9	8/16
Wednesday	7/6	7/13	7/20	7/27	8/3	8/10	8/17
Thursday	7/7	7/14	7/21	7/28	8/4	8/11	8/18
Saturday	7/9	7/16	7/23	7/30	8/6	8/13	8/20
Sunday	7/10	7/17	7/24	7/31	8/7	8/14	8/21

Full summer courses meet for all the above noted dates. Certain Fridays are used in place of the normal scheduled meeting day. These occurrences are highlighted above.

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

**Fall Semester 2021**

AUGUST

12 New Student Orientation  
16 First day of fall semester classes

SEPTEMBER

06 Labor Day Observed; Administrative offices closed; No classes

OCTOBER

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

NOVEMBER

11 Veterans Day observed. Administrative offices closed; No classes  
24 No classes  
25-27 Thanksgiving recess. Administrative offices closed; No classes

DECEMBER

17 Winter Vacation begins for MBS students  
24-January 3 Tufts Winter Closure. Administrative offices closed.

**Spring Semester 2022**

JANUARY

05 Classes resume for MBS students  
17 Martin Luther King, Jr. Day observed. Administrative offices closed; No classes

FEBRUARY

21 Presidents Day observed. Administrative offices closed; No classes

MARCH

19 Spring Recess begins  
28 Spring Recess ends; Classes resume

APRIL

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

MAY

13 Last day of spring semester for MBS students  
22 Commencement  
24 Summer Session for thesis research begins  
30 Memorial Day observed. Administrative offices closed

AUGUST

05 Summer Session ends; Completed "Approval of Master of Science Thesis for Submission" form due to the MBS Program Office by 5pm for all students who plan to graduate in August 2021.

### **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, Easter 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 for unforeseen circumstances. Every effort will be made to reschedule the class on a day that is convenient for both the instructor and the majority of students.*

## DIRECTORY

### ADMINISTRATION – PUBLIC HEALTH & PROFESSIONAL DEGREE PROGRAMS

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#### MD/MBA and MBS/MBA PROGRAMS IN HEALTH MANAGEMENT

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Kimberly Tyler PT, DPT Assistant Professor Director of Clinical Education 617-636-4077	Joshua Cleland, PT, DPT, PhD, PAAOMPT, FAPTA Professor Director of Research and Faculty Development 617-636-2746

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Patricia Wagner, PT Program Administrator, Clinical Education 617-636-2702 <a href="mailto:Patricia.Wagner@Tufts.edu">Patricia.Wagner@Tufts.edu</a>	

**GENERAL STUDENT SERVICES**

Bursar/Cashier	Posner 1	617-636-6551
Campus Police	M&V 1	617-636-6610
Student Advisory & Health Administration	Posner 4	617-636-2700
Dental Health Services	1 Kneeland Street	617-636-6828
Financial Aid	Med Ed 8	617-636-6574
Hirsh Health Sciences Library	Med Ed 4	617-636-6705
Parking Office	274 Tremont Street	617-636-5580

**PUBLIC HEALTH PROGRAMS & PROFESSIONAL DEGREE PROGRAMS' WEBSITE:**

[publichealth.tufts.edu/](http://publichealth.tufts.edu/)

## **ACADEMIC POLICIES AND PROCEDURES**

### **STANDARDS OF WORK**

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

Students who have earned at least 9.0 credits, with a cumulative GPA of 3.0 or below or who have received two or more final grades of B- will be reviewed by Dean for Public Health and Professional Degree programs to ensure satisfactory academic progress is being made.

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

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

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

### **ACADEMIC PROBATION**

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

### **SATISFACTORY ACADEMIC PROGRESS**

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

The standards of Satisfactory Academic progress measure a student's performance in three areas: maximum timeframe, cumulative grade point average (GPA) and cumulative completion rate. The



student's academic progress shall be evaluated at the end of each semester. Academic Progress for both part-time and full-time students will be evaluated under the criteria given below.

**Maximum Timeframe Allowance**

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

**Grade point average ("GPA")**

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

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

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

**Completion Rate (Credit Hour Progression)**

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

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

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

<b>Degree Program</b>	<b>Cumulative Attempted Credits</b>	<b>Minimum GPA required</b>	<b>Minimum Time to Degree (years)</b>	<b>Maximum Time to Degree (years)</b>	<b>Cumulative Credits Attempted</b>	<b>Credits that must be successfully completed</b>
Master of Public Health (MPH)	0 - 21	2.7	2	3	0 - 21	50%
	22 or more	3.0			22 or more	67%
Master of Science in Biomedical Sciences (MBS)	0-16.5	2.7	2	3	0 - 16.5	50%
	17 or more	3.0			17 or more	67%
Master of Medical Science (Physician Assistant Program)	0-79	2.7	2	3	0 - 79	67%
	80 or more	3.0				67%
Doctorate of Public Health (DrPH)	0-42	3.0	7	10	0 - 21	50%
					22 or more	67%
Master of Science in Health Informatics and Analytics (HIA)	0-18	2.7	2	3	0-18	50%
	19 or more	3.0			19 or more	67%

Doctor of Physical Therapy (DPT)	0-70	2.7	2	3	0 - 70	50%
	71-127	3.0			71 or more	67%

**Treatment of course withdrawals, incomplete(s)/not reported, repeated courses and transfer courses**

*Withdrawals (W):* Credit hours for courses dropped before the conclusion of the add/drop period that no longer appear on the student's enrollment record or transcript will not count as a course attempted. Credit hours for courses in which a student has remained enrolled after the Drop/Add period for which the student receives a "W" grade, will count as a course attempted.

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

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

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

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

**Other Institutions (Dual Programs)**

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

**Maintaining Satisfactory Academic Progress**

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

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

**Financial Aid Warning**

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

receive financial aid unless they submit an appeal and it receives approval - see section on Appeal and Financial Aid probation.

**Appeal for Reinstatement of Financial Aid Eligibility**

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

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

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

Appeals should be submitted along with necessary documentation within 10 days of being notified that they are no longer eligible to receive financial aid and mailed to: Financial Appeals Committee, Attn: John Matias, 136 Harrison Avenue, Boston, MA 02111. The Financial Appeals Committee will review the request and respond to the student in writing with the decision. This decision is final and may not be appealed.

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

**Financial Aid Probation**

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

**Academic Plan**

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

**Program Specific Policies**

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

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

**MBS** students who have below a cumulative 3.0 GPA at the end of their program may retake up to 2 courses in which they received a grade of B or lower and may be allowed to take additional electives in order to attempt to increase their GPA. If it is determined to be not mathematically feasible that a student could increase his/her GPA to a 3.0 by retaking the courses, the student may not do so. At the discretion of the PHPD Promotions Committee, students may also be allowed to take an examination in place of re-taking a course in which they received a failing grade. Students must receive official notification from the Promotions Committee if this option is approved.

**MD/MPH, DVM/MPH, DMD/MPH, MS/MPH and JD/MPH** students who fail two or more courses in the non-MPH degree of the MPH dual degree program will be reviewed by the PHPD Promotions committee so that a determination regarding the student's continued enrollment in the MPH program may be made.

**MD/MPH, DVM/MPH, JD/MPH, or MS/MPH** students who are dismissed from the non-MPH portion of their dual degree program may petition the MPH Program Director to be allowed to continue 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 dual degree.

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

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

#### **COURSE GRADES**

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

##### **Letter Grades**

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

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

##### **Incompletes**

An "I" (Incomplete) grade is assigned when, for a reason acceptable to the instructor, students engaged in passing work are unable to complete all class assignments. *Incompletes are typically granted during the last three weeks of the semester when a substantial amount of work has been completed for the semester and when the student is otherwise in good standing. An "I" grade does not grant a student permission to repeat the course.*

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

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

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

If a student has two or more incomplete grades, the program will limit the number of credits for which s/he may register to 3 credits each semester, until the incomplete courses are graded or only one "I" remains. Those credits of new coursework shall not be the ALE.

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

## **DEGREE REQUIREMENTS**

Below is an overview of the degree requirements for each program/track. Credit amounts listed are for students who were admitted to PHPD programs since the summer and fall of 2018 and spring of 2019. For specific details and for degree requirements for students joining PHPD prior to the summer of 2011, visit the [Public Health and Professional Degree Programs](#) website and click on the relevant degree program.

### **MPH Program**

For MPH students (see MD/MPH and DVM/MPH Tracks' requirements below) forty-two (42) credits are required for the MPH degree: including 18 credits of core or Program required courses, 3 credits of Public Health methods courses which are concentration or track specific, and 3 credits for the Applied Learning Experience. Each component is described in greater detail below. While it varies depending on an individual student's concentration or generalist track, generally students have 3-4 specified courses for their concentration and will generally have 3-7.5 credits of free electives, either within or external to their area of concentration. The program offers both 1.5 and 3-credit courses.

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

### **Core MPH Program Competencies**

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

### **MPH Dual Degree Tracks**

#### *MD/MPH*

- The MD/MPH is considered a generalist track.
- Students take 42 credits to earn the MPH degree. Four and a half (4.5) of these credits also count towards their MD degree.
- Students take 18 credits of core courses (including the Applied Learning Experience, the culminating experience of the program), 6 credits of MPH program requirements, and 7.5 credits of course requirements specific to the combined degree.
- Students take 7.5 credits of electives. Electives tailored to the dual degree program are offered each spring.
- With permission of the medical school's Dean of Student Affairs, students may substitute Tufts' MPH courses offered outside the dual-degree track for elective course credits.

#### *DVM/MPH*

- The DVM/MPH is considered a generalist track.
- Students must complete 42 credits to earn the degree.
- Some courses are taken with the MD/MPH students, others with the other MPH students, and some are offered on the Grafton campus expressly for the DVM/MPH students.
- Effective Fall 2021, Students take 33 credits of core courses, (including the Applied Learning Experience, the culminating experience of the program). Students take 9 credits of electives. Electives tailored to the dual degree program are offered on the Grafton campus.

- As schedules allow, students may substitute any Tufts' course approved for MPH credit for elective course credits.

#### *MS-Nutrition/MPH*

- Students must earn a total of sixty-three (63) credits for the dual degree.
- Fourteen courses (42 credits) are counted towards the MPH degree.
- Nine of these courses (27 credits) are double counted toward both degrees.
- Sixteen full courses are required for the MS-Nutrition degree
- Students must complete one of the approved MPH concentration or generalist requirements in addition to the core courses, general requirements, and applied learning experience listed under degree requirements.
- Students receive the MS and MPH degrees and transfer of credits only when both programs are complete.
- Students must indicate on their graduation transcript reconciliation form which MS-Nutrition credits will be counted toward their MPH degree and have it approved by their MPH advisor.

#### *JD/MPH- Northeastern University*

- Forty-two credits are required for the MPH degree. 13.5 credits, including the ALE Implementation course, 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.
- Students receive their MPH degree when they complete the requirements for that degree
- Students must complete a JD/MPH Transcript Reconciliation Form to indicate 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 6 credits of eligible courses may be transferred from Northeastern. Students who do not complete the JD degree are not eligible for the JD/MPH generalist degree and must complete the requirements of one of the approved concentrations in order to earn the MPH degree.

#### *JD/MPH – Boston College*

- Forty-two credits are required for the MPH degree. 12 credits are taken at Boston College from the list of courses approved for Tufts credit.
- Students generally take the ALE Implementation Seminar in their last term at Tufts.
- 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 6 equivalent credits of eligible courses may be transferred from Boston College. Students who do not complete the JD degree are not eligible for the JD/MPH generalist degree and must complete the requirements of one of the approved concentrations in order to earn the MPH degree.

### **MPH Combined Degree Tracks**

#### *BA/MPH*

- Forty-two credits are required for the MPH degree. Twelve credits (4 courses) taken as an undergraduate are counted for the MPH degree.
- Once accepted, students must complete four MPH graduate level courses as undergraduates: Principles of Epidemiology (CE 154 or PH 201), Principle of Biostatistics (PH 205 or CEE 156), and Public Health Assessment (PH 202) plus an additional graduate level elective picked in consultation with their advisor. Two of the four courses count toward both Bachelor and MPH degrees; the remaining two count only towards the MPH degree. These second two courses may not count towards any undergraduate requirement.
- Students must receive the BA or BS prior to matriculating fully with the MPH program.
- Students must indicate on their transcript reconciliation form which BA/BS credits will be counted toward their MPH degree. This must be approved by the student's MPH advisor.
- Students receive the MPH degree (including transfer of credits) only when both programs are completed.

- Students may not transfer additional credits beyond the four courses taken as undergraduates. (This includes transfers from within Tufts and/or from other institutions.) Students may, however, cross-register at other Tufts schools or institutions within the Boston Consortium following the normal cross registration policies. See the Cross-Registration section (pg. 37) for more information.

#### **Doctorate of Public Health**

- Forty-two credits are required for the DrPH degree.
- Students take 28.5 credits of required courses, and 13.5 credits of electives.
- Students must successfully complete the comprehensive examination, qualifying exam, submit a letter of intent, have a formal proposal defense, and a successful dissertation defense. (Complete guidelines and details are contained in the DRPH program guidelines.)

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

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

- To obtain the MS in Biomedical Sciences degree, students must complete specified coursework and a library or laboratory-based thesis.
- Students have the opportunity to apply for the Master of Public Health (MPH) program and may double-count PH 201 Principles of Epidemiology or PH 205 Principles of Biostatistics, MBS 205 Introduction to Clinical Medicine and MBS 209 Nutrition toward both degrees.
- Students have the opportunity to apply for the Master of Business Administration (MBA) in Healthcare Management, a dual degree program with Brandeis University. Students may double-count PH 205 Principles of Biostatistics and MBS 205 Introduction to Clinical Medicine toward both degrees. Students must complete 65 credits of MBA course work.

#### **MD/MBA Program**

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

#### **LIMITS FOR DEGREE COMPLETION**

All work for the Master’s degree must be completed within five calendar years just prior to awarding of the degree. All work for the Doctorate of Public Health degree must be completed within seven calendar years just prior to awarding of the degree. For the Master of Science in Biomedical Science, Physician Assistant and Physical Therapy programs, all work must be completed within two calendar years from the date of matriculation into the program. Time spent on leave does not count toward these limits.

#### **DEGREE TO CERTIFICATE – CHANGE IN PROGRAM**

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

#### **MAXIMUM COURSE LOAD**

Students must obtain the permission of their Advisor and Program Director or Associate Program Director if they wish to take more than 13.5 credits per semester for the MPH and HIA programs. Maximum course load is not applicable to students enrolled in the Physician Assistant, Physical Therapy or Biomedical Sciences programs.

#### **COURSE WITHDRAWAL**

Once the designated drop/add period has passed, students may no longer drop a course with no record of the course remaining on their transcript. Students may withdraw from a course within the

first 8 weeks of the semester for a full semester course, or the first three weeks of the half semester for a half semester course.

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

## **TRANSFER CREDITS**

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

A maximum of two courses (6 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 if the student opts to matriculate early (in the summer semester). Students who have enrolled in non-matriculated coursework via the Courses at Tufts program must complete a PHPD Transcript Reconciliation for University College/Course at Tufts Enrollments form, which can be found on the current students website.

A grade of B or better is required for a course taken as a non-matriculated student to be counted toward any PHPD degree.

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

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

- All but six of the credits required for degree completion must be earned in courses offered by Tufts University's Public Health and Professional Degree Programs.
- Subject to the approval of the Program Director, students may transfer up to two graduate level credits into the MPH or HIA degree programs, provided that:
  1. A grade of B or better was earned in courses for which credits are being transferred.
  2. Credits were awarded by an accredited U.S. college or university and recorded on an official transcript.
  3. The course(s) were not graded on a pass/fail basis.
  4. The credits to be transferred were not applied toward another graduate degree.

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

Students who have completed an undergraduate course that was cross listed with a graduate level course may request to transfer this course toward their degree requirements so long as that course meets the 4 criteria outlined above and the graduate-level cross listed nature of the course is documented on the student's transcript or course syllabus provided with the transfer credit request form.

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

- MPH: Concentration leader/Track Director and Program Director
- MS-HIA: Program Director

After review, the Program Director will indicate the number of acceptable credits and forward the completed *Transfer Credit Request Form* to the Registrar's Office. If the transfer credit request is granted, the Registrar will record the appropriate number of credits on the student's record and notify



the student. Please see policy on Course Exemptions/Substitutions if the transfer credits are fulfilling core or required coursework.

## **COURSE EXEMPTIONS/SUBSTITUTIONS**

### **Exemptions**

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

- MPH: 1st Concentration Leader/Track Director and 2nd Program Director
- MS-HIA: Program Director

In order to seek an exemption for an MPH core course the student will be required to sit for an exemption exam. The exemption exam may be waived provided that:

- The course was taken at a CEPH graduate accredited school or program in public health.
- The competencies outlined in the course syllabus matches the Tufts PHPD competency requirements.
- The student completed the course with a final grade of "B" (3.0) or better. The course(s) cannot be graded on a pass/fail basis. Official transcripts documenting the final grade(s) must be sent to Office of the Registrar.

If the exemption is granted, students who completed the course at the undergraduate level must make-up the credit with a higher-level course in the subject area. Students who completed a graduate level course from a CEPH graduate school or program may make up the credit for the exempted course with an additional elective. Upon final approval the Registrar will record the exemption on the student's record and notify the student.

### **Substitutions**

If a student wishes to:

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

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

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

Students seeking a substitution for an MPH core course must have completed the course with a B (3.0) or better at an CEPH graduate accredited school or program in public health prior to matriculation. Official transcripts documenting the final grade(s) must be sent to Office of the Registrar. Students are advised that academic credits for courses taken at other schools and colleges, including Boston Consortium schools, may not transfer at the same credit value as they are offered at the host school.

### **Exemption or Substitution due to Life Experience**

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

### **DIRECTED STUDIES**

A maximum of 3 credits of directed study coursework may be taken by each student in the MPH program. Under unusual circumstances another directed study may be taken in a different semester with approval of the program director.

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

Students in the MS-HIA program are not permitted to enroll in directed study coursework.

### **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.

#### **Policy for MPH Online and MS HIA courses:**

Students are responsible for notifying their course instructor of a potential absence at the beginning of the term for events already scheduled, and no less than a week before a potential missed absence once a term begins outside of illness and other emergent incidents. The student is responsible for reviewing the recording of the missed live session and completing all assignments. Repeated unexcused absences from live sessions will result in the instructor notifying the program director. Two or more unexcused absences will require a meeting with the program director.

### **STUDENT COURSE EVALUATIONS**

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

- Provide the course director with feedback on each student's opinion on the quality of the course.
- Provide program directors with information to use in planning for improvements to the programs.
- 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 during the last two weeks of each semester. 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 from the Registrar's Office.

#### **Program/Course Director Access**

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

### **Student Access**

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

### **GRADUATION**

To graduate, students must successfully complete all degree requirements. In addition, all financial obligations must be paid to TUSM before the degree is awarded. The Trustees of Tufts University must approve all graduate degrees. Degrees offered by the Public Health and Professional Degree Programs are granted in August, February, and May.

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

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

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

### **STANDARDS OF ACADEMIC AND PROFESSIONAL CONDUCT**

It is expected that Public Health Program and Professional Degree Program students abide by Tufts University School of Medicine's Standards of Academic and Professional Conduct, which exemplify a standard of behavior that will establish a firm foundation for future professional conduct and respect for the academic environment of Tufts University School of Medicine. This requires avoidance of any form of intellectual dishonesty as well as the demonstration of respect for the rights and wellbeing of others, including all students, faculty, staff, and other members of the Tufts University School of Medicine community. Tufts students are expected to be responsible citizens not only of the Tufts community but also the greater community. Students are expected to comply with all university policies, local ordinances, and state and federal laws. Students are expected to avoid activities that harm the reputation of the University or its members. Students also may not engage in conduct that poses a danger or threat to others.

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

To foster professionalism, civility, and inclusivity, students are expected to adhere to the following standards.

**Behavior:** Students are expected to behave in a responsible, reliable, and dependable manner. The student should project a professional image in manner, speech, and interpersonal relationships that are consistent with being a professional in the public health and related fields. The student should recognize their personal limitations and biases, whether they are intellectual or emotional, and strive to correct them. They must demonstrate the professional and emotional maturity to manage tensions and conflicts and should seek professional help when necessary.

**Respect:** Students are expected to treat all faculty, staff, guest lecturers, preceptors, and fellow students with dignity and respect. Conflicts should be resolved in a diplomatic and reasoned manner. Students should be sensitive and tolerant regarding diversity in the TUSM/PHPD community. The Public Health and Professional Degree programs will not tolerate incivility by any member of the community. Examples of incivility include rude, sarcastic, obscene, disruptive, or disrespectful remarks or behavior; verbal or physical threats; or damage to property.

**Integrity:** Integrity is the quality of consistency and steadfast adherence to a defined code of ethics. It includes honesty and soundness of mind and body. Students are expected to demonstrate integrity by following all policies pertaining to academic dishonesty and unethical behavior.

### **DISCLOSURE OF CRIMINAL ARRESTS, CHARGES, OR CONVICTIONS**

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

### **REVIEW PROCEDURES FOR ETHICAL MISCONDUCT**

#### **Academic Misconduct**

The following incidents represent academic misconduct:

- Plagiarism
- Cheating on quizzes or examinations
- Misrepresentation or falsification of data within a course or thesis 34
- Significant disregard for customary professional procedures or the policies of professional practice sites where students are placed.

#### **Reporting process**

Faculty must report all instances of suspected academic misconduct to the Academic Review Committee. The report must include supporting documentation and the proposed course consequences. Faculty must notify students either before or at the same time the documentation is submitted to the Academic Review Committee.

#### **Academic Review Committee**

The Academic Review Committee will determine whether the claim is substantiated. If substantiated the Committee, together with the faculty member claiming misconduct, will determine course consequences. The Committee will also recommend program consequences.

Program consequences may take two forms: non-disciplinary sanction or disciplinary sanction. Non-disciplinary sanctions do not affect the student's permanent record and consist of warnings or reprimands. Disciplinary sanctions range from placing documentation of the incident in the student's permanent record to recommending expulsion from the program. A repeat warning may lead to disciplinary sanctions. Upon completing its review, the Committee will send its findings to the student and the Dean of PHPD. The Dean will meet with all students for whom there was a substantiated claim.

#### **Determination of program consequences**

The Dean of PHPD determines program consequences for academic misconduct.

If the Dean pursues a disciplinary sanction, the case is sent to the PHPD Student Ethics and Promotions Committee for review. The Committee may decide and implement all disciplinary sanctions except dismissal from the program. Recommendations for dismissal from the program are reviewed by the TUSM Student Ethics and Promotions Committee. The Committee will send its findings to the student.

#### **Appeal of the finding of academic misconduct, course consequences and/or program consequences**

Students wishing to appeal the findings of the Academic Review Committee must notify the Dean of PHPD within five working days of communication of the finding. These appeals will be reviewed by the PHPD Student Ethics and Promotions Committee.

Students wishing to appeal the findings of the PHPD Student Ethics and Promotions Committee must notify the Dean of PHPD within five working days of communication of the finding. These appeals will be reviewed by the TUSM Student Ethics and Promotions Committee. (See below for description of review process.)

#### **OTHER ETHICAL MISCONDUCT**

The same reporting, review and appeal procedures will be followed for reports of student ethical misconduct as for academic misconduct. Students wishing to make such a report should contact the Associate Dean of PHPD. Faculty wishing to make a report should contact the Academic Review Committee.

#### **REPORTING CURRICULUM RELATED COMPLAINTS**

Program leadership and faculty are working toward delivering an anti-racist and inclusive curriculum and learning environment. Feedback from students is always welcome.

Students with concerns about the curriculum, ranging from concerns about the content of a single slide to the organization and delivery of an entire course, are encouraged to discuss their concerns as noted below. Students can anonymously share these concerns at our [reporting portal](#).

As a reminder, any Tufts University community member has the right to raise concerns or make a complaint without fear of retaliation. Complaints of discrimination, harassment, and/or sexual misconduct may be made by reporting to the Office of Equal Opportunity. The link also provides the opportunity to report anonymously and can be found on the OEO's website here: <https://oeo.tufts.edu/reporting/>

#### **Public Health and HIA Programs**

Report the concern to course director. If the concern is not adequately addressed, or if students do not feel comfortable bringing the concern to the course director, they should communicate to the Program Director, one of the Associate Directors of the MPH/HIA Program, the Assistant Dean for Student Services, Janice Gilkes or express their concern anonymously using the link below.

[Anthony Schlaff](#), Director of Public Health Program  
[Susan Koch-Weser](#), Associate Director of Curriculum and Program Planning  
[Kimberly Dong Breen](#), Associate Director, MPH Online Program  
[Ramya Palacholla](#), Director, MS - Health Informatics & Analytics Program

#### **Biomedical Sciences Program (MBS)**

Either the course liaison or individual students may report the concern to the course director. If the concern is not adequately addressed, or if students do not feel comfortable bringing the concern to the course director, they should communicate to the Program Director, the Associate Director of the MBS Program, the Assistant Dean for Student Services, Janice Gilkes or express their concern anonymously using the link below.

[John Castellot](#), Director, MS in Biomedical Sciences Program  
[James Kubilus](#), Associate Program Director, MS in Biomedical Sciences Program

#### **Physician Assistant Program**

Either the course liaison or individual students may report the concern to the Director of Didactic Education or Program Director. If they feel the concern is not adequately addressed, or if they do not feel comfortable bringing the concern to the Director of Didactic Education or Program Director, they may contact the Assistant Dean for Student Services, Janice Gilkes or express their concern anonymously using the link below.

[Beth Buyea](#), Director, Physician's Assistant Program  
[Rosanne Washington](#), Director of Didactic Education

**Physical Therapy Program - Boston**

Report the concern to the DPT Director of Student Affairs or Program Director. If students feel the concern is not adequately addressed, or if they do not feel comfortable bringing the concern to the Director of Student Affairs, they are encouraged to reach out to their DPT faculty coach, the Assistant Dean for Student Services, Janice Gilkes or express their concern anonymously using the link below.

[Megan Donaldson](#), Director, Physical Therapy Program

[Jennifer Parent-Nichols](#), Director of Student Affairs, Physical Therapy Program

## REGISTRATION

### REGISTRAR'S OFFICE

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

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

It is the student's responsibility to meet with his/her advisor and register for courses which meet the degree requirements. Please refer to "My Advisement Report" on your SIS home page, the program brochure or degree requirements at [publichealth.tufts.edu/registrar/degree-requirements-electives-and-course-equivalencies](http://publichealth.tufts.edu/registrar/degree-requirements-electives-and-course-equivalencies) for a complete list of the degree requirements.

### ADDING AND DROPPING COURSES

#### **Adding Courses**

To add a course after online registration has closed, students must complete a *Drop/Add Form*, available online or from the PHPD Office of Student Services. Students need to obtain permission from the instructor if the courses have started and clearance from the Bursar's Office after online registration closes. Completed forms should be submitted to the PHPD Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines. Students in the Online MPH program and MS-HIA program exclusively add and drop courses in the online portal and do so without required bursar clearance.

**MPH Program:** Matriculated students may register for up to three credits of non-core courses offered by the dual MD/MPH and DVM/MPH Tracks. This requires permission of the Academic Advisor, Instructor, and/or Program Director. Students are advised that courses offered by the MD/MPH 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 program 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 the online registration has closed students must complete a Drop/Add Form, available on-line or from the PHPD Office of Student Services. Completed forms should be submitted to the PHPD Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines. Students in the MPH online and HIA online programs exclusively drop courses via the online portal during their add/drop window and do not complete a paper add/drop form. Dropping a course after the semester begins may result in the loss of part or all of your tuition payment for that course. Please refer to the tuition refund policy in the Tuition and Fees section of this handbook. Notice given to an instructor, to the Program Director or advisor does not constitute cancellation of course registration.

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

If a course is dropped before the end of the Add/Drop window (14 calendar days after the start of the semester for full semester fall, spring, and summer courses or 7 calendar days after the start of a half semester and partial summer course) the course will be removed in its entirety from the student transcript. From that point until 8 weeks into the semester (three weeks into the half-semester for half-semester or partial summer courses) a student may withdraw from a course and a grade of "W" will remain on the student transcript for the course. (See course withdrawal policy in the Academic Policies and Procedures section of this handbook).

To drop a course offered by institutions other than PHPD (i.e. Tufts University School of Arts and Sciences, Tufts University Friedman School of Nutrition Science and Policy, etc.), you must file the Drop/Add Form within the drop/add period. Failure to file the Drop/Add Form within the period designated may result in a failing grade on the student's permanent record.

### **CROSS REGISTRATION**

To cross-register for courses outside of PHPD, students must complete the online cross registration process via SIS for Tufts courses, or complete and return (with all required signatures) a Boston Consortium Cross Registration form for Boston Consortium courses.

Cross registration elsewhere at Tufts and within the Boston Consortium is available to students in the residential MPH program.

Eligible 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 be enrolled in elective courses or courses at other institutions in the Boston Consortium. Students can submit the cross-registration request during the normal online registration time period.

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

#### **Within Tufts University**

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

#### **Through the Boston Consortium**

A consortium agreement with Brandeis University, Boston College and Boston University permits eligible students to register for fall and spring semester courses (not summer) offered by these institutions. Students may apply a maximum of 6 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 registration details. Please note the institution may limit students to one course per semester.

#### **Non-Matriculated Students**

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

### **CROSS-FORMAT REGISTRATION**

In addition to courses offered within a student's official format of study (i.e. online or residential), students may take graduate-level courses that have been specifically approved which are offered in



other formats (i.e. on-campus courses for online students, online courses for on-campus students) at Tufts University. These courses must appear on their program's list of approved cross-format courses at <https://publichealth.tufts.edu/registrar/course-registration> and are available for registration on a space available basis. Registration requests will be processed three weeks prior to the start of the semester in which the course occurs. The calendar and start dates of courses in the various programs do not always follow the same schedule, and it *is the responsibility of the student to obtain this information and adhere to these schedules.*

### **Limits to Cross-Format Registration**

Students may enroll in up to 6 credits of concentration/track-specific cross-format coursework or elective cross-format coursework during their program of study. Program-level required courses must be taken in the format of study in which the student is enrolled unless otherwise required (occasionally at the program level a cross-format course may be required as part of the program of study. In these limited cases the credits taken do not count toward the 6-credit limit). Students may only enroll in cross-format courses that have specifically been approved by their program of study for cross-format credit.

Cross-Format registration requests are approved beginning three weeks prior to the start of the semester a course is offered in, through the end of the first week of the semester. Cross-format registration is available on a seat-available basis.

Students may not register in cross-format courses during their first semester in their program. Online students may not register for courses outside of Tufts through the Boston Consortium.

### **Cross-Format Registration Process and Additional Policies**

To cross-format register students must complete the online cross registration process, including obtaining all required approvals via this system. The Office of the PHPD Registrar maintains a list of courses which are approved for cross-format credit at [publichealth.tufts.edu/registrar/course-registration](https://publichealth.tufts.edu/registrar/course-registration). Students may not cross-format register outside of the MPH and MS-HIA programs in the summer terms. Students may seek to enroll in courses elsewhere at Tufts in the summer via the University College/Courses at Tufts and should contact the PHPD Registrar for instructions on how to do so.

Students will be held to the drop and withdraw deadlines and rules for their program of study, regardless of the rules and deadlines of the Host program. Grade Types (A-F, S/U, P/F, etc) will be determined by the Host program's rules. Credit value determination will be determined by the student's program of study.

### **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 PHPD Registrar a "Change of Concentration/Advisor" form. When possible, the student will be re-assigned to another advisor.

### **COURSES**

#### **Course Load**

A student's enrollment status is based upon the number of credits for which he/she is registered in a given semester. To maintain student status in a fall or spring semester, a student must be enrolled in at least 1.5 credits worth of coursework. If a student does not meet this minimum, they will be administratively withdrawn from the program. No additional paperwork is required to change the student's semester status from part-time to full-time or vice versa. Please note that loan agencies require that students be enrolled at least half-time to be considered for a loan deferment (see definitions below). Students must obtain the permission of their advisor and Program Director or Associate Program Director if they wish to take more than 13.5 credits per semester.

- *Full-time status* for MPH and MS in Health Informatics and Analytics students is defined as enrollment in 9 or more credits per semester.
- *Half-time status* is defined as enrollment in at least 4.5 credits per semester.
- *Less than half-time status* is defined as enrollment in 3.0 or fewer credits per semester.

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

*Note to Financial Aid Recipients*

- The financial aid office cannot process financial aid information until the student has registered. Therefore, students applying for financial aid should register for courses as early as possible.
- To be eligible for federal financial aid, the student must be enrolled in the degree program at least half-time.
- Financial aid disbursements will be received by TUSM no earlier than ten days before the first day of the semester. Furthermore, students will not be able to receive financial aid refunds to which they are entitled before the financial aid disbursement check has been received and processed by TUSM.

**Repeating a Course**

Students who fail a course (grade below B-) may be required to repeat the course to receive a passing grade. Both courses, with the grades received, will be part of the student's permanent academic record and will be counted in determining the cumulative grade point average.

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

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

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

**Course Audit**

Students are not permitted to audit courses.

**Continuation of ALE/Capstone beyond one semester**

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

When, for a reason acceptable to the instructor, students engaged in passing work are unable to complete his/her ALE or Capstone Planning/Implementation in the assigned semester the course director will inform the Registrar that the student will need to continue the ALE/Capstone into the second semester. This is typically granted during the last three weeks of the semester when a substantial amount of work has been completed for the semester and when the student is otherwise in good standing.

Upon successful completion of the ALE/Capstone the grade for the first semester will be posted as a "Y". The student will not be charged tuition for the second ALE/Capstone course, but a Continuation Fee will be assessed (for the 2021-22 academic year this will be \$888.00) in addition to other required fees and student health insurance, if applicable. This continuation fee will be waived if the student is enrolled in additional courses in the same semester.

If a student requires more than two semesters to complete their ALE/Capstone Planning or Implementation the PHPD Promotions Committee will examine the student's situation to determine whether there is adequate academic progress being made. If the student is allowed to continue, the above procedure will be repeated as needed.

#### **Continuation Fee**

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

#### **CHANGE OF STATUS**

##### **Administrative Withdrawal due to Failure to Enroll**

Students who do not obtain a leave and fail to register for at least 1.5 credits for any given semester will no longer be considered a degree candidate. If the student wishes to resume candidacy, he/she must provide a request in writing to the Registrar for the Public Health and Professional Degree Programs. Time taken during this period will be counted toward the standard time limitations for degree completion.

#### **LEAVE OF ABSENCE**

The Public Health and Professional Degree Programs (PHPD) understands that students may need to request a leave of absence (LOA) to attend to pressing matters outside of school. For example, students may need to take a LOA for medical, mental health, personal, family-related, programmatic, or administrative reasons. Because students' situations and circumstances are different, PHPD assesses each LOA request on an individualized, case-by-case basis. Students considering a leave of absence should make an appointment with the Director of Enrollment Services/Registrar to discuss the options available given their individual circumstances. Tufts can help PHPD students with their LOA transitions by providing information, resources and ideas for sustained engagement and smooth returns. Please come see us to discuss if an LOA option is right for you. While every LOA request is handled individually, there are some general guidelines that apply universally to all LOAs.

**How Long Is My LOA Going to Be?** LOAs can be for any duration of time up to a maximum of one year (and in cases of documented medical leaves, up to a maximum of two years). For continuity's sake, most LOAs coincide with the PHPD academic schedule. However, each LOA request will be evaluated individually by the Director of Enrollment Services/Registrar to determine the conditions of the leave, including an appropriate duration of time, effective date and return date.

**How Will My LOA Affect My Enrollment Status?** To allow students to attend to their personal circumstances, PHPD treats LOAs as a period of non-enrollment. This means that students are not expected to participate in coursework while on a leave of absence, reside in the residence halls or use University facilities, such as the library and fitness center. PHPD treats LOAs as a period of non-enrollment because we want students to make the most of their time away and to attend to whatever personal circumstances necessitated their LOA request. Although students who take LOAs experience interrupted progress toward completion of their PHPD degrees and are expected to take time away from campus, please note that they remain a part of the Tufts community and may be invited to campus events with approval of the Director of Enrollment Services/Registrar.

**How Do I Request an LOA?** To request an LOA, submit a completed PHPD Leave Request form (available as a hard copy in the Office of Student Services or at [publichealth.tufts.edu/current-students](http://publichealth.tufts.edu/current-students)) to the Registrar prior to the start of the LOA. We recommend that students complete these forms as soon as possible under the circumstances. Students must meet with the Assistant Dean for student services and obtain their signature on the form as part of that leave request process.

**How Will My LOA Impact My Financial Aid and Health Insurance?** Prior to taking an LOA, financial aid recipients are required to meet with a financial aid counselor to discuss the impact the LOA will have on their financial aid status and possible loan repayment requirements. Students are also strongly encouraged to meet with a representative in the Office of Student Advisory and Health

Administration to discuss the Health Insurance Policy for Students on Leave of Absence that is outlined in this handbook.

**I Am an International Student; How Will My LOA Impact My Visa Status?** International students considering taking an LOA are strongly encouraged to discuss visa support with the Office of International Affairs. The Leave of Absence does not become official until the Director of Enrollment Services/Registrar (or designee) signs the form. Students who are on leave of absence are responsible for providing the Director of Enrollment Services/Registrar with up-to-date address information.

### **LOA Types**

#### **Personal Leave of Absence**

A student in good academic standing may submit a leave of absence request to the Director of Enrollment Services/Registrar to take advantage of a professional opportunity, for a military commitment or for personal reasons e.g. family emergency, or other unforeseen circumstances.

#### **Medical Leave of Absence**

A medical leave of absence is initiated through the Director of Enrollment Services/Registrar. Students must provide documentation from their health care provider supporting their request for a medical leave. In certain circumstances, the Director may request additional information from the student's provider or request a second opinion from an administratively approved physician to document the necessity for such a leave.

The purpose of the medical leave is to enable students to seek treatment for a health-related condition that interferes with their access to the program. The term of the leave is for a period of up to one year. The Leave may be extended for up to a second and final year, based upon the recommendation of the student's treating physician.

#### **Administrative Leave**

Students may be placed on administrative leave as a result of action taken by the Student Ethics and Promotions Committee or by the Dean of PHPD in the circumstances that a student's continued enrollment poses a risk to the health and safety of themselves or others or causes a significant disruption to members of the TUSM community. Students who have been placed on LOA for administrative reasons must meet the stated conditions of return.

#### **Programmatic**

Dual degree students that are on leave of absence from the school that is granting their other degree will also be on leave from their PHPD Program.

#### **Return from Leave Guidelines**

It is the student's responsibility to notify the PHPD Registrar's Office in writing that he/she is planning to re-enter Tufts University. Notification should be received at least two weeks prior to the start of the semester.

The student must receive clearance to return from leave of absence. Financial clearance must be obtained from the Bursar's Office and clearance for health insurance and immunization requirements must be obtained from the Student Advisory and Health Administration Office for all students returning from leave.

Students who do not return from a leave of absence on or before the date on which the leave expires will be considered to have withdrawn, which is a final separation from Tufts University School of Medicine.

A student on a medical leave of absence who seeks re-entry into the School must provide documentation from his or her primary care physician and/or treating physician certifying that the student has been medically cleared to return to the School. The School may require that the student be evaluated by medical care providers of its own choosing before permitting the student to resume his or her studies. The final decision to readmit a student from a medical LOA resides with the

Assistant Dean of Student Services after a thorough review of the documentation submitted by the student.

A student on a personal leave of absence who seeks re-entry into the School must notify the Office of Student Services for Public Health & Professional Degree Programs in writing at least two weeks prior to the start of the semester.

A student on an administrative leave of absence who seeks re-entry into the School must provide the required documentation as outlined by the Dean of PHPD and/or the Student Ethics and Promotions Committee. The final decision as to whether a student may re-enter the curriculum resides with the Dean of PHPD and/or the Student Ethics and Promotions Committee, whichever is appropriate given their situation.

#### **WITHDRAWAL**

Students considering permanent withdrawal from the school must complete a withdrawal form and meet with either their Program Director or Advisor to discuss their plans. All financial aid recipients contemplating withdrawal are required to meet with a financial aid counselor for an exit interview to discuss their rights and responsibilities regarding their student loans. In addition, students must meet with representatives from the Student Advisory and Health Administration Office, and Bursar's Office, prior to withdrawal from TUSM. Student initiated withdrawals require a completed withdrawal form. If a withdrawn student wishes to return to Tufts University School of Medicine, a re-application is required, and the former student is subject to the conditions of the normal admissions process.

#### **Administrative Withdrawal**

Students who fail to meet annual registration requirements, or comply with the LOA return conditions, will be administratively withdrawn. This is a final separation from TUSM. If a student who had been given an extension on their leave of absence does not return to full time status in the subsequent year, the student is considered withdrawn from TUSM. If a withdrawn student wishes to return to Tufts University School of Medicine, a re-application is required and the former student is subject to the conditions of the normal admissions process.

#### **Tuition Policy Related to Leaves of Absence or Withdrawal**

In the event of a leave of absence (medical or other) or withdrawal, the University refund policy will apply for any period of leave. Students are strongly encouraged to meet with their Financial Aid Advisor in the Office Financial Aid to discuss the consequences of taking a leave or withdrawing.

#### **Withdrawal from the Degree Program**

A student who wishes to terminate his/her degree program must submit a completed Withdrawal Form to the PHPD Registrar.

Students in the BA/MPH or MBS/MPH program who withdraw from the MPH program after completing a summer Public Health course (receiving a final grade) will be responsible for retroactively paying the cost of tuition for courses taken during the summer semester.

#### **Withdrawal and Leave of Absence Dates**

For students in the residential MPH, DPT, PA and MBS program the effective date of the withdrawal or LOA for tuition refund purposes and financial aid purposes (if applicable) will be the date on which notification was received by the Registrar. The effective date of withdrawal or LOA for students in the MS-HIA or Online MPH program will be the last date of academic activity in enrolled courses.

#### **Degree to Certificate - Change in Program**

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

## **MATERNITY POLICY**

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

## **VERIFICATION OF ENROLLMENT**

Any student who has registered for the current semester may request verification of his or her enrollment status from the Office of Student Services for Public Health and Professional Degree Programs. Requests for verification of enrollment that come directly to the school from outside agencies will be answered without notice to the student. No information other than Directory Information (see definition in the Federal Educational Rights and Privacy Act section of this handbook) will be given out without written consent of the student unless the requesting agency is one that has guaranteed access to the information requested under the Federal Educational Rights and Privacy Act of 1974. See the Privacy Act Section of this booklet for a listing of such agencies.

## **TRANSCRIPTS**

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

Official transcripts leave sealed and signed by the Registrar. They are sent directly to the address provided 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 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.

## **PREFERRED NAME CHANGE**

If you use a first name that differs from your legal name, you have the ability to update it for general communications. For more information on how to implement a preferred name change at Tufts, go to: [access.tufts.edu/preferred-name-change](https://access.tufts.edu/preferred-name-change) .

## **STUDENT IDENTIFICATION CARDS**

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

## **FINANCIAL AND IMMUNIZATION HOLDS**

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

## SERVICES/GENERAL INFORMATION

### OFFICE OF STUDENT SERVICES

Biomedical Research and Public Health Building  
M&V Wing, Suite 142  
136 Harrison Avenue  
P: (617) 636-0935  
F: (617) 636-0898  
[PHPDstudentservices@tufts.edu](mailto:PHPDstudentservices@tufts.edu)  
[publichealth.tufts.edu/current-students](http://publichealth.tufts.edu/current-students)

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

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

### OFFICE OF CAREER SERVICES

Stearns Wing, 1<sup>st</sup> Floor  
136 Harrison Avenue  
Monday – Friday, 9:00am – 5:00pm  
(617) 636-0935  
[PHPD-CareerServices@tufts.edu](mailto:PHPD-CareerServices@tufts.edu)  
[publichealth.tufts.edu/careers-outcomes](http://publichealth.tufts.edu/careers-outcomes)

#### **Career Services Roles and Responsibilities**

PHPD Career Services is your guide to the work world. Career Services partners with students to reach their post-graduation career goals by:

- Collaborating to create a personalized and holistic career plan with a strategy, tactics, and timelines for non-academic activities that are crucial to secure a job and manage a career. Our goal is to ensure you do not find yourself scrambling to find a job as graduation arrives.
- Providing the core knowledge of career searches: the various players in the hiring process and how to engage them; creating a professional community; finding the hidden job market or seventy percent of jobs that never are advertised; creating a consistent career story with resume, cover letter, online profile, and interviews; reviewing the merits of a job offer; negotiating job offers; and managing your career.
- Providing resources, events, career fairs, presentations, briefings, technology, and contacts to help you explore your career options.
- Offering career programs and consulting to help you develop the professional skills necessary for creating the types of opportunities you seek in your targeted field; and
- Maximizing employment opportunities by targeted, pro-active outreach, marketing, and on-going relationship management with employers.

#### **Student Roles and Responsibilities**

To find an Applied Learning Experience (ALE), internship and/or job, a student must take full ownership for his/her search process, start early, and leverage the appropriate Career Services resources.

1. If required, complete the Career Planning Course (see below).
2. Start your Applied Learning Experience, internship, and/or job search in the early stages of your time at Tufts.
3. Familiarize yourself with [Handshake](#), Tufts' career management platform. Handshake is home to a wealth of information from 550,000+ employers including contact information, applied learning

- experience, on-campus, fellowship, internship, and full-time job postings, employer events, career development workshops, and a resource library on various career development topics.
4. Complete your profile in Handshake. A complete profile will help Handshake curate appropriate jobs for your interests and help employers find you. Ensure that your profile is visible to employers as well as students and alumni across all Handshake colleges and universities.
  5. Create your profile on LinkedIn to access the 30+ million employers, 20+ million jobs, and hundreds of millions of professionals. It's the best method to stay in touch with your professional community as you (and they) progress in your careers.
  6. Create a resume using the resume guides provided in Handshake's Resource Library.
  7. Attend career development workshops and webinars. Throughout the year, career workshops offer insight into the job search process while teaching specific skills such as resume writing, interviewing, networking, and negotiating.
  8. Read the PHPD Career Services Weekly newsletter to learn about upcoming events, jobs, internships, fellowships, and the Tip of the Week to gain bite size insights into job searches and career management.
  9. Take advantage of the many opportunities to build your professional community at Tufts, including alumni panels, lectures, workshops, conferences, career fairs, and most importantly, meetings with faculty who have expertise in your area of interest. All of these will give you the opportunity to make connections that could lead to an Applied Learning Experience, job, or internship. With seventy percent of jobs never advertised, building community is an essential part of successful job searches.
  10. Set up individualized consulting appointments through Handshake. PHPD students and alumni have unlimited access to individual appointments to assist in their career management. This includes resume and cover letter reviews, job search strategizing, interview preparation, offer evaluation, job negotiation, and how to take the next step in your career.

#### **Career Planning Course (CPC) for MPH and HIA Students**

CPC is a required course delivered in a combination of asynchronous online material and an individual career counseling session to develop your personalized job search strategy with tactics and timeline to achieve your post-graduation career goal. Students automatically will be enrolled in the course for their first semester. Students should complete the CPC requirement during their first semester. Once the requirement is met, Career Services will notify the Registrar that the requirement has been satisfied for graduation.

#### **Exempt Programs:**

Students exempt from the CPC requirement include those in the JD/MPH, MD/MPH, DVM/MPH, and DMD/MPH, MBS, PA, and DPT programs. Students in these programs receive Career Services training workshops within their program curriculum. Additionally, students with significant work experience (at least five years of experience in a career field relevant to future career goals) who will not require the utilization of Career Services either during or after completing the degree (e.g. students studying through employer or government sponsorship) may request exemption via an email with the Director of Career Services.

#### **Career Services Code of Conduct**

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

1. Represent Tufts PHPD students professionally to alumni and employers.
2. Adhere to non-discriminatory recruiting practices maintaining U.S. Equal Employment Opportunity compliance by referring all interested students for employment opportunities regardless of race, color, religion, age, gender, sexual orientation, or disability.
3. Exercise sound judgment and fairness in maintaining confidentiality of student information by not disclosing your information outside Tufts University without prior consent. We will preserve anonymity in surveys so reported data will be in aggregate and not be associated with your name.
4. Provide services to international students consistent with U.S. immigration law.

#### **Student Code of Conduct**

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



1. Represent Tufts University in a professional manner with alumni, guests, and employers. When you communicate with a potential employer, you represent yourself, as well as Tufts Public Health and Professional Degree Programs, including other students, our alumni, our faculty, and our administration. In order for employers to continue to consider hiring Tufts students and graduates, you must make sure that, in addition to academic excellence, you convey professionalism and preparedness throughout your Applied Learning Experience, internship and job search.
2. Notify Career Services through Handshake at least 24 hours in advance to cancel an appointment, and if you have signed up for and can no longer attend any career services-sponsored programming including workshops, career fairs, panel discussions, etc. Knowing attendance details ahead of time allows the Career Services staff to make strategic decisions about venue choices or cancellations or may permit waitlisted students to attend.
3. Consider all aspects of an Applied Learning Experience, internship or job offer before accepting it. Most preceptors or hiring managers will give you ample time in which to make a decision about accepting an offer, and we encourage you to meet with a Career Services consultant if you have any questions about the offer, or if you are evaluating multiple offers.

#### **Career Services Eligibility**

Students who have matriculated into a PHPD degree program are eligible to receive Career Services including attending workshops and events, one-on-one career consulting, and access to on-campus employer recruitment (e.g. Handshake, employer career fairs). Cross-registered or special students who have not matriculated into a PHPD program at Tufts and/or are obtaining a degree at another School within Tufts or at another academic institution do not have access to PHPD Career Services. Alumni of the PHPD program (those who have obtained a master's or doctoral degree), continue to have full access to Career Services.

#### **BA/MPH Career Services Policy**

Bachelor students in their junior or senior year, who accept an offer to matriculate to the Bachelor/MPH combined degree program, will have immediate access to the following PHPD Career Services, which are advertised through Handshake:

- PHPD career development workshops, webinars, and other events
- One semester prior to matriculating to the MPH portion of the degree (generally in May), Bachelor/MPH candidates will be granted access to additional services including:
- One-on-one individual career consulting
- Recruitment events (e.g. Career Fairs)
- Please Note: Students will not have seamless access to MPH information in Handshake until they matriculate into the program. Request assistance from Career Services for such access.

#### **MS/MPH Career Services Policy**

Students who enroll concurrently in the MS/MPH program, or who are MS students who later matriculate into the dual degree MS/MPH program will have immediate access to the following PHPD Career Services:

- Participation in PHPD career development workshops, webinars, and other events
- One-on-one individual career consulting
- Participation in recruitment events
- Please Note: Students will not have seamless access to MPH information in Handshake until they matriculate into the MPH portion of the program. Request assistance from Career Services for such access.

## BOOKSTORE

The [Tufts University Bookstore](#) is your destination for textbooks and course required supplies. The bookstore also carries Tufts University merchandise including sweatshirts, t-shirts, mugs, and fine gifts.

## ATHLETIC FACILITIES

### **Tauber Fitness Center**

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

The University has evaluated our space and restricted usage to 8 students at a time. (This may change in the future.) Students will be required to select a 45-minute workout period and choose one specific piece of equipment during that time (Treadmill, Cross Trainer, Spin Bike, Squat/Bench area and Smith Machine Pulley area). We will be cleaning all equipment each hour after the 45-minute workout period. Facilities will also be doing a deep cleaning nightly including electrostatic spray on all equipment.

Registration will typically be available for an upcoming two week period. As we evaluate initial capacity and usage, you are only currently allowed to register for ONE 45-minute workout period per week. No one will be allowed into the Fitness Center without a registration. Students must be participating in the Tufts Weekly Surveillance Testing program in order to work-out in the Fitness Center. (You will be asked for documentation of your weekly testing participation - email confirmation from the testing center is acceptable). **Masks must be worn the entire time you are in the Fitness Center.**

Locker rooms have not been approved to be opened during this time. Students should come dressed to work out or use the restrooms in the basement past the classroom space. There is cubbie space inside the Fitness Center for storage while you work out. Please use this link to access the Tauber Fitness Center Registration Site: [go.oncehub.com/FitnessCenter](http://go.oncehub.com/FitnessCenter).

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

Monday, Wednesday, Friday: 8:00am-3:00pm  
Tuesday, Thursday: 11:00am-6:00pm  
(call 617-636-0497 to check for holiday schedule)

### **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 2021-2022 academic years for TUSM students is as follows:

Membership Type	Rate
Annual Individual	\$300.00/year
Annual Family	\$732.00/year
Monthly Individual	\$25.00/month
Monthly Family	\$61.00/month

### **New Membership Process**

Student Verification Forms are required for Boston Health Sciences students that are not currently a member at the Wang Y and can be obtained by emailing [saha-admin@tufts.edu](mailto:saha-admin@tufts.edu). New members must [set up an online account](#). Once your account is created, call 617-426-2237 or go to the YMCA to speak with someone so your discount can be applied. Your Wang YMCA Metro membership entitles you to use 13 branches. More information can be found at [ymcaboston.org/](http://ymcaboston.org/). There is no fee to join.

Membership benefits include an indoor 25-yard pool; gymnasium; fully equipped fitness center; aerobic studio; child care and free weight room. Membership entitles you to use all 13 facilities within the YMCA of Greater Boston. Call 617-426-2237 for more information.

### **Tufts-Medford**

Please consult the Tufts Athletics website at [gotuftsjumpbos.com/landing/index](http://gotuftsjumpbos.com/landing/index) or call 617-627-3232.

All athletic facilities on the Medford Campus are free when you present your Tufts ID. Students may 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, four indoor tennis courts, outdoor tennis courts, a gym with basketball court, outdoor basketball courts, indoor and outdoor track facilities, fitness center, cage area, sauna and eight squash courts.

### **HOUSING**

We recommend you come to Boston to search for an apartment in-person. Most apartments become available 30 to 60 days before the date you are looking to move in, so plan your visit accordingly. Contact at least two or three rental agents or landlords a week or two before you arrive to set up appointments to see apartments. Be persistent and try not to get discouraged! [Check out our residential pattern map here.](#)

Your first stop for help with housing should be [publichealth.tufts.edu/student-community/housing-dining](http://publichealth.tufts.edu/student-community/housing-dining). Accessible from there is [www.jumpoffcampus.com](http://www.jumpoffcampus.com), which maintains listings for rooms, apartments, and houses in all price ranges and areas of Greater Boston. Questions can be directed to [PHPDhousing@tufts.edu](mailto:PHPDhousing@tufts.edu), which is checked primarily during the spring and summer months.

Students live throughout Boston and the suburbs, with Beacon Hill, Back Bay, Brookline, North End, Cambridge, Brighton, South End, Somerville, Allston, South Boston, Jamaica Plain and Malden being the most popular. (Malden, Jamaica Plain, and the North End, all on the Orange line, make them ideal locations). When trying to decide where to live, consider such things as commuting time (get an [MBTA map](#) and see this handbook's section on "Public Transportation"); neighborhood safety; whether street parking is allowed; car insurance rates; whether other students will be available for car pools, support, etc.

### **EMAIL**

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

### **STUDENT LOUNGE**

The Public Health and Professional Degree Programs' student area is located on the first floor of the Biomedical Research and Public Health Building, Stearns Wing and includes 1 lounge and 2 study rooms. The lounge is equipped with a television, soft seating, tables, vending machines, a microwave, water cooler, refrigerator/freezer, and a Keurig machine (you must supply your own pods). The lounge is also equipped with desktop computers and a printer. Directions for printer use can be found at the workstations; pages may be paid for by using jumbo-cash. There are also two small group study rooms that are equipped with seating and tables. All rooms have wireless access.

### **DINING**

In addition to many vendors, eateries, grocery stores and restaurants in the surrounding area, students may purchase food on campus at the Food 5 Thought Cafe. [Food 4 Thought Café](#) is located on the fourth floor of the Medical Education Building in the Hirsh Health Science Library. Students can

enjoy the large, windowed eating area. Food can be ordered [online](#) or purchased for take-out. Delivery is not provided. Cash, Master-Card and Visa are accepted.

Monday-Friday: 7:00am – 5:00pm  
Saturday-Sunday: CLOSED  
145 Harrison Ave, 4<sup>th</sup> Floor  
P: (781-661-8894  
[www.food4thoughtcafe.com](http://www.food4thoughtcafe.com)

### **STUDENT LOCKERS**

Lockers are available for the MS-Biomedical Sciences (MBS) students on the first floor of the M&V Wing. For all other students, lockers are available on a first come first serve basis. They are located on the first floor of the Stearns Wing. MBS Students will be assigned lockers by the MBS Program, all other students interested in getting a locker need to see the Student/Academic Services Assistant in M&V Suite 142 or by calling 617-636-2127.

### **MAIL SERVICES**

Campus and hospital mail can be dropped off in the Stearns basement mailroom. There are public mailboxes located at the corner of Harvard Street and Harrison Avenue (roughly across from the entrance of the Medical Education Building), and at the corner of Kneeland Street. The closest Post Office is located at 7 Avenue de Lafayette, across the street from the Hyatt. It is open Monday through Friday from 8:00 AM to 6:00 PM, and from 9:30 AM to 1:00 PM on Saturdays. You can also buy stamps and other postal services and supplies at the UPS store located on 198 Tremont St.

### **PARKING**

Tufts Shared Services Parking Department  
274 Tremont Street Garage, 1st floor  
P: (617) 636-5580  
F: (617) 636-1498  
[www.tssparking.com](http://www.tssparking.com)

Monday - Thursday, 7:00 AM - 5:00 PM  
Fridays - 7:00 AM - 4:00 PM  
Saturday & Sunday Closed

#### **Parking for Tufts University Students**

Tufts University students can register for our offsite lots at Herald Street and Travelers Street. To register your car, you need to bring in the following items:

- Tufts Student ID
- Current car registration

The car registration needs to have the same last name as it is on the ID. If there is no match, you must bring in a copy of the insurance policy that has you listed as a driver. If the vehicle you have is leased, you must bring in the lease agreement so we can verify that the VIN on the agreement matches the registration. Once you fill out the information to register your car with us, you will receive a student decal.

You only receive one decal per school year. It is very important that you put it on right away; if you lose the decal, **you will NOT receive another decal until the next school year.** \*If you lose your decal, you must come to the parking office and receive a temporary pass every week until the new school year.

If at any time you trade in a car or will be driving a new car, you must peel off the decal from the old car and bring the pieces of the decal back to the parking office in order to receive a new decal.

### **Payment for Parking**

To pay for parking at both the Herald Street Garage and Travelers Street Lot, you will need to use a prepaid coupon book. Prepaid coupon books can be purchased from the Tremont Street Parking Office during our normal business hours. Each coupon book contains five coupons; a book of five coupons is worth **\$45.00 (\$9.00 per day)**. The parking office accepts cash and credit cards (MasterCard, Visa, Discover & AMEX).

You cannot buy individual coupons; you must buy at least one full book of five coupons. The maximum number of books you can buy at one time is five (twenty-five coupons). When you run out of coupons, you can come back to the parking office during our normal business hours to purchase more books. The student parking coupons never expire.

**Please note:** You must show your Tufts Student ID every time you come in to purchase books. Otherwise, we cannot sell you the book(s) at the student rate.

### **120 Herald Street**

Monday - Friday 5:00am – 2:00am; Saturday - Sunday 6:00 pm - 8:00am  
Shuttle service Monday - Friday 5:00am – 2:00am

### **5 Travelers Street**

Monday through Friday from 6:00 am to 1:00 am. No Weekends.  
Shuttle service Monday - Friday 6:00 am to 1:00 am

Departure and re-entry into either of the lots is not allowed on the same parking ticket. If you must leave the garage then return, a new coupon must be used on re-entry. Parking decals are not transferable. Anyone who uses a lost, stolen, or fraudulent decal will be subject to **loss of parking privileges**.

There is **NO overnight or weekend/hospital holiday parking**. Long term car storage is **strictly prohibited** and subject to fine of **\$40/day**, termination of parking or both.

If you need to park on the weekend or on a hospital holiday you can park in the Tremont Street Garage using one of your student coupons UP TO 24 hours (or you can pay with \$9.00 cash if you have no coupons at that time). You may park in the Tremont garage starting after 10:00 pm Friday; you have to be out of the garage by 9:00 am Monday or after the holiday ends.

**IMPORTANT:** If you are not out of the garage by 9:00 Monday, after the hospital holiday ends, or are parking the Tremont garage when you are not supposed to, you will be charged the **full day commercial rate of \$40.00**.

### **Temporary Pass**

If you have a rental or borrowing someone else's car, you need to come to the parking office with your Tufts ID and car registration or rental paperwork to get a temporary pass for your assigned parking location. We can only make out temp. passes one week at a time.

### **Bicycle**

Bicycles can be placed in a locked cage located in the Tremont Street garage basement. You must have your Tufts ID and a \$3.00 cash deposit for the key. You **cannot** make a copy of the key or let someone else use your key to get in the cage. There is **no long-term storage** in the bike cage. When you return the key, you will receive your money back.

### **Tremont Street Garage Student Weekday Parking Policy**

The Tremont Street Garage is the primary parking facility for our patients and visitors. Due to limited parking space capacity, we ask that all students park in their assigned parking facilities (All students are assigned to a specific parking facility based on job assignment and space availability).

If a student has a special circumstance requiring an exception, the student can go in person to the Tufts Shared Services Parking Office located in the Tremont Street Garage or call 617-636-5580 and request a special pass. The request will be reviewed and if approved, a one-day pass will be issued.

If a student is found parking in the Tremont Street Garage in direct violation of this policy, the violator will be charged the commercial rate for the time period parked. If the violator is caught a second time, all parking privileges will be revoked, and the violator will be reported to the appropriate Human Resources Department for disciplinary action.

In case of a medical emergency, students may park at the Tremont Street Garage. The parker should notify the garage screener upon entering the facility so that the parker will be granted access to the desired location.

**Parking Contract**

Please note that regardless of what parking facility you are assigned to, management does not guard or assume any responsibility for your vehicle or its contents, park at your own risk.

**Policy on Student Parking for Medical Reasons**

Students with doctor's appointments are requested to park at their assigned parking locations to make room for outside patients.

**Non-Transferable Use of Student Parking Privileges**

Tufts Shared Services Parking Privileges are for the exclusive use of the registered parker. Parking coupons and stickers are not transferable to a non-registered parker. Any abuse of this policy will result in having parking privileges revoked.

**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.
  - The last name on the registration must match the last name of the Tufts ID.
  - If there is no match, the student must also bring the insurance policy that confirms the student as an insured driver.
  - If the car is leased, the student must also bring in the lease agreement (usually a yellow or pink piece of paper filled out at the dealership) to link the student to the registration.
- 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, 617-636-5580.

**NOTARY PUBLIC**

The function of the notary public, in part, is to witness your signature. Be prepared to provide a photo ID. Documents that are not signed in the presence of the notary cannot be notarized. Loan forms and other documents may be notarized in the Medical Dean's Office on the 8<sup>th</sup> floor of the Medical Education Building and at the Campus Police, M&V 1. There is no fee for this service to Tufts students. However, you must present proper ID (such as a student ID or driver's license).

**VOTER REGISTRATION**

If you have a Massachusetts' driver's license or state ID, you may register to vote online at [www.sec.state.ma.us/ovr/](http://www.sec.state.ma.us/ovr/). If you do not qualify to register online, you will need to complete a voter registration form and submit to your local city/town hall. You can access a voter registration information at [www.sec.state.ma.us/VoterRegistrationSearch/MyVoterRegStatus.aspx](http://www.sec.state.ma.us/VoterRegistrationSearch/MyVoterRegStatus.aspx). To register to vote in other states, you can download a National Voter Registration form from the same website.

## ROOM SCHEDULING

To book rooms please contact the [Room Scheduling Office](#) at (617) 636-6621. If you need guidance about the process, please contact Madison Thorpe, Student & Academic Services Assistant at (617) 636-2127 or [Madison.thorpe@tufts.edu](mailto:Madison.thorpe@tufts.edu).

## PUBLIC TRANSPORTATION

The MBTA (Massachusetts Bay Transportation Authority) provides subway, bus and commuter rail service throughout Boston and its suburbs. The best source of up-to-date public transportation information is the [MBTA's website](#). Their site provides a variety of information about schedules, fares, and access for differently abled individuals, and notices about delays in service due to weather or construction.

If you commute regularly, a MBTA semester pass will save you money. Boston-based Health Science School students (Medical, Dental, and Friedman Schools and Public Health Professional Degree programs) are eligible to purchase an MBTA semester pass at a 35% discount over regular "T" prices. Each student is entitled to one pass only. The program is administered by the Bursar's Office, 1<sup>st</sup> floor, Posner Hall. A Tufts ID must be presented when you pick up your pass. Unless there is a pre-approved exceptional, students must pick up their own pass. For a detailed list of purchase deadlines and prices with the noted discount, visit the [Bursar's MBTA site](#).

## 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 6:00AM, or by logging onto the [University home page](#).

If a Tufts University campus closes due to snow, we will announce it via the following channels. These are the only official sources of a snow closing announcement.

- University homepage ([www.tufts.edu](http://www.tufts.edu)) and Announcements site ([announcements.tufts.edu](http://announcements.tufts.edu))
- Sent via email from [CampusClosings@tufts.edu](mailto:CampusClosings@tufts.edu) to members of the affected campus(es)
- 617-627-INFO (617-627-4636) for all campuses and 508-839-6124 for additional details for the Grafton campus
- [Facebook](#) (TuftsUniversity) and [Twitter](#) (@TuftsUniversity).

The Grafton campus also has an information line for its faculty, students, and staff: (508) 839-6124. Email messages may also be distributed by the Office of Student Services.

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

Tufts also provides information to several 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.

In the event of a closure University administrative offices will generally remain open but operate remotely and PHPD Classes will meet, or not, depending on the degree program.

### **Online MPH, MS HIA, and DPT Didactic Coursework**

In the event of a University or campus closure due to inclement weather, classes that were originally scheduled to meet online will continue to meet as scheduled. Students should notify faculty if they will be unable to attend due to weather-related reasons (e.g., power/internet outage) and arrange to make up any missed content. If a class is unable to be conducted for weather-related reasons it will

be rescheduled or replaced with asynchronous or recorded content under the purview of the course director.

**Campus Based MPH, MBS, and PA Didactic Coursework, DPT Onsite Clinical Skill Labs**

In the event of a University or campus closure due to inclement weather, classes will not meet **unless they were already scheduled to meet online**. In person classes that don't meet will be rescheduled or replaced with asynchronous or recorded content under the purview of the course director. Cancellation or delayed start for DPT Clinical Skill Labs will be separately communicated by the DPT Program Director.

**DPT and PA Clinical Education**

While students are completing site-based clinical education/rotations they should consult with their site to determine if that site will be open for business during times of inclement weather. If the site is open and a student can safely report to their site during an inclement weather event they are expected to do so. If weather conditions make it unsafe to travel to a site, the student should notify the Director of Clinical Education (DPT program) or Associate Program Director (PA Program) as well as their supervisor at the clinical site.



## STUDENT HEALTH ADMINISTRATION SERVICES

### STUDENT ADVISORY & HEALTH ADMINISTRATION OFFICE

Posner Hall, 4<sup>th</sup> floor  
200 Harrison Avenue  
Monday - Friday 9:00a.m. - 5:00p.m.

<b>Title</b>	<b>Name</b>	<b>Telephone Number</b>
Director	Gianna Vroom	617-636-4073
Student Wellness Advisor	Sharon Snaggs Gendron	617-636-2700
Student Health Administrator	Cynthia Linton	617-636-2701
Immunization Administrator	Lucia Fenney	617-636-2712
Staff Assistant	Madeleine Caron	617-636-2700
Psychiatric Consultant	John V. Pruitt, M.D.	617-357-5542

#### ***This office provides:***

- Advice to students regarding general well-being including helping students transition and manage the increased academic demands and stresses. Triage and refer students regarding professional counseling, psychiatric care, long-term therapy, or hospitalization to Boston Health Sciences Students.
- Collection and screening of all immunization documentation required by the Commonwealth of Massachusetts and Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC) for Boston and Grafton Health Sciences Students.
- Oversight of the student health insurance required by the Commonwealth of Massachusetts and Tufts University Schools for Boston and Grafton Health Sciences Students.
- Oversight of the disability insurance for Dental, Medical and PA Students

*\*This office does not provide health care. **There is no health center on the Boston Campus.***

#### **Student Health Administration Fee**

All full-time and part-time matriculated students are required to pay an annual Student Health Administration fee of \$250 for services provided by SAHA.

#### **Student Wellness Advising**

Student Wellness Advising is meant to be a friendly, easily accessible office and a hub of resources, referrals, and information for students on the Tufts Health Science Campus. The Student Wellness Advisor offers support to students who may grapple with any interpersonal issues - such as adjusting to life in the city, transitioning to the new academic demands (whether online or in the classroom) and or relationship challenges. The Student Wellness Advisor is here to help with *any* concern students may have.

The Student Wellness Advisor works with all students to offer practical approaches to manage everyday stressors and challenges. Some of the services offered by the Student Wellness Advisor includes:

- Confidential and private wellness advising
- Triage and makes referral to psychiatrist and clinicians/therapist as needed for students who may need support for depression, anxiety, or other mental health challenges.

One of the goals of the Student Wellness Advisor is to offer wellness activities that are inclusive and promote a culture that supports the personal development and academic successes of all students. These wellness activities also aim to foster and support the mental, physical, and emotional health of students.

The Student Wellness Advisor does not provide ongoing psychotherapy but helps students deal with personal issues by providing support, guidance, advice, advocacy, and referrals.

The services provided are at no additional cost to matriculated students. Consultation is strictly confidential, and no information will be shared without the student's written consent. The Student Wellness Advisor works closely with the consulting psychiatrist, John V. Pruitt, III, MD.

To schedule an appointments (in person, over Zoom or phone) with the Student Wellness Advisor [Click this link](#), email [Sharon.Snaggs@tufts.edu](mailto:Sharon.Snaggs@tufts.edu), or call the Student Advisory & Health Administration Office at 617-636-2700.

## **COUNSELING SERVICES**

### **Talk One2One Counseling Resource**

[Talk One2One](#) provides confidential access to counselors both in-person and by telephone. For non-emergent issues, students can schedule an appointment with a TalkOne2One counselor by sending an email to a secure group email account: [Tuftscounseling@allonehealth.com](mailto:Tuftscounseling@allonehealth.com). The emails will be responded to by the confidential Talk One2One team, and you will receive an immediate reply requesting time preferences, etc. A personal response with your appointment time should be received within 24 business hours of your email.

Students can reach out to Talk One2One counselors at any time 24/7 by calling 1-800-756-3124 for "in the moment" support by a master's level licensed counselor or can schedule a future in-person (or telephone) appointment. The in-person appointments can be scheduled with Talk One2One counselors who will be located on the Boston Campus during the following hours:

- Monday: 12pm – 7pm
- Tuesday: 8am – 3pm
- Wednesday: 12pm – 7pm
- Thursday 8am – 3pm
- Friday: 8am – 3pm

Additionally, students may be seen by Talk One2One counselors at off-campus locations that are convenient to where you live or near a clinical site that you are working at.

**Talk One2One is provided by AllOne Health and is available to all matriculated School of Medicine students free of charge.** This service is not intended to replace ongoing therapy or psychiatric services but is an additional resource to address short-term mental health counseling needs.

## **DENTAL INSURANCE**

A voluntary dental insurance plan is offered through Delta Dental. Questions regarding benefits and providers, call Delta Dental at 800-872-0500. Questions about enrollment, call EBPA at 1-888-232-3203. More information can be found at [medicine.tufts.edu/administration/SAHA/dental-insurance](http://medicine.tufts.edu/administration/SAHA/dental-insurance).

## **HEALTH INSURANCE**

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

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

Each semester, students are charged one-half of the annual insurance cost at the Individual rate. Two-person or family health insurance coverage is available at an additional cost. Students can add dependents with their UHCSR MyAccount during Open Enrollment or if they have a Qualifying Event. Open Enrollment for the student plan occurs every summer with coverage starting on September 1st of each academic year. This provides a once-a-year opportunity for students to apply for enrollment or add dependents without a qualifying event. To apply for coverage during Open Enrollment, students must complete their enrollment online by logging into their SIS account [go.tufts.edu/sis](https://go.tufts.edu/sis). To add dependent(s) students must first enroll online in the individual plan, then log into their UHCSR MyAccount. The online enrollment option is not available after August 31st. Students will receive an email with their electronic Insurance ID cards.

Students are not eligible to apply for coverage or add a dependent(s) at any other time of the academic year unless there is a qualifying event. A qualifying event includes change in marital status; birth or adoption of a child; or loss of alternate insurance through no fault of the student or dependent. An Enrollment Form must be submitted within 30 days of the qualifying event. Eligible dependent(s) are spouse, domestic partner, and children under the age of 26. To add a dependent(s) due to a qualifying event students should contact the Student Advisory & Health Administration Office at 617-636-2701 for information on applying for coverage.

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

#### **WAIVING THE STUDENT HEALTH INSURANCE**

The Commonwealth of Massachusetts and Tufts University Health Sciences Schools require all matriculated students of higher education to participate in a health insurance plan. Students may enroll in the student insurance plan offered by Tufts University or maintain private coverage if it meets or exceeds the minimum State requirements set forth by the Commonwealth of Massachusetts. To determine if your coverage meets the minimum State requirements visit the Student Health Insurance page or [Mass.gov](https://Mass.gov). Students must enroll or waive the student health insurance coverage each academic year by completing a Health Insurance Waiver Form. Completion of a waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by the Commonwealth of Massachusetts and Tufts University. For information on waiving the student health insurance plan visit [medicine.tufts.edu/administration/SAHA/student-health-insurance](https://medicine.tufts.edu/administration/SAHA/student-health-insurance).

To waive the student plan during Open Enrollment, complete the online waiver at [go.tufts.edu/sis](https://go.tufts.edu/sis). Use your insurance card to answer all the questions on the waiver. Once approved, you will receive a confirmation and your student account will be credited for the health insurance cost.

Students who do not either waive or enroll by August 31st, or whose waiver has been denied, will be enrolled in the school health insurance plan effective September 1st. The online waiver option is not available after August 31st. Students who do not take action to waive during Open Enrollment will be enrolled in the school health insurance plan and will not be able to waive the school health insurance plan until the 2nd Waiver Period in November of that year. Contact the SAHA Office at 617-636-2701 with any questions.

Students have two (2) waiver periods during the year to waive the school health insurance plan. Waiver Period 1 will occur during Open Enrollment, June 1st – August 31st to waive for the year. Waiver Period 2 will occur in November to waive spring semester coverage March 1<sup>st</sup> – August 31<sup>st</sup>, for those who enrolled in the fall, and have found alternate coverage.

### **STUDENT HEALTH INSURANCE POLICY FOR STUDENTS ON LEAVE OF ABSENCE**

Boston and Grafton Health Sciences students, who have been granted a Leave of Absence and who are enrolled in the student health insurance plan will be required to continue enrollment in the plan at least until the end of the paid insurance semester or continuing enrollment in the plan for up to one (1) year from their effective date of on which the leave begins. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

The student has fifteen (15) calendar days from the effective date of Leave of Absence to notify the Student Advisory & Health Administration Office of their intent by submitting A Leave of Absence Health Insurance Form. Students must be paid in full within the fifteen (15) day period and must adhere to payment deadlines for subsequent semesters.

Students who previously waived the student health insurance but experience a Qualifying Event while on a Leave of Absence may enroll for coverage by submitting an Enrollment Form, Qualifying Letter, and payment within thirty (30) days of their qualifying event.

### **STUDENT HEALTH INSURANCE POLICY FOR WITHDRAWN OR DISMISSED STUDENTS**

Boston and Grafton Health Sciences students, who are withdrawn or dismissed and who are enrolled in the student health insurance plan will be required to continue enrollment in the plan until the end of the paid insurance semester. The Fall term ends on February 28<sup>th</sup>/29<sup>th</sup> and the Spring term ends on August 31<sup>st</sup>. Students who are withdrawn or dismissed within the first 7 days of the month of March, who are enrolled in the student health insurance plan have the choice to have their coverage end on February 28<sup>th</sup>/29<sup>th</sup> or continue enrollment in the 2<sup>nd</sup> semi-annual coverage period, March 1<sup>st</sup> - August 31<sup>st</sup>.

The student must be a matriculated student for at least 31 days prior to the withdrawal or dismissal, if not the student will be removed from the plan and refunded premium. In the event claims are paid the student will be required to reimburse the health insurance company.

### **STUDENT HEALTH INSURANCE POLICY FOR GRADUATING STUDENTS**

Boston and Grafton Health Sciences students, who are graduating and enrolled in the student health insurance plan will be required to continue enrollment in the plan until the end of the paid insurance semester. The Fall term ends on February 28<sup>th</sup>/29<sup>th</sup> and the Spring term ends on August 31<sup>st</sup>.

### **INSURANCE CONVERSION POLICY FOR GRADUATED OR WITHDRAWN STUDENTS**

Students who leave the University are not eligible to continue membership in the student health insurance plan under the Federal Law known as COBRA, the Consolidated Omnibus Budget Reconciliation Act, as this law does not apply to student plans. Health insurance coverage in the Commonwealth of Massachusetts is available through the Commonwealth Connector. More information can be found at: [www.mahealthconnector.org](http://www.mahealthconnector.org).

### **IMMUNIZATIONS**

In order to comply with Massachusetts State Law and University policy, all Health Sciences Campus students must have immunization documentation on file at the Student Advisory & Health Administration Office. The Public Health & Professional Degree Program Immunization Form must be completed and signed by a health care professional or equivalent medical documentation must be submitted by the immunization deadline, prior to matriculation. The form is available at [medicine.tufts.edu/saha](http://medicine.tufts.edu/saha).

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

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

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

## FINANCIAL AID

### OFFICE OF FINANCIAL AID

Medical Education Building, 8th floor  
145 Harrison Avenue  
Boston, MA 02111  
P: (617) 636-6574  
F: (617) 636-3447  
[med-finaid@tufts.edu](mailto:med-finaid@tufts.edu)

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

- Tara Olsen, Assistant Dean of Financial Aid
- Jeffrey Welch, Associate Director; **Caseload MD Students A-G**
- Valarie Marchese, Assistant Director; **Caseload MD Students H-O and all Grad students**
- Joseph Novinson, Assistant Director & Financial Literacy Coordinator; **Caseload MD Students P-Z**

### 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 loan options available for those that meet eligibility requirements.

Financial Aid professionals are available to answer questions and provide assistance at any time. Contact the Office of Financial Aid should you wish to schedule a virtual appointment with your financial aid advisor.

### 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. *Please note that students who wish to pursue a certificate program are not eligible for federal financial aid.* Students are required to apply for financial aid each academic year and eligibility is determined for all financial aid programs available on an annual basis. New students are encouraged to apply as early as possible; do not wait until you are accepted.

#### **Application Deadline**

The priority deadline for having financial aid applications complete for the academic year is February 26, 2021. To meet this deadline, the following documentation must be received by February 26<sup>th</sup> (or November 5<sup>th</sup> if you are beginning in the spring semester):

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

The FAFSA takes approximately 10 days to process and is available to complete as of October 1<sup>st</sup>. Students may request a paper FAFSA from the website if they are not comfortable completing this online. Students should visit [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa) to complete this requirement.

#### **Priority Consideration Date for Financial Aid**

The priority consideration date for having financial aid applications submitted for the Fall 2021 semester is February 26, 2021. New students who have submitted all paperwork to the Office of Financial Aid by the priority consideration date will begin to receive award notices in April. Returning students will receive award notices in June.

For students who are beginning studies in the Spring 2022 semester, the priority consideration date is November 5, 2021. Students who have submitted all paperwork to the Office of Financial Aid by the priority consideration date will begin to receive award notices in December.

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

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

#### **Renewal of Aid**

Students must complete a financial aid application every year if they wish to receive financial aid. Components of students' aid packages may change from year to year due to changes in financial circumstances, late applications, changes in program regulations, and/or funds available.

#### **Budgeting Issues**

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

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 during the first week 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 minimal 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. Anticipated aid is notification of a loan or scholarship payment expected but cannot be used as a refund. Refunds will not be granted before the funds are 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 (on at least a half-time basis) in the semester that he/she is being paid. Students are encouraged to sign up for e-refunds to expedite the process. **STUDENTS SHOULD CONTACT THE BURSAR'S OFFICE WITH ANY QUESTIONS PERTAINING TO THEIR REFUND.**

#### **Financial Aid Advances**

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

**students who have not officially matriculated.** The Assistant Dean of Financial Aid has the discretion to make final approval or denial of all such requests.

#### **Withdrawal**

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

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

Students should meet with their Financial Aid advisor if they are considering withdrawing to determine the effects on their federal loans. Students will be expected to pay any outstanding balance owed to TUSM immediately. If that creates a hardship, the student should make a payment arrangement with the Bursar immediately. Students will not be permitted to return until the balance is paid in full or a satisfactory repayment obligation has been arranged with the Bursar. Students would be required to do an exit interview online at [www.studentloans.gov](http://www.studentloans.gov).

#### **FINANCIAL AID QUESTIONS AND ANSWERS**

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

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

##### ***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 financial aid eligibility. In some cases, financial aid may be retroactively reduced to allow for the adjustment. Your award will be determined based on estimated enrollment indicated on the TUSM Financial Aid Institutional Application. After the add-drop period has ended each semester, your award will be reviewed, and adjustments will be made accordingly. If you think your enrollment may change, please contact the Office of Financial Aid to discuss the impact on your aid eligibility. Students with a balance caused by a change in enrollment/aid eligibility will be expected to make immediate payment to TUSM.

##### ***How does satisfactory academic progress affect financial aid?***

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

##### ***How much may I borrow each year from the Federal Direct Unsubsidized Loan Program?***

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



***How much may I borrow each year from the Federal Direct GradPLUS Loan Program?***

Students may borrow up to their cost of attendance minus any other aid they will be receiving. Please remember that this program requires annual credit approval that is based on federally mandated criteria. Negative credit history could result in the denial of eligibility. Credit decisions that result in the denial of funds may be appealed with the Department of Education 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 pay for charges on my bill?***

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

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

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

Origination loan fees are deducted from all loan proceeds prior to disbursement. Loans with first disbursements issued before October 1, 2021, will have a fee of 1.057% for the Federal Direct Unsubsidized Loans and 4.228% for the Federal Direct Graduate PLUS Loan.

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

Annually interest rates are determined for any loans borrowed within that specific academic year (July 1st – June 30th) and will have a fixed rate for the life of the loan. However, students will likely have different interest rates associated with loans that are borrowed in different academic years. For the 2021-2022-year, Federal Direct Unsubsidized Loans will have an interest rate of 5.28% and GradPLUS loans will have an interest rate of 6.28% for the life of the loan.

***Are students eligible to receive financial aid for summer courses?***

Yes, students are eligible to receive federal financial aid for summer course work if they meet the financial aid requirements above which include being enrolled on at least a half-time basis. The Office of Financial Aid combines the credit hours earned in Summer A and Summer B to determine eligibility for federal loans. The Office of Financial Aid may award any remaining Federal Direct Unsubsidized Loan eligibility to be used for summer enrollment periods. If the student is otherwise eligible for financial aid but has no remaining Federal Direct Unsubsidized Loan eligibility, Federal Direct GradPLUS loans may be awarded. Students who may not be eligible for federal aid based on enrollment plans may be eligible to borrow a private alternative loan as a last resource. The Office of Financial Aid recommends that students discuss available options if they are considering summer enrollment. Students who wish to apply for assistance in the summer periods must complete a summer aid application in addition to the current year FAFSA.

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

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

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

Yes, students may be eligible to receive financial aid if they meet the standard aid eligibility requirements listed above. Students that are enrolled in both programs simultaneously should apply for aid with NESAs (Massachusetts College of Pharmacy and Health Sciences). Additionally, students should contact the Financial Aid Office at NESAs (MCPHS) to discuss issues pertaining to their aid eligibility.

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

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

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

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

**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 (2021-2022 ACADEMIC YEAR)\*

MPH	
For students admitted during or after Summer 2018:	\$1,831 per credit
For students admitted before Summer 2018:	\$1,971 per credit
BA/MPH	\$26,908 flat rate/sem.
MPH Online	\$1,831 per credit
Immersion tuition	\$2,746.50 per sem.
Immersion fee	\$309 per sem.
MBS/MPH	\$19,222 flat rate/sem.
JD/MPH	\$26,908 flat rate/sem.
MS/MPH	
Fulltime (4 courses)	\$26,908 flat rate/sem.
Halftime (2 courses)	\$13,454 flat rate/sem.
Doctorate of Physical Therapy	\$18,884 flat rate/sem.
Certificate in Digital Health Communication	\$3,229 flat rate/sem.
MS-Health Informatics & Analytics	\$1,485 per credit
Immersion tuition	\$2,228 per sem.
Immersion fee	\$309 per sem.
Combined MD/MPH and DVM/MPH**	\$8,122 per year
Combined MD/MBA**	\$1,166 per credit
Combined MBA/MBS flat rate by semester:	
	Summer II: \$13,992
	Fall I: \$18,656
	Spring I: \$23,320
	Summer I: \$18,656
Combined DMD/MPH	\$12,812 per year
Physician's Assistant Program	
For new students enrolling in Spring 2022:	\$17,304 flat rate/sem.
Combined PA/MPH	\$10,834 flat rate/sem.

### FEES

Student Activity Fee	\$35 per semester
Student Health Administration Fee (description below)	\$125 per semester
Technology Fee (description below)	\$120 per semester
Late Registration Fee (description below)	\$200 per semester

***\*All tuition and fees are for the 2021-2022 academic year and are subject to change.***

***\*\*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. Funds are used by the Public Health Student Senate (PHSS) to support the interests and activities of the PHPD Programs' students. The fee is also used to support students' use of the on-campus Fitness Center.

**Student Health Administration Fee**

All matriculated students ("in degree programs") are required to pay a Health Administration Fee. This fee covers the cost of immunization screening, health plan administration, short-term counseling, and a limited dental benefit. One-half of the annual fee is charged in the fall semester, the other half in the spring semester. Please refer to the Student Services section of this handbook for a complete description of the health insurance plan offered by TUSM and the services, procedures, and policies of the Student Advisory and Health Administration Office.

**Technology Fee**

All matriculated students are required to pay a technology fee. This fee helps cover the costs associated with maintaining and upgrading the computer equipment and software available in the Learning Resource Center (Medical Education Building 518) and the Multimedia Center (75 Kneeland St, 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 the first week of July for the Fall semester and the first week November for the Spring semester. Fall semester bills are due the first week of August. Spring semester bills are due the first week of December. 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 to avoid a 10% late payment fine.

For more information regarding payments, please visit the [Health Sciences Bursar website](#).

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.

Under S2248 PL 115-407 Section 103, Tufts will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the balance not covered by VA benefits is still expected to be settled by the due date.

## TUITION REQUIREMENT AND CHARGING POLICY – PROFESSIONAL DEGREE PROGRAMS

Tufts University School of Medicine, Professional degree program tuition rates are adjusted annually. Tuition is billed by semester. Full tuition will be assessed each semester for the following number of semesters:

- Biomedical Sciences – 2 semesters
- Physician Assistant Program – 6 semesters
- Physical Therapy Program – 6 semesters

**Physician Assistant** and **Physical Therapy** students who are required to remediate coursework or clinical rotations to meet degree requirements that will require them to be enrolled for a total number of semesters greater than the number noted above will be assessed the Continuation fee in lieu of tuition for the additional semester(s) they are enrolled in the program past the number of semesters indicated above, plus the standard student fees and insurance charges (if applicable).

Biomedical Sciences students who are required by the Promotions Committee to repeat coursework will be assessed a per credit charge, plus the standard student fees and insurance charges (if applicable).

If a student departs from regular course attendance status by taking a leave of absence for personal or medical reasons or withdrawing during the course of a semester, the appropriate amount of tuition will be charged according to the Tufts University Tuition Refund Policy Calendar.

### TUITION REFUND POLICY

The university refund policy, to be applied in the event a student withdraws from the University 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

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

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

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

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

The refund Policy for the **MS Health Informatics and Analytics or MPH(Online)** for withdrawals from the University or withdrawal from a course is as follows:

1<sup>st</sup> to 14<sup>th</sup> calendar day of the semester: 100% tuition refund  
15<sup>th</sup> – 21<sup>st</sup> calendar day of the semester: 50% tuition refund  
Thereafter: No refund

For students in the residential MPH, DPT, PA and MBS program the effective date of the withdrawal or LOA for tuition refund purposes and financial aid purposes (if applicable) will be the date on which notification was received by the Registrar. The effective date of withdrawal or LOA for students in the MS-HIA or Online MPH program will be the last date of academic activity in enrolled courses.

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 Advisor to determine the effect on their federal loans.

#### **MEDICAL LEAVES OF ABSENCE**

In the event of a leave of absence (medical or other) or withdrawal the University refund policy will apply for any period of leave. Students are strongly encouraged to meet with their Financial Aid Advisor in the Office of Financial Aid to discuss the consequences of taking a leave or withdrawing.

#### **ACADEMIC DISMISSAL**

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

#### **FINANCIAL AID IN THE CASE OF WITHDRAWAL**

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

Please contact the [Office of Financial Aid](#) for more information on this policy. Students would also be required to do an exit interview online at [www.studentloans.gov](http://www.studentloans.gov) if they are withdrawing or going on a leave of absence.

## INFORMATION STEWARDSHIP POLICY & SUPPORTING POLICIES

### OVERVIEW

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

### Your Information Technology Rights and Responsibilities

The Internet is a powerful tool for communication and a source of valuable resources. The University has expectations for the community to use our technology resources while being aware of the associated rights and responsibilities.

Use of Tufts information technology facilities is a privilege extended to students of Tufts University. As members of a University community, all students are responsible for keeping their School-related Internet and IT activities consistent with applicable laws, academic standards, and Tufts' policies on rights and responsibilities online. This responsibility covers any activity conducted using University IT services (including hardware, software, applications, networks, databases, websites, and social media), as well as any activity conducted under the auspices of or pursuant to one's education. Students are required to know and follow all Information Technology policies found on the web at [it.tufts.edu/ispol](http://it.tufts.edu/ispol). Violations of IT policies and related laws can result in severe consequences up to and including loss of network access and civil or criminal prosecution.

Tufts University cannot guarantee the privacy or security of users' computer files, or the anonymity of any user.

### Your Rights and Responsibilities Online

The [Overview of Your Rights and Responsibilities Online](#) describes many of the obligations students need to be aware of when online, including complying with copyright law and prohibitions against libel, invasion of privacy, obscenity, pornography, and hacking. These obligations are also included in the University's [Use of Information Systems Policy](#).

### Your Rights and Responsibilities when Using Tufts' Information Systems

The Information Stewardship Policy (**ISP**) outlines the actions all members of the Tufts community are expected to follow when working with Tufts applications, data, systems, and network. The ISP provides that university information and systems may only be used in ways that further the University's vision and mission and emphasizes the importance of confidentiality and privacy. The ISP is supported by three additional policies that assist in providing a framework for required behaviors and rules and responsibilities. They are the [Use of Information Systems Policy](#), [Information Classification and Handling Policy](#), and [Information Roles and Responsibilities Policy](#).

### Digital Copyright Laws and Enforcement

The **Digital Millennium Copyright Act (DMCA)** protects the rights of owners of digital media. It is used by organizations to protect their movies, music, and software from piracy and unlawful duplication. The DMCA allows a copyright holder to inform Tufts that someone at Tufts has violated copyright laws and to require that action be taken. The most typical complaints are downloading and/or sharing copyright materials without paying or having approval to do so. See [Digital Millennium Copyright Act at Tufts](#) for more information, including FAQs. Tufts University takes unauthorized file sharing very seriously.

### Learning Remotely and Using Personal Devices

See [Learning Remotely](#) for information about optimizing your online learning experience. The [Off-Campus, Telecommuting and Personal Devices Guidelines](#) also include:

- Information on tools you can use to access Tufts' systems when you are off campus
- Specific steps you should take to secure your personal devices. Also see [Computer Device and BYOD Recommendations and Security Protocol](#).

### **Email and Mailing Lists**

It is your responsibility to follow the University's [Email Standards and Guidelines](#) and [Mailing List Policy](#). Your responsibilities include:

- Do not use another person's email account or let another person use your account.
- Only use the mailing lists for Tufts activities.

The [Email Standards and Guidelines](#) also have information about how your Tufts student email account changes when you leave Tufts and how you can convert your email account to an Alumni account.

### **Directory Policies**

Tufts University publishes directory information, including email addresses for faculty, staff, and students. Directory records, including students' emails, are publicly visible. Students appear in the Directory once they matriculate and until they graduate or otherwise disaffiliate from Tufts.

The Tufts University electronic and printed directories are provided solely for the purpose of assisting individuals to contact one another. Information in the directories may not be extracted by any means for the creation of distribution lists for use by businesses or other organizations outside of Tufts. Use of any directory information for solicitation of business or donations is expressly prohibited.

Students who do not wish to appear in the Directory may request a privacy block from the Registrar. Students with privacy blocks will not be listed in the University Directory.

You may also modify your Directory information by following the instructions at [Tufts Directory](#).

**Passwords.** Following Tufts' [Username and Password Policy](#) will help protect your and the University's information.

- Use a unique Tufts password.
- Do not use your Tufts password for other accounts.
- Do not share your password.

**Important Additional University Policies and Guidelines** that apply to information technology may be found at: [it.tufts.edu/about/policies-and-guidelines](http://it.tufts.edu/about/policies-and-guidelines).

### **Services for Students**

See [Technology for Students](#) for Quick Links, student discounts and other useful information.

#### **For Tufts IT Assistance**

- Contact the Tufts Technology Services (TTS) Support Desk at 617 627-3376 or [it@tufts.edu](mailto:it@tufts.edu).
- Walk-up desks are available at:
  - Grafton Campus: Frank Lowe Library
  - Medford Campus: Eaton Hall
  - Boston-Health Sciences Campus: 5<sup>th</sup> Floor Tufts Center for Medical Education

For hours and more information, see [Walk-up Support Locations](#).

No one from the Tufts Support Desk or other support services will ever ask you to share your password with them.



## OFFICE OF EQUAL OPPORTUNITY

Office of Equal Opportunity (OEO)  
Medford Campus  
196 Boston Avenue, Suite 4000B  
Medford, MA 02155  
[oeo@tufts.edu](mailto:oeo@tufts.edu)

P: 617-627-3298  
F: 617-627-3150  
TTY: 617-627-3370

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

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

Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Jill Zellmer, MSW, Executive Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at 617.627.3298 at 196 Boston Avenue, 3rd floor, Medford, MA or at [Jill.Zellmer@tufts.edu](mailto:Jill.Zellmer@tufts.edu). Anonymous complaints may also be made via the online Incident Report Form [oeo.tufts.edu/](http://oeo.tufts.edu/), click "Report Online") or by using the hotline at 1.866.384.4277. As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights ("OCR"). The contact information for the local office of OCR is 617.289.0111 at Office for Civil Rights, Boston Office U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. The email address for OCR is [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

### **TUFTS UNIVERSITY DISCRIMINATION/HARASSMENT POLICY (MGL 151B & TITLE VII)**

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

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

All Tufts employees are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617.627.3298 or online to [EthicsPoint](#) or by calling the hotline at 1.866.384.4277.

Tufts University's OEO is also responsible for planning and implementing the University's affirmative action program and monitoring affirmative action-related decisions and activities in accordance with state and federal law. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women, individuals with disabilities, and all protected veterans. For more information about the Non-Discrimination Policy, please visit the [OEO website](#).

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

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

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

Sexual misconduct is not limited to the workplace or the educational environment. It can extend beyond University property and could occur at any University sponsored program, activity, or event regardless of the location. It can occur out of state or country, such as at a conference, off-site project, study abroad, field placement, or at an externship. Sexual misconduct can occur between students, employees and third parties such as visitors, vendors, contractors and other community members. Tufts' Sexual Misconduct Policy applies broadly and in many different circumstances. Tufts will consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus. For more information about Sexual Misconduct Policy, support resources/interim measure and University response to allegations of Sexual Misconduct, please visit the OEO website. Any concerns regarding Sexual Misconduct can be reported to Office of Equal Opportunity (OEO) at 617.627.3298 or to [oeo@tufts.edu](mailto:oeo@tufts.edu). Reports can also be made online, with the option to report anonymously to [EthicsPoint](#) or by using the hotline at 1.866.384.4277.

***\*Please note the federal Office of Civil Rights under the Department of Education changed their Title IX guidelines in May 2020 for an August 14, 2020 implementation. The updated Tufts Sexual Misconduct Policy and Process is available on the OEO website, including information on the new policy and process, [Title IX](#) and [SMAP-X](#), respectively. Information on the [timelines](#) for the new process are also available on the OEO website. Any concerns which are not covered under the new Title IX guidelines will be addressed under the Tufts Sexual Misconduct Policy and the [SMAP process](#).***

### **TUFTS UNIVERSITY AMERICANS WITH DISABILITIES ACT (ADA) POLICY**

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

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

If you have accommodation requests, questions, or concerns please contact the ADA Specialist Johnny Lainé at (617) 627-6363 or via email at [johnny.laine@tufts.edu](mailto:johnny.laine@tufts.edu). For more information about the American with Disabilities Act and other policies regarding accommodations, please visit the [OEO website](#).

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

#### **TUFTS UNIVERSITY RELIGIOUS ACCOMMODATION POLICY**

Tufts University is committed to providing an academic and work environment that is respectful of the religious beliefs of its students and employees. All students may request a religious accommodation by making a written request for an accommodation to the appropriate faculty member or administrator. Accommodation requests will be made on a case-by-case basis taking into account multiple factors.

If you have accommodation requests, questions, or concerns please contact the Office of Equal Opportunity (OEO) by calling (617) 627- 3298 or emailing [oeo@tufts.edu](mailto:oeo@tufts.edu).

## **GRIEVANCE POLICY AND PROCEDURE**

### **STATEMENT OF PHILOSOPHY**

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

### **RESPONSIBILITIES IN THE TEACHER-STUDENT RELATIONSHIP**

#### *Responsibilities of Teachers:*

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

#### *Responsibilities of Students:*

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

#### *Responsibilities of Administrators:*

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

### **BEHAVIORS INAPPROPRIATE TO THE TEACHER-STUDENT RELATIONSHIP**

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

- Loss of personal civility including shouting, arguing, personal insults or attacks, displays of temper (such as throwing objects);
- Requests for others to perform inappropriate personal services unrelated to the didactic situation at hand;
- Any activities resulting in monetary exchange or profit;
- Grading/evaluation on factors unrelated to performance, effort, attendance, level of achievement or professionalism.

- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- Sexual harassment or harassment based on age, gender, race, ethnicity, national origin, religion, disability, sexual orientation or gender identity or expression (see <http://oeo.tufts.edu/policies-and-procedures/sexual-harassment-policy/> for university policy and procedures);
- Consensual romantic relationships between teachers and students in which the teacher has a role in determining the student's academic progress;
- Discrimination of any form in teaching and/or assessment based upon age, gender, race, ethnicity, national origin, religion, disability, sexual orientation or sexual identity or expression.

## **RESOURCES FOR ADVICE AND CONFLICT RESOLUTION**

In the interest of having all members of the Tufts 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/Coach, Assistant Dean of Student Services for PHPD or any member of the Grievance Committee. Every effort will be made to resolve the matter informally. Students are also entitled to file a formal grievance using the procedure set forth below.

## **PROCEDURES**

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

If the student is not satisfied, they may appeal the decision/action of the Grievance Committee to the Dean for PHPD. The decision of the Dean for PHPD may be further appealed to the Dean of Tufts University School of Medicine, whose decision will be final.

## **GRIEVANCE PROCESS:**

*The formal Grievance Process is thus as follows:*

1. The student fills out the Grievance Form obtained from the PHPD Office of Student Services with adequate clarity and detail to describe the nature of the grievance;
2. The student delivers the Grievance Form to the Chair of the PHPD Grievance Committee via mail, email or in person;
3. The PHPD Grievance Committee Chair will forward a copy to the Assistant Dean of Student Services for PHPD.
4. The Assistant Dean of Student Services for PHPD, in collaboration with the chair of the Grievance Committee, will select a third (ad hoc) member to join the Grievance Committee;

5. The Grievance Committee will investigate, meet with whomever it deems appropriate to the situation and issues a decision in writing;
6. The Chair of the Grievance Committee will deliver the decision to the Student and advise the student of his/her right to appeal to the Dean for PHPD.
7. The student will be told that he/she may further appeal the decision to the Dean of TUSM, whose decision will be final.

PHPD Grievance Committee

Chair of Grievance Committee

Second Standing Member

3rd person to be assigned ad hoc by Janice Gilkes, Assistant Dean of Student Services for PHPD as appropriate to the Grievance

Committee Composition

Chair of Grievance Committee: Amy Lischko, Ph.D.

Second Standing Members: Margie Skeer, ScD, MPH, MSW – Public Health and HIA Programs  
Jennifer Parent-Nicholls, DPT, Ed.D. – Physical Therapy Program  
Igor Danelisen, MD, Ph.D. – Biomedical Sciences Program  
Rosanne Washington, MHS, PA-C – Physician Assistant Program

Third faculty member assigned ad hoc by Janice Gilkes, Assistant Dean of Student Services for PHPD.

## TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

**Eric D. Albright, MLS, Director**  
**Debra R. Berlanstein, MLS, Associate Director**  
Tufts Center for Medical Education  
145 Harrison Avenue  
Boston, MA 02111

**Homepage:** <http://hirshlibrary.tufts.edu>  
**Email:** [hhs1@tufts.edu](mailto:hhs1@tufts.edu)  
**Library Administration:** 617-636-2481  
**IT Service Desk:** 617-637-3376  
**Circulation:** 617-636-6706  
**Research & Instruction:** 617-636-6705

### STAFFED HOURS\*

#### Library Service Desk

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

*\*Hours and some services may be temporarily altered due to the Covid pandemic.*

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

#### IT Walk-Up Support Desk

Monday-Friday 9:00 a.m. – 5:00 p.m.  
Saturday-Sunday Closed

### FACILITIES

The Hirsh Health Sciences Library (HHSL) spans the fourth through the seventh floor of the Medical Education Building. The library may be entered via any of these floors from the elevators or stairs. A bridge connects the fourth floor of the HHSL to the third floor of the Dental Building and the Tufts Medical Center. The fourth floor houses the Library Service Desk, Reference and Reserve collections, current journals, the leisure reading collection, public computers, study areas and a cafe. A bulletin board is located across from Security at the bridge to the Dental Building.

The fifth floor houses the circulating book collection, study rooms, classrooms, and the IT Walk-Up Support Desk and the DataLab. Two computer labs are available for teaching and individual or group study. The lab facilities provide access to a variety of software that support the curricula of the health sciences schools as well as specialized software used by the DataLab. The IT Walk-Up Support Desk, staffed by Tufts Technology Services employees and student workers, provides support for students' personal computers.

Students can reserve collaboration rooms. Information is available at [tufts.libcal.com/booking/hhsl](http://tufts.libcal.com/booking/hhsl).

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

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

## **POLICIES**

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 silence cell phones 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 [hsl@tufts.edu](mailto:hsl@tufts.edu) 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, electronic access to materials and certain library services. The activated ID card is valid for access and borrowing at all Tufts University libraries. For further information on other Tufts libraries, please visit [access.tufts.edu/get-work-done/benefits-resources/campus-resources/libraries](https://access.tufts.edu/get-work-done/benefits-resources/campus-resources/libraries) 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 Walk-Up Support Desk on the fifth floor. Some of the services provided are software installation, virus removal and registration to use the Tufts network. Please visit [it.tufts.edu/](https://it.tufts.edu/) for more information, inquire at the IT Support Desk, call 617-637-3376 or email [it@tufts.edu](mailto:it@tufts.edu).

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

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. 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, [hirshlibrary.tufts.edu/about-us/policies](https://hirshlibrary.tufts.edu/about-us/policies) and you are responsible for copyright compliance as well as Tufts University policies concerning the responsible use of resources.

### **Other Tufts Libraries**

Tisch Library (Medford Campus)	617-627-3460
Ginn Library (Medford Campus)	617-627-5021
Webster Family Veterinary Library (Grafton Campus)	508-839-7958

### **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:

Bentley University  
Brandeis University  
Boston College  
Boston University  
Marine Biological Laboratory and Woods Hole Oceanographic Institution  
Northeastern University



State Library of Massachusetts  
Tufts University  
University of Connecticut  
University of Massachusetts - *Amherst, Boston, Dartmouth, Lowell*  
University of Massachusetts Medical School  
University of New Hampshire  
University of Rhode Island  
Wellesley College  
Wesleyan University  
Williams College

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

#### **Other Libraries**

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

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

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

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

#### **SERVICES**

##### **Circulation & Reserve**

Registered faculty, staff and students may borrow circulating books for four weeks with two renewals and are responsible for returning them on time. For each lost or damaged item, the charge levied amounts to the replacement cost plus a \$15 processing fee. Borrowing privileges may be suspended for borrowers with overdue books or unpaid bills. Outstanding library bills are sent directly to the Bursar's Office for collection. Details of the reserve borrowing policy is located at [hirshlibrary.tufts.edu/about-us/policies/reserves](http://hirshlibrary.tufts.edu/about-us/policies/reserves).

Duplicate copies of some reserve books may be borrowed after 4:00 p.m. on weekdays for overnight use and on Fridays for weekend use. Reserve books are due by 9:00 a.m. the following school day. Only one reserve book may be borrowed at a time for overnight/weekend use. Certain texts in high demand are kept behind the Library Service Desk. Please refer to the policy for overdue reserve items that describes late penalties, [hirshlibrary.tufts.edu/about-us/policies/overdue-items](http://hirshlibrary.tufts.edu/about-us/policies/overdue-items).

##### **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 [hirshlibrary.tufts.edu/services/ill/illiad](http://hirshlibrary.tufts.edu/services/ill/illiad). ILLiad allows users to order and track requests and view/print articles. Students may request up to twenty articles or books per academic year at no charge. Use the FindIt@Tufts links from the licensed resources to request articles via ILLiad.

For information, please contact Document Delivery at 617-636-3787 or email [hsl-docdel@tufts.edu](mailto:hsl-docdel@tufts.edu)

### **Tufts Technology Services**

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

### **Online Learning Systems**

The School of Medicine uses the [Canvas](#) knowledge management system for sharing curriculum materials, except for the Online MPH Program and MS-Health Informatics Program which use 2TU.

### **Printing & Scanning**

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.) Tufts students and employees can add value online to their ID through Dining Services, [www.jumbocash.net/](http://www.jumbocash.net/). Two self-service scanners are available on the 5<sup>th</sup> floor. There is no cost for scanning.

For information about printing and scanning, consult [hirshlibrary.tufts.edu/services/print-copy-scan](http://hirshlibrary.tufts.edu/services/print-copy-scan)

### **Reference and Educational Services**

Research and Instruction librarians are available Monday through Friday from 7:45 a.m. to 5:00 p.m. to answer questions regarding the collections, facilities and information resources of the HHSL, other Tufts libraries and regional libraries. They can also be reached through the AskUs chat service at [askus.library.tufts.edu/](http://askus.library.tufts.edu/). Services include customized searches and instruction of biomedical databases such as MEDLINE, research support for faculty, information and reference support for course projects, support and instruction for bibliographic management software like EndNote and help obtaining full-text articles via the library's website. Library users may also request professional consultations with HHSL Research & Instruction Liaison Librarians through [hirshlibrary.tufts.edu/research/assistance](http://hirshlibrary.tufts.edu/research/assistance), or calling 617-636-6705.

JumboSearch, found on the library home page at [hirshlibrary.tufts.edu](http://hirshlibrary.tufts.edu), lists books, journals, databases, audiovisual materials and other works held by its libraries in Boston, Grafton and Medford. JumboSearch 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 information about electronic journals, consult [hirshlibrary.tufts.edu/find/ejournals](http://hirshlibrary.tufts.edu/find/ejournals)

Suggestions for book purchases and journal subscriptions may be made using the online form at [hirshlibrary.tufts.edu/find/recommend](http://hirshlibrary.tufts.edu/find/recommend)

### **Wireless Computing**

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

## **CAMPUS POLICE**

### **William Murphy, Lieutenant**

Boston and SMFA Station Commander  
M&V Wing, 1st floor  
136 Harrison Avenue  
(617) 636-6911 (emergencies only)  
(617) 636-6610 (routine, non-emergency calls)

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

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

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

### **SAFETY AND ESCORT SERVICE**

Students should be aware that crime does occur in the area surrounding the medical school. It is strongly advised that students use the escort services, or travel in pairs or groups. Incidents of theft and assault are of grave concern to the Tufts Community. The Tufts University Police are constantly working toward providing an environment that is as safe as can be reasonably expected, and to educate the community in reducing the opportunities for crime.

For all students who are working or studying in University buildings, escort service is provided. Call the Campus Police (6-6610) to make arrangements when you are ready to leave. For students parked in Herald or Travelers lots, or on rotation at Tufts Medical Center, the Hospital provides a van escort service. This shuttle service runs between the main entrance to the Floating Hospital at 755 Washington Street and the Herald and Traveler's Street parking areas 24 hours a day Monday to Friday. Call (617) 636-5580 or 6-5580 for additional details on the shuttle service and parking.

### **NON-RESIDENT MOTOR VEHICLE REGISTRATION**

Commonwealth of Massachusetts law requires that all students who reside in a state or country other than Massachusetts and plan to operate a motor vehicle (car, truck and/or motorcycle) while attending Tufts University School of Medicine must provide the Campus Police with the following information no later than September 30, 2021.

- 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 send a copy to the Boston Police and the Registrar of Motor Vehicles for the Commonwealth of Massachusetts. You will be issued a decal, which must be affixed to the top center portion of the windshield of the motor vehicle. Failure to comply with this state law may result in a fine. You may register by filling out a form obtained at the Campus Police office located in M&V 1.

**UNIVERSITY WEAPONS POLICY**

Tufts University is committed to maintaining a safe and secure environment where students, faculty, staff, visitors and contractors can live, work, and learn. In support of this commitment, Tufts University expressly prohibits the possession, manufacture, transfer, sale, or use of weapons by anyone on university property or at any university-sponsored event, except as explicitly authorized by this policy. For a detailed policy statement please refer to the [University's weapons policy](#).

## PRIVACY STATEMENTS

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

#### Purpose

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that sets out requirements for the protection of privacy of students and their parents. This policy is designed to help students, and, in some cases, their parents understand how to access their education records, how to amend them, and, if they wish, how to prevent their disclosure to third parties.

Tufts University complies with FERPA through this policy and other school-specific practices.

#### Scope

This policy applies to all schools and divisions at Tufts University.

#### Definitions

**Student** is defined, for purposes of this policy, as someone who is (or someone who has) officially matriculated at the University, and who attends (or has attended) classes at Tufts. This definition does not include prospective students or applicants.

**Education Records** are records that are directly related to a student and that are maintained by the University or by a party acting on its behalf. Common examples of education records include grades, transcripts, class lists, course schedules, disciplinary records, disability accommodation or accessibility service records, date and place of birth, parent/guardian address, contact information, work study/fellowship records, and, in some cases, email sent by faculty and staff.

**Exclusions to Education Records.** However, not all records maintained by the University are considered education records. The following are generally **not** considered education records:

- Records created by a school official as a personal memory aid (such as notes of a private telephone conversation).
- Records of the Tufts University Police Department (TUPD) which are maintained separately and solely for law enforcement purposes.
- Most records created and maintained by a physician, psychiatrist, psychologist, or other healthcare provider for treatment purposes. Even though these records are not considered education records under FERPA, they may still be made available to students following completion of a HIPAA release form.
- Records pertaining to a former student other than those generated when that person was a student, such as alumni records.

**Personally-Identifiable Information** includes a student's name, address or other information that would allow a student to be identified. FERPA generally prohibits the University from disclosing personally identifiable information from a student's education record without the student's consent unless the information has been designated as directory information or another exception applies.

**Directory Information** consists of the following:

- Student's name
- Address (both local and permanent)
- Telephone number (local, cell and permanent)
- Date and place of birth
- Academic program (school, degree, major, minor)
- Enrollment status (dates of attendance, full-time/part-time status)
- Degrees, honors and awards received
- Participation in athletics and student activities
- Most recent educational institution attended
- E-mail address

- Photo

**Privacy Blocks** are available to students who wish to prevent the University from disclosing their directory information (in student directories and commencement programs, for example) by selecting the appropriate privacy settings through SIS. For additional information about privacy blocks, please contact the Registrar's Office.

**Parent** is defined, for the purposes of this policy, as a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

Tufts encourages families to discuss and establish clear expectations for how they will share information from students' education records *before* classes start and *well before* grades come in. In general, parents have greater access and play a more active role in managing education records where the student is (i) a minor child (under the age of 18), (ii) enrolled in a primary or secondary program (rather than a post-secondary or graduate-level program), and (iii) a tax dependent. However, we recognize that parents' level of involvement varies from family to family, student to student, and year to year. Students who wish to provide parents with access to their education records, can do so through the privacy settings on SIS.

#### **Policy Statement**

FERPA provides students and, in some cases, their parents\* certain rights with respect to their educational records. In general, these rights include:

1. *The right to inspect and review education records (with certain limited exceptions) within 45 days of the day Tufts receives a student's request for access.* A student should submit any such request to the Registrar's Office in writing, identifying the specific records that the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.

Many education records (including transcripts) can be requested online through the Student Information System (SIS), without having to file a formal FERPA request. For more ways to access your education records, see the "Academic" tab on SIS.

2. *The right to request the amendment of education records if the student believes they are inaccurate.* Students should submit any such request to the Registrar's Office in writing, clearly identifying the records that the student wants to have amended and specifying the reasons the student believes those records to be inaccurate. The Registrar's Office will notify the student of the University's decision whether to amend the student's records. If the University decides not to amend the student's records, the Registrar's Office will inform the student of the right to a hearing regarding the student's request for amendment.
3. *The right to require Tufts to obtain the student's written consent before releasing personally identifiable information from the student's education records unless an exception applies.*

#### **Release of Your Records to Third Parties**

Any request or authorization to allow material from your files to be shown to third parties should include: (1) a specification of the records to be disclosed; (2) the purpose of the disclosure; and (3) the party or class of parties to whom disclosure may be made. A copy of your request to obtain and disclose information to a third party will be retained. For additional information about authorizing disclosures from your education records, please contact the Registrar's Office.

Personally-identifiable information ("PII") from your education records may not be given to third parties without your written consent, with the following exceptions:

- **Directory information** may be published and made available to third parties even if it includes PII (such as your name, email and photo); to prevent disclosure of your directory information to third parties, you must register for an official Privacy Block through SIS.
- PII may be disclosed to **Tufts officials** such as employees and members of faculty and trustee committees, or to vendors and contractors who have a need to know or who are required to work with your records to carry out their duties.

- PII may be disclosed to officials of **other educational institutions** in which you seek to enroll. If your record is transferred to another institution, however, you will be entitled, upon request, to a copy of such records. This applies to other schools and colleges within the University and to programs in which you may be cross-registered or enrolled at the University.
- PII may be disclosed to **authorized representatives** of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local authorities or other professional organizations in connection with an audit or evaluation of federal or state supported education programs.
- PII may be disclosed to an individual or organization required to be informed in connection with your application or receipt of **financial aid**.
- PII may be disclosed to **state and local officials** to whom information is specifically required to be reported by state laws enacted prior to November 19, 1974.
- PII may be disclosed to appropriate parties in a **health or safety emergency** if necessary, to protect your health or safety or that of another.
- PII may be disclosed in compliance with a **subpoena**, or in response to other legal action involving the student and the University.
- PII may be disclosed when the information is a record of a campus **disciplinary proceeding**. For students under the age of 21, the University may also inform parents and legal guardians about violations of any federal, state, or local law, or any University rule or policy that governs the **use or possession of alcohol or a controlled substance**.
- PII may be disclosed to **accrediting organizations** that are legally authorized to evaluate the quality of educational training in institutions or programs.
- PII may be disclosed when releasing information to appropriate parties conducting **educational studies**. De-identified student data from education records may be released for this purpose. Procedures are taken to ensure that personally identifiable information cannot be traced back to a particular student or their parents.

#### **Record Retention**

FERPA does not require the University to preserve students' education records in perpetuity. In fact, there is no specific record retention requirement. As a general matter, most education records are not maintained for more than 7 years after a student's expected date of graduation. For specific questions about record retention, please contact the registrar's office.

#### **Complaint Procedure**

*A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tufts to comply with the requirements of FERPA. A complaint must be submitted to the Department within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The name and address of the office that administers FERPA and accepts such complaints is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.*

#### **Compliance Training and Tracking**

See TTS Training Module

#### **Approval Entities**

Office of University Counsel  
Academic Council  
Office of the President

#### **Approval Date**

May 2015

#### **Revised Effective Date**

October 31, 2019

#### **Executive Sponsor(s)**

Mary R. Jeka, Senior Vice President and General Counsel

#### **Responsible Office(s)**

Office(s) of the Registrar

**Revision**

The University reserves the right to change this policy from time to time. Proposed changes will normally be developed by those responsible for the policy with appropriate stakeholders. The approval entities have sole authority to approve changes to this policy.

**Review Cycle**

Annually

**Related Policies**

Not applicable

**Revision**

The University reserves the right to change this policy from time to time. Proposed changes will normally be developed by those responsible for the policy with appropriate stakeholders. The approval entities have sole authority to approve changes to this policy.

**Review Cycle**

Annually

**Related Policies**

Not applicable

Below is a full listing of the types of education records that the university maintains; the location(s) of such records; and their custodians (or the custodian's designee).

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

\* Health and counseling records are maintained by the University Health Service and the Counseling Center and are available only to health professionals. A professional designated by the student in writing may see that student's records.



### **EUROPEAN ECONOMIC AREA (EEA) PRIVACY STATEMENT**

If you are located in one of the countries that is a member of the European Economic Area or in the UK when you provide us personal information, please review [Tufts University's EEA and UK Privacy Statement for Students](#). That statement provides information about how we collect and use personal information subject to the European Union's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (UK DPA), as well as a description of

the rights you have with regard to your personal information under the GDPR and the UK DPA.

## **STUDENT ACTIVITY FEE ALLOCATION**

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

### **Events and Speakers**

Funding requests for events and speakers must include a direct message to all PHPD Programs' students and may not be an extension or part of an academic course. All requests must be submitted prior to the application deadline for events taking place after the application deadline.

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

### **Travel/Conference Requests**

Travel funding requests *must be submitted prior to the application deadline for events taking place after the application deadline.* Ideally, requests should focus on conferences, competition or student presentation opportunities. All requests must be submitted prior to the application deadline for events taking place after the application deadline. A successful request will include the following:

- Statement of how the knowledge will contribute to the student's professional development.
- Safe housing accommodations that are reasonably priced
- Travel dates that correspond exactly with 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 knowledge or research in a mutually agreed upon forum

### **Application Process**

- Write a brief statement explaining what you want to do and why you think your deserving of financial support.
- Complete an application form providing the required supporting documentation:
- A written letter per application instructions
- Complete an itemized budget summary
- Include supporting documents you think will benefit your application
- Program Director or Concentration Leader approval signature.
- [Click here for the application form.](#)

### **Deadline**

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

Submit Student Activity Fund Application to:

#### **Olivia Zimra-Turley, MEd**

Associate Director of Student Programs & Affairs  
Office of Public Health & Professional Degree Programs  
[olivia.zimra\\_turley@tufts.edu](mailto:olivia.zimra_turley@tufts.edu)

### **Notice of Decision**

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

### **STUDENT ORGANIZATIONS/CLUBS**

The Office of Public Health and Professional Degree Programs fully supports students' extracurricular activities, so if you are interested in starting a new student organization, please follow the procedures below and your request will be considered by the PHPD Programs' Directors at their October meeting. Requests for new student organizations are only considered once a year and the application deadline is **September 30<sup>th</sup> and January 31<sup>st</sup>**. Recognized new student groups will be eligible for funding via the student activity fund request process (see Student Activity Fee Allocation). [New Student Organization Applications](#) must include the following:

**Commented [Z01]:** Pending approval from AA Committee at their next meeting.

#### **General Information**

- Club/Organization Name
- Program (MPH, MBS, PA, DPT etc.)
- Email and Phone Number
- Student Representative Name and Signature
- Faculty Advisor Name and Signature

#### **Registration Requirements**

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

#### **Constitution Guidelines**

- Clearly define the organization's **mission and impact**. Provide examples of the type and nature of expected programs and activities.
- Define the expected **membership** including both the voting members and non-voting members.
- Define organizational **leadership** in terms of:
  - Who qualifies to run for office
  - How the election will be held (specific election plan and process)
  - Identify at least two specific leadership positions (president and treasurer) and leave room for others as needed
  - Define the nomination process, notifications, and necessary lead times
  - Scope of authority for the leadership team
- Define **succession planning** for leadership in terms of:
  - Length of term for elected offices
  - Limitations on successive terms in office (if any)
  - Timing of elections (strongly encourage March/April)
  - Methodology of elections in-person, on-line, electronic, etc. (all methods should be private)
  - Define the necessary lead time and notifications process
- Define your organizations **operating processes** in terms of:
  - General membership meetings: timing, frequency, notification
  - Executive leadership meetings: timing, frequency, notification, agenda, reporting back to the general membership
  - Communication and notification process for group sponsored activities, events, etc.

- Define and identify the specific procedures for changing the Constriction of By-laws of the organization

**Application Deadline: September 30<sup>th</sup> and January 31<sup>st</sup>.** *Late submissions will not be accepted.*

Olivia Zimra-Turley, MEd  
Associate Director of Student Programs & Affairs  
Office of Public Health & Professional Degree Programs  
136 Harrison Avenue, Suite MV142  
Boston, MA 02110  
[olivia.zimra\\_turley@tufts.edu](mailto:olivia.zimra_turley@tufts.edu)

## **STUDENT ORGANIZATION/CLUB FUNDING & EXPENSE REIMBURSEMENT**

### **GENERAL GUIDELINES**

All related purchases should be paid directly by the Public Health & Professional Degree Programs Student/Academic Services Assistant. In all other cases, the policy detailed below should be followed:

In order to be reimbursed for activities or travel, a student or group/club must have had approval via the [Student Activity Fund Request](#) process. Only the President or Treasurer of the group/club can make a request for reimbursements. A Business Expense Reimbursement Form must be completed for each event unless it is travel related, in which case a separate Travel Authorization and Reimbursement Form must be completed. A copy of these forms can be obtained from the PHPD Academic/Student Services Assistant. All expense forms must contain the name of the person who is being reimbursed, his/her signature and mailing address. The reimbursement check is mailed directly from Tufts Support Services (TSS) to the address listed on the expense form, so if you plan to move please ensure that the address is where you want the check mailed. Once the expense form is complete with student signature, it can be submitted to the Academic/Student Services Assistant for the necessary additional signatures. The PHPD Office will submit the completed form and original receipts to TSS for payment. The usual turnaround time from TSS is about 10 days from the day they receive the forms. *All expense forms must be submitted to Accounts Payable within 30 days of the event or travel.*

### **RECEIPTS AND OTHER REQUIRED DOCUMENTATION**

Original, itemized receipts must be submitted with the appropriate reimbursement form. Additionally, for air travel; original boarding pass(es) must be provided, and for events that involve food; a list of attendees must be provided. If you used a credit/debit card for purchases you intend to be reimbursed for, please be prepared to supply an original receipt, a credit card statement or other documentation reflecting the charge. Costs incurred through the purchase of alcoholic beverages and sales tax cannot be reimbursed by the University.

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

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

### **CONTRACTS/DEPOSITS**

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

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

### **USING OUTSIDE SERVICES**

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

### **USING TUFTS SERVICES**

Most services used during normal business hours around campus are free of charge. Events that require set up or extensive cleaning after 3:00 PM on weekdays or on weekends may incur facility fees. There are also fees associated with mandatory Tufts Police supervision for events on school property where alcohol is served. If you believe your event will involve additional services required

from Facilities or Tufts Police, please contact the PHPD Academic/Student Services Assistant for guidance.

**USE OF TUFTS NAME/INSIGNIAS**

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

## **STUDENT GOVERNMENT**

### **PUBLIC HEALTH STUDENT SENATE**

The [Public Health and Professional Degree Programs Student Senate](#) represents students in the MPH (including MS-Nutrition/MPH, Bachelors/MPH, JD/MPH, MD/MPH, DVM/MPH), DrPH, MS-HIA, Communication, MS-Biomedical Sciences, Physician Assistant and Physical Therapy Programs. It serves as a vehicle for students to organize themselves to improve student life and it serves as the formal body that represents students in relationship with the Public Health and Professional Degree Programs faculty and administration.

The Senate membership consists of a representative from each program and MPH track. They meet monthly and as needed a program director or an administrative representative is invited to attend. Senate members participate in the governance of the programs by sitting on some of the faculty committees e.g. Admissions, Promotion, Academic Affairs, and PHPD Directors. Bi-annual student feedback forums are held by the Senate and students are also encouraged to propose agenda items to the Senate President for discussion at the monthly meetings, and to communicate.

#### **Purpose of the Senate**

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

#### **Minimum Requirements/Expectations of Senate Members**

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

#### **Funding**

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