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This handbook is for informational purposes only and does not constitute a contract between the university and any applicant, student, or other party. The university reserves its right to make changes, without notice, in any course offering, requirements, policies, regulations, dates, and financial or other information contained in this handbook. Questions regarding the content of this handbook may be referred to the Tufts University Sackler School of Graduate Biomedical Sciences Dean's Office, 814 Sackler Building, 617-636-6767.

It is the policy of the university not to discriminate on the basis of sex, age, religion, disability, race, color, sexual orientation, national or ethnic origin in the administration of its educational policies, employment policies, scholarship and loan programs and athletic or other university-sponsored programs.

## **SECTION 1: ACADEMIC STANDARDS AND POLICIES**

### **Degrees Offered**

The Sackler School offers nine doctor of philosophy degrees: Biochemistry; Cell, Molecular, and Developmental Biology; Cellular and Molecular Physiology; Clinical Research; Genetics; Immunology; Molecular Microbiology; Neuroscience; and Pharmacology and Experimental Therapeutics. The Clinical Research Program also admits applicants to a master's degree track. Occasionally, students in other programs may earn master's degrees. Each program has specific requirements for completion of the master's degree.

### **Degree Requirements**

Sixteen credits are required for the master's degree and 32 credits are required for the doctoral degree; five credits must be didactic course credits. All students in the basic biomedical sciences division are required to complete a graduate course in biochemistry. In addition, each program establishes its own core or required courses. The Sackler School also requires all graduate students to complete one course in the ethical conduct of research. Students in the basic biomedical science programs meet this requirement by enrolling in Applied Ethics for Scientists (or an equivalent course); students in the clinical research program complete this requirement by enrolling in Ethics of Clinical Investigation.

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.

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 thesis advisor, and the thesis is written under his or her supervision. The thesis must demonstrate high achievement in a special 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.

Theses are kept in the university archives. Circulating copies are available in the Hirsh Health Sciences Library and the program office. Additional instructions and policies regarding the preparation and defense of the dissertation may be obtained from the Dean's Office.

### **Residence**

The minimum residence requirement for the master's degree is four terms of full-time graduate study and 16 credits. The minimum residence requirement for the Ph.D. degree is three academic years of full-time study and a dissertation. Degrees require programs of study as detailed in the Sackler School Course Listing (catalog), which is on the Sackler website (<http://www.tufts.edu/sackler/>), and on each program's website.

## **Transfer of Credits**

Graduate study completed elsewhere may be counted toward the degree, with the recommendation of the graduate program concerned and the approval of the associate dean, provided such prior work contributes significantly to the student's program. A student will generally be allowed to count only two graduate-level courses taken before he or she has been formally admitted to the degree program. Courses used to fulfill the requirements for one degree may not usually be used toward another degree. Ordinarily, not more than one-fourth of the residence requirement for a master's degree and one-third of the Ph.D. residence requirement may be satisfied in this way.

Students who intend to include transfer credit as part of their degree requirements must submit an official transcript showing the grade received in the course to the Dean's Office at least six months prior to the graduation deadline.

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

All work for a master's degree must be completed within five consecutive years just prior to the award of the degree. For a Ph.D., all work must be completed within seven consecutive years just prior to the award of the degree, unless the student is in a combined degree program.

If a student expects to take more than the allotted time to complete the degree requirements, he or she needs to submit a request for Time-to-Degree Extension to the associate dean. 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 the completion of the degree requirements within the extended time period. Both the student's advisor and program director must certify support for the extension.

## **Credit and Grading**

One didactic course credit requires a minimum of 25 hours of class meeting. If a course requires more than 60 hours of class and lab meetings, it may count for two credits. Evaluated research may count for up to four credits per semester. No course credit is given for auditing courses, and audits do not appear on student transcripts.

Student performance is evaluated on an A to F scale. Special topics courses may be graded on a satisfactory (S) or unsatisfactory (U) basis. Seminar, journal club, and research may be graded on an A-F or S-U scale, at the discretion of each Program. A grade of B- or higher is required for credit in a graded course. A grade of S counts toward the degree, while a grade of U is not approved for graduate credit. Grades are recorded as achieved at the end of a course. A grade of "incomplete" is used to indicate that more time will be allowed to complete the coursework, but only to the end of the subsequent term. The permanent grade replaces the incomplete upon completion. An "incomplete" grade is not used as a substitute for a failing grade in anticipation of a make-up exam.

New courses must be approved by the Programs and Faculty Committee and the Executive Council of the Sackler School. All courses given for graduate credit should be assigned a course number. Special topics (293, 294) may be used for experimental courses or courses that may not be given regularly.

## **Academic Standing**

Each program will determine and list its required courses. If a student fails to achieve a grade of B- or better in a course, the program will determine whether the course will be repeated and whether probationary status will be applied. Repeated courses will count as two courses, with both grades appearing on the transcript and counting in the determination of academic standing. If two grades below B- are obtained in didactic courses or graduate research, the student will be dismissed from the Sackler School. Grades of U are counted as below B-.

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## **SECTION 2: REGISTRATION**

### **Registration**

All graduate students must register at the beginning of each term (fall, spring, and summer). After all required courses and research have been completed, degree candidates register for the Masters Degree Only (402) or PhD Degree Only course (403, 404) for their final term. To maintain active status, students not in residence should request necessary materials and register each semester by mail.

Approximately one month before the registration deadline, course information (<http://www.tufts.edu/sackler/currentStudents/currentStudents.html>) and registration materials will be available. Students are to complete their registration forms and return them to the Dean's Office before the deadline. No course credit will be given for courses for which students fail to register within the first two weeks of classes.

### **Late Registration Fee**

A penalty fee of \$25 is charged for late registration. A late fee based upon a percentage of the outstanding balance is charged for late payment of any university charge.

### **Enrollment Status and Loan Deferment**

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

- Full-time status: four or more course credits or registration in a Degree Only course (402, 403, or 404)
- Half-time: less than four course credits and greater than or equal to two credits
- Less than half-time: less than two credits

Federal regulations require that students be enrolled (registered) half-time or full-time to receive and defer student loans. Information is transmitted bi-monthly to the Clearinghouse. The Dean's Office will complete verification of enrollment forms for lenders who do not participate in the Clearinghouse. The forms will be completed and mailed from the Dean's Office within a few days of students' requests. Requests for verification of enrollment that come directly to the Sackler School from outside agencies will be answered without notice to students.

### **Cross-registration**

During the academic year, matriculated students may take one course per semester for both a grade and credit through cross-registration agreements with the 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, Boston College, Boston University, and Brandeis University. This is subject to the consent of the course instructor, the student's program director and advisor, and both registrars. Catalogs or course lists and schedules of each of the host institutions are available from their respective graduate school offices. Cross-registration forms are available at the Sackler Dean's Office or may be downloaded as a PDF form ([http://www.tufts.edu/sackler/currentStudents/forms/Cross\\_Reg.pdf](http://www.tufts.edu/sackler/currentStudents/forms/Cross_Reg.pdf)). As with any

course, the student should expect to satisfy the normal prerequisites, requirements, and conditions of enrollment. It is not possible to cross-register during the summer term.

### **Cross-listed Courses**

Matriculated Sackler students who wish to take courses that are cross-listed with the Tufts University School of Medicine (TUSM) should 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 grades are assigned to Sackler students. The Cross-registration Request Form is not required for cross-listed courses.

### **Special Student Status**

The Sackler School offers special student status that allows qualified individuals to take up to six courses without first being admitted to a degree program. Special students must provide documentation demonstrating that they hold at least a bachelor's degree and meet the normal prerequisites and requirements of the course. Admission to any course is at the discretion of the course director, the graduate program involved, and the registrar, and is subject to the availability of space. At the time of registration, students must pay tuition in full. 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 contact the Sackler Dean's Office.

### **Visiting Student Status**

The Sackler School offers visiting student status that allows students who are enrolled at other undergraduate or graduate degree programs, are in academic good standing, and are sponsored by Sackler School faculty members to perform biomedical research at the Sackler School. All 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 required, and students must enroll in school-offered health insurance or provide an insurance waiver. Each term, visiting students register for the visiting student graduate research course (SK299). Although tuition is waived, students must pay the Health Administration Fee annually. Visiting students are paid the uniform Sackler student stipend by their faculty sponsors.

### **Course Auditing**

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

### **Add and Drop Policy**

Students may add or drop courses up to fourteen (14) calendar days past 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.



## Course Withdrawal Policy

Withdrawal from courses after the Add/Drop deadline requires written permission from the student's program director or an approved leave of absence. A grade of W (Withdrawn) or WL (Withdrawn due to leave of absence) will be recorded on students' transcripts, as appropriate.

With permission as described above, students may withdraw from the same course twice but may not register for that course a third time, unless given special permission by the program director.

## Course Evaluations

Students are strongly encouraged to complete course evaluations. Each semester, the registrar emails students the links to the course evaluations that are located on the Tufts University Sciences Knowledgebase (TUSK website) (<http://tusk.tufts.edu/>).

## Grading

Student performance is evaluated on an A to F scale. Special topics courses may be graded on a satisfactory (S) or unsatisfactory (U) basis. Seminar, journal club, and research may be graded on an A-F or S-U scale, at the discretion of each program. A grade of B- or higher is required for credit in a graded course. A grade of S counts toward the degree, while a grade of U is not approved for graduate credit. Grades are recorded as achieved at the end of a course. A grade of "incomplete" is used to indicate that more time will be allowed to complete the coursework, but only to the end of the subsequent term. The permanent grade replaces the incomplete upon completion. An "incomplete" grade is not used as a substitute for a failing grade in anticipation of a make-up exam.

## Grading Symbols

- 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 courses in supervised teaching, in research courses, in certain graduate colloquia, and in thesis and dissertation courses.
- U** Unsatisfactory. May be given in special topics courses, in courses in supervised teaching, in research courses, in certain graduate colloquia, and in thesis and dissertation courses. Not acceptable for graduate credit.
- I** Incomplete. An indication that more time will be allowed to complete the course work. Replaced with a permanent grade upon completion. Given for acceptable 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.
- IP** Course in progress. Courses are listed on the transcript immediately following

registration. Replaced with final grade at the end of the semester.

**TRCR** Transfer credit.

**EXEMPT** Student has passed an exemption exam in this subject.

**W** Withdrawn

**WL** Withdrawn due to leave of absence.

### **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 can be changed.

### **Change of Address**

Students are required to notify the Dean's Office immediately of any change in address.

### **Transcripts**

Official transcripts are available only upon written request from the student to the Dean's Office. A student may download a transcript request form ([http://www.tufts.edu/sackler/currentStudents/forms/Transcript\\_Request.pdf](http://www.tufts.edu/sackler/currentStudents/forms/Transcript_Request.pdf)) and mail or fax in the request. Because federal law prohibits release of transcripts without this written request, verbal and telephone requests cannot be honored. E-mailed requests are also not acceptable. Students should allow at least five working days for the processing and mailing of transcripts.

Official transcripts are affixed with the school seal and signed by the registrar. They are sent directly to the address named in the transcript request. Transcripts released directly to students will be stamped "issued to student" and their acceptability will be left to the discretion of the requesting institution.

Transcripts are withheld from students with outstanding balances on their student accounts until the student has paid any and all amounts owed to Tufts University. Transcripts from other schools that are part of your permanent record at the Sackler School cannot be duplicated or released to students. Students must contact these schools directly for transcripts.

Students may obtain unofficial transcripts without a seal or signature and printed on plain white paper, at the Dean's Office by showing a picture I.D.

## **SECTION 3: STUDENT SERVICES**

### **Orientation**

The Dean's Office is responsible for the organization of the Orientation Programs. Incoming first year students receive information about orientation in early summer before they arrive on-campus. During Orientation, entering students have a chance to meet with their classmates, faculty, and administrative and program staff with whom they will be interacting during the upcoming years. New students complete required registration paperwork, obtain their student IDs, and have their photographs taken. Orientation for students in the Clinical Research Master's Program takes place around July 1, and Orientation for basic biomedical science students is held around Labor Day.

### **Student Identification Cards**

During Orientation, incoming students go to Campus Police Office to receive their Student Identification Cards. Students on campus must have their ID cards with them at all times. Any student who loses his/her ID card should contact the Dean's Office to get a letter needed to secure a replacement. A replacement fee may be charged by the Campus Police for a lost ID card. The Campus Police Office located in the M & V lobby issues ID cards Monday through Friday, 8:00 a.m. - 11:00 p.m.

### **Graduate Student Council**

The Graduate Student Council (<http://www.tufts.edu/sackler/currentStudents/GradStudCouncil.html>) meets every month and addresses graduate student academic and student life issues. The Council sponsors social events including the annual Sackler Relays, an athletic competition and picnic, which raises money to support students' travel to professional conferences and meetings. The Council also coordinates the Career Paths Seminar Series, a program designed to educate Sackler students about potential career options after graduation, and Gap Junction, which conducts hands-on science labs for middle school students during after-school hours and in the summer.

The Council is comprised of officers, two graduate student representatives from each of Sackler's nine programs, one representative from the MD/PhD program, a faculty liaison, and an administrative liaison.

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

Only the President or the President's designee can 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 and announced by the deans. When time does not permit advance announcement, the university endeavors to have announcements made over Boston radio and television stations (WBZ AM 1030, WBZ TV Channel 4). Students can call 617-627-INFO for news about weather suspensions.

## Health Insurance

The Sackler School offers a comprehensive health benefits plan through the TUFTS Health Plan (THP), a separate corporate entity from Tufts University. Eligible dependents include spouse, same-sex domestic partner, and children. For Sackler students, the monthly insurance charge is paid through payroll deduction.

The TUFTS Health Plan is a health maintenance organization including over 3,500 primary care physicians. The Student Advisory & Health Administration Office manages Sackler's relationship with THP. Students can learn more about the Student Advisory & Health Administration Office and THP by visiting [www.tufts.edu/saha/insurance.html](http://www.tufts.edu/saha/insurance.html).

Students must complete a Membership Application to be enrolled in the TUFTS Health Plan. The effective date of enrollment for new students is the first day of fall semester (not the date of application). Students are not eligible to apply for coverage or add a spouse, a same-sex domestic partner, or dependent(s) at any other time during the academic year, except for the Open Enrollment Period in September, 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. Application must be made within 30 days of the qualifying event. Students may contact the Student Advisory & Health Administration Office, located on 4<sup>th</sup> floor of Posner Hall (200 Harrison Avenue), regarding application procedures.

Open Enrollment for the TUFTS Health Plan is the month of September each academic year. This provides a once-a-year opportunity for students to apply for enrollment or add dependents without a qualifying event. There is a grace period of 30 days beyond the open enrollment date in which to apply.

### Waiver of THP Student Health Insurance

State Law and University Policy require that Sackler students be covered by health insurance. The TUFTS Health Plan is not intended to replace other adequate health insurance coverage that a student may have. Thus, students are not required to enroll in the THP and may waive this insurance plan by completing a Waiver Form. The Waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by Massachusetts General Law. The minimum requirements of a qualifying plan are listed on the back of the Waiver Form. The Waiver Form must be completed by August 31 of each year. Students should be aware that there is no health service clinic available to Tufts University Boston Campus students.

### Student Health Insurance Policy for Students on Leave of Absence

Students who have been granted a leave of absence and who are enrolled in the TUFTS Health Plan are eligible to continue that membership for the duration of the leave of absence if the student pays for the coverage before the leave begins. The Sackler Dean's Office collects payment for coverage during a leave. Membership in THP will be cancelled if the student does not return at the end of the leave of absence. Students should contact the Student Advisory & Health Administration Office for

information regarding benefit information before beginning a leave of absence.

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

Students withdrawing or dismissed from Tufts Sackler School have the option of continuing membership in the student health insurance plan for up to 60 days following the separation date from Tufts University. The student has 15 calendar days from the separation date to notify the Student Advisory & Health Administration Office of his/her intent to continue membership and to verify that he/she has paid the Sackler Dean's Office for the full amount of the remaining period of health insurance coverage. Failure to notify the Student Advisory & Health Administration Office and to complete the paperwork within the 15 day period, and to make full payment to the Sackler Dean's Office for that coverage will result in the student's health insurance policy being cancelled on the date of withdrawal or dismissal from Tufts University.

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

Students graduating during the academic year in August/September, November, February, or May have the option of continuing the student health insurance coverage for 60 days from the official date of graduation. The student has 15 days from the graduation date to notify the Student Advisory & Health Administration Office of his/her intent to continue membership and to verify that he/she has paid the Sackler Dean's Office for the full amount of the remaining period of health insurance coverage. Failure to notify the Student Advisory & Health Administration Office and to complete the paperwork within the 15 day period, and to make full payment to the Sackler Dean's Office for that coverage will result in the student's health insurance policy being cancelled on the date of graduation from Tufts University.

### **Insurance Conversion Policies for Graduating or Withdrawing Students**

A non-group conversion policy for individuals who are no longer eligible to continue enrollment in the student plan is available directly through the TUFTS Health Plan for individuals remaining within the TUFTS Health Plan service area. Additional information is available by calling the TUFTS Health Plan's Customer Relations Department at 1-800-462-0224, and asking for information about their Direct Enrollment Plan.

### **Immunization Requirements**

All newly accepted students must submit immunization documentation to the Student Advisory & Health Administration Office by July 1. See the website (<http://www.tufts.edu/saha/immunization.html>) for more information regarding immunization requirements and forms.

### **Advising and Counseling Services**

Advising, support, and referrals for personal and medical situations that may arise and interfere with school responsibilities are available by making an appointment with the associate dean at 617-636-6767.

Short-term counseling is available from the Student Advisory & Health Administration Office by appointment by calling 617-636-2700. See the website

<http://www.tufts.edu/saha/counseling.html> for information regarding counseling services offered to all Sackler students.

### Dental Health Services

Limited free dental health services are covered through the mandatory Health Administration Fee. These services are available through the Tufts University Dental School Undergraduate and Postgraduate Clinics located at One Kneeland Street, Boston. Appointments can be made by calling the Dental School Reception Desk at 617-636-6828. Students should be sure to take their student I.D. cards with them for appointments.

The following services are available at no charge: annual x-rays, annual oral exam, annual cleaning, and emergency services (diagnostic only) that consists of relieving the patient from pain and is rendered as a temporary measure. Follow-up treatment is available in the Clinic but is charged at the full clinic fee.

The free and reduced rates are not available to family members. However, family members may be treated at the regular clinic rate.

### Athletic Facilities

#### **YMCA Student Membership Program: 617-426-2237**

Sackler School students are eligible for a discounted membership at the Wang YMCA of Chinatown, located near Tufts University and Tufts-New England Medical Center at 8 Oak Street West. Annual and Semi-Annual Fees must be paid in full at the time of application with cash, check or credit card. 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.

Annual, Semi-Annual, and Monthly Membership Options

<i>Single Student</i>	<i>Couple*</i>
\$280.00 for 12 months	\$560.00 for 12 months
\$140.00 for one semester	\$280.00 for 1 semester
\$32.85 per month	\$62.85 per month

\*Couple - defined as any two individuals living in the same household.

#### **Emerson College Athletic Facilities: 617-824-8692**

Sackler students may join the Emerson College Fitness Center for \$35 per month. The Fitness Center is located at 80 Boylston Street-Lower Level, on the corner of Tremont and Boylston Street, and is open seven days a week. Call Emerson College for more information about joining as a Tufts student.

### International Student Services

#### **International Affairs Office**

Posner Building, third floor  
200 Harrison Avenue  
617-636-0355

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

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 Tufts University Health Sciences campus or one of its affiliated hospitals. 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, US 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/>).

## Libraries

### Hirsch Health Sciences Library

The Hirsch Health Sciences Library (HHSL) is located on fourth floor of the Sackler Building. The Library provides multiple services for Sackler students. Students can learn about these services by reading the HHSL website. The HHSL website has information about:

- Hours
- Curriculum Support
- Document Delivery
- Library Policies
- Research Assistance
- Services
- Book or Journal Requests
- Databases
- Staff

Be sure to visit <http://www.library.tufts.edu/hsl/> to learn more about the Hirsch Health Sciences Library.

### Boston Library Consortium

Tufts University is a member of the Boston Library Consortium, an 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. See

<http://www.blc.org/> for more information about the Boston Library Consortium.

### **Tufts Health Sciences Bookstore**

Arnold Building, first floor  
116 Harrison Avenue  
617-636-6628  
Monday - Wednesday, 9:00 a.m. – 5:00 p.m.  
Thursday, 9:00 a.m. – 6:00 p.m.  
Friday, 9:00 a.m. – 4:00 p.m.

The Bookstore stocks textbooks and some lab supplies as well as notebooks and pens, clothing and gift items, and snacks.

- At the Bookstore you are not charged the 5% sales tax on textbooks. Personal checks with local address and phone are accepted in payment of purchases. The Bookstore accepts Master Card, American Express, Visa, and Discover.
- Textbooks returned within one week after classes begin can be exchanged for a full refund, if in original shrink-wrap and with the receipt. Course packets are not returnable.
- Single copy orders of any book will be filled.

### **Housing**

During the summer months, a special housing office is open on the second floor of the Sackler Building. Students, particularly incoming students, who need housing may stop by that office or call 617-636-0893.

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

### **Child Care**

#### **Tufts Educational Day Care Center**

Dr. Janet Zeller, Director  
Tufts Administration Building (TAB), 617-627-3412  
Medford Campus  
[http://ase.tufts.edu/tedcc/main\\_page.htm](http://ase.tufts.edu/tedcc/main_page.htm)

Tufts Educational Day Care Center 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 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 field workers. A Parent Coordinator acts as a primary liaison between school and home and supervises a wide range of family-school activities.

The Center is open to the public, as well as to affiliates of Tufts University. 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.

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

Debbie Leekeenan, Director  
Eliot-Pearson Children's School Building, 617-627-3434  
Medford Campus  
<http://ase.tufts.edu/epcs/front/>

The Eliot-Pearson Children's School is the laboratory-demonstration program affiliated with the Eliot-Pearson Department of Child Study at Tufts. The school offers half-day nursery school classes for three-, four-, and five-year olds, a mixed age group with extended day option mostly for 4-year-old children, and a full-day Kindergarten/Grade One program for five-, six-, and seven-year olds.

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 members of Tufts, children, and families who represent different ethnic and class backgrounds, and those who have particular special needs. The classroom teachers create learning environments, which enable each child to become actively involved in meaningful developmental activities. It is the school's aim to create a context in which the joys, challenges, and mastery of early learning experiences can be maximized for all children.

#### **Bright Horizons Family Solutions**

Web: [www.brighthorizons.com](http://www.brighthorizons.com)

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 ([http://www.brighthorizons.com/Site/pages/center\\_search.aspx](http://www.brighthorizons.com/Site/pages/center_search.aspx)). 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 five-years old. They are designed to meet the standards of excellence set by the National Association for the Education of Young Children (NAEYC). The Center helps children develop the skills they need to achieve academic excellence and success in life, and support parents striving to balance the demands of work and family.

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

#### **Tufts University/Tufts-New England Medical Center Parking Office**

274 Tremont Street Garage, ground floor  
617-636-5580  
Monday – Thursday, 7:00 a.m. – 6:00 p.m.  
Fridays – 7:00 a.m. – 4:00 p.m.

Student parking is available in the Herald Street Garage and the Traveler's Lot during

the week, with free shuttle service during hours of operation. On weekends, parking is available in the Tremont Street Garage.

The Herald Garage is open Monday - Friday, 5:00 a.m. - 2:00 a.m., and the Traveler's Lot is open Monday - Friday, 6:00 a.m. - 1:00 a.m.

Parking coupons are available for purchase in the T-NEMC Parking Office and at the Bursar's Office, located on first floor of Posner, for \$21.00 per book of 5 coupons.

Cars registered out-of-state must file with the Campus Police (M & V Lobby). Out-of-state owners need not register before obtaining parking stickers and coupons.

### Car Parking Regulations

- Parking is permitted only with a currently valid T-NEMC parking sticker and a \$4.20 fee, payable only by parking coupon.
- Vehicle registration to prove ownership and a Tufts identification card must both be presented to the Parking Office to obtain a parking sticker for one car.
- No in and out parking is allowed on the same parking ticket. If students wish to leave the garage/lot, a new ticket must be purchased on re-entry.
- The parking facilities do not allow long-term storage of vehicles.
- Parking stickers are not transferable. Anyone who uses a lost, stolen or fraudulent sticker will be subject to loss of parking privileges.

### Bicycles

Bicycles must be registered with the Boston Campus Police Office (M & V 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. After registering, bike owners will receive a decal that is to be placed on the frame of the bike. With this decal, students can leave their bicycles in a locked room at the Parking Garage at 274 Tremont Street. Students pay a \$3.00 deposit for a key for the bicycle room, which is refunded when the key is returned. Another good place to leave bikes is in the bicycle racks located near Posner Hall.

### Motorcycles

Motorcycles may be left in the parking garage at 274 Tremont Street for \$7.00 per day. Students must have their registration information and student I.D. to get a parking card. Motorcycles registered out-of-state must file with the Campus Police. Out-of-state owners need not register before obtaining cards.

### Police and Escort Services

#### **Tufts University Police Office**

136 Harrison, Lobby of M & V Building  
617-636-6911 (emergencies only)  
617-636-6610 (routine, non-emergency calls)  
Open 24 hours a day, 7 days a week

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

For students' personal safety, the Tufts University Police provides vehicle and walking escorts 24 hours a day, 7 days a week to local transit stops and areas surrounding the Boston Campus. Students are encouraged to call the Tufts Police at 636-6610 to make arrangements for an escort.

## Information Technology

**Policies and Standards.** The Tufts University Information Technology Responsible Use Policy is a valuable guideline by which students, faculty, and staff can 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 (<http://www.tufts.edu/tccs/p-responsible.shtml>).

**Digital Millennium Copyright Act (DMCA).** The Digital Millennium Copyright Act (DMCA) was created to protect the rights of owners of digital media. The DMCA is used by corporations to protect their software from piracy and unlawful duplication and can be used in the prosecution of persons violating the copyrights of digital media, including music, movies, images and online books.

Media Corporations have contracts with companies that search out computers on the Internet that are serving copyrighted media. If a student is found to be sharing files, a letter is sent to Tufts University, which is legally required to disable your connection to the Internet. The Sackler Dean will also be notified and disciplinary action may result. For more information on the Digital Millennium Copyright Act (DMCA), please visit the Tufts Online website (<http://www.tufts.edu/tccs/tol/tutorials/dmca.htm>).

## Graduation

(See the Schedule of Requirements at <http://www.tufts.edu/sackler/currentStudents/thesis.html>)

Tufts University grants degrees four times per year in August, November, February, and May. Sackler students who are awarded degrees in August, November, and February will receive their diplomas by mail after the degree date; they will also be invited to attend the May commencement ceremony. May diplomas are presented at commencement or mailed if the recipient does not attend the ceremony.

### Deadlines

When students begin to think about finishing their degrees, they should make an appointment with the associate dean who will go over the deadlines and degree requirements, and answer students' questions so that everything goes smoothly and without problems. 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 current Schedule of Requirements for Award of Degrees (<http://www.tufts.edu/sackler/currentStudents/schDegree.html>), and should pay particular attention to submitting the Application for Award of Degree form by the deadline so their graduation date is not delayed. Students should carefully read the information described below.

### Important Information

Informational documents that are designed to assist students complete their theses and meet graduation requirements are listed below and are available on the Sackler website (<http://www.tufts.edu/sackler/currentStudents/thesis.html>).

- [Graduation Requirements & Information](#)
- [Schedule of Requirements for Awarding of Degrees](#)
- [Graduation Checklist](#)
- [Preparation for Thesis Instructions](#)

### Required Forms

- [Application for Award of Degree](#) (Permission to Write): Notification that a student intends to complete his/her degree on a specific month/year and verification that all program degree requirements have been completed.
- [Certificate of Fitness](#): Verification that the student has successfully passed the thesis defense. Must be signed by each member of the Thesis Committee.
- [Approval of Thesis for Binding Form](#): Verification that all revisions recommended by a student's committee have been completed and approved.
- [Contact Information After Graduation](#)
- Health Insurance forms, if a member of Sackler's TUFTS Health Plan.

Candidates for a degree must deliver three copies of their final thesis along with a receipt that the candidate has paid the Bursar's Office for the cost of binding to the Dean's Office by the due date to be recommended to the Sackler School faculty for award of a degree. The names of those approved by the faculty are then forwarded to the Board of Trustees for

their approval. Further information regarding graduation please contact the Sackler School Dean's Office or the website (<http://www.tufts.edu/sackler/currentStudents/thesis.html>).

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

Typically, after a successful defense, the time needed for completion of thesis revisions 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 adviser 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 adviser. In no case may the student continue to receive a stipend or benefits once he/she has started in another paid position.

### **Notary Public**

The function of a notary public is, in part, to witness your signature. Documents that are not signed in the presence of the notary cannot be notarized. Loans and other forms may be notarized in the Medical School Dean's Office on Sackler 8, the Financial Aid Office on Sackler 2, or the Campus Police in the M & V lobby. There is no fee for this service to Tufts students. However, students must present proper ID (such as a student ID or driver's license).

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## SECTION 4: FINANCES

### Fees and Expenses

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 whenever such action is deemed advisable. The earliest possible notification of changes in tuition and other fees will be given in these cases.

#### BASIC BIOMEDICAL RESEARCH PROGRAMS

The Sackler School usually covers the full cost of tuition through tuition scholarships for full-time students. In addition, most full-time students in the basic biomedical sciences programs receive a stipend (research assistantship) that is 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>2005-2006 Basic Biomedical Research Fees and Financial Support</b>			
<b><u>Fees</u></b>		<b><u>Financial Support</u></b>	
Full-time tuition	<b>\$19,325</b>	Full time tuition scholarship	<b>\$19,325</b>
		Stipend (research assistantship)	<b>\$25,500</b>
Health administration fee	<b>180</b>	Health administration fee	<b>180</b>
THP health insurance	<b>2,484</b>	THP health insurance	<b>2,484</b>

Per credit cost for non-degree special students is \$2,416 per credit

#### Additional Financial Aid

#### National Science Foundation (NSF) and Howard Hughes Medical Institute (HHMI) Graduate Fellowships

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

#### Federal Educational Loans

Eligible students may also participate in the Federal Family Education Loan 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 PROGRAM

The Sackler School's M.S./Ph.D. Clinical Research Program is an integral component of various clinical and research fellowship training programs at Tufts-New England Medical Center and financial support for participants' tuition, stipend, fees and insurance are typically provided through federally-funded grants and other resources from within these fellowship training programs. In addition, for master's program students, the Sackler School usually covers a tuition scholarship for the difference between the National Institutes of Health's allotted tuition and the full-time tuition cost. The fellowship stipends

vary according to the post-graduate levels of the participants and the available training funds.

Applicants interested in the Clinical Research Program must complete a Sackler application form in addition to their specified department's fellowship application. To be considered for these funds, applicants should mark the appropriate boxes on the application for admission and discuss available funding at the time of their departmental interview. No separate financial aid form is required for this school-sponsored financial aid.

<b>2005-2006 Clinical Research Fees and Financial Support</b>			
<b><u>Fees</u></b>		<b><u>Financial Support</u></b>	
Full-time tuition	<b>\$19,325</b>	Full time tuition scholarship	<b>\$19,325</b>
		Stipend (research assistantship)	<b>varies</b>
Health administration fee	<b>180</b>	Health administration fee	<b>180</b>
THP health insurance	<b>2,484</b>	THP health insurance	<b>2,484</b>
Per credit cost for non-degree special students is \$2,416 per credit			

**Additional Financial Aid**

**Institutional and Individual National Research Service Award (NRSA)**

These competitive grant awards are for highly qualified individuals who as postdoctoral research fellows have a specific research plan. Those who wish to pursue a Ph.D. are encouraged to apply for the individual awards that are sponsored by the various institutes at NIH and by the Agency for Healthcare Research and Quality (AHRQ).

**K23 Mentored Research Career Award**

These competitive grant awards sponsored by the individual institutes at NIH and AHRQ are available 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.

**Federal Educational Loans**

Eligible students may also participate in the Federal Family Education Loan 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.

**Payment of Bills**

If a student is responsible for payment of all or part of his or her bill, payment must be made according to one of the following plans.

- Two payments, each covering the charges for one term, due in August for the fall term and January for the spring term.
- Awarded financial aid, including federal loans applied for before the semester due date and/or other outside loans approved by the semester due date.



- Academic Management Service (AMS) Monthly Payment Plan by budgeting all, or a portion of the costs over 10 months, starting in May prior to fall semester.

The bursar collects all university charges. Students are to make payments at the bursar's office on or before the date on which they become due. Bills will be sent at least 30 days before the payment due date for the fall and spring terms. Checks should be made payable to the Trustees of Tufts University and may be mailed with the bill to the bursar's office (200 Harrison Avenue, Boston, MA 02111) using the return envelope. Bills may also be paid in person at the bursar's office on the Boston campus.

Any student who remains indebted to the university on the date set for payment will be deprived of the privileges of the university until reinstatement. Reinstatement is obtained only through arrangement with the dean, after all past due charges are paid.

A candidate for a degree must have paid all charges prior to commencement. Graduating students are required to make any late payment in the form of a certified bank check. Personal checks will not be accepted in the 45 days prior to commencement. Students who withdraw from the university must pay outstanding balances with certified bank checks. Diplomas and official transcripts of records for those in arrears are regularly withheld until all payments have been made.

### **Penalty Fees**

A penalty fee of \$25 is charged for late registration. For late payment of any university charge the fee is 10% of the outstanding balance. Any loss or damage to university property for which the student is responsible, including breakage of equipment in a laboratory, is charged to the student.

### **Refund Policy**

If a student withdraws from a class or a degree program after the beginning of a term, the following refund policy applies, based on the time of withdrawal after beginning of a class.

- 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 from the student written notice of the withdrawal.

If a student is a Federal Title IV Financial Aid recipient, then the federal refund policy is applied. Terms of this policy are available below.

### **Federal Financial Aid Policies**

Financial aid opportunities available to qualified graduate students include full and partial tuition scholarships and research assistantships which provide a monthly stipend. No separate financial aid form is required for these forms of school-sponsored financial aid.

The University refund policy for students who withdraw after the beginning of the term is described in the fees and expenses section.

### Federal Educational Funds

Tufts University School of Medicine Financial Aid Office assists Sackler students with the application process and can be contacted at 617-636-6574.

Eligible students may participate in the Federal Family Education Loan Program and the Federal Work-Study Programs. Need for these programs is calculated in accordance with Title IV regulations and is based on tuition and fees paid by the student as well as a reasonable allowance for living expenses for the period of enrollment. Applicants must file the Free Application for Federal Student Aid and the Tufts financial aid application and provide copies of the most recent Federal tax returns. Applications and additional information are available at the Office of Financial Aid on the second floor of the Sackler Building.

If a student completely withdraws from school during a semester and before 60% of the semester has passed, federal regulations require that the school determine the percentage of any federal aid received that is earned. The amount of aid earned is calculated by multiplying the total federal aid by the percentage of the term for which the student was enrolled before withdrawing. If the amount of aid earned is less than the amount of aid already disbursed to the student, a repayment may be required. If the aid disbursed was used to pay institutional charges, the portion of the aid that is unearned as calculated by this federal formula, will be repaid by TUSM/Sackler, in the order prescribed by federal regulation: first to unsubsidized Stafford loans, then to subsidized Stafford Loans. If federal loan money used to pay tuition must be returned to the lender according to the federal regulation, then any balance due remaining on the student's account becomes the student's responsibility.

The student is responsible for repayment of any unearned living expense money from Federal aid advanced before the withdrawal. If the total amount of this repayment due comes from loans or work-study then the student may make this repayment under the original terms of the loan.

### Satisfactory Academic Progress

Federal regulations require that a student receiving federal assistance must be enrolled at least half time and make satisfactory academic progress in accordance with standards set by the university. The Sackler School of Graduate Biomedical Sciences delegates the responsibility to monitor academic progress to the individual graduate programs. Graduate programs review students' academic progress annually and notify the Dean's Office when a student is not making satisfactory progress.

Students who enter the Sackler School of Graduate Biomedical Sciences must earn the doctorate within seven years, and the Master of Science within five years, from the inception of study, exclusive of leaves of absence (prorated for part-time study). Students who have passed the terminal point for the degree may apply to the Sackler School for an extension and, if approved, may be eligible for additional federal financial aid.

## **SECTION 5: POLICIES**

### **Uniform Stipend Policy**

The Executive Council of the Sackler School annually sets a uniform stipend level. All full-time basic biomedical science students who have been awarded research assistantships must be paid at this uniform level. Students who are given permission to work less than full-time will receive a prorated stipend amount.

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 preceptor. 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.

### **Laboratory Rotations Policy**

First-year basic biomedical science 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 lab that is prepared to have students rotate. Please consult your program director or student advisor for more details. First-year students may not choose a thesis research laboratory prior to the end of the spring semester. Students will choose a thesis research laboratory in consultation with the student advisor.

### **Attendance Policy**

Regular daily attendance in classes and in the laboratory is required of all basic biomedical science students. Students who anticipate an absence should notify their advisors as far in advance as possible. Any student who must be absent from the laboratory due to illness or for other unexpected reasons must call his or her advisor each day to report his or her absence. At the discretion of the program director, graduate students absent for more than five days during one semester may be required to provide a letter from a physician documenting the illness.

Each student should work out his or her time schedule with his or her advisor. 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. A student who wishes to participate in on-campus employment, special tutoring, or teaching programs must discuss this in advance with his or her advisor and obtain the advisor's permission to engage in the activity.

### **Vacation Policy**

Graduate students will be excused from laboratory duties for three weeks of vacation during each twelve-month academic year and for one week between December 25 and 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. There will be no payment for accumulated vacation time that remains unused when the student leaves the program.

### **Sick Policy**

Full-time Sackler School graduate students who are incapacitated due to serious illness may be granted an excused absence of up to 15 calendar days during one twelve month period. Graduate student research assistantship stipends and health insurance will continue to be paid during this 15 calendar day period. A student whose absence continues beyond 15 calendar days will be placed on medical leave of absence. Graduate research assistantship stipends and health insurance are not paid during leaves of absence.

The student will be required to provide documentation of the incapacitation. The Sackler School reserves the right to have the student and his or her medical records reviewed by a physician chosen by the School.

### **Leave of Absence Policy**

There are several types of leaves of absence for which graduate students may be eligible. Students considering a leave of absence may discuss their options with their program director, with the associate dean or dean. Request for Leave of Absence forms must be completed and are available from the associate dean. Graduate student stipends and health insurance are not paid during leaves of absence. The leave policies are as follows.

#### **Types of Leaves**

##### **1. Personal Leave**

This type of leave may be granted for any period of time up to one year. The request for a personal leave must be supported by the student's program director in a letter to the associate dean or dean. 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 spelled out in writing at the time the leave is granted.

##### **2. Medical Leave**

In special situations, graduate students may request or may be placed on a medical leave of absence. The Sackler School reserves the right to have the student and his or her medical records reviewed by a physician of the School's choice in any medical leave or return from medical leave situation.

###### **a. Student Initiated Leave**

The student must obtain a letter from his or her primary care physician, or other treating physician, recommending a medical leave of absence. This letter is to indicate the reason for the leave and the expected duration. The student submits this letter to the Sackler School Dean's Office. The associate dean or dean will review the request and determine whether or not the leave is to be granted.

###### **b. School Initiated Leave**

The Dean of the Sackler School may place a graduate student on medical leave of absence. This is normally done in consultation with the student's program director and advisor. The student may submit a letter from his or her treating physician either in support of the leave or in support of allowing the student to remain in school.

### 3. Parental Leaves

The Sackler School complies with all applicable Massachusetts and Federal laws regarding leaves of absence due to pregnancy-related disability, childbirth, or the adoption of a child. During the first 30 calendar days of leave, graduate students will continue to receive stipends and health insurance. Unused sick leave of 15 calendar days and accrued vacation time may be added to the 30 calendar days of leave to extend the period of paid absence. A graduate student who has used the entire allotment of sick and vacation leave, and who needs additional time off for pregnancy-related disability or for childcare, may request a personal or medical leave of absence under the normal terms and conditions of the Sackler School's leave of absence policy.

### **Return from Leaves**

It is the student's responsibility to notify the Dean's Office and his/her program director in writing that he/she is planning to return. Students who do not return from leave of absence on or before the date on which the leave expires will be considered to have withdrawn from the University. The effective date of the withdrawal will be the date on which the leave of absence began. Return to the Sackler School after withdrawal requires reapplication subject to the conditions of the normal admissions process.

All students seeking to return from medical leave of absence will be evaluated by the dean in consultation with any other person deemed necessary by the School. The decision to readmit a student from medical leave of absence is based on evidence of the student's recovery and his/her ability to handle the academic and cultural demands of the program.

### **Laboratory Injuries Procedure**

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

*If a student sustains a work-related injury in a laboratory, please follow the procedures outlined below.*

1. The student should go to the Tufts-New England Medical Center (T-NEMC) Emergency Service for treatment.
2. If the injury is minor, request T-NEMC to send the medical bill directly to at the Office of Environmental Health & Safety, Posner Hall – Room 105, 200 Harrison Avenue, Boston, MA 02111. Do not give T-NEMC student health insurance information.
3. If the injury is serious, consult with David Slater, Director of Safety and Risk Management (7-3981) before asking T-NEMC to send the medical bill to the Environmental Health & Safety Office.
4. Request the *Employer's First Report of Injury* form and a *Supervisor's Accident Report* by calling 6-3615, the Office of Environmental Health & Safety, located in Posner 1 on the Boston Campus. The supervisor/faculty advisor must fill out an *Employer's First Report of*

*Injury* and return it immediately because the Commonwealth of Massachusetts requires submission of the form within seven calendar days of the injury. The supervisor/faculty advisor must also complete the *Supervisor's Accident Report*, an in-house document, and return it to the Office.

5. An initial decision on a claim is usually reached within 72 hours of receipt of the claim. If the claim is compensable, the student/employee will receive worker's compensation checks from them directly. Tufts works with a third party administrator for Worker's Compensation (Curtin, Murphy and O'Reilly) to handle worker's compensation claims.

### Other Types of Illness

For other types of illnesses or injuries not on Tufts property, students are to consult their health care providers to find out where to obtain medical care (if they do not already know). If students have any questions about what procedures and tests are covered by insurance, they should call their health care provider for clarification. For questions related to benefits provided by the student health insurance plan, call the Student Advisory and Health Administration Office at 6-2700.

## 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. 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 agree thereby 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, or 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, or 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, or 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 relating thereto.
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 of 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, or Tufts University, or of their affiliates.
10. Discourteous, disrespectful, or unlawful behavior toward faculty, staff, guests and clients of the School or University, or of 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(s), or to complete any required exercise(s) 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 Committee.

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 Student Ethics and Grievance 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 that, in the complainant's opinion, a violation of the Code has occurred and 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. Administrative assistants, technicians, students, and other non-academic employees of the University or their affiliates may report alleged violations to someone qualified to make a complaint, and the latter may then make a 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 ask to appear before it 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 those members present 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 those 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 other 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 stages: first, a determination of whether the student has violated the Code; and 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 pendency of the 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. Nor shall the Clerk of the Committee 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, she/he must, within two weeks of receipt of the Executive Council's (or Dean's) final decision notify the Dean (or Provost), in writing, that an appeal is to be made.

3. The Dean (or Provost) shall receive the complete file of the Student Ethics and Grievance Committee on 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 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 on 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, orally, a 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 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 clients 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 re-apply 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, in fact, 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, the original order of expulsion will be imposed.

All penalties, which 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.

## **Tufts University Policy and Procedures Relating to Misconduct in Scientific Research and Scholarship**

Academic freedom, including freedom in research, is recognized by the University as fundamental to its educational and intellectual goals. For more information on Tufts University policy and procedures relating to misconduct in scientific research and scholarship, see the Office of the Associate Provost for Research web site (<http://www.tufts.edu/central/research/Misconduct.htm>).

## Tufts University Equal Opportunity Office

The Tufts University Office of Equal Opportunity & Affirmative Action (OEO) is committed to ensuring equal opportunity for all members of the Tufts community. Please visit the OEO website for information on the following policies ([www.tufts.edu/oeo](http://www.tufts.edu/oeo)).

1. Tufts University Affirmative Action Policy <http://www.tufts.edu/oeo/affirm.pdf>
2. Tufts University Sexual Harassment Policy <http://www.tufts.edu/oeo/Harass.pdf>
3. Tufts University Policy on Consensual Relationships  
<http://www.tufts.edu/oeo/univpolicies.html>
4. Tufts University Non-discrimination Policy <http://www.tufts.edu/oeo/Non-Discrimination%20Policy%20for%201-05.htm>
5. Tufts University Policy on Stalking <http://www.tufts.edu/oeo/stalkpol.pdf>
6. Tufts University Americans with Disabilities Act/Section 504 Policy  
<http://www.tufts.edu/oeo/Tufts%20University%20Americans%20with%20Disabilities%20Act-Section%20504%20Policy%20for%20Website.pdf>
7. Tufts University Sexual Assault Policy  
<http://www.tufts.edu/oeo/Sexual%20Assault%20Policy.pdf>

## Tufts University Policies on Campus Gatherings

Because free inquiry and expression are indispensable to the attainment of the goals of the University, Tufts encourages members of the University community to develop the capacity for critical judgment, and supports the rights of members of the University community to express their views and opinions freely. The University also recognizes a concurrent obligation to develop policies and procedures, which safeguard this freedom of expression but which, at the same time, will maintain on the campuses an atmosphere conducive to academic work. The University expects its members to be conscious and respectful of the corollary rights of fellow students, faculty, staff and other participants in the University community to perform their duties free from disruption, interference, or harassment.

The University recognizes the rights of members of the Tufts community to peaceful and non-obstructive gathering for the purpose of expressing and discussing ideas and opinions, and seeks to ensure reasonable time, place, and manner for such expression.

The University will not sanction conduct such as the following:

1. Interference with students, faculty, staff, or visitors to the campus who are seeking to perform their various duties. Blocking, directly or by crowding, an entry to a university building and/or creating excessive noise that interferes with sanctioned activities constitutes disruption.
2. Intimidation of students, faculty, staff, or visitors to the campus. Examples of intimidation include the following:
  - a. Causing or attempting to cause physical injury.
  - b. Physically preventing or attempting to prevent use of a university facility.
  - c. Threatening, by words or actions, either of the above.
3. Destruction of, damage to, or unauthorized access to property, records, documents, files, etc., of the university or of members of the university community.

4. Unauthorized entry to a non-public area, a private office, or to a university facility declared closed by the university and/or refusal to leave when asked. Such behavior constitutes trespassing.
5. Failure to identify oneself when asked by a university official or university police officer. Refusing to present proper ID and/or covering one's face while violating other provisions of this policy.
6. Disregarding requests by a university official to disperse or preventing an official from carrying out his/her responsibilities to enforce those rules.
7. Aiding and abetting others in violating these rules.

Being considered in violation of this policy is not contingent upon notification by a university official. Any individual who engages in the conduct described above, fails to obey reasonable orders, or otherwise interferes with and disrupts the orderly conduct of University affairs will be subject to the normal university disciplinary procedures, which may include suspension or expulsion and, when civil or criminal statutes are violated, also civil or criminal prosecution. Depending on the circumstances, such as the nature of the activity and the location where the activity or behavior took place, the activity or behavior described above may also be the basis of disciplinary action when it occurs off-campus.

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## **SECTION 6: PRIVACY**

The following pages contain information on the Privacy Act. This information constitutes your official notification of the rights granted you under Federal legislation known as the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended and under the regulations adopted by the Department of Health, Education and Welfare under the Act.

The Act grants you access to your education records as defined, the right to seek to change portions of your education records which are incorrect or inaccurate, and the right to limit or prevent their disclosure to third parties, except those allowed access by the Act.

These and related matters are discussed in some detail here. Emphasis is placed on records that are the most common. If you have questions or desire to see any records, contact the associate dean in the Sackler Dean's Office.

Please pay particular attention to Directory Information. If you do not want directory information divulged without your prior consent you must provide written notice of your wishes to the Dean's Office each September. Questions concerning the confidentiality of student records may be addressed to the associate dean.

### **Types of Records**

The act refers to two types of record information: education records and directory information. Education records are records directly related to you and maintained by Tufts or by a party acting for Tufts. They do not include the following.

1. Records of instructional, supervisory, administrative, and other personnel that are in the sole possession of the maker and are not accessible to any other individual except one performing on a temporary basis the duties of the maker.
2. Records of the Tufts Security Police that are maintained solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
3. Records of regular University employees who are also enrolled as students that pertain to the employee as employee. This does not apply if you are a student employed as a result of your status as student.
4. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in that capacity. Details of this exemption are noted later in this statement.
5. Records pertaining to a former student other than those generated when that person was a student.

Record, in this context means any information or data recorded in any medium including, but not limited to handwriting, print, tapes, file, microfilm and microfiche. Directory Information is defined later in this notice.

### **Checklist of Records**

Records of all Sackler School students are maintained by the Dean's Office, the Sackler program offices, student advisors and program directors, development office, financial aid office, Student Advisory and Health Administration Office, and the Bursar's Office.

## 1. Academic

- a. Student files maintained by the Dean's Office are the most complete records kept. They contain a semester by semester record of grades received. Because of this, the following section is devoted to a description of the files' origin, contents, uses, and eventual disposition.
- b. Records maintained contain pertinent academic information such as transcripts, and copies of correspondence.
- c. Archival records are derived from information in your file, as described in the following section.

## 2. Financial

- a. The Bursar maintains all records of charges, billings, and payments.
- b. The Financial Aid Office keeps all records of applications for and awards of financial aid. In accordance with the law, parents confidential statements are treated as such and cannot be viewed by the student, unless parents indicate otherwise.
- c. The Development Office maintains records in connection with gifts and donations that you or your family may have made or may make to Tufts.

## 3. Health and Counseling

In defining "education records", that is those records to which the Privacy Act applies, the law states that the term does not include records relating to an eligible student which are:

- a. Created or maintained by a physician, psychiatrist, psychologist or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in the capacity.
- b. Created, maintained or used only in connection with the provision of treatment to the student.
- c. Not disclosed to anyone other than individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction at the institution.
- d. Health records are kept by the Student Advisory and Health Administration Office and are prevented from third party disclosure, as above, both by professional ethics and law.

4. The Hirsh Health Science Library keeps a record of books borrowed by students.

5. The Public Information Office maintains records of awards won, honors received, and other outstanding achievements by students.

## Record Contents

The initial record kept by the Dean's Office consists of material provided directly by you or by other persons or agencies at your request to the Admissions Office. The remaining information includes application form, complete college transcript, transcripts from any other colleges you may have attended and standard test scores (GRE, TOEFL, MCAT, etc.). Thereafter, your file grows to include any or all of the following:

- Tufts transcript
- transcripts from other colleges or programs
- notifications from faculty of grade change (make-up exams, errors, etc.)

- forms or letters regarding status
- copies of correspondence with the Dean's Office
- letters of recommendation
- reports concerning incomplete courses
- records of student request to view file
- statements that you may have entered into the records on your own behalf
- copies of enrollment certifications sent on your behalf
- transcript request forms
- documents related to student misconduct
- letters concerning academic difficulties

Many of these items are purged from a file upon completion of all degree requirements.

### **Access to Files by Students**

Students may request to review the contents of their files, except those noted as unavailable for review, upon written request to the associate dean. These requests must be honored within 45 days. The associate dean or a designee will be present during a student's review to answer any questions that may arise or to offer explanations where necessary. Students do not have the right to review material that was made confidential by written waiver or recommendations that were entered into your file as confidential prior to January 1, 1975.

### **Procedures for Challenge**

If a student finds an error in their record, for example the wrong grade entered on the transcript, call this to the attention of the Dean's Office. In general, if he or she should feel that any material in their records are inaccurate or misleading or violates their privacy or other rights, they may request in writing that the material be corrected or deleted. If an agreement to make changes in the records cannot be reached, students may appeal to the dean for a hearing by a board of disinterested persons chosen for that purpose. The hearing will be conducted in accordance with the procedures set forth in the regulations and statement of policy of Tufts University. If, as a result of the hearing, it is decided not to change the education records, students may enter into the record a statement explaining why they take exception to certain items. *Students may not challenge a grade given, only the accurate recording of the grade.*

### **Disclosure of Student Information**

No student records are made available to third parties without the written permission of students, except the following:

1. Employees of the University who have a need to know or who work with specific records as a part of their regular duties; certain students, faculty and trustee committees who must have access to specific information to carry out their committee work. As stated, the Dean's Office maintains the Permanent Academic Record. The Bursar and the Development Office maintain their own related student files. Program directors and course directors may also maintain their own related files.

2. Authorized representatives of the Comptroller General of the United States, The Department of Health, Education and Welfare, The Commissioner of Education, The Director of the National Institute of Education, and State Educational Authorities.

3. An individual or organization required to be informed in connection with financial aid for which a student has applied or which a student has received, but such information is limited to that necessary to determine the eligibility of the student for financial aid, the amount of such aid, and the conditions which will be imposed regarding such aid, and to enforce the terms or conditions of such aid.

4. State and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; and improving instruction.

6. Accrediting organizations in order to carry out their accrediting functions.

7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

8. Appropriate parties in a health or safety emergency if necessary to protect the health or safety of the student or other individuals.

In addition, the School must supply records in compliance with a judicial order or any lawfully ordered subpoena but must attempt to notify students of such orders or subpoenas before complying. Also, under the Patriot Act of 2001, Tufts must provide information that it reasonably believes will assist law enforcement officials in investigating or preventing terrorist activities.

Third parties, other than those named above, requesting information other than directory information, must submit requests in writing itemizing the information sought and giving reasons for the request. Upon receipt of such written requests, students will be notified and supplied with forms on which they may, if they desire, grant permission for the release of any or all information requested. A written statement naming the third party, listing all material to be released and signed by the student may substitute for the form.

### **Third Party Access**

No item in a student's file is available for view or inspection by a third party without the student's prior knowledge and consent with the limitations previously stated. A common request for information is verification that you are a student in good standing made by banks, insurance companies, etc. If the student initiates the request, an authorization form must be signed to have the information released and you may ask for a copy of information given. Often prospective employers or other agencies with whom you are negotiating request verification of dates of attendance, degree awarded, etc. This falls into the category of directory information, which can be supplied without prior consent unless a student made previous arrangement to the contrary.

## Transcripts

Transcripts are produced from the permanent academic record maintained by the Dean's Office. If a faculty member made a clerical error in computing your grade, he or she must submit a Change of Grade Request form to the Dean's Office requesting a change be made on your record. Transcripts are updated in June, September, and January to include new grades. A student may at any time request in writing that an official copy of his or her transcript be furnished to another institution or agency through the Dean's Office. An official copy of the transcript will bear the Registrar's signature and the school seal. Official transcripts are not released directly to students or graduates; however, students may at any time request in writing that an unofficial copy. An unofficial copy, or student copy, of the transcript will not bear the registrar's signature or the school seal and will be stamped "student copy."

## Disposition of Records

Applications and related material for persons not accepted are retained by the Dean's Office for two years and then destroyed. Records for students who matriculate are kept in the Sackler Dean's Office throughout the student's enrollment in Sackler and for five years after graduation or separation for Sackler for any reason. Student records include but are not limited to applications; university academic transcripts; notices of admission, readmission, denial; records of grade changes; correspondence.

After the five-year period following graduation or separation from Sackler, student records are archived and typically the following materials are retained:

- Graduation forms
- Final Sackler Transcript
- Reasons for withdrawal, when applicable
- Transcripts for other colleges
- Letters of recommendation written while student was enrolled

After the five-year period, the following materials are typically discarded:

- Duplicate copies of anything
- All correspondence related to admission
- All materials relative to academic warning or probation

For policies in connection with the disposition of records maintained by course instructors or program directors, consult the individual departments.

## Non-archival Records

Post-graduation files are maintained by the Alumni Records office. All available information about an individual including files of the Alumni Records are deposited in the Archives only after the individual is deceased.

## **Rights as an Alumnus**

All rights which students possess as a student concerning their records remain with them after leaving Tufts. This applies only to those records which pertain to them as students which are accumulated during enrollment in the University.

## **Recommendations**

Within Tufts, recommendations from the dean and associate dean would be part of the ongoing file. As such, a student is permitted to view these in the presence of said associate dean or a designate, except in cases where students have waived their right of access to a particular document.

## **Directory Information**

The law states that an educational agency or institution that wishes to designate directory information shall give public notice of the following information.

- The categories of personally identifiable information that the institution has designated as directory information.
- The right of the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.
- A period of time within which eligible students must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

Directory information is used at Tufts in the following ways.

- Commencement program - lists names, undergraduate schools, thesis titles, awards received by all members of the graduating class.
- News stories released by the Office of Public Information – lists student name and pertinent information for news story such as participation in officially recognized activities and committees.
- Composite photos - these photos are taken of all entering students and distributed to Sackler Program Offices so that course directors and faculty can identify new students.
- Emergency assistance to parents and friends attempting to reach students.
- Other information only if requested – for example, advisors name and date of birth, which is not given out routinely.

If a student wishes to have consent obtained before the release of directory information, written notice must be given to the Dean's Office each September.

## **How to File a Complaint**

Complaints regarding violation of rights under the Family Education Rights and Privacy Act may be filed with:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5901