



# STUDENT HANDBOOK

Academic Year 2013-2014

## 2013-2014 Academic Calendar

### September

- 1 Deadline - Application for Award for Degree in November
- 2 Labor Day Observed - University Holiday
- 3 New Student Orientation
- 4 Fall Term Courses Begin
- 9 Rotation 1 Begins (First Year Basic Science Division Students)

### October

- 14 Columbus Day Observed - University Holiday

### November

- 8 Rotation 1 Ends (First Year Basic Science Division Students)
- 11 Veterans Day Observed - University Holiday
- 12 Rotation 2 Begins (First Year Basic Science Division Students)
- 28-29 Thanksgiving Observed - University Holidays

### December

- 1 Deadline - Application for Award for Degree in February
- 20 Fall Term Ends
- 24 Student Holiday Recess Begins
- 25 Christmas Day Observed - University Holiday

### January

- 1 New Year's Day Observed - University Holiday
- 2 Student Holiday Recess Ends - School Resumes
- 2 Spring Term Begins
- 15 Spring Term Courses Begin
- 20 Martin Luther King, Jr Day Observed - University Holiday
- 21 Deadline for Final Documents for February Graduation
- 24 Rotation 2 Ends (First Year Basic Science Division Students)
- 27 Rotation 3 Begins (First Year Basic Science Division Students)

### February

- 1 Deadline - Application for Award for Degree in May
- 17 Presidents Day Observed - University Holiday

### March

- 21 Rotation 3 Ends (First Year Basic Science Division Students)
- 24 Rotation 4 Begins (First Year Basic Science Division Students)

### April

- 4 Deadline for Final Documents for May Graduation
- 21 Patriots Day Observed - University Holiday

### May

- 2 Thesis Lab Preference Due (First Year Basic Science Division Students)
- 16 Thesis Lab Match Day (First Year Basic Science Division Students)
- 16 Rotation 4 Ends (First Year Basic Science Division Students)
- 16 Spring Term Ends
- 16 Sackler School Graduation and Awards Reception
- 18 Tufts University Commencement
- 19 Summer Term Begins
- 26 Memorial Day Observed - University Holiday

### June

### July

- 1 Deadline - Application for Award for Degree in August
- 4 Independence Day Observed - University Holiday

### August

- 18 Deadline for Final Documents for August Graduation
- 29 Summer Term Ends

## CONTENTS

<b>2013-2014 ACADEMIC CALENDAR .....</b>	<b>II</b>
<b>ACADEMIC STANDARDS AND POLICIES.....</b>	<b>1</b>
DEGREES OFFERED .....	1
DEGREE REQUIREMENTS.....	1
RESIDENCE REQUIREMENT POLICY .....	2
ACADEMIC STANDING POLICY .....	2
ATTENDANCE POLICY .....	2
TRANSFER CREDIT POLICY.....	3
TIME LIMIT AND EXTENSION OF DEGREE TIME POLICY .....	3
COURSE APPROVAL POLICY .....	4
COURSE CREDIT POLICY .....	4
LABORATORY DATA AND NOTEBOOK POLICY .....	4
LABORATORY ROTATIONS POLICY.....	6
THESIS ADVISORY COMMITTEE MEETING POLICY.....	6
THESIS WRITING AND DEFENDING TIME LIMIT POLICY .....	6
TIME FROM THESIS DEFENSE TO COMPLETION POLICY .....	6
GRADUATION DEADLINES, INSTRUCTIONS, AND FORMS .....	7
<b>ACADEMIC AND PROFESSIONAL CONDUCT.....</b>	<b>9</b>
COMPACT BETWEEN BIOMEDICAL GRADUATE STUDENTS AND THEIR RESEARCH ADVISORS.....	9
STUDENT CODE OF ETHICS, ETHICAL PRACTICES, AND PROFESSIONAL CONDUCT .....	12
DISCIPLINARY PROCEDURES AND PENALTIES.....	13
SCIENTIFIC RESEARCH AND SCHOLARSHIP POLICIES .....	18
<b>REGISTRATION.....</b>	<b>19</b>
STUDENT IDENTIFICATION CARDS.....	19
REGISTRATION .....	19
<i>Registration for Degree-seeking Students.....</i>	<i>19</i>
<i>Degree Only Course Registration .....</i>	<i>19</i>
<i>Registration for Special Students .....</i>	<i>19</i>
<i>Registration for Visiting Students.....</i>	<i>20</i>
COURSE POLICIES .....	20
<i>Syllabi .....</i>	<i>20</i>
<i>Cross-registration Policy.....</i>	<i>20</i>
<i>Cross-listed Courses .....</i>	<i>21</i>
<i>Course Add and Drop Policy .....</i>	<i>21</i>
<i>Course Repeat Policy .....</i>	<i>21</i>
<i>Course Withdrawal Policy.....</i>	<i>21</i>
<i>Course Audit Policy .....</i>	<i>21</i>
COURSE EVALUATIONS .....	21
CANCELLATION OF CLASSES/WEATHER EMERGENCY.....	21
GRADING .....	22
<i>Grading Policy.....</i>	<i>22</i>
<i>Incomplete Grading Policy .....</i>	<i>22</i>
<i>Grading Symbols.....</i>	<i>22</i>
<i>Grade Changes.....</i>	<i>22</i>
CHANGE OF NAME OR ADDRESS .....	23
CHANGE OF STATUS.....	23
<i>Leaves of Absence .....</i>	<i>23</i>

<i>Withdrawing from School</i> .....	25
TRANSCRIPT REQUESTS.....	25
<b>FINANCES AND BENEFITS .....</b>	<b>27</b>
FINANCIAL ASSISTANCE AND BENEFITS .....	27
<i>Uniform Stipend Policy</i> .....	27
<i>Supplemental Employment Policy</i> .....	27
<i>Tuition and Health Insurance Scholarships</i> .....	27
<i>Vacation Benefit and Policy</i> .....	27
<i>Sick Benefit and Policy</i> .....	27
<i>Parental Benefit and Policy</i> .....	28
EXPENSES AND SUPPORT.....	28
<i>Basic Science Division PhD Programs Expenses and Support</i> .....	28
<i>MS in Pharmacology and Drug Development Expenses</i> .....	29
<i>Clinical Research Division Programs Expenses and Support</i> .....	29
<i>Research/Laboratory Fee</i> .....	30
BILLING AND PAYMENT .....	30
<i>Billing</i> .....	30
<i>Payment</i> .....	30
<i>Penalty Fees</i> .....	31
<i>Refund Policy</i> .....	31
<i>Other Bursar's Office Services</i> .....	31
FEDERAL FINANCIAL AID .....	31
<i>Loan Deferment and Enrollment Status</i> .....	32
<i>Eligibility Requirements</i> .....	32
<i>Federal Loans</i> .....	32
<i>Satisfactory Academic Progress for Federal Financial Aid</i> .....	33
<i>Refund Policy</i> .....	33
<i>Withdrawal for Federal Loan Recipients</i> .....	34
<i>Consumer Protection</i> .....	34
<b>STUDENT HEALTH ADMINISTRATION SERVICES.....</b>	<b>35</b>
STUDENT ADVISORY & HEALTH ADMINISTRATION OFFICE .....	35
ADVISING AND COUNSELING SERVICES .....	35
IMMUNIZATION REQUIREMENTS .....	35
HEALTH INSURANCE REQUIREMENTS .....	36
<i>School-offered Insurance</i> .....	36
<i>Waiver of School-offered Insurance</i> .....	36
<i>Health Insurance Policy for Students on Leaves of Absence</i> .....	37
<i>Health Insurance Policy for Students Withdrawing or Dismissed</i> .....	37
<i>Health Insurance Policy for Graduating Students</i> .....	37
<i>Insurance Conversion Policy for Students Leaving the University</i> .....	38
DENTAL HEALTH SERVICES .....	38
<i>Delta Dental Insurance Option</i> .....	38
<i>Dental Services at the Tufts Dental School</i> .....	38
SERVICES FOR STUDENTS WITH DISABILITIES.....	38
FITNESS FACILITIES.....	39
<i>Tauber Fitness Center</i> .....	39
<i>Wang YMCA of Chinatown</i> .....	39
LABORATORY INJURIES PROCEDURE.....	40
<i>Work related injuries</i> .....	40

<b>OTHER RESOURCES AND SERVICES.....</b>	<b>41</b>
BOOKSTORE .....	41
CHILD CARE INFORMATION .....	41
CAMPUS SAFETY AND ESCORT SERVICES .....	42
COMMUTER BENEFIT PROGRAM .....	43
HOUSING INFORMATION .....	43
INFORMATION TECHNOLOGY SERVICES AND POLICIES .....	43
<i>Computer Support</i> .....	43
<i>Tufts Technology Services (TTS) Policies and Standards</i> .....	44
<i>Digital Copyright Laws and Enforcement</i> .....	44
<i>Illegal Media Sharing</i> .....	44
<i>Legal Media Downloads</i> .....	45
INTERNATIONAL STUDENT SERVICES.....	45
LIBRARIES .....	45
PARKING (CARS, BIKES, & MOTORCYCLES).....	46
NOTARY PUBLIC.....	47
<b>INSTITUTIONAL DIVERSITY .....</b>	<b>48</b>
OFFICE OF INSTITUTIONAL DIVERSITY.....	48
OFFICE OF EQUAL OPPORTUNITY .....	48
<i>Policies and Procedures</i> .....	48
<i>Other University-Related Policies</i> .....	49
<i>Reporting Incidents of Sexual Misconduct or Discrimination</i> .....	49
<b>RECORDS AND PRIVACY (FERPA) .....</b>	<b>50</b>
DEFINITIONS .....	50
STUDENTS' RIGHTS UNDER FERPA.....	50
DIRECTORY/PUBLIC INFORMATION.....	53
<b>INDEX .....</b>	<b>54</b>

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6/2013

## ACADEMIC STANDARDS AND POLICIES

### Degrees Offered

The Sackler School offers eight doctor of philosophy degrees in the basic science division: Biochemistry; Cell, Molecular, and Developmental Biology; Cellular and Molecular Physiology; Genetics; Immunology; Molecular Microbiology; Neuroscience; and Pharmacology and Experimental Therapeutics. These programs do not admit students for master's degree training and do not award master's degrees en route to the PhD degree. However, occasionally, and under special circumstances, students in these programs may be offered the option to earn master's degrees when they are unable to complete their PhD degrees.

In addition, a master's degree in Pharmacology and Drug Development is offered. Students in this program may apply for the PhD program in Pharmacology and Experimental Therapeutics after the first semester of the program and, if admitted, transfer to the doctoral program after the first year of study.

The clinical research division offers a master's degree, a doctor of philosophy degree, and a certificate program in Clinical and Translational Science.

### Degree Requirements

#### *PhD and Master's Ethics Course Requirements*

The Sackler School requires all graduate students to complete a course in the ethical conduct of research. Students in the basic science division meet this requirement by enrolling in Applied Ethics for Scientists; students in the clinical research division complete this requirement by enrolling in Ethics of Clinical Investigation.

#### *PhD and Master's Thesis Requirements*

A thesis is required for the PhD degree and the master's degree. Importing of students' in-print publications is not allowed. Electronic copies of the theses are kept in the university archives and in the Hirsh Health Sciences Library. Additional instructions and policies about the preparation and defense of the thesis may be obtained from the Dean's Office and on the Sackler School website (<http://sackler.tufts.edu/Student-Life/Graduation-Information.aspx>).

A major portion of work toward the doctoral degree consists of the preparation of a doctoral thesis. The topic of the thesis is chosen with the approval of the faculty advisor, and the thesis is written under his or her supervision. The thesis must demonstrate high achievement in a specific branch of knowledge, the original development of an appropriate subject, and independent research. A committee of faculty supervising the student's progress must accept the thesis. Each program will sponsor a committee that examines the student on the thesis and its background. The examination is oral, written, or both, as determined by the program faculty.

#### *Additional PhD Degree Requirements*

A minimum of 32 credits are required for the doctoral degree; five credits must be didactic course credits; MD/PhD students in the basic sciences often meet some portion of this requirement through their medical school coursework. Specific degree requirements are defined by each program and are listed in the Sackler School catalog (<http://sackler.tufts.edu/Academics/Curriculum-Overview>). Students must also pass a qualifying

examination, which requires the preparation and defense of a research proposal and is designed to measure originality and independence, before or soon after entering their thesis laboratory.

#### *Additional Master's Degree Requirements*

A minimum of 16 credits are required for the master's degree; five credits must be didactic course credits. Individual programs may require more credits.

The following standards must be met to earn a master's degree in the basic science division.

1. Complete all of the required didactic courses required for the PhD degree with the possible exception of a writing course.
2. Complete elective course requirements as determined by each program.
3. Successfully pass the Qualifying Examination (except in Molecular Microbiology).
4. With the oversight of a thesis committee, complete an acceptable thesis.

A thesis is required for a master's degree and should demonstrate the student's competence in conducting independent investigation. The faculty member supervising the student's research, along with a faculty advisory committee, must approve the thesis topic and accept it for degree credit. An outside thesis committee examiner and a public seminar are not required.

#### **Residence Requirement Policy**

The minimum residence requirement for the master's degree is two academic years of full-time graduate study. The minimum residence requirement for the PhD degree is three academic years of full-time study.

#### **Academic Standing Policy**

Grades below a B- are considered failing grades. If a student earns two grades below B-, the student will be dismissed from the Sackler School. Grades of U are counted as below B-.

If a matriculated student fails any required course, the course must be repeated. If a student fails an elective course, the program will determine whether or not the course must be repeated. Repeated courses will count as two courses, with both grades appearing on the transcript and counting in the determination of academic standing.

In addition, each program will determine the requirements for the qualifying examination. When a program determines that a student has completed the qualifying process and has failed the examination, the student will be dismissed from the Sackler School. No grade is recorded until the examination process is complete.

In programs where a student may be considered for a master's degree without passing the qualifying examination, a student has the option to withdraw from the qualifying process and request consideration for a master's degree.

#### **Attendance Policy**

Regular daily attendance in classes and in the laboratory is required of all basic science division students. Students who anticipate an absence should notify their advisors as far in advance as possible. Students who must be absent from the laboratory due to illness or for other unexpected reasons must call or email their faculty advisors at the beginning of each day to report their

absence. At the discretion of the program director, graduate students absent for more than five days during one semester may be required to submit a letter from a physician documenting the illness to the associate dean.

Students should work out their time schedules with their faculty advisors. The advisor must be consulted in advance when a student needs to engage in outside activities that may interfere with normal laboratory work or when a student is in need of a modified schedule. Students who wish to participate in on-campus employment, special tutoring, or teaching programs must obtain permission in advance from their advisors and program directors.

### **Transfer Credit Policy**

Sackler School students may request permission to transfer a maximum of two graduate-level courses, taken either as a non-degree student at Tufts University or at another institution, to fulfill requirements for a degree, subject to the following conditions. Credits transferred must:

- carry the grade of B- or better (courses taken as pass/fail cannot be transferred),
- not have been counted toward another degree,
- have been earned in graduate-level courses at a properly accredited institution, and
- have been taken within the past five years.

Transfer courses may be counted toward the degree with the recommendation of the graduate program concerned and the approval of the associate dean. Students are asked to present their program director with copies of their transcripts as well as course descriptions and reading lists if requested. If the program director recommends the course for transfer credit, the student must submit the completed Transfer Credit Request Form (<http://sackler.tufts.edu/Student-Life/Student-Forms.aspx>) and an official transcript showing the grade received and credit/s earned in the course to the registrar. All transfer credits must be resolved before taking the qualifying examination.

Students who have received a Master's Degree from Tufts University Sackler School of Biomedical Sciences and wish to earn a PhD in the same program may apply for admission through the regular process and be considered along with all other applicants. Students who are accepted who have completed their MS within the past three calendar years may be awarded a PhD upon completion of additional didactic coursework, qualifying exams, research, thesis defense and other requirements as determined by the program. Programs will determine which of the previously-taken courses will be applicable for the PhD degree.

### **Time Limit and Extension of Degree Time Policy**

All work for a master's degree must be completed within five consecutive years immediately prior to the award of the degree. For a PhD, all work must be completed within seven consecutive years immediately prior to the award of the degree, unless the student is in a combined degree program or has taken an approved leave of absence

If a student expects to take more than the allotted time to complete the degree requirements, he or she needs to submit to the associate dean a Request for Time-to-Degree Extension Form, which is available from the Sackler Dean's Office. This request must be made before the expiration of the time limit and must include a detailed reason for the extension and a plan for completing the degree requirements within the extended time period. Both the student's faculty advisor and program director must certify support for the extension.



## **Course Approval Policy**

New graduate level courses must be approved by the Sackler School Committee on Programs and Faculty and by the Executive Council. Following approval, an appropriate title, course designator and number will be assigned. All new graduate level courses must be approved before students may enroll for credit. The only exception to this requirement is that Special Topics courses may be offered for credit once before approval of the course is required. Special Topics courses may only be designated as 0293, 0294, 0593, or 0594 and may not utilize a course title other than "Special Topics."

## **Course Credit Policy**

One didactic course credit requires about 30 hours of class meeting. If a course requires approximately 60 hours of class and lab meetings, it counts for two credits.

## **Laboratory Data and Notebook Policy**

As researchers depend more and more on direct recording of primary data into spreadsheets and other computer formats, it has become essential to define the rules for substituting computer files for traditional laboratory notebooks and to reinforce the general standards for acquisition and retention of primary data. These standards apply to all methods of data recording.

### *General standards*

Every experiment must be documented in the laboratory notebook, even experiments judged to have "failed." All lab work, including all calculations of concentrations, titers, etc. and all primary data (e.g., spectrophotometer readings, scintillation counter tapes, autoradiograms, plaque counts, colony counts) must be clearly identified, dated and stored with the relevant experimental protocol. For every experiment, the following information must be conveyed in the notebook: title of the experiment, objective and/or rationale, protocol, results, and conclusions. Some labs prefer that lab notebooks be maintained as running, chronological records of all activities on a given day. Other labs prefer to have separate notebook sections or separate notebooks for separate projects or sub-projects. A key element, whichever approach is used, is that the chronological record be clear, as evidenced by a date on each page of the notebook.

### *Using a traditional handwritten notebook*

The best practice for maintaining a handwritten laboratory notebook is that it be bound with pre-numbered pages, dated on every page and signed by the investigator at regular intervals (preferably daily, if intellectual property (IP) protection is important). Moreover, data that might be critical for IP protection must be witnessed by another member of the research group. While not the best practice, many labs use loose-leaf laboratory notebooks. In such cases, every page must still be dated and primary data entered by hand or by pasting in sheets of data generated by a machine. All entries have to be in pen, not pencil. Any changes or alterations must be indicated with a single line through the information or data being altered, such that the altered material is still legible.

### *Use of electronic files and notebooks*

Modern technology has made it possible to generate data of such great complexity (e.g., microscope images and deconvolutions, massive sequence files, and structure coordinates) that it is impossible to store these data in a printed form. In such cases, data must be kept in electronic

form, subject to the rules discussed below. In addition, more and more researchers are using computers (often personal laptops) to record primary data, as well as using text and graphics programs to describe experiments and plot data.

Data stored only in computer files are subject to corruption and to unethical manipulation. As a result, a means must be found to provide verifiable evidence that data, once entered, have not been tampered with. The following standards seek to address these concerns.

1. An electronic file, once created, must be saved and never modified. If the file needs to be altered because an error in entry or calculation or other notation has been discovered, the original file is to be copied (but not deleted) and the alterations made on the copy, not the original. The copy must be annotated to indicate why and how it was altered. Both the original and the modified copy are required to be saved.
2. Individual files corresponding to a completed experiment must be copied upon creation to a CD or DVD that cannot be overwritten. The original file must be maintained in the laboratory, but the CD or DVD is to be stored outside the lab. It is essential that all electronic files be backed up at frequent, regular intervals (e.g., monthly) to an external hard drive or to a central server, such as the P and Q drives.
3. A potential problem with any electronic file is that the software used for its creation may become obsolete or unusable. This is especially true of proprietary software that becomes unusable when a license is allowed to lapse or the owner goes out of business. As a result, primary data may become inaccessible. To avoid this complication, it is necessary to convert electronic files to PDFs and to keep both the original and the PDF versions of the files securely stored.

#### *Using electronic files in conjunction with a traditional lab notebook*

1. If data are initially collected in a handwritten form, the handwritten pages must be included in the notebook along with any computer-generated data analysis or summary. The electronic file must also be retained, as detailed above.
2. When data are entered directly into an electronic file or transcribed into an electronic file from handwritten notes, the table of data or spreadsheet must be printed out and pasted into the notebook. The handwritten notes have to be retained as well.

#### *Using electronic files as a substitute for a traditional lab notebook*

When an electronic format is used as the primary means to describe, record the data from, and document an experiment, the electronic notebook file must show the date of the experiment, the title, the objective, the protocol, the results, and the conclusions. A text version of experiment documents ought to be printed out and kept in a chronologically ordered notebook or binder along with print-outs of the electronically recorded data. Note that in cases where it is not possible to obtain printed versions of the electronic notebook or associated data files, they may be kept solely in electronic form (see above). Data files must be stored in unmodifiable form and backed up to an external hard drive or central server.

## **Laboratory Rotations Policy**

First-year doctoral basic science division students are expected to perform a minimum of four laboratory rotations. Students perform the first two rotations in their home program and may perform the last two in any basic science Sackler program laboratory that is prepared to have a student rotate. Students should consult their program directors or student advisors for more details. Master's students in the Pharmacology and Drug Development Program complete two laboratory rotations during their first year.

First-year students, with the exception of those in the Mammalian Genetics Track at The Jackson Laboratory, may not choose a thesis research laboratory before the end of the spring semester. Students will choose a thesis research laboratory in consultation with the student advisor.

Neuroscience students entering Fall 2012 and Fall 2013 will take NRSC 0233, Laboratory Techniques (0.5 credit), in place of their first rotation.

## **Thesis Advisory Committee Meeting Policy**

All doctoral students in the basic science division are required to form their Thesis Advisory Committee (TAC) during the Fall semester of the first research year (usually the second year of school), and are required to meet with their TAC during the following Spring semester and at least once per semester thereafter. Programs are free to require TAC meetings during the Fall of the first research year if they so desire.

If a student fails to hold a TAC meeting in a given semester, a grade of Incomplete shall be given for Graduate Research that semester. If a student fails to make up the missed meeting during the subsequent semester, the first Incomplete grade shall convert to a failing grade. The make-up meeting does not substitute for the regular meeting that semester.

If a student does not hold a meeting during the Spring semester, the TAC meeting must be made up in the Summer term. If not, the Spring grade for Graduate Research shall convert to a failing grade. Additional missed meetings will result in a failing grade and dismissal.

## **Thesis Writing and Defending Time Limit Policy**

Once a student is given approval to submit the Application for Award of Degree Form (also known as "permission to defend") by the Thesis Advisory Committee (TAC), she or he must defend the thesis within three months. If extenuating circumstances arise, the TAC may extend this time with the approval of the Program Director.

## **Time from Thesis Defense to Completion Policy**

After a successful defense, the time needed by basic science division students for completion of thesis revisions typically ranges from 30 to 60 days. During the deliberations of the thesis examination committee, the committee should determine, with input from the student, the amount of full-time effort (in days) needed to complete any required changes. The student, the program director, and the thesis advisor should be informed of this determination. The student's stipend and benefits would continue during this period of full-time effort. Extensions of stipend and benefits beyond the recommended time must be justified, reviewed, and approved by both the program director and the thesis advisor. In no case may the student continue to receive a stipend or benefits once he/she has started in another paid position.

## **Graduation Deadlines, Instructions, and Forms**

### *Graduation Dates and Commencement Ceremony*

Tufts University grants degrees to Sackler students in August, February, and May. Sackler students who are awarded degrees in August and February are invited to attend the May commencement ceremony along with the May graduates.

### *Graduation Meetings and Deadlines*

When students begin writing their theses, they should make an appointment with the associate dean. The associate dean will go over graduation deadlines and degree requirements, and answer students' questions so that the process goes smoothly. To be considered for a degree, a student must fulfill all University, Sackler School, and Program requirements. Students must meet the deadlines listed on the Schedule of Requirements for Award of Degrees (<http://sackler.tufts.edu/Student-Life/Graduation-Information/Schedule-for-Awarding-Degrees.aspx>), and should pay particular attention to submitting the Application for Award of Degree form by the deadline so that their graduation date is not delayed.

### *Graduation Instructions*

Informational documents designed to assist students in completing their doctoral and master's theses, and certificates are available on the Sackler School website (<http://sackler.tufts.edu/Student-Life/Student-Forms>) and are also listed below.

- Graduation Checklist
- Thesis Preparation Guidelines
- Thesis Online Submission Instructions
- Optional Practical Training Instructions (for International students only)

### *Required Forms and Surveys for Graduation*

Graduation forms are available as fillable PDFs on the Sackler School website (<http://sackler.tufts.edu/Student-Life/Student-Forms.aspx>). Students should open the documents in Adobe Acrobat and type in their information before printing the forms.

- *Application for Award of Degree Form*: This form notifies the Dean's Office of an upcoming graduation. It is completed when a student's thesis committee indicates that experiments are complete and the student may write and defend his or her thesis.
- *Thesis Defense Form*: This form verifies that the thesis defense has been successful.
- *Approval of Thesis Revisions Form*: This form verifies that all required thesis corrections have been completed.

In addition to the forms above, graduating students are also required to complete the following surveys, as appropriate.

- *Sackler School Student Exit Survey*
- *Survey of Earned Doctorate* (required of PhD candidates only)

### *Inclusion of Copyrighted Material*

To republish someone else's work, students must obtain permission from the author or the copyright owner. While it is appropriate to include material produced by others in theses, it is important to avoid infringing on their copyrights. Thus, students must request permission from the author(s) and

include it in the thesis. Even if a student is the author of the original work, he or she must obtain permission to include it the thesis if a publisher has acquired the copyright. ProQuest/UMI provides more copyright information in their [Copyright Guide](#).

#### *Electronic Submission of Theses*

To complete the master's or doctoral thesis submission process, go to <http://dissertations.umi.com/tuftssackler>.

#### *Degree Approval Process*

After the completing all degree requirements, students' must be approved to graduate by the Sackler School Executive Council. The names of candidates are then forwarded to the Tufts University Board of Trustees for final approval.

#### *Diplomas*

Official diplomas are ordered by the Sackler Dean's Office after the Board of Trustees has approved student degrees. August and February graduates will receive their diplomas through the US Mail. May diplomas are presented at commencement or mailed to graduates who do not attend the ceremony. It is crucial that students provide the Sackler Dean's Office with their current mailing addresses since duplicate or replacement diplomas are not available.

## ACADEMIC AND PROFESSIONAL CONDUCT

### **Compact Between Biomedical Graduate Students and Their Research Advisors**

[The majority of the wording of this Compact was prepared by the Association of American Medical Colleges (AAMC) Group on Graduate Research, Education, and Training (GREAT).]

These guiding principles, known as the Compact Between Biomedical Graduate Students and Their Research Advisors, are intended to support the development of a positive mentoring relationship between the pre-doctoral student and his or her research advisor. A successful student-mentor relationship requires commitment from the student, mentor, graduate program, and institution.

Pre-doctoral training entails both formal education in a specific discipline and an apprenticeship in which the graduate student trains under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the pre-doctoral student and the research advisor is a vital component of the student's preparation to become not only an independent and successful research scientist but also an effective mentor to future graduate students.

Individuals who pursue a biomedical graduate degree are expected to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student.

#### *Core Tenets of Pre-doctoral Training*

##### **1. Institutional Commitment**

Institutions that train biomedical graduate students must be committed to establishing and maintaining high-quality training programs with the highest scientific and ethical standards. Institutions should work to ensure that students who complete their programs are well-trained and possess the foundational skills and values that will allow them to mature into independent scientific professionals of integrity. Institutions should provide oversight for the length of study, program integrity, stipend levels, benefits, grievance procedures, and other matters relevant to the education of graduate students. Additionally, they should recognize and reward their graduate training faculty.

##### **2. Program Commitment**

Graduate programs should endeavor to establish graduate training programs that provide students with the skills necessary to function independently in a scientific setting by the time they graduate. Programs should strive to maintain scientifically relevant course offerings and research opportunities. Programs should establish clear parameters for outcomes assessment and closely monitor the progress of graduate students during their course of study.

##### **3. Quality Mentoring**

Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to graduate students to ensure their scientific, professional and personal development. A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of praise and constructive criticism to foster individual growth, teaching the "ways" of the scientific enterprise, and promoting students' careers by providing appropriate opportunities. Additionally, good graduate school

mentors should be careful listeners, actively promote and appreciate diversity, possess and consistently exemplify high ethical standards, recognize the contributions of students in publications and intellectual property, and have a strong record of research accomplishments and financial support.

#### 4. Provide Skills Sets and Counseling that Support a Broad Range of Career Choices

The institution, training programs, and mentor should provide training relevant to academic, industrial, and research careers that will allow their graduate students to appreciate, navigate, discuss, and develop their career choices. Effective and regular career guidance activities should be provided, including exposure to academic and non-academic career options.

#### *Commitments of Graduate Students*

- I acknowledge that I have the primary responsibility for the successful completion of my degree. I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.
- I will work with my research advisor to develop a thesis project. This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- I will work with my research advisor to select a thesis committee. I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution. I will commit to meeting these requirements, including teaching responsibilities.
- I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.
- I will comply with all institutional policies, including academic program milestones. I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis research.
- I will be a good lab citizen. I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
- I will maintain a detailed, organized, and accurate laboratory notebook. I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis.
- I will discuss policies on work hours, sick leave and vacation with my research advisor. I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- I will discuss policies on authorship and attendance at professional meetings with my research advisor. I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.

- I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree. I will seek guidance from my research advisor, career counseling services, thesis committee, other mentors, and any other resources available for advice on career plans.

#### *Commitments of Research Advisors*

- I will be committed to mentoring the graduate student to be a future member of the scientific community.
- I will be committed to the research project of the graduate student. I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of his/her thesis research.
- I will be committed to meeting one-on-one with the student on a regular basis.
- I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for him/her to conduct thesis research.
- I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.
- I will help the graduate student select a thesis committee. I will ensure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism. I will encourage the student to seek opportunities in teaching, if not required by the student's program.
- I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.
- I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.
- I will discuss authorship policies regarding papers with the graduate student. I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner.
- I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.
- I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.
- I will provide career advice and assist in finding a position for the graduate student following his/her graduation. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
- Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful. I will foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.



## **Student Code of Ethics, Ethical Practices, and Professional Conduct**

### *Student Code of Ethics*

Graduate students are expected to maintain the highest standards of ethical conduct, academic and scientific integrity. They are expected to conduct themselves with due regard for the rights of others and with reasonable standards of behavior. Tufts University takes very seriously issues pertaining to ethical practices, scientific misconduct, and academic violations. In addition to the Sackler School policies listed below, the official policy of Tufts University with respect to scientific misconduct can be found at the following website: <http://viceprovost.tufts.edu/?pid=2&c=3>.

The National Academy of Sciences has published a very useful pamphlet, called "On Being a Scientist," [http://books.nap.edu/openbook.php?record\\_id=12192&page=R1](http://books.nap.edu/openbook.php?record_id=12192&page=R1).

In cases where students have not conducted themselves accordingly, the University reserves the right to take disciplinary actions, including dismissal. The student has the right to appeal any such actions to an appropriate committee.

This Code contains a set of ethical and professional standards, which all students will be expected to use as a guide for acceptable conduct. This Code shall also serve as the set of substantive and procedural rules that the Sackler School Executive Council will apply in counseling and disciplining students regarding appropriate ethical and professional conduct.

The Sackler School reserves the right to condition attendance upon adherence to these standards in order to protect its ability to function as a research and educational institution. Accordingly, all students who enroll in the Sackler School thereby agree to be governed by the provisions of this Code and this handbook, and are charged with knowledge of it in its entirety.

Neither this Code, nor the Student Handbook is intended to contain an exclusive or complete list of standards, violations of which could result in discipline. They contain those principles that, in the view of the Executive Council, should be sufficient in the great majority of cases for the great majority of unacceptable conduct. The Committee reserves the right to counsel and discipline students regarding conduct in violation of fundamental standards of morality, decency and professionalism even if prohibition of that kind of conduct is not specifically mentioned in this Code.

The substantive rules contained in this Code of Ethical Practices and Professional Conduct are mandatory; each student will be expected to act in accordance with them. The Student Ethics and Grievance Committee shall exercise its discretion, based on its evaluation of the facts and needs of each particular case, in determining what, if any, counseling or disciplinary action to recommend.

Rules and standards of this Code are phrased in the negative, as prohibitions. This is in the nature of a disciplinary code, and does not mean that most students need prohibitions to guide their behavior, or that most of the actions prohibited in the Code are likely to occur. Indeed, it is because students are assumed to act honorably and decently that it is easier to formulate a brief list of prohibitions rather than a long list of the kinds of honorable conduct.

### *Ethical Practices*

The following conduct is prohibited and can result in counseling or disciplinary action by the Executive Council.

1. Receiving, giving to, or seeking assistance from any student or person or consulting notes or any written or printed matter during any in-class or take-home examination, quiz, or exercise without the permission of the course director or appropriate instructor.
2. Presenting another's words or ideas as one's own in any thesis, paper, report or presentation without proper attribution, or engaging in other acts of academic dishonesty.
3. Theft or unauthorized use of, malicious or unwarranted damage to, or destruction of property belonging to Tufts University, a member of the school or university community, or a guest or client of the school or university or their affiliates.
4. Failure to adhere to regulations of the University or the Hirsch Health Sciences Library, including but not limited to theft, unauthorized use of books and journals, unauthorized removal of reserved materials, or unauthorized removal of materials placed in the Library for the use of students.
5. Failure to adhere to university regulations governing the use of the School's or University's property, and failure to follow the directions of security officers and/or responsible school and university personnel.
6. Taking or attempting to take, steal, or obtain in an unauthorized manner any material pertaining to a class or laboratory assignment.
7. Failing to follow prescribed laboratory or clinical protocols and procedures or instructions, thereby endangering the health or safety of oneself, other persons, or animals.
8. The employment of fraud, misrepresentation, or deception in the completion of any school or university record, form, or inquiry.
9. Violence or the threat of violence to any other student, member of the faculty, or staff of the School, Tufts University, or their affiliates.
10. Discourteous, disrespectful, or unlawful behavior toward faculty, staff, guests and clients of the School, University, or their affiliates.
11. The employment of fraud, misrepresentation, or deception in any application for, or in connection with, financial aid (including loans, scholarships, fellowships, grants, and work study programs).
12. Repeated failure to take any examination or to complete any required exercise for any reason except illness, or other extenuating circumstances.
13. Failure to appear for and complete all duties pertaining to all laboratory responsibilities for any reason except illness or other extenuating circumstances.

### *Principles of Professional Conduct*

The following actions can be grounds for counseling or disciplinary actions by the Executive Council.

1. Conviction in any state or federal court of a felony, or of a crime involving moral turpitude.
2. Conviction or violation of any state or federal law regulating the possession, use, or distribution of any narcotic drug or controlled substance.
3. Chronic inebriety or habitual use of drugs.

## **Disciplinary Procedures and Penalties**

### General Principles

It is the function of the Student Ethics and Grievance Committee (hereafter referred to as "Committee") to make recommendations concerning discipline to the Executive Council. The Committee is composed of five faculty members, one representative from the Dean's Office, and

one student representative. The five faculty members shall be appointed by the dean. The student representative shall be selected annually by the Graduate Student Council.

The Executive Council will reach its own conclusions about whether there has been a violation of this Code, and about any appropriate penalty. It is the decision of the Executive Council, and not any recommendation of the Committee, which constitutes a disciplinary decision. In its deliberations the Executive Council is not bound by the rules or procedures of the Committee; the Executive Council will function pursuant to its own procedures.

### *Disciplinary Procedure*

The procedure whereby students may be disciplined pursuant to this Code consists of seven steps or stages: Complaint or Inquiry, Investigation, Hearing, Adjudication, Recommendation, Decision, and Appeal.

#### A. Complaint or Inquiry

1. A complaint is a statement made to the Committee in which the complainant alleges that a violation of the Code has occurred and that the Committee should investigate the alleged violation.
2. A complaint may be made by any Sackler School faculty member, dean, or officer of the University Police. Staff, technicians, students, and other non-academic employees of the University or its affiliates may report alleged violations to someone qualified to make a complaint, and the latter may then make the complaint.
3. A complaint may be made orally or in writing to the Dean's Office.
4. An inquiry is a request to the Committee to determine whether an infraction of the Code has occurred. Inquiries should be made only when the inquirer cannot assert that a violation of the Code has, in fact, occurred, but has a good faith belief that a violation may have occurred and that further investigation by the Committee is justified.

#### B. Investigation

1. Within three weeks of receipt of a complaint or inquiry, the Committee shall begin its investigation of the allegations or inquiries therein.
2. The Committee shall have the authority to request the presence of any person who may have knowledge of, or who may shed light upon, the alleged violation.
3. The Committee shall not begin a full-scale investigation of any complaint or inquiry unless a majority of the present members vote that such an investigation is warranted. If it appears that the allegations of a complaint or inquiry are without merit or cannot be reasonably substantiated, the Committee may, by a majority of voting members present, dismiss the complaint or inquiry and conclude the proceedings in the student's favor.

#### C. Hearing Procedure

1. The student about whom a complaint or inquiry is made shall be given the opportunity to appear, in person, before the Committee in order to present his/her position, and to question witnesses who testify before the Committee.
2. Legal counsel representing the student is not permitted to be present during any of the Committee's proceedings. However, the student may be accompanied by a fellow student or a member of the faculty for the purpose of advice and assistance at the time that she/he appears before the Committee. Such persons will not be afforded the opportunity to question witnesses or to address the Committee.

3. The student shall be questioned by the Committee, and shall be given full and complete opportunity to make any statement and to provide any evidence to the Committee. The student may also call witnesses or other persons (e.g., character references) before the Committee.
4. The Committee shall not attempt to prove that a violation of the Code occurred but shall impartially evaluate complaints and inquiries. Accordingly, no member of the Committee shall present any case against the accused to the Committee. However, all members of the Committee may ask questions of any witness or pertaining to any evidence.
5. The Committee is not bound by the Rules of Evidence, and may hear any testimony or consider any evidence that it deems relevant or significant.

#### D. Adjudication

1. Adjudication is the process by which the Committee determines what, if any, recommendation(s) to make to the Executive Council.
2. Adjudication shall be divided into two stages: first, a determination of whether the student has violated the Code; second, a determination of appropriate action or penalty.
3. The Committee shall vote separately on the questions of whether there has been a violation of the Code, and on an appropriate action or penalty. In order for the Committee to find that there has been a violation of the Code, or for the Committee to recommend an action or penalty to the Executive Council, three-fourths of the voting members of the Committee who are present must vote that there has been such violation, or in favor of such action or penalty.
4. If the Committee fails to vote that there has been a violation of the Code, or fails to vote for an action or penalty, no recommendation shall be made to the Executive Council and the matter shall be considered closed. Until such time as a recommendation may be made to the Executive Council, neither the Committee nor any member thereof shall inform any member of the Executive Council of the pending disciplinary proceedings. If the Committee cannot reach a three-fourths affirmative vote that there has been a violation, or on an action or penalty, and for this reason fails to make a recommendation to the Executive Council, there will be no notation in the student's record that disciplinary proceedings have occurred. The fact of such proceedings may not be considered in any subsequent disciplinary proceeding(s) against the student, and the proceedings will remain confidential.
5. The student will not be present during the Committee's adjudicatory deliberations. In the interest of assuring free and open discussion by the Committee, the student will not be informed about what was stated by members of the Committee during discussion leading up to the vote. The Clerk of the Committee will not take minutes of this discussion, aside from noting final directions of the Committee regarding the content of its report to the Executive Council.

#### E. Recommendations

1. Any determination that, in the Committee's view, the student has violated the Code and that appropriate action or penalty should be ordered by the Executive Council shall be transmitted to the dean within two weeks of the Committee's determination. The Committee's recommendations shall be in writing, signed by the Chairperson, and contain a report summarizing the Committee's reasons for finding that there has been a violation of the Code and for recommending an action or penalty. The Committee's report may contain any supporting material that would be useful to the Executive Council in making its decision.

2. Any member of the Committee, including members who voted against the determination that the code was violated or the recommended action or penalty, may submit a statement explaining his/her vote or position and such statement(s) shall be included in the report transmitted to the Executive Council.
3. A copy of the committee report shall be given to the student.

F. Decision

1. The Executive Council shall make the final decision regarding whether a violation of the Code occurred, and concerning any appropriate action or penalty.
2. If the Executive Council determines that a violation of the Code has not occurred, there shall be no mention in the student's Tufts University record of the disciplinary proceedings.

G. Appeal

1. The student may appeal any final decision of the Executive Council to the dean and any final decision of the dean to the provost of Tufts University.
2. If the student wishes to appeal, he or she must notify the dean (or provost) in writing within two weeks of receipt of the Executive Council's (or dean's) final decision that an appeal is to be made.
3. The dean (or provost) shall receive the complete file of the Student Ethics and Grievance Committee regarding the matter under appeal.
4. The dean (or provost) may request and/or hear and/or review any additional evidence or testimony he or she deems relevant or important.
5. The dean (or provost) may affirm the decision of the Executive Council (or dean), or may make a different determination about whether there has been a violation of the Code, or about the appropriate action or penalty.
6. If the dean (or provost) determines that no violation of the Code has occurred, there shall be no mention of the disciplinary proceedings in the student's Tufts University record.

*Actions and Penalties*

The following are the actions and penalties which the Student Ethics and Grievance Committee may recommend to the Executive Council, and which may be imposed by the Council, the dean, or the provost for violations of the Student Code of Ethics. The listed actions and penalties are not an exhaustive list; they are only a guide. The Executive Council, dean, and provost may impose any action or penalty that they feel is appropriate.

Counseling

The student will be counseled by the Student Ethics and Grievance Committee, or by some person(s) appointed or authorized by the Committee. Counseling is not considered a punishment or penalty, and is designed to help the student understand his/her reasons for violating the Code and to avoid future violations. An order by the Executive Council that a student be counseled will not be noted in the student's record.

Oral Reprimand without Notation in the Student's Record

The student will be required to appear before the Student Ethics and Grievance Committee and will be read an oral reprimand. Neither the fact of the reprimand nor its content will be noted in the student's record.

#### Repeat of Examination

The student will be required to repeat the examination or other course exercise in connection with which the violation of the Code occurred. At the discretion of the Executive Council, the disciplinary proceedings and action may or may not be noted in the student's record.

#### Written Reprimand

The student will receive a written reprimand by the Committee, signed by the Chairperson. A copy of the written reprimand will be included in the student's record.

#### Repeat Course in Subsequent Academic Year

The student will be required to repeat the course in connection with which the violation of the Code occurred in a subsequent academic year. The student's program director shall determine whether the student can be permitted to advance to the subsequent year's curriculum while repeating the course.

#### Probation

The student will be placed on probation for a specified period of time. During such time, the student will remain under the continuing observation and supervision of the Student Ethics and Grievance Committee. The Committee may take appropriate steps, including requiring the student to appear regularly before the Committee or a designated member(s), to assure that the student is acting in accordance with the Code. If the student fails to fulfill the directives of the Committee during this time, the Committee may recommend to the Executive Council that another action or penalty be imposed.

#### Restitution

Where the student has damaged, converted, or otherwise impaired the value of the property of Tufts University, a Tufts University affiliate, or member or client thereof, the student may be required to make adequate restitution to the injured party. Restitution may be ordered at the discretion of the Executive Council concurrent with any other action or penalty. At the discretion of the Executive Council, restitution may be in the form of monetary compensation or penalty, which will not be mentioned in the student's Tufts University record. The fact that restitution was ordered shall not be noted in the record.

#### Suspension

The student will not be permitted to continue as a registered student at Tufts University for a specified period of time. At the expiration of this time period, the student shall be re-enrolled upon his/her request. The student will receive credit only for those courses that have been completed and passed prior to suspension. At the discretion of the Executive Council the student may be permitted to complete courses in progress, the current semester, or the current academic year before beginning the term of suspension.

#### Probated Suspension

The student will be adjudged to be suspended for a specified period of time. However, the student will not, in fact, be suspended and will be permitted to continue the curriculum but will be placed under the supervision of the Student Ethics and Grievance Committee. If the student violates the Code during the period of probated suspension or fails to fulfill the directives of the Committee during this time, he/she shall then be suspended for the amount of time directed by the original order of suspension.

#### Expulsion with Possibility of Re-application

The student will be dismissed from the program. However, the student will be permitted to reapply for admission to Tufts University through, and subject to all the conditions of, the regular admissions process.

#### Final Expulsion

The student will be dismissed from the program, and will not be permitted to reapply or re-enroll.

#### Probated Expulsion

The student will be adjudged to be expelled with the possibility of re-application, or to be finally expelled. However, the student will not be expelled but will be placed under the supervision of the Student Ethics and Grievance Committee for a specified period of time and permitted to continue the curriculum. If the student violates the Code during this time, or fails to fulfill the directives of the Committee, then the original order of expulsion will be imposed.

All penalties that appear subsequent to “Repeat of Examination” on the above list of actions and penalties, with the exception of Restitution, must be noted in the student's Tufts University record.

### **Scientific Research and Scholarship Policies**

Academic freedom, including freedom in research, is recognized by the University as fundamental to its educational and intellectual goals. For more information on the Tufts University policies and procedures listed below that are related to research and scholarship, see the Office of the Vice Provost for Research website (<http://viceprovost.tufts.edu/research-policies>).

- Misconduct in Research and Scholarship
- Research and Scholarship Misconduct Hotline
- Instruction in the Responsible Conduct of Research
- Conflict of Interest
- Conflict of Commitment
- Intellectual Property
- Tufts Name Use
- Role and Eligibility of Principal Investigators

## REGISTRATION

### Student Identification Cards

Students obtain Student Identification Cards (IDs) at the Public Safety Office, which is located in the Biomedical Research & Public Health Building at 136 Harrison Avenue. Students must have their ID cards with them at all times. Any student who loses his/her ID card should immediately call (617) 636-0392 or visit the Public Safety Office to cancel the building and room access on the lost ID and to secure a replacement. There is a fee for a replacement ID.

### Registration

#### *Registration for Degree-seeking Students*

##### Continuous, Full-time Enrollment Requirement

All matriculated graduate students are required to be registered as full-time students or be on an approved leave of absence for every Sackler term between matriculation and graduation, including summers. Full-time enrollment is defined as being registered for at least four credits per term in the fall and spring, and two credits in the summer. The exceptions are as follows:

- Clinical and Translational Science (CTS) master's degree candidates whose program does not require summer registration between the first and second year, and
- CTS Certificate students who are enrolled in a part-time program.

##### Registration Dates

Online registration happens twice a year. Continuing students register for spring courses in November or December and registration for summer and fall courses occurs in March or April. Students receive email instructions prior to the beginning of registration. Students with outstanding financial obligations to the University or lapsed immunizations will not be allowed to register.

##### Late Registration Fee

A penalty fee of \$50 is charged to continuing students who fail to register for classes during the appropriate registration period. After students are initially registered, there is no fee for changing courses up through the end of add/drop period.

#### *Degree Only Course Registration*

After all required courses have been completed and the thesis committee has granted the student permission to write and defend the thesis, basic science PhD degree candidates register for the PhD Degree Only course in their final term (Students unable to complete the PhD degree but granted the option to earn master's degrees may register for the Master's Degree Only course.). Students may register only once for the Degree Only course. Students are not charged tuition for this course.

#### *Registration for Special Students*

Individuals who have not been admitted to a Sackler School degree program or who are graduates of a Sackler School program may take courses as Special Students. There is no limit to the number of courses Special Students may take; however, those who are subsequently admitted to a Sackler School degree program may only count two previously-taken Sackler courses toward their degrees. Thus, it is recommended that those interested in seeking a degree apply for admission and matriculate before registering for a third course.



Special Students must complete and submit the Special Student Application and Registration Form to the Sackler Dean's Office two weeks before the beginning of the term and provide documentation verifying that they hold at least a bachelor's degree. They also have to meet the normal prerequisites and requirements of the course. Admission to any course is at the discretion of the course director and the registrar and is subject to the availability of space. Sackler School courses that are also included in the curriculum of the School of Medicine are not available to Special Students. For further information regarding course enrollment, please see the website (<http://sackler.tufts.edu/Admissions/Apply-to-Non-Degree-Programs/Special-Students.aspx>).

#### *Registration for Visiting Students*

The Sackler School offers visiting student status to students who are enrolled in other undergraduate or graduate degree programs, are in good academic standing, and are sponsored by Sackler School faculty members to perform biomedical research at the Sackler School. Application materials must be received eight weeks before the start of the desired entry term to allow time for review and, if applicable, visa document preparation. In addition, documentation of required immunizations is mandatory, and students must enroll in school-offered health insurance or provide a waiver verifying that they have other acceptable health insurance coverage. Students must pay the Health Administration Fee annually. Each term, visiting students must register for the zero-credit Biomedical Techniques & Research course (SK 0299). For further information regarding course enrollment, please see the website (<http://sackler.tufts.edu/Admissions/Apply-to-Non-Degree-Programs/Visiting-Students.aspx>).

### **Course Policies**

#### *Syllabi*

Course Directors at the Sackler School are required to provide students with a syllabus for every didactic course. This may be provided electronically, or in hard copy. Syllabi should include, at a minimum, an overview of the course and how it is structured, the course objectives, a schedule of lecture topics and faculty, evaluation rubrics, and information on relevant policies, including academic dishonesty.

#### *Cross-registration Policy*

During the academic year, matriculated students may take one course per semester for both a grade and credit through cross-registration agreements with the Tufts University Fletcher School of Law and Diplomacy; the Friedman School of Nutrition Science and Policy; the School of Dental Medicine; the Cummings School of Veterinary Medicine; the Graduate School of Arts, Sciences & Engineering; Public Health and Professional Degree Programs of Tufts University School of Medicine; Boston College; Boston University; and Brandeis University. Students who are enrolled in the Clinical and Translational Science program are also eligible to cross-register for courses at Northeastern University. All cross-registration petitions are subject to the consent of the course director as well as the student's program director, faculty advisor, and both school registrars. The Cross-registration Request Form is available on the website (<http://sackler.tufts.edu/Student-Life/Student-Forms.aspx>). The student is expected to satisfy the normal prerequisites, requirements, and conditions of enrollment for the cross-registered course. It is not usually possible to cross-register during the summer term, except into courses offered through the Public Health and Professional Degree Programs.

### *Cross-listed Courses*

Matriculated Sackler students who take courses that are cross-listed with the Tufts University School of Medicine (TUSM) must register through the Sackler School using the Sackler course designator and number. The Sackler School will provide the TUSM Office of Educational Affairs with a list of students enrolling in cross-listed courses each term to insure that A-F or S/U grades are assigned to Sackler students. The Cross-registration Request Form is not required for cross-listed courses.

### *Course Add and Drop Policy*

Students may add or drop courses up to 14 calendar days after the first course meeting of the semester. There is no penalty for dropping courses during this period, and no record of enrollment will appear on students' transcripts. Students should first try to add and drop courses through iSIS (<https://go.tufts.edu/isis>); after a certain point in the term, however, that system may become unavailable and students must submit an add/drop form to the registrar.

### *Course Repeat Policy*

Didactic courses for which students have received a passing grade may not be repeated for credit.

### *Course Withdrawal Policy*

Students may not withdraw from any course after the official deadline to drop the course. In the event of extraordinary circumstances, a student may submit a petition to withdraw to their program director and the associate dean. If course withdrawal is approved, the withdraw grade of "W" will be recorded on the student's transcript.

A student must and will receive a grade in a course if enrolled in the Sackler School on the completion date of the final course requirement or assignment (exam, paper, presentation, etc.).

### *Course Audit Policy*

No course credit is given for auditing courses, and audits do not appear on student transcripts.

### **Course Evaluations**

Students are strongly encouraged to complete course evaluations. Course evaluations are located on the Tufts University Sciences Knowledgebase (TUSK) website (<http://tusk.tufts.edu/>).

### **Cancellation of Classes/Weather Emergency**

The President or the President's designee may suspend, in part or totally, regularly scheduled academic or administrative activities at Tufts. The general University policy is not to cancel classes for snow or other emergencies but rather to hold all class meetings that can reasonably be held. The decision to suspend regularly scheduled academic activities is made as far in advance as possible. Students can call 617-627-4636 for news about weather suspensions, or check the Tufts website (<http://www.tufts.edu/>). Decisions about closings are generally made by 6:00 a.m. The University has announcements made over Boston radio and television stations (WBZ AM 1030, WBZ TV Channel 4) as well.

## Grading

### *Grading Policy*

Student performance in didactic courses is generally evaluated on an A-F scale. The special topics course, seminar, journal club, and research may be graded on an A-F basis or on a satisfactory (S) or unsatisfactory (U) basis, at the discretion of each program. A grade of B- or higher is required for credit. A grade of S counts toward the degree. A grade of U does not earn graduate credit and is considered a failing grade.

All grades must be submitted to the Sackler Dean's Office within 30 days from the end of the term.

### *Incomplete Grading Policy*

A grade of Incomplete (I) is used to indicate that more time will be allowed to complete the coursework, but only to a date and time to be determined by the course director and no later than the end of the subsequent term. The permanent grade replaces the incomplete grade upon completion. An incomplete grade is not to be used as a substitute for a failing grade in anticipation of a make-up exam, and will become a failing grade if it is not completed by the designated time.

### *Grading Symbols*

In addition to the grades listed below, faculty may use plus and minus as part of their course grading.

A	Superior work.
B	Meritorious work.
C	Work without marked merit. Not acceptable for graduate credit.
D	Unsatisfactory work. Not acceptable for graduate credit.
F	Failure. Not acceptable for graduate credit.
S	Satisfactory. May be given in special topics courses, in supervised teaching courses, in research courses, in certain graduate colloquia, and in thesis courses.
U	Unsatisfactory. May be given in special topics courses, in supervised teaching courses, in research courses, in certain graduate colloquia, and in thesis courses. Not acceptable for graduate credit.
I	Incomplete. An indication that more time will be allowed to complete the coursework. Replaced with a permanent grade upon completion. Given for approved non-academic reasons only, such as illness.
Y	Satisfactory progress in a course not scheduled for evaluation during this grading period. Final grade listed for the second part of the course in a later semester also covers this semester.
***	Course in progress. Replaced with final grade at the end of the semester.
W	Withdrawn.

### *Grade Changes*

Request for Change of Grade forms are available from the registrar and must be signed by the course instructor, program director, and associate dean before any previously recorded grade will be changed.

## **Change of Name or Address**

Students are required to keep their addresses and emergency contact information current at all times. Students may enter their own address changes in iSIS (<https://go.tufts.edu/isis>). Also, students who change their names while enrolled must complete the Name and Address Change Form that is available on the website (<http://sackler.tufts.edu/Student-Life/Student-Forms.aspx>), attach the requested documentation, and submit it to the Sackler Dean's Office.

## **Change of Status**

### *Leaves of Absence*

Graduate students may be eligible for several types of leaves, which are described in the following pages. Students considering a leave of absence should discuss their options with the associate dean. A completed Sackler School Leave of Absence Request Form must be submitted to the associate dean before any request will be considered. These forms are available from the Sackler School Dean's Office.

Graduate stipends and health insurance are not paid by the School during leaves of absence, although a student may elect to continue health insurance by contacting the Student Advisory and Health Administration office and arranging to pay the premiums.

Leaves of absence do not exceed one calendar year. The dean, on rare occasion, may extend a medical leave for up to one more calendar year upon the recommendation of a physician(s). If the student's health does not permit the resumption of studies at the end of the second full year, and the student still wishes to return to the program, an application for readmission may be made at a later time.

Students are urged to use a leave of absence to address the life events and circumstances that precipitated the leave. Thus, students on leave may not participate in coursework or laboratory work, unless otherwise specified by the dean, in consultation with the program director and faculty advisor.

A student who intends to return from any type of leave of absence must notify the Dean's Office and his or her program director in writing, no later than 30 days before the end of the leave. Students who do not return from leaves of absence on or before the date on which the leave expires will be considered to have withdrawn from the university. Return to the Sackler School after withdrawal requires reapplication and is subject to the conditions of the normal admissions process.

A student on a medical leave of absence who seeks reentry 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 decision to readmit a student from a medical leave of absence is based on evidence of the student's recovery and his or her ability to handle the academic and cultural demands of the program.

### 1. Personal Leave of Absence

A student who has experienced a family emergency, illness, death, or who encounters other unforeseen circumstances that require the student to take time off from School, may request a personal leave of absence.

The request for a personal leave must be supported by the student's program director in a letter to the associate dean or dean. This letter must be attached to the Leave of Absence Request Form. The conditions of the leave (duration of time, effective date, return date, whether or not funding or a position in the same laboratory will be assured when the student returns, and any special conditions) must be specified in writing at the time the leave is granted.

### 2. Administrative Leave of Absence

The School may place a student on administrative leave in circumstances where the student has taken an unauthorized leave from the school (i.e., the student's absence has not been approved as vacation time, sick leave, parental benefit, or personal leave). Administrative leave also may be imposed when the student's conduct:

- demonstrates a risk of danger to self or others,
- inflicts mental or bodily harm upon any person (including self-harm),
- constitutes intentional or reckless action from which mental or bodily harm could result (including self), or
- causes a person to believe that he or she may suffer bodily or psychological harm.

The student will be notified of the beginning and end dates of the administrative leave and may return before the designated end date of the leave only with the permission of the associate dean or dean and the program director.

### 3. Medical Leaves of Absence

A medical leave is appropriate when a student's mental or physical condition prevents him or her from effectively participating in the academic program. Medical leaves can be initiated by a student or by the Sackler School.

#### a. Student-initiated Medical Leave

A student may request a medical leave by submitting a Leave of Absence Request Form and a letter from his or her primary care physician, or other treating physician that sets forth the physical or mental condition(s) that underlie the request for a medical leave. This letter must specify not only the reason(s) for the leave (including the tests that have been used to make the diagnosis, if appropriate), but also the treatment plan and desired outcomes, and the expected duration of the leave. The associate dean or dean, in consultation with others, will review the request and determine whether or not the leave is to be granted. Before approving a request for a medical leave, or a request to return from a medical leave, the Sackler School may have the student and his or her medical records reviewed by a physician of the school's choice.

b. School-initiated Medical Leave

A student may be placed on a medical leave of absence by the School when there is a rational basis to believe that a student's physical or mental condition poses a risk to the student or to others, or is significantly interfering with the student's ability to adequately continue in his or her academic program.

Under such circumstances, a mental or physical (or both) evaluation may be required. Depending on the outcome of the evaluation(s), the School may place a student on medical leave. Normally, health and counseling records of students are confidential. However, the outcome of any required evaluation will be shared with the designated professional staff member of the Dean's Office, usually the associate dean who is required to keep all medical documentation confidential and secure.

(i) Temporary Medical Leave

The associate dean or dean may temporarily remove a student from a course or laboratory pending a medical or psychiatric evaluation if remaining in the course or laboratory is thought to be detrimental to the student, others in the laboratory, or others in the school. In such circumstances, a student may be placed on temporary medical leave (usually 10 work days or fewer). Before taking such action, the associate dean or dean will consult with the program director, faculty advisor, and other appropriate administrators, whenever possible. During a temporary medical leave, the student may be required to submit to a mental or physical examination to determine whether the leave should be extended.

(ii) School-initiated Medical Leave

In instances where a serious physical and/or mental illness significantly impairs a student's ability to continue studies, and when the student cannot or will not request a leave of absence, the dean may elect to place the student on a medical leave of absence after consultation with the program director, faculty advisor, and other appropriate administrators.

*Withdrawing from School*

Students who wish to terminate their enrollment in the Sackler School must complete and submit the Withdrawal Request Form. This form may be obtained from the associate dean. Withdrawing students who choose to retain school-offered health insurance for up to 30 days must contact the Student Advisory and Health Administration office. Returning to the Sackler School after withdrawal requires reapplication and is subject to the normal admissions process.

**Transcript Requests**

Official transcripts may be requested in iSIS (<https://go.tufts.edu/isis/>) after December, 2013. Paper Transcript Request Forms may also be downloaded from the Sackler website (<http://sackler.tufts.edu/Student-Life/Transcript-Request>) and mail or fax the request. Because federal law prohibits release of transcripts without this written request, verbal and telephone requests cannot be honored. Individuals may also scan and email a Transcript Request Form with an original signature. Students should allow three-five working days from the time the form is received in the Dean's Office for the processing and mailing of transcripts.

Official transcripts are printed on secure transcript paper, include the registrar signature, and are placed in a sealed envelope. They can be sent directly to the address named in the transcript request, or be picked up at the Sackler Dean's Office

Enrolled students may print unofficial Sackler School transcripts by going to iSIS (<https://go.tufts.edu/isis/>). Unofficial transcripts may or may not be acceptable to the requesting institution.

Transcripts are withheld from students with outstanding balances on their student accounts until the student has paid all amounts owed to Tufts University.

Transcripts from other schools that are part of a student's permanent record at the Sackler School will not be duplicated or released to students. Students must contact these schools directly for transcripts.

## **FINANCES AND BENEFITS**

### **Financial Assistance and Benefits**

#### *Uniform Stipend Policy*

The Executive Council of the Sackler School sets a uniform stipend each year. All full-time basic science division students who have been awarded research assistantships are paid this uniform amount.

#### *Supplemental Employment Policy*

Graduate students may, with the permission of their program director, engage in limited amounts of on-campus employment to supplement the stipend. However, this supplemental employment may not be in the same laboratory in which the student is performing his or her thesis research. Pay for such work cannot come from funds controlled by the student's faculty advisor. Graduate students may not be paid extra for performing tasks which would normally be performed without supplemental pay as part of the graduate program or thesis research project.

#### *Tuition and Health Insurance Scholarships*

All full-time matriculated basic science division PhD students receive full tuition scholarships and individual health insurance scholarships throughout their enrollment unless they were admitted to the Sackler School as self-pay students or are on unpaid leaves of absence.

#### *Vacation Benefit and Policy*

Full-time Sackler PhD students in the basic science division will be excused from laboratory duties for 15 work days of vacation during each twelve-month academic year (September 1 – August 31) and from December 25 – January 1 of each year. Vacation periods should be scheduled in advance and must be approved by the student's advisor. Vacation time accrued in one academic year must be used before the end of the following academic year or it will be forfeited. The maximum amount of accumulated vacation time that a graduate student may take in one twelve-month period is six weeks exclusive of the December 25 – January 1 period. There will be no payment for accumulated vacation time that remains unused when the student leaves the School.

A student who is away from the School beyond the vacation time allowed will be placed on an unpaid administrative leave of absence.

#### *Sick Benefit and Policy*

Full-time Sackler School PhD graduate students who are incapacitated due to illness may be granted an excused absence of up to 12 work days during each twelve-month academic year (September 1 – August 31). The student is expected to notify his or her faculty advisor at the beginning of the day when taking a sick day(s). Unused sick days accrued in one academic year do not carry over to the next year. The student may be required to provide documentation of the incapacitation to the associate dean. The Sackler School reserves the right to have the student and his or her medical records reviewed by a physician chosen by the School.

A student who is absent due to sickness more than the 12 days allowed should request a medical leave of absence. If the student fails to request a leave, the school may place him or her on an unpaid medical leave of absence.



### *Parental Benefit and Policy*

Sackler basic science division doctoral students receive 30 days of paid time off to care for a newborn child or a child placed with the student for adoption or foster care. Both male and female students are eligible for this time off. Student should make an appointment with the associate dean to review the parental benefit policy and the options available to them. In addition, students are required to complete the Parental Benefit Request Form.

A student may be away from the School for a maximum of 12 weeks in a 12-month period, although not all of this time will be paid. Paid time off, during which time a student receives a stipend and health insurance benefits, is restricted to the following three components.

- 30 calendar days of paid parental benefit
- unused sick leave of up to 12 work days
- unused vacation time of up to 15 work days

The balance of any additional time away is treated as an unpaid personal or medical leave of absence. Students should contact the associate dean to obtain the form required to apply for a personal or medical leave of absence. If a student is away from the School beyond the allowable paid time off and fails to request a leave, the School will place her or him on an unpaid administrative leave of absence.

### **Expenses and Support**

The trustees of Tufts University reserve the right to change the tuition fee or to establish additional fees or charges for special features or services. The earliest possible notification of changes in tuition and other fees will be given in these cases.

#### *Basic Science Division PhD Programs*

The Sackler School covers the full cost of tuition through tuition scholarships for full-time basic science division doctoral students on research assistantships. In addition, these students receive stipends that are designed to cover living and educational costs incurred while enrolled in the Sackler School. No separate financial aid form is required for this school-sponsored financial aid.

<b>2013-2014 Basic Science Division PhD Expenses and Financial Support</b>			
Tuition & Fees		Financial Support	
Full-time Tuition	<b>\$19,326</b>	Full-time Tuition Scholarship	<b>\$19,326</b>
		Stipend (research assistantship)	<b>\$31,000</b>
Health Administration Fee	<b>\$220</b>	Health Administration Fee	<b>\$220</b>
Health Insurance	<b>\$3,264</b>	Health Insurance Scholarship	<b>\$3,264</b>
Student Activity Fee	<b>\$70</b>		
Per credit cost for non-degree special students is \$2,416 per credit; self-funded students are usually charged \$6,000 per semester to defray research laboratory costs.			

First-year students are encouraged to apply to the National Science Foundation (NSF) and Howard Hughes Medical Institute (HHMI) Graduate Fellowship Programs when applications become available in August from the National Research Council. These competitive fellowships are for highly qualified students.

### *MS in Pharmacology and Drug Development*

Full-time students enrolled in the MS in Pharmacology and Drug Development follow the tuition and fee schedule shown in the table below.

<b>2013-2014 MS in Pharmacology &amp; Drug Development Expenses</b>	
Tuition & Fees	
Full-time Tuition	<b>\$28,000</b>
Research/Laboratory Fee	<b>\$12,000</b>
Health Administration Fee	<b>\$220</b>
Health Insurance	<b>\$3,264</b>
Student Activity Fee	<b>\$70</b>

Students may be considered eligible to participate in the Federal Direct Loan Program to help pay for any unfunded living and educational expenses. The Tufts University School of Medicine Financial Aid Office assists Sackler students with the application process and can be contacted at 617-636-6574.

### *Clinical Research Division Programs*

Students in the full-time MS and PhD Clinical and Translational Science Program are usually also members of various clinical and research fellowship training programs at Tufts Medical Center. Financial support for participants' tuition, stipend, fees and insurance are often provided through federally-funded grants and other resources from within these fellowship training programs. The fellowship stipends vary according to the post-graduate levels of the participants and the available training funds.

For matriculated master's program students supported by National Institutes of Health (NIH) training grant funds, the Sackler School usually awards a partial tuition scholarship for the difference between the NIH allotted tuition and the full-time Sackler School tuition cost.

The Clinical and Translational Science Certificate Program is a part-time program and students are charged the \$3,333 per credit rate rather than the full-time tuition semester rate.

2013-2014 Clinical Research Division Certificate, MS, & PhD Expenses and Financial Support		
Tuition & Fees		Financial Support
Full-time Tuition	\$26,664	Student support varies. Students should ask the Clinical and Translational Science Program Office for more information about specific circumstances.
Health Administration Fee	\$220	
Health Insurance	\$3,264	
Student Activity Fee	\$70	
Per credit cost for non-degree special students is \$3,333 per credit; self-funded CTS students may be charged \$6,000 per semester to defray research costs.		

Institutional and Individual National Research Service Awards (NRSA) are competitive grant awards for highly qualified individuals who have a specific research plan. Those who wish to pursue a PhD are encouraged to apply for the individual awards that are sponsored by the various institutes at the NIH and by the Agency for Healthcare Research and Quality (AHRQ).

K23 Mentored Research Career Awards are competitive grant awards sponsored by the individual institutes at the NIH and AHRQ to support the career development of early faculty

investigators who are committed to patient-oriented research. It provides support for supervised study and research for clinically trained professionals who have the potential to develop into productive, clinical researchers.

Students may be considered eligible to participate in the Federal Direct Loan Program to help pay for any unfunded living and educational expenses. The Tufts University School of Medicine Financial Aid Office assists Sackler students with the application process and can be contacted at 617-636-6574.

### *Research/Laboratory Fee*

The uniform Research and Laboratory Fee in the amount of \$12,000 per year is charged to self-funded students (individuals who have government, industry, or personal funding to pay the full cost of their education). The Fee helps to defray the cost of research or laboratory supplies or expenses. These funds are paid to basic science students' programs to pay for laboratory rotations during the first year, and to students' thesis advisors in subsequent years. The Research/Laboratory Fee may be waived at the discretion of the program.

## **Billing and Payment**

### *Billing*

Tufts University bills tuition and fees electronically via Tufts eBill. New students will receive email instructions on how to set up a Tufts eBill account. Once a student's account has been set up, others may be invited by the student to view and/or pay the bill.

Note: It is important that all students enroll in Tufts eBill and open and review each new eBill statement, even though there may not always be a direct payment due.

### *Payment*

Fall semester bills are issued in the first week of July and are due in the first week of August. Spring semester bills are issued in the first week of November and are due in the first week of December. The specific due date for each semester will be noted on the bill.

Students who have a payment due may pay online via the eBill website, which is available through iSIS. Students who prefer not to pay online may mail their check payments with their payment coupon to Tufts University, Health Sciences Bursar's Office, P.O. Box 414090, Boston, MA 02241. Payments may also be made in person at the Bursar's Office using cash, check, or money order.

Health Sciences Bursar's Office  
200 Harrison Avenue  
Posner Hall, Suite #101  
617-636-6551  
Monday - Friday, 9:00 a.m. - 4:00 p.m.  
<http://finance.tufts.edu/bursar/>  
Do not mail payments to this address

All students must be financially cleared in order to register for and attend classes.

### *Penalty Fees*

A penalty fee of \$50 is charged for late registration. Accounts not paid or settled by the due date may be subject to a 10% late payment fine. Checks or online payments that are returned unpaid by the student's bank will be charged directly to the student account along with a \$25 returned check fee. A second occurrence will result in a \$50 fee, and all future payments will need to be paid in certified funds. Diplomas and official transcripts of records for those with unpaid debt are regularly withheld until all payments have been made.

For questions about a bill, please contact the Bursar's Office directly.

### *Refund Policy*

In the event a registered student leaves the university after the beginning of a semester, tuition charges paid by the student are prorated as follows.

- 1<sup>st</sup> – 12<sup>th</sup> calendar day: 80% tuition refund
- 13<sup>th</sup> – 19<sup>th</sup> calendar day: 60% tuition refund
- 20<sup>th</sup> – 26<sup>th</sup> calendar day: 40% tuition refund
- 27<sup>th</sup> – 33<sup>rd</sup> calendar day: 20% tuition refund
- 34<sup>th</sup> calendar day to end of the term: no tuition refund

The date of withdrawal is the date on which the Sackler School dean's office receives written notice of a student's withdrawal.

Other charges for the term such as the student activity fee, library fines, and university traffic fines are not prorated upon withdrawal during a term.

### *Other Bursar's Office Services*

Other services provided by the Bursar's Office include distribution of petty cash and purchase of new student and employee ID cards. Please visit <http://finance.tufts.edu/bursar/> for more complete information, and answers to most frequently asked questions.

### **Federal Financial Aid**

Students are not required to complete any financial aid application to receive the Sackler School stipend (research assistantship), and tuition and health insurance scholarships. Students who wish to be considered for federal financial aid should contact the Tufts University School of Medicine Office of Financial Aid.

Tufts University School of Medicine Office of Financial Aid:

Mailing address:

Sackler Building, Suite 821  
136 Harrison Avenue  
Boston, MA 02111

Walk-in address:

Sackler Building, Suite 821  
145 Harrison Avenue  
Boston, MA 02111

Phone: 617-636-6574

Fax: 617-636-3447

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

<http://medicine.tufts.edu/finaid>

### *Loan Deferment and Enrollment Status*

Tufts University provides information regarding student enrollment status to the National Student Loan Clearinghouse that then provides information to lenders. Enrollment status is either full-time or half-time as follows.

- Full-time status: For fall and spring terms, it is four or more course credits. For summer term, it is two or more credits. The Degree Only continuation courses are considered full-time.
- Half-time status: For fall and spring terms, it is fewer than four course credits and greater than or equal to two credits per term. For summer term, it is fewer than two credits and greater than or equal to one credit.
- Less than half-time: For fall and spring terms, it is fewer than two credits per term. For summer term it is fewer than one credit.

Federal regulations require that students be enrolled at least half-time to defer federal student loans. Information is transmitted monthly to the Clearinghouse. The Sackler School Dean's Office will complete verification of enrollment forms for lenders who do not participate in the Clearinghouse. The Sackler School will respond to requests for verification of enrollment that come directly from outside agencies without notifying students.

### *Eligibility Requirements*

Sackler students receiving a tuition scholarship and stipend may not be eligible to borrow Federal Direct Loans as the amounts of stipend/scholarship funds exceed the cost of attendance. However, self-pay students and those with extenuating circumstances may be eligible. Therefore, students who are interested should inquire with the Office of Financial Aid in order to determine their eligibility.

To be eligible for federal financial aid, the applicant must be: 1) accepted or enrolled in a degree-seeking program at the Sackler School 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, the applicant must comply with requirements of Selective Service Registration, and 6) have no prior drug convictions during a period of enrollment for which the student was receiving Title IV aid. Students are required to apply for financial aid each academic year and eligibility is determined for all financial aid programs available on an annual basis.

Students who wish to apply for federal financial aid should submit the following: Processed Free Application for Federal Student Aid (FAFSA) and a Tufts University School of Medicine (TUSM) Financial Aid Application. If the student was married as of the date the FAFSA was filed, the student must include his/her spouse's information even if they filed separately. All application materials including instructions are available on the website.

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.

### *Federal Loans*

Eligible students may opt to participate in the Federal William D. Ford Direct Loan Program and/or the Federal Work Study Program. Students' eligibility will be determined after all

application materials have been submitted and reviewed by the Office of Financial Aid. Eligible students will receive a financial aid award notice (FAN) which will indicate the program and the maximum amounts they are able to borrow/receive. Eligible students may borrow from the William D. Ford Direct Loan Program up to the cost of attendance less any other educational assistance they are receiving, which includes scholarship funding from any source, stipend, and/or other educational assistance.

Students who are interested in borrowing loans from the William D. Ford Direct Loan Program must complete a Master Promissory Note (MPN) by visiting [www.studentloans.gov](http://www.studentloans.gov) if there is not one already on file. The MPN is valid for a 10-year period and students will not be required to submit another MPN unless it expires during the time they wish to borrow. First time borrowers must complete an entrance interview before funds may be posted by visiting [www.studentloans.gov](http://www.studentloans.gov).

Origination fees are deducted from all loan proceeds prior to disbursement. The Federal Direct Unsubsidized Loan fee is 1.05% while the Federal Direct GradPLUS has a 4.20% fee.

All federal awards are disbursed in two equal payments per semester. If students are attending both the fall and spring semester, they will receive half of their total award each semester. The Office of Financial Aid attempts to have loans disbursed on or about the first day of class each semester if all paperwork is received in a timely fashion.

#### *Satisfactory Academic Progress for Federal Financial Aid*

The Sackler Dean's Office has the responsibility for monitoring student academic progress on at least an annual basis. In addition to the requirements in the Academic Standing Policy, students receiving federal financial aid are required to meet the following requirements.

1. Minimum cumulative grade point average of 2.0.
2. Satisfactory completion of a minimum of 75% of credit hours attempted. All Sackler PhD students must be enrolled for a minimum of 10 credits each year: 4 each in the Fall and Spring terms, and 2 in the summer; Masters students are expected to be enrolled for at least 4 credits in the fall and spring terms. Withdrawals and incompletes are included in all calculations as hours that were not completed.
3. Students may not receive aid for more than 150% of the degree program requirements. This is defined as 105 credits for PhD students and 30 credits for MS students.

All of the above calculations include transfer credits. Students who do not make Satisfactory Academic Progress will lose their eligibility for federal financial aid. Students who have lost eligibility may appeal this decision to the Dean of the Sackler School, who will convene an ad-hoc committee made up of no less than 3 staff and/or faculty members. Any student appeal must include why he or she failed to make Satisfactory Academic Progress and what has changed that will allow the student to make Satisfactory Academic Progress in the future. If the appeal is successful, the student is placed on Financial Aid Probation and is eligible to receive aid for the next term. After probation, the student must be making Satisfactory Academic Progress or be following a prescribed academic plan.

#### *Refund Policy*

Federal refunds result when the actual funds that have been credited to the student's account exceed the charges. A provisional credit is notification of a loan or scholarship application in process and cannot be used as a refund. Refunds will not be granted before the funds are

actually received, eligibility has been confirmed, funds have been credited to the student's account, all necessary documents have been processed, and the student has matriculated and begun enrollment in the semester that he/she is being paid. Students are encouraged to enroll in e-refund to expedite the process. Students should contact the Bursar's Office with any questions pertaining to their refund.

#### *Withdrawal for Federal Loan Recipients*

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

Students should meet with their financial aid advisor if they are considering withdrawing to determine the effects on their federal loans. Students would be required to do an exit interview online at [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/).

#### *Consumer Protection*

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), 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 that require them to have access to student financial information maintain safeguards that comply with the GLB Act.

## **STUDENT HEALTH ADMINISTRATION SERVICES**

### **Student Advisory & Health Administration Office**

The Student Advisory & Health Administration Office (SAHA) is a division of Student Affairs for the Boston and Grafton Health Sciences Campuses. This office also provides short-term, confidential counseling for personal or school-related problems and referrals for psychotherapy or psychiatric care. SAHA collects and screens all immunization documentation required by the Centers for Disease Control and Prevention (CDC), the Commonwealth of Massachusetts, and Tufts University. Lastly, they provide oversight of the student health insurance program required by the Commonwealth of Massachusetts and an optional dental insurance plan.

Student Advisory & Health Administration Office

Posner Hall, 4th floor

200 Harrison Avenue

Tel: 617-636-2700

Fax: 617-636-2708

Monday - Friday, 9:00 a.m. – 5:00 p.m.

[www.medicine.tufts.edu/saha](http://www.medicine.tufts.edu/saha)

### **Advising and Counseling Services**

When personal, family, or other types of stressful situations arise and interfere with coursework or work in laboratory, students may meet with the Sackler associate dean who offers confidential support, counseling, advice, and referrals as necessary. This is also a good place to bring concerns about school to find out how other students have dealt with difficult situation. These services are free and easy to access. Call 617-636-6767 to make an appointment.

In addition, short-term confidential counseling is available from the Student Advisory & Health Administration (SAHA) Office. This service is available without charge to all enrolled students. Referrals for psychiatric evaluations or psychotherapy can be made through the SAHA. Payment for these services is the responsibility of the student.

### **Immunization Requirements**

To be in compliance 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 Sackler School of Graduate Biomedical Sciences Immunization Form must be completed and signed by a health care professional or other medical documentation must be submitted by the given immunization deadline. If students are unable to provide documentation of past immunizations, they will need to provide laboratory evidence of immunity or be vaccinated again.

Prior to registering for courses, students are required to provide documentation for the following immunizations.

- Tetanus Diphtheria Acellular Pertussis (Tdap): one dose of the onetime adult Tdap vaccine is required, if current Tetanus Diphtheria (Td) booster is older than 2 years.
- Measles, Mumps and Rubella (MMR): two doses of vaccine or positive antibody titers. Laboratory reports required for antibody titers.
- Tuberculosis: one TB skin test from within one year prior to start date.
  - If tuberculin positive, proof of past positive skin test is required in addition to chest x-ray or QuantiFERON Gold blood test from within 1 year prior to start date



- Varicella (Chicken Pox): physician verification of year of disease, positive antibody titer, or 2 doses of vaccine. Laboratory report required for antibody titers.
- Hepatitis B: three doses of vaccine or a positive antibody titer. Laboratory report required for antibody titers.
- Meningococcal: one dose of vaccine within five years prior to start date or a signed State Waiver Form.

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

## **Health Insurance Requirements**

### *School-offered Insurance*

A comprehensive student health insurance plan is offered which meets the State and University requirements. The student health insurance plan, underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Care and administered by UnitedHealthcare StudentResources (UHCSR), includes primary and emergency care, major medical coverage, a prescription plan, eye care, mental health benefits, and many other services. Students should be aware that there is no health service clinic available to Tufts University Boston Campus students.

The plan is available to all matriculated Sackler students and their eligible dependents. Individual coverage for doctoral students in the basic science division is paid by the Sackler School. Students who enroll in the health plan will see both a charge and corresponding scholarship on their fall and spring semester bursar bills. Eligible dependents including spouse, domestic partner, and children under 26 years of age may be added to the health plan at the student's expense. The insurance coverage is from 9/1 through 8/31.

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

Detailed information regarding insurance is e-mailed to all new students in advance of the semester. If you have not received the information, or if you have questions about the application procedures, please contact the Student Advisory & Health Administration Office at 617-636-2700 or 617-636-2701. Information is available online at [www.medicine.tufts.edu/saha](http://www.medicine.tufts.edu/saha).

### *Waiver of School-offered Insurance*

Although State law and University policy require that Sackler students enrolled three-quarters or more time be covered by health insurance, students who already have acceptable insurance are not required to enroll in the HPHC-UHCSR insurance plan and may waive this insurance plan by completing a Waiver form at <https://go.tufts.edu/isis>.

The Waiver certifies participation in a health insurance plan which meets or exceeds the coverage required by Massachusetts General Law. The minimum requirements of a student insurance plan are listed online at <http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Student-Advisory-and-Health-Office/Student-Health-Insurance>. The Waiver must be completed by August 31 of each year. Failure to comply with this policy may lead to cancellation of registration. Students who do not take action to either waive or enroll by September 30 or whose waivers have been denied will automatically be enrolled in the HPHC-UHCSR insurance plan.

#### *Health Insurance Policy for Students on Leaves of Absence*

Sackler students who have been granted a leave of absence from the Sackler School and who are enrolled in the student health insurance plan, have the option of either cancelling their health insurance or continuing enrollment in the plan for up to one (1) year from the effective date on which the leave begins. The Student has fifteen (15) calendar days from the effective date of his/her Leave of Absence to notify the Student Advisory & Health Administration Office of his/her intent by submitting a Leave of Absence Health Insurance Form. Students electing to continue insurance coverage must pay 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 sixty (60) days of their qualifying event.

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

Failure to notify the Student Advisory & Health Administration Office by submitting one of the required Leave of Absence Health Insurance Forms within fifteen (15) calendar days will result in coverage ending on the day the Leave of Absence begins.

#### *Health Insurance Policy for Students Withdrawing or Dismissed*

Students withdrawing or dismissed from the Sackler School, who are enrolled in the student health insurance plan have the option of cancelling their health insurance or continuing enrollment in the plan for up to sixty (60) calendar days following the separation date from Tufts University. To continue enrollment the student must be a matriculated student for at least thirty one (31) days prior to the withdrawal or dismissal. Students have fifteen (15) calendar days from the withdrawal or dismissal date to notify the Student Advisory & Health Administration Office of their intent by completing a Withdrawal or Dismissal Health Insurance Cancellation Form, and by ensuring that full payment has been made.

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

#### *Health Insurance Policy for Graduating Students*

Sackler School doctoral students in the basic science division who are graduating and enrolled in the student health insurance plan have the option of either cancelling their health insurance on the date their stipend ends, or making a payment to continue enrollment in the plan until the end of

the current 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 must notify the Student Advisory & Health Administration Office of their intent within fifteen (15) calendar days from the date the stipend ends by completing a Sackler Graduating & Cancelling Health Insurance Form and by paying in full. Failure to submit the required form and full payment will result in the student's health insurance policy being cancelled on the date the stipend ends.

#### *Insurance Conversion Policy for Students Leaving the University*

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).

### **Dental Health Services**

#### *Delta Dental Insurance Option*

Sackler students may choose from two dental care options. They may purchase an optional dental insurance plan through Delta Dental that covers in and out-of-network coverage for preventive care, and provides discount pricing on basic and major services. Students may choose from the large network of providers listed on Delta's website. Students must enroll during the open enrollment period. A family plan option is available in addition to the individual plan. If you have questions about the application procedures, please contact the Student Advisory & Health Administration Office at 617-636-2700 or 617-636-2701. Information is available online at <http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Student-Advisory-and-Health-Office/Dental-Insurance>.

#### *Dental Services at the Tufts Dental School*

Students may take advantage of the following free dental services that are available only through the Tufts University Dental School Undergraduate Clinics: annual x-rays, oral exam, cleanings, and emergency services (diagnostic only) that consists of relieving the patient from pain and is provided as a temporary measure. Appointments can be made by calling the Dental School Reception Desk at 617-636-6828. Please allow plenty of time for appointments because the work is done by dental students and supervised by faculty. Students should be sure to take their student ID cards with them for appointments. Follow-up treatment is available in the pre-doctoral and post-doctoral clinics and specialties, however, these services and any associated materials are billed at the standard pre-doctoral or post-doctoral clinic fee rates. The free and reduced rates are not available to family members. However, family members may be treated at the regular clinic rates.

### **Services for Students with Disabilities**

Tufts welcomes applications for admission from students with disabilities, and assures them that the University will provide access to all programs for which they are qualified. Tufts University, in accordance with the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act

of 2008; as well as section 504 of the Rehabilitation Act of 1973, is committed to providing support and equal access for all students so that they may achieve their academic potential.

Disabled students requesting modifications to Sackler School facilities or accommodations related to coursework should discuss their situation with the associate dean, who serves as the school's Disability Services Officer.

The Sackler School provides reasonable accommodations to students with disabilities such as impaired hearing, speech, mobility, or vision, and students with learning disabilities and Attention Deficit Disorder. Assistance is also provided to students coping with serious illness (both physical and psychiatric). Students are required to provide the school with current documentation (no more than five years old), including test results, from a qualified professional in the field related to the particular disability, so the school may determine a student's eligibility for services.

The successful provision of reasonable accommodations requires the student's commitment to taking responsibility and following the policies and procedures. Maintaining active communication with both the associate dean and faculty, and complying with deadlines for advance notice of specific accommodations are examples of these student responsibilities.

### **Fitness Facilities**

#### *Tauber Fitness Center*

The Tauber Fitness Center is open for use by all Tufts students enrolled on the Boston campus. The center includes a cardio circuit, free weights, a yoga studio, and locker rooms.

Arthur M. Sackler Center for Medical Education, Lower Level  
145 Harrison Avenue  
617-636-0497  
Monday – Friday, 7:00 a.m. - 10:00 p.m.  
Saturday and Sunday 12:00 p.m. - 7:00 p.m.

#### *Wang YMCA of Chinatown*

Sackler School students are eligible for a discounted membership at the Wang YMCA of Chinatown, located near Tufts University and Tufts Medical Center. To receive the discount, the student must obtain a Student Verification Form from the Student Advisory & Health Administration Office, Monday- Friday 9:00 a.m. – 5:00 p.m.

Annual and semi-annual fees must be paid in full at the time of application with cash, check or credit card at the Wang YMCA. Monthly fees will be debited from one's checking, savings or credit card account. The Joiner Fee of \$100 is waived at all times, and the Sackler School subsidizes the cost of memberships.

#### Membership Options:

	<u>Annual Fee</u>	<u>Monthly Fee</u>
Individual:	\$210 for 12 months	\$20 per month
Family:	\$560 for 12 months	\$55 per month

Family includes any two adults living in the same household plus the children under age 18 living in the household.

Student Membership Program  
8 Oak Street West  
Boston, MA 02116  
617-426-2237  
[www.ymcaboston.org/wang](http://www.ymcaboston.org/wang)

### **Laboratory Injuries Procedure**

The Tufts Safety and Risk Management Office considers the Sackler student stipend to be compensation for purposes of Workers' Compensation. Therefore, in some cases, Sackler students are eligible to receive Workers' Compensation. This does not mean that Sackler students are employees; they are considered employees for purposes of Workers' Compensation only.

#### *Work related injuries*

Students who sustain work-related injuries in a laboratory should go to the Tufts Medical Center Emergency Service for treatment. **Do not** give Tufts Medical Center any student health insurance information if you believe the injury is work-related.

Immediately after treatment, students should download the *Employer's First Report of Injury Form* and the *Accident/Incident Report Form* from the web (<http://finance.tufts.edu/risk-ins/workers-compensation-program/>) or request the forms by calling Bret Murray in the Risk Management and Insurance Office at 617-627-3981 or via email at [bret.murray@tufts.edu](mailto:bret.murray@tufts.edu). Students should work with their supervisor/faculty advisor to complete the two forms as soon as possible and the Supervisor should remit both forms directly to Bret Murray in Risk Management (169 Holland Street, 3rd Floor, Somerville, MA 02144).

Tufts works with a third party administrator (PMA Group) to handle our work-related claims. An adjuster from PMA will be in contact with the student, supervisor and treating provider within 72 hours of receipt of the claim, unless the claim is being reported as an Incident or Report only. If any party is not contacted within 72 hours (excluding weekends and holidays), please contact Bret Murray (see contact information above).

## OTHER RESOURCES AND SERVICES

### Bookstore

The Tufts Health Sciences Campus Bookstore stocks textbooks and some lab supplies, as well as notebooks and pens, Sackler School clothing, gift items, and snacks.

- At the Bookstore you are not charged the state sales tax on textbooks. Personal checks with local address and phone numbers are accepted in payment of purchases. The Bookstore also accepts MasterCard, American Express, Visa, and Discover.
- Textbooks returned within one week after classes begin can be exchanged for a full refund, if in original condition and with the receipt. Course packets are not returnable.
- Single copy orders of any book will be filled.

Contact information:

116 Harrison Avenue

617-636-6628

Monday – Thursday, 9:00 a.m. – 5:00 p.m.

Friday, 9:00 a.m. – 4:00 p.m.

Saturday, 12:00 p.m.–4:00 p.m.

<http://tufts-med.bncollege.com>

### Child Care Information

#### *Tufts Educational Day Care Center*

Tufts Educational Day Care Center (TEDCC) offers an innovative year-round, full-day educational preschool and kindergarten program for children from within the Tufts community and its surrounding cities. The Center is located in a state-of-the-art preschool facility on the Tufts Medford campus. Each of the four classrooms is staffed by three teachers who hold either bachelor's or master's degrees in early childhood education and by a variety of graduate teaching assistants, student teachers, and undergraduate interns. A Parent Coordinator acts as a primary liaison between school and home and supervises a range of family-school activities.

The Center is open to the public, as well as to affiliates of Tufts University. Application to the Center may be made as soon as a child is born, but to enroll the child must be at least 2 years, 9 months as of September. Sackler students are given priority consideration. TEDCC strongly values diversity in its population. In order to make that diversity possible, there is a variety of tuition types for families. There are full tuition slots, scholarship slots, and subsidized slots.

Contact information:

Polly Smith, Director

617-627-3412

<http://ase.tufts.edu/tedcc/>

#### *Eliot-Pearson Children's School*

The Eliot-Pearson Children's School is the laboratory demonstration program affiliated with the Eliot-Pearson Department of Child Development at Tufts. The school offers half-day preschool classes for children at least 2 years and 9 months, a half-day kindergarten class with an option for extended day, and a full-day 1<sup>st</sup> /2<sup>nd</sup> Grade program.

The Eliot-Pearson School strives to construct the best possible early learning environment for young children, and actively recruits a diverse community of children, families, and staff. The school welcomes the children of Tufts members and families who represent different ethnic and class backgrounds, and those who have particular special needs. The classroom teachers create learning environments that enable each child to become actively involved in meaningful developmental activities.

Contact information:

Debbie LeeKeenan, Director

617-627-3434

<http://ase.tufts.edu/epcs/>

### *Bright Horizons Family Solutions*

Bright Horizons Family Solutions provides child care, early education and work/life solutions. They operate more than 500 child care centers and schools across the U.S., Canada and Europe. To find center locations, use the Center/School Locator. Once you have located a center or school that you are interested in, contact them directly. Some Centers are open to the community and others may have a primary affiliation with an employer whose employees have priority.

The Bright Horizons Child Care Center is open to children ages six-weeks to six-years old. The Center helps children develop the skills they need to achieve academic excellence and success in life, and supports parents who are striving to balance the demands of work and family.

Contact information:

Bright Horizons Family Solutions

<http://www.brighthorizons.com/>

### **Campus Safety and Escort Services**

Contact information:

Tufts University Police Office

Biomedical Research and Public Health Building

136 Harrison Avenue

617-636-6610 (for non-emergencies)

617-636-6911 (for emergencies)

Open 24 hours a day, 7 days a week

### *Campus Safety*

The Tufts University Police are responsible for safety and security on the Boston campus. Students should phone the police in any emergency or to report all suspicious activities. The Tufts University Police offer the following services.

- Campus escort service
- Police officer patrols
- Campus security officer patrols
- Crime prevention programs
- Criminal investigations/prosecutions
- Emergency services
- Lock/key control/card access
- Monitoring security/fire alarm systems
- Executive protection

- Rape Aggression Defense Class (offered on the Medford campus)
- Cardiopulmonary resuscitation (CPR) certification

### *Escort Services*

For students' personal safety, the Tufts University Police Department provides vehicle and walking escorts twenty-four hours a day, seven days a week, between campus locations, to the nearby Washington Street Medical Center T stop, the parking garage shuttle that leaves from the corner of Nassau Street and Washington Street, the Travelers Lot, Herald Street Parking Garage, neighborhoods within these locales. Escort service may also be available to South Station and Boylston Street T stops, when traffic allows.

### **Commuter Benefit Program**

The Commuter Benefits Program provides Sackler students with the ability to pay for eligible commuting costs through automatic, pre-tax payroll deductions. Sackler students receive a 25% discount towards the purchase of bus, train, commuter rail, or commuter boat MBTA passes. Students who enroll with Crosby Benefits can set up direct, automatic monthly payments. Sackler students are not eligible to purchase commuter passes from the Bursar's Office.

Crosby Benefit Systems (a division of WageWorks)  
1-800-462-2235

### **Housing Information**

Students live throughout Boston in places like Back Bay, South End, Beacon Hill, Allston, Brighton, and South Boston; and in nearby suburbs such as Arlington, Brookline, Cambridge, Malden, and Somerville. When trying to decide where to live, students should consider such things as commuting time to the Sackler School, convenience to local shops, parking availability (if applicable), and proximity to public transportation.

The School of Arts & Sciences on the Medford campus maintains an Off-Campus Housing Resource Center (<http://www.ase.tufts.edu/och/>) as a free service to the Tufts community, and covers topics including rental listings and Massachusetts tenant rights. Students can also search all apartment, no-fee, or by-owner listings on Craigslist ([craigslist.com](http://craigslist.com)). To narrow searches, enter a price range and key words.

Additional information is available on the Sackler School website (<http://sackler.tufts.edu/Campus-and-Community/Housing-Resources.aspx>).

### **Information Technology Services and Policies**

#### *Computer Support*

Primary computer support for students is provided by Hirsh Health Sciences Information Technology Services on the Boston Campus and by Tufts OnLine (TOL) (<http://student.support.tufts.edu>) on the Medford Campus. TOL can be reached at 617-627-4865.

Computer support at the Hirsh Health Sciences Library (HHSL) is provided by phone, email and in person at the IT Service Desk located on the 5<sup>th</sup> floor of the Sackler Building. Services offered include:



- Basic troubleshooting and hardware upgrades for personal laptops
- Computer and mobile device registration to use the Tufts network
- Software installation and assistance
- Reloading your operating system
- Virus and other malware removal
- Enabling library printing
- Email password resets
- Equipment loaning - four hour loans of iPads, laptops, AV adaptors and headphones

Account Registration for the Bioinformatics Server and the Linux Research Cluster Server may be done directly through the online web form at

<https://wikis.uit.tufts.edu/confluence/display/TuftsUITResearchComputing/Home>

Contact information:

617-636-2947

Monday – Thursday, 9:00 a.m. - 6:00 p.m.; Friday, 9:00 a.m. - 7:00 p.m.

[hsl-its@tufts.edu](mailto:hsl-its@tufts.edu)

<http://www.library.tufts.edu/hsl/>

### *Tufts Technology Services (TTS) Policies and Standards*

The TTS website (<http://it.tufts.edu/>) provides important policies that govern usage of technology at Tufts University. The Information Stewardship Policy & Supporting Information Policies is a set of guidelines by which students, faculty, and staff may review the requirements of legal and ethical behavior within the university community when using a computer, computer system, or the network. Students are required to know and follow all Information Technology policies found on the web at <http://it.tufts.edu/ispol>.

### *Digital Copyright Laws and Enforcement*

In 1998 the U.S. Congress passed into law the Digital Millennium Copyright Act (DMCA). This act protects the rights of owners of digital media. It is used by corporations to protect their movies, music, and software from piracy and unlawful duplication.

The DMCA is used in prosecution of persons violating the copyrights of digital media, including music, movies, images, and online books or manuals. Copyright holders regularly police common peer-to-peer file sharing networks in pursuit of alleged copyright violators. When violators are located, the copyright holder informs the university with a “notice to cease and desist.” It is then the university’s responsibility to remove the offending user from the network. The copyright holder may pursue legal action against individuals who break copyright laws. Tufts University and the Sackler School take file sharing very seriously and violators will be disciplined.

### *Illegal Media Sharing*

Sharing music, software, movies, and TV shows through peer-to-peer file sharing programs such as Limewire, DC++, and Bittorrent is illegal and strictly forbidden. To avoid unintentional downloading of material while connected to the Tufts network, students should remove the programs before bringing their laptop computers to campus. In addition, students should be cautious about downloading files from unknown sources because they may download a virus or spyware onto their computers.

## *Legal Media Downloads*

Students may download music and video material legally. See the Legal Media Downloads section to learn about how to download music and other media ([http://student.support.tufts.edu/copyright/legal\\_alternatives](http://student.support.tufts.edu/copyright/legal_alternatives)).

## **International Student Services**

The International Affairs Office (IAO) serves the Tufts University Health Sciences Campus in all aspects of immigration regulations and procedures. This includes administration of the F-1 student visa program, the J-1 exchange visitor program, and the H-1B, O-1 and TN-1 employment visa programs. The IAO provides orientation to all international students and scholars when they begin at the Tufts University Health Sciences Campus. International students and scholars are welcome to visit the IAO for assistance and advice. IAO strongly recommends that the international student or scholar make an appointment before coming to the office.

The Department of Homeland Security (DHS) has created an internet-based system, the Student and Exchange Visitor Information System (SEVIS), to maintain current information on non-immigrant students and J exchange visitors (J students and J research scholars) and their dependents (all those with F, M or J visa status). SEVIS will track F, M and J visa holders from the time they receive their visa documents (Form I-20 or Form DS-2019) until they complete their programs. Under SEVIS, universities are required to provide regular electronic reports to the DHS. SEVIS will link with colleges and universities, U.S. embassies and consulates, U.S. ports of entry, the State Department, and exchange visitor programs. For more information consult the SEVIS website (<http://www.tufts.edu/programs/sevis/>).

Contact information:

Park Plaza Office Building

20 Park Plaza, Suite 1101

Boston, MA 02116

617-636-0355

Monday - Friday, 9:00 a.m. – 5:00 p.m.

[Boston-intl-affairs@tufts.edu](mailto:Boston-intl-affairs@tufts.edu)

<http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-International-Affairs>

## **Libraries**

### *Hirsh Health Sciences Library*

The Hirsh Health Sciences Library (HHSL) provides multiple services for Sackler students. Students can learn about these services by reading the HHSL website. The HHSL website has information about the following topics.

- Hours
- Computer Support
- Food 4 Thought Café
- Document Delivery
- Research Assistance
- Services
- E-Books and E-Journals
- Databases
- Library Policies
- Staff

Contact information:

Sackler Building, 4th floor

Phone 617-636-6705

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 noon - 10:00 p.m.  
<http://www.library.tufts.edu/hhsl/>

*Boston Library Consortium (<http://www.blc.org/>)*

Tufts University is a member of the Boston Library Consortium, a cooperative association of research and academic libraries in the greater Boston area. 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 and graduate students with extended research needs that cannot be met by Tufts' libraries may apply at the Circulation Desk for these cards.

### **Parking (Cars, Bikes, & Motorcycles)**

#### *Car Registration*

Cars registered out-of-state must file with the Boston Campus Public Safety Office, located in the Biomedical Research & Public Health Building Lobby.

#### *Parking*

Tufts Shared Services (TSS), Inc.  
Parking and Transportation Department  
274 Tremont Street  
617-636-5580  
Monday – Thursday, 7:00 a.m. – 6:00 p.m.  
Friday 7:00 a.m. – 4:00 p.m.

Student parking is available in the Herald Street Garage and the Travelers Street Lot during the week and in the Tremont Street Garage on weekends with one parking coupon required per 24 hours.

The Tremont Street Garage is available Friday 10:00 p.m. – Monday at 9:00 a.m.  
The Herald Street Garage is open Monday - Friday, 5:00 a.m. - 2:00 a.m.  
The Travelers Street Lot is open Monday - Friday, 6:00 a.m. - 1:00 a.m.

Free shuttle service is available from the Herald Street Garage and the Travelers Street Lot to campus continuously during peak hours (6:00 a.m. – 10:00 a.m. and 3:00 p.m. – 7:00 p.m.) and every ten minutes during off-peak hours of operation. Security is present Monday – Friday, 5:00 p.m. – 5:00 a.m.

There is no overnight or weekend parking in either the garage or the lot. On the weekend or on a hospital holiday, students may park in the Tremont Street Garage using student coupons or by paying \$7.50 cash. **IMPORTANT:** If students are not out of the garage by 9:00 a.m. on Monday, after the hospital holiday ends, or are parked in the Tremont Garage at other times, they will be charged the full day commercial rate of \$34.00.

To pay for parking at both the Herald Street Garage and the Travelers Street Lot, students need to use a prepaid coupon book. Prepaid coupon books can be purchased from the TSS Parking Office during normal business hours. Each coupon book contains five coupons; a book of five coupons costs \$25.00. Students cannot buy individual coupons; only full books of five coupons

may be purchased. The maximum amount of books available at one time is four (20 coupons). The student parking coupons never expire. The TSS office accepts cash, in-state checks, and MasterCard, Visa, Discover, and AMEX credit cards.

When entering either the Herald Street Garage or the Travelers Street Lot, an attendant will ask for a coupon. Students may park their cars in any available spot. If the lot is full, an attendant will ask for car keys and double park the car. Students unwilling to leave their keys with the attendant will not be able to park at the lot.

#### *Car Regulations*

- Vehicle registration to prove ownership and a Tufts identification card must both be presented to the TSS Office to obtain a parking decal for one car each year in September. If the last names on the ID and registration do not match, the student must provide proof of insurance that lists the student as a driver for that car. Students must show their Tufts Student IDs every time they come in to purchase coupon books or they will not receive the student parking rate.
- Parking decals are not transferable. Anyone who uses a lost, stolen or fraudulent sticker will be subject to loss of parking privileges.
- Parking is permitted only with a valid TSS parking decal and a parking coupon.
- No in and out parking is allowed on the same parking coupon. If students wish to leave the garage/lot, a new coupon must be used on re-entry.
- The parking facilities do not allow long-term storage of vehicles.

#### *Bicycle Regulations*

Bicycles must be registered with the Boston Campus Police Office (Biomedical Research & Public Health Building Lobby). After completing the registration form, the serial number is entered into a database and can be used in the event the bike is stolen and an insurance company requests the information. Students pay a \$3.00 deposit for a key for the bicycle room, which is refunded when the key is returned. Please note there is no long term storage available for the bicycles.

#### *Motorcycle Regulations*

Motorcycles may be left in the parking garage at 274 Tremont Street for \$7.75 per day. Students can also register their motorcycles and park at the Traveler Street Lot under the same rules as a car. Students must have their registration information and student ID to get a parking decal. Motorcycle owners should obtain a new decal each September from the parking office and place it on the motorcycle. Motorcycles registered out-of-state must file with the Campus Police. Out-of-state owners need not register before obtaining cards.

#### **Notary Public**

The function of a notary public is, in part, to witness one's signature. Loans and other forms may be notarized in the Sackler School Dean's Office on the eighth floor of the Sackler Building, or the Public Safety Office in the Biomedical Research & Public Health Building lobby. There is no fee for this service to Tufts students. However, students must present a photo ID (such as a student ID or driver's license).

## INSTITUTIONAL DIVERSITY

### Office of Institutional Diversity

The Office of Institutional Diversity (OID) was created at the recommendation of the President, Provost and other members of the Tufts community in the Spring of 2006. The office was officially established January 1, 2007. OID includes the Office of Equal Opportunity (OEO). OEO addresses policy issues for all students, faculty, and staff. Within OID, the Director of OEO interprets and implements policy related to best affirmative action and equal opportunity practices in employment and retention. The OEO staff also monitors grievances and compliance issues related to university policies including sexual harassment, ADA, Title IX, and Tufts' non-discrimination policy.

Contact information:

617-627-3298

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

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

### Office of Equal Opportunity

The Office of Equal Opportunity (OEO) exists to ensure that the University's commitment and goals toward equal opportunity are integral components of Tufts' policies. OEO furthers this mission by ensuring that the University maintains compliance with all federal, state, and local laws pertaining to affirmative action, non-discrimination, Title IX, and the Americans with Disabilities Act (ADA) through complaint resolution, programming, and training. OEO cooperates with members of the Tufts' community to resolve complaints of discrimination and sexual harassment, and sets forth University policies and guidelines that pertain to these areas of conflict. OEO is guided by the University's commitment to and desire for a truly integrated, interactive, productive, successful, and diverse student, faculty, and staff body. To find out more about OEO, go to its Policies and Procedures Handbook (<http://oeo.tufts.edu/wp-content/uploads/OEO-Policies-and-Procedures-Handbook-December-2012.pdf>).

#### *Policies and Procedures*

- Non-Discrimination Policy  
(<http://oeo.tufts.edu/policies-and-procedures/nondiscrimination-policy/>)
- Americans with Disabilities Act-Accommodations  
(<http://oeo.tufts.edu/policies-and-procedures/americans-with-disabilities-act/>)
- Sexual Harassment and Sexual Misconduct Policies  
(<http://oeo.tufts.edu/policies-and-procedures/sexual-harassment-policy/>)
- Sexual Misconduct Adjudication Process Summary  
(<http://oeo.tufts.edu/wp-content/uploads/SMAP-2012.pdf>)
- Sexual Misconduct Brochure  
(<http://oeo.tufts.edu/wp-content/uploads/Sexual-Misconduct-Brochure.pdf>)
- Sexual Misconduct Reporting Liaisons (Title IX) By Campus  
(<http://oeo.tufts.edu/tufts-university-title-ix-liaisons/>)

- Reporting Incidents of Any Misconduct  
(<http://oeo.tufts.edu/reporting-incidents-of-any-misconduct/>)

#### *Other University-Related Policies*

- Consensual Relationships Policy  
(<http://oeo.tufts.edu/policies-and-procedures/tufts-policy-on-consensual-relationships/>)
- Working with One Another Policy  
(<http://oeo.tufts.edu/policies-and-procedures/tufts-policy-on-working-with-one-another/>)

#### *Reporting Incidents of Sexual Misconduct or Discrimination*

Sexual misconduct, which includes sexual harassment, gender discrimination, sexual assault, relationship violence and stalking, is prohibited by Tufts University. Members of Tufts community (students, staff, faculty, etc.) who believe they have been subjected to sexual misconduct and/or discrimination should report such conduct to the OEO. OEO can advise individuals of their rights regarding such conduct and will help direct people to appropriate resources for addressing the effects of such conduct. OEO will act as a neutral party within the University to investigate all allegations of sexual misconduct and discrimination. An individual also may have the right to pursue a grievance against the person who subjected them to sexual misconduct or discrimination. For more information regarding the grievance procedures available within the University to address sexual misconduct and discrimination, please see the section entitled Grievance Procedures. To report an incident of sexual misconduct or discrimination, please contact OEO.

#### Contact information:

196 Boston Avenue  
3<sup>rd</sup> floor, Suite 3800  
Medford Campus  
617-627-3298  
TTY: 617-627-3370  
[oeo@tufts.edu](mailto:oeo@tufts.edu)  
<http://oeo.tufts.edu>

## RECORDS AND PRIVACY (FERPA)

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

### Definitions

For purposes of this notification, the Tufts University Sackler School of Graduate Biomedical Sciences uses the following definitions of terms.

*Student* - any person who attends or has attended the Tufts University Sackler School of Graduate Biomedical Sciences. Persons admitted but never matriculated are not considered students.

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

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

*School official* - a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

*Legitimate educational interest* - indicates the need of a school official to review an education record in order to fulfill his or her professional responsibility.

### Students' Rights Under FERPA

*(1) The right to inspect and review the student's education records within 45 days after the day on which the University receives a request for access.*

Students should submit a written request that specifically identifies the education record(s) they wish to inspect to the associate dean. A representative from the Dean's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. A student may read any recommendation in his/her files unless the right to do so has been waived in writing.

The following is a list of the types of education records that the University maintains, the location(s) of such records, and their custodians (or the custodian's designee).

Types	Location	Custodian
Academic Records/Advising Records (progress, advising, evaluations)	Sackler Dean's Office Sackler 813	registrar
Admissions File	Sackler Dean's Office Sackler 813	associate director of admissions, registrar, and associate dean
Enrollment Records	Sackler Dean's Office Sackler 813	registrar
Counseling & Testing Records*	Student Advisory & Health Administration (SAHA) Office Posner Hall	SAHA director
Cumulative Academic Records (grades, transcripts)	Sackler Dean's Office Sackler 813	registrar
Disabled Student Records	Sackler Dean's Office Sackler 813	associate dean
Disciplinary Records	Sackler Dean's Office Sackler 813	associate dean
Financial Records	TUSM Financial Aid Office, Sackler 821	financial aid director
Financial Aid Records	TUSM Financial Aid Office, Sackler 821	financial aid director
Health Records*	SAHA Office Posner Hall	SAHA director
International Student Records	International Affairs Office (IAO), Park Plaza Office Building	IAO director
Miscellaneous Records (student education records not included in the above list)	Sackler Dean's Office Sackler 813	associate dean and registrar

\* Health and counseling records are maintained by the Student Advisory & Health Administration Office and are available only to health professionals. A professional designated by the student in writing may see that student's records.



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

A student may ask the University to amend a record that the student believes is inaccurate or misleading. The student should write to the associate dean, clearly identify the part of the record they want changed, and specify why the student believes the record is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

If as a result of the hearing the University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the student shall have the right to place in the education records a statement commenting on the contested information in the record or the reason(s) the student disagrees with the decision of the University.

*(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

Personally identifiable information from the education records of a student will be disclosed by the University upon the prior written consent or request of the student. The written consent or request must (a) specify the records that may be disclosed, (b) state the purpose of the disclosure, and (c) identify the party or class of parties to whom the disclosure may be made. The student may contact the associate dean for a copy of the Release of Information Form.

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

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

12. To parents of students under the age of 21 when laws or university policies regarding alcohol or drugs are violated.
13. To a court or administrative agency in the event of legal action between the University and a student.

### **Directory/Public Information**

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

The University has designated each of the following items as "directory information."

- the student's name(s)
- lab/office telephone number(s)
- E-mail address
- major field(s) of study, advisor, and current enrollment status
- hometown
- previous educational institutions & degrees

Students may restrict the release of directory information, except to school officials with legitimate educational interests and to others as permitted by law. In order to restrict the release of such records, a student must make a request, in writing, to the associate dean or the registrar.

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

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

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

## Index

### A

Academic Calendar ii  
Academic Standing Policy 2  
Add and Drop Policy 21  
Address Change 23  
Advising Services 35  
Administrative Leave of Absence 24  
Americans with Disabilities Act 38, 48  
Attendance Policy 2

### B

Billing Information 30  
Benefits, Student 27  
Bookstore 41  
Bursar's Office 30

### C

Calendar ii  
Campus Safety and Escort Services 42  
Cancellation of Classes/Weather Emergency 21  
Child Care Information 41  
Commuter Benefit Program 43  
Compact Between Students and Advisors 9  
Computer Support 43  
Consensual Relationships Policy 49  
Consumer Protection 34  
Counseling Services 35  
Copyright Requirements 7  
Course Approval Policy 4  
Course Audit Policy 21  
Course Credit Policy 4  
Course Evaluations 21  
Course Repeat Policy 21  
Course Withdrawal Policy 21  
Cross-listed Courses 21  
Cross-registration 20

### D

Degree Only Registration 19  
Degrees Offered 1  
Degree Requirements 1  
Dental Insurance, Optional 38  
Dental Services at the Tufts Dental School 38  
Digital Copyright Laws 44  
Disabilities, Services 38  
Disciplinary Procedures and Penalties 13

### E

Emergency, Weather, and Cancellation of Classes 21  
Employment, Supplemental 27  
Enrollment, continuous 19  
Equal Opportunity, Office of 48  
Escort Services (Campus Safety) 42  
Ethics, Student Code of 12

Expenses & Support, Basic Science Division  
PhD Programs 28  
Expenses, MS in Pharmacology & Drug Development 29  
Expenses & Support, Clinical Research Division Programs 29

### F

Federal Financial Aid 31  
Fees, late registration 31  
FERPA (privacy information) 50  
Fitness Center, Sackler 39  
Financial Assistance and Benefits 27

### G

Grading Policy 22  
Grading Symbols 22  
Grade Changes 22  
Graduation Deadlines, Instructions and Forms 7  
Grievance Policy 49

### H

Health Insurance Information 36  
Health Insurance Scholarships 27  
Housing Information 43

### I

Identification Card 19  
Immunization Requirements 35  
Incomplete Grading Policy 22  
Information Technology, Computer Support 44  
Information Technology Policies 43  
Institutional Diversity, Office of 48  
International Student Services 45

### J

### K

### L

Laboratory Data and Notebook Policy 4  
Laboratory Fee 30  
Laboratory Injuries Procedures 40  
Laboratory Rotations Policy 6  
Leaves of Absence 23  
Libraries 45  
Loan Deferment and Enrollment Status 32

### M

Master's Degree Requirements 1  
Media Sharing, Legal and Illegal 44  
Medical Leave of Absence 24

### N

Name Change 23  
Non-discrimination Policy 48  
Notary Public 47

### O

**P**

Parental Benefits and Policy 28  
Parking (Cars, Bikes & Motorcycles) 46  
Payment Information 30  
Personal Leave of Absence 24  
Privacy, Information 50  
Public Information 53

**Q**

Qualifying Examination 1

**R**

Records and Privacy Definitions 50  
Refund Policy 31  
Registration Dates 19  
Registration Policies 19  
Registration, Degree-seeking Students 19  
Research/Laboratory Fee 30  
Residence Requirement 2  
Rotation, Laboratory 6

**S**

Satisfactory Academic Progress 33  
Scientific Research and Scholarship Policies  
18  
Sexual Misconduct Policy 49  
Sexual Harassment Policy 48  
Sick Benefit and Policy 27  
Special Students, Registration 19  
Stipend Policy 27  
Syllabi 20

**T**

T-Passes 43  
Thesis Revisions Policy 6  
Time Limit, Degree 3  
Transcript Requests 25  
Transfer Credits Policy 3  
Tuition Scholarships 27

**U****V**

Vacation Benefit and Policy 27  
Visiting Students, Registration 20

**W**

Withdrawal Policy (from School) 25

**X****Y**

YMCA, Chinatown 39

**Z**