



STUDENT HANDBOOK

Academic Year 2004 - 2005

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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 if they decide not to complete the doctoral program. 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 may establish 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 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 degree requires a program of advanced study as detailed in the *Sackler School Courses and Faculty*. The minimum residence requirement for the Ph.D. degree is three academic years of full-time study and a dissertation. Most students take more than three years to complete their degree requirements, but all must complete their work within seven years.

Transfer of Credit

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 ordinarily 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 an Application 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 the 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; "incomplete" is not used as a substitute for a failing grade in anticipation of a make-up exam.

New courses must be approved by the Program and Faculty Committee and the Executive Council of the Sackler School before inclusion in the catalog. All courses given for graduate credit should be listed in the catalog and 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 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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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 you. You 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 and interact with their classmates, faculty, and administrative and program staff with whom they will be dealing during the upcoming years. New students complete required registration paperwork, obtain their student ID, and have their composite photograph taken. Orientation for students in the Clinical Research Master's Program takes place around July 1, and Orientation for basic biomedical science students is offered around Labor Day.

Student I.D. Cards

During Orientation, incoming students go to the 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 lost ID cards. The Campus Police Office located in the M & V lobby issues ID cards Monday through Friday, 8:00 AM - 11:00 PM.

Graduate Student Council

The Graduate Student Council 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 raising 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 and summer programs.

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.

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 thousands of children worldwide develop the skills they need to achieve academic excellence and success in life, and support employers and parents striving to balance the demands of work and family

Tufts Educational Day Care Center

Dr. Janet Zeller, Director
Tufts Administration Building (TAB), x73412
Medford Campus
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 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.

To request an information packet, handbook and a form to join waiting list, email Emily.Martell@tufts.edu.

Eliot-Pearson Children's School

Debbey Lee Keenan, Director
Eliot-Pearson Children's School Building, x73434
Medford Campus
<http://ase.tufts.edu/epcs/front/>

The Eliot-Pearson Children's School is the laboratory-demonstration site 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.

To request an application, call the school at (617) 627-3434.

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 Lot and the Traveler’s Lot during the week, with free shuttle service between the lots and T-NEMC 24 hours a day. On weekends, parking is available in the Tremont Street Garage.

The Herald Lot 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 \$20.00 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 \$4.00 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, 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.

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Bicycles

Bicycles must be registered with the Campus Police (M & V Lobby) to use the parking facilities. After completing a form, you will receive a decal, which is to be placed on the frame of your bike. Theft from street sign poles and fences occurs in the Tufts neighborhood, and cars have hit bicycles chained to parking meters as they try to park. Thus, students are encouraged to leave their bicycles in the bicycle racks located near Posner Hall or 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.

In the event that your bike is stolen, insurance companies often require registration with the Campus Police.

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

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SECTION 4: FINANCES

Fees and Expenses

The Sackler School usually covers the full cost of tuition through tuition scholarships for full-time students. For a Ph.D. degree, full tuition is charged for five academic years. For a Clinical Research master's degree, tuition is charged per credit.

In addition, most full-time students will 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.

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.

2004-2005 Fees and Financial Support

Fees		Financial Support	
Full-time tuition	\$19,325	Full time tuition scholarship	\$19,325
		Stipend* (research assistantship)	\$24,250
Health administration fee	175	Health administration fee	175
THP health insurance	2,292	THP health insurance	2,292
Per credit cost is \$2,416 per credit. *Stipend amount if different only for Clinical Research student.			

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 prior to 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.

- 1st – 12th calendar day - 80% tuition refund
- 13th – 19th calendar day - 60% tuition refund
- 20th – 26th calendar day - 40% tuition refund
- 27th – 33rd calendar day - 20% tuition refund
- 34th 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.

Financial Aid

Financial aid opportunities available to qualified graduate students include full and partial tuition scholarships and research assistantships providing a monthly stipend. No separate financial aid form is required for 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 charged to 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 (for example, tuition) then that portion of that 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 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 (which is the case at the graduate level) then the student may make this repayment under the original terms of the loan.

Additional Financial Aid

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

For basic biomedical students, 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.

Institutional and Individual National Research Service Award (NRSA)

For Clinical Research students, 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

For Clinical Research students, 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.

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 advisors, 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.

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.

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.

Leave of Absence Policy

There are two 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 a Leave of Absence forms must be completed and are available from the associate dean. The leave policy is as follows.

Types of Leaves

1. Non-Medical Leave

This type of leave may be granted for any period of time up to one year. The request for a non-medical leave must be supported by the student's program director in a letter to the 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.

a. Student Initiated Leave

The student should obtain a letter from his or her primary care physician, or other treating physician, recommending a medical leave of absence. This letter should indicate the reason for the leave and the expected duration. The student should submit this letter to the Sackler School Dean's Office. The 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.

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.

Graduate student research assistantships and health insurance are not paid during leaves of absence.

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.

Sick Leaves

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.

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.

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, 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 Rosanne Giuliano at the Office of Environmental Health & Safety, Posner Hall, 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 Rosanne Giuliano (ext. 6-3615) in 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 to Rosanne 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 Rosanne.

5. An initial decision on a claim is usually reached within 72 hours of receipt of the claim. If the claim is compensable, the 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.

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 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 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. Secretaries, 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

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 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 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.

Summary of Procedures

1. Access by Student

You will be shown any file, except those noted as unavailable for review, upon written request to the person responsible for maintaining the file. These requests must be honored within 45 days. The Dean or a designee will be present during your review in order to answer any questions that may arise or to offer explanations where necessary. You do not have the right to review material that you made confidential by written waiver or recommendations that were entered into your file as confidential prior to January 1, 1975.

2. No student records are made available to third parties without the written permission of students, except the following:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. Accrediting organizations in order to carry out their accrediting functions.
 - g. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
 - h. Appropriate parties in a health or safety emergency if necessary to protect the health or safety of the student or other individuals.

In addition, we 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.

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.

Procedures for Challenge

If you find an error in your record, for example the wrong grade entered on your transcript, call this to the attention of the Dean's Office. In general, if you feel that any material in your record is inaccurate or misleading or violates your privacy or other rights, you may request that the material be corrected or deleted. If an agreement to make changes in the records cannot be reached by you and the individual maintaining the file, you 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 your education records, you may enter into the record a statement explaining why you take exception to certain items. *You may not challenge a grade given, only the accurate recording of the grade.*

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.

Third Party Access

No item in your file is available for view or inspection by a third party without your 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. You may at any time request in writing that an official copy of your transcript be furnished to another institution or agency through the Dean's Office. An official copy of your transcript will bear the Registrar's signature and the school seal. Official transcripts are not released directly to students or graduates; however, you may at any time request in writing

that an unofficial copy of your transcript be furnished to you. An unofficial copy, or student copy, of your 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
- Anything to do with housing

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

E-mail request will not be accepted.

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 you possess as a student concerning your records remain with you after you leave Tufts. This applies only to those records which pertain to you as a student which are accumulated during your enrollment in the University.

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 Dean or a designate, except in cases where you have waived your 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 school, any 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.
- Providing assistance to parents and friends attempting to reach students, particularly in cases of emergency – gives out student name, home and local addresses, and phone numbers.
- 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.
- 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 prior to the release of directory information, written notice must be given to the Dean's Office each September.

Summary of Records

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.

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

The Family Educational Rights & Privacy Office
Department of Health, Education & Welfare
30 Independence Ave., S.W.
Washington, DC