



SACKLER HANDBOOK

Updated: August, 2017

2017-2018 Academic Calendar

September

- 4 Labor Day Observed - University Holiday
- 5 New Student Orientation and Registration – Fall Term Begins
- 6 Fall Term Courses Begin
- 11 Rotation 1 Begins (First Year Basic Science Division Students)

October

- 9 Indigenous People's Day Observed - University Holiday; Classes Held

November

- 9 Rotation 1 Ends (First Year Basic Science Division Students)
- 10 Veterans Day Observed - University Holiday
- 13 Rotation 2 Begins (First Year Basic Science Division Students)
- 23-24 Thanksgiving Observed - University Holidays

December

- 21 Fall Term Ends
- 25 Christmas Day Observed - University Holiday

January

- 1 New Year's Day Observed - University Holiday
- 2 Spring Term Begins and All Students Return to Research or Rotations
- 15 Martin Luther King, Jr Day Observed - University Holiday
- 18 Spring Term Didactic Courses Begin
- 26 Rotation 2 Ends (First Year Basic Science Division Students)
- 29 Rotation 3 Begins (First Year Basic Science Division Students)

February

- 19 Presidents Day Observed - University Holiday

March

- 23 Rotation 3 Ends (First Year Basic Science Division Students)
- 26 Rotation 4 Begins (First Year Basic Science Division Students)

April

- 16 Patriots Day Observed - University Holiday

May

- 4 Thesis Lab Preference Due (First Year Basic Science Division Students)
- 11 Spring Didactic Classes End
- 18 Sackler School Graduation and Awards Reception
- 18 Rotation 4 Ends (First Year Basic Science Division Students)
- 18 Spring Term Ends
- 20 Tufts University Commencement
- 21 Summer Term Begins
- 23 Summer Didactic Classes Begin
- 28 Memorial Day Observed - University Holiday

June

July

- 4 Independence Day Observed - University Holiday
- 5 Start of Summer Session B Classes

August

- 15 Deadline for Final Documents for August Graduation
- 26 Summer Didactic Classes End
- 31 Summer Term Ends

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8/2017

ACADEMIC DEGREES, STANDARDS, & POLICIES

Degrees Offered

The Sackler School offers the following doctor of philosophy degrees in the basic science division: Cell, Molecular, and Developmental Biology; Genetics; Immunology; Molecular Microbiology; and Neuroscience. The Biochemistry, Cellular and Molecular Physiology, and Pharmacology and Experimental Therapeutics PhD programs are no longer admitting students but continue to be available to students currently enrolled in them. Sackler School doctoral programs do not admit students for master's degree training and do not award master's degrees en route to the PhD degree. However, occasionally, and under special circumstances, students in these programs may be offered the option to earn master's degrees when they are unable to complete their PhD degrees. The Sackler School also offers a basic science master's degree in Pharmacology and Drug Development.

The clinical research division offers a classroom-based certificate program, a master's degree, and doctor of philosophy degree in Clinical and Translational Science. An introductory online certificate in the Fundamentals of Clinical Research is also available. Master's students may request to sit for the PhD qualifying examination after the first year and, if successful, transfer to the doctoral program.

Degree Requirements

PhD and Master's Ethics Course Requirements

The Sackler School requires all graduate students to complete training in the ethical conduct of research at least every four years.

PhD and Master's Thesis Requirements

A thesis is required for the PhD degree and the master's degree. Electronic copies of the theses are kept in the university archives and in the Hirsh Health Sciences Library. Additional instructions and policies about the preparation and defense of the thesis may be obtained from the Dean's Office and on the Sackler School website (<http://sackler.tufts.edu/Student-Life/Information-for-Current-Students/Graduation-Information>).

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

Additional PhD Degree Requirements

A minimum of 32 credits is required for the doctoral degree. Five credits must be didactic course credits. MD/PhD students in the basic sciences often meet some portion of this requirement through their medical school coursework. Specific

degree requirements are defined by each program and are listed in the Sackler School catalog (<http://sackler.tufts.edu/Student-Life/Sackler-Catalogs>). Students must also pass a qualifying examination, which requires the preparation and defense of a research proposal, before or soon after entering their thesis laboratory.

Additional Master's Degree Requirements

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

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

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

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

Re-admission Policy for Sackler Students

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

Similarly, students who have received a Certificate from the Clinical and Translational Science program at the Tufts University Sackler School of Biomedical Sciences and who wish to earn a MS in CTS may apply for admission through the regular process and be considered along with all other applicants. Accepted students who have completed their certificate within the past three calendar years may be awarded a degree upon completion of additional didactic coursework, research, thesis defense, and other requirements as determined by the Program. Program faculty will determine which of the previously-taken courses, if any, will be applicable to the student's MS coursework.

Courses completed as part of an online certificate program do not count toward any other certificate or degree program.

Residence Requirement Policy

The minimum residence requirement for the master's degree is two academic years of full-time graduate study. The minimum residence requirement for the PhD degree is three academic years of full-time study. Residency begins at matriculation into the program; time spent working towards another degree or certificate does not count toward the residency requirement for the PhD.

Full-time Requirement

All matriculated Master's and PhD students are required to be full-time students or be on an approved leave of absence for every term between matriculation and graduation, including summers. All students are expected to commit full-time effort to their education.

Academic Standing Policy

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

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

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

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

Transfer Credit Policy

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

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

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

Students who have previously completed a certificate or master's degree at the Sackler School within the past three years should see the Re-admission Policy.

Time Limit and Extension of Degree Time Policy

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

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

Course Approval Policy

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

Course Credit Policy

Currently, one didactic course credit requires about 30 hours of class meeting. If a course requires approximately 60 hours of class and lab meetings, it counts for two credits. In Summer, 2018, the university will be re-aligning the course hours and credit hours; current students will be grandfathered in to the old credit system, and all new students will be on the new course credit system.

Laboratory Data and Notebook Policy

As researchers depend more and more on direct recording of primary data into spreadsheets and other computer formats, it has become essential to define the rules for substituting computer files for traditional laboratory notebooks and to

reinforce the general standards for acquisition and retention of primary data. These standards apply to all methods of data recording.

General standards

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

Using a traditional handwritten notebook

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

Use of electronic files and notebooks

Modern technology has made it possible to generate data of such great complexity (e.g., microscope images and deconvolutions, massive sequence files, and structure coordinates) that it is impossible to store these data in a printed form. In such cases, data must be kept in electronic form, subject to the rules discussed below. In addition, more and more researchers are using computers (often personal laptops) to record primary data, as well as using text and graphics programs to describe experiments and plot data.

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

1. An electronic file, once created, must be saved and never modified. If the file needs to be altered because an error in entry or calculation or other notation has been discovered, the original file is to be copied (but not deleted) and the alterations made on the copy, not the original. The copy must be annotated to indicate why and how it was altered. Both the original and the modified copy are required to be saved.

2. Individual files corresponding to a completed experiment must be copied upon creation to a CD or DVD that cannot be overwritten. The original file must be maintained in the laboratory, but the CD or DVD is to be stored outside the lab. It is essential that all electronic files be backed up at frequent, regular intervals (e.g., monthly) to an external hard drive or to a central server.
3. A potential problem with any electronic file is that the software used for its creation may become obsolete or unusable. This is especially true of proprietary software that becomes unusable when a license is allowed to lapse or the owner goes out of business. As a result, primary data may become inaccessible. To avoid this complication, it is necessary to convert electronic files to PDFs and to keep both the original and the PDF versions of the files securely stored.

Using electronic files in conjunction with a traditional lab notebook

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

Using electronic files as a substitute for a traditional lab notebook

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

Laboratory Rotations

First-year doctoral basic science division students are expected to perform a minimum of four laboratory rotations in four different laboratories, or an intensive laboratory techniques course and three rotations. If a student is not enrolled in a program that offers such a course, the student's program director and the course director must approve the substitution. Students perform the first two rotations in their home program and may perform the other rotation/s in any basic science Sackler program laboratory that is prepared to have a student rotate. Students should consult their program directors or student advisors for more details.

Master's students in the Pharmacology and Drug Development Program complete two laboratory rotations during their first year.

First-year students may not choose a thesis research laboratory before the end of the spring semester. Students will choose a thesis research laboratory in consultation with the student advisor.

Laboratory Placement and Changes

Students and the School share responsibility for finding and maintaining an appropriate thesis laboratory placement. During the final rotation, students are provided the opportunity to rank-order their top three choices for laboratory placement. Occasionally, a student may not initially match with a laboratory. In this case, the School works with students to place them in an additional rotation in a laboratory of interest to the student. If this rotation does not result in a laboratory placement, the School will attempt to find another appropriate rotation for the student. If this cannot be accomplished, the student may be placed on administrative leave or discontinued from the program.

If faculty advisors or students request a change in the student's lab placement, the School will make reasonable efforts to honor such requests and place the student in an appropriate, alternative laboratory. However, changes in laboratory placement are by no means guaranteed. In the event that the student and School cannot find an appropriate, alternative placement, the student may be placed on administrative leave or discontinued from the program.

Thesis Advisory Committee Meeting Policy

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

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

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

Thesis Writing and Defending Time Limit Policy

After students have completed most or all experiments, they may request permission to defend from their Thesis Advisory Committees (TAC). Students must defend their theses within three months. If extenuating circumstances arise, the TAC may extend this time with the approval of the program director and the associate dean.

Time from Thesis Defense to Completion Policy

After a successful defense, the time needed by basic science division students for completion of thesis revisions typically ranges from two to four weeks. 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 and include that on the Thesis Defense Form. 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 the program director, the thesis advisor, and the associate dean. In no case may the student continue to receive a stipend or benefits once he/she has started in another paid position.

Thesis Defense Required Before Employment Policy

Basic biomedical science division Sackler students must successfully defend their theses before undertaking new work positions. If all requirements are not completed by the end of the semester in which the defense takes place, the student is required to enroll in subsequent semester/s until all graduation requirements have been fulfilled. Tuition and fees may apply.

Graduation Deadlines, Instructions, and Forms

Graduation Dates and Commencement Ceremony

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

In order to participate in the May ceremony, students must successfully complete their thesis defense no later than the Friday of the week prior to Commencement. Students who attend before their official graduation date are not included in the Commencement Program; however, they will be included the following year when their degrees have been completed.

Graduation Deadlines and Requirements

Students should schedule a meeting with the associate dean two weeks before their Thesis Advisory Committee (TAC) meetings in which they plan to request permission to defend. The associate dean will go over graduation deadlines and degree requirements, and answer students' questions so that the process goes smoothly. To be considered for a degree, a student must fulfill all University, Sackler School, and Program requirements. Students must meet the requirements listed in the *Thesis Formatting Instructions and Graduation Requirements for Doctoral and Master's Students* (<http://sackler.tufts.edu/Student-Life/Information-for-Current-Students/Graduation-Information>).

Required Forms and Surveys for Graduation

Graduation forms are available on the Sackler School website (<http://sackler.tufts.edu/Student-Life/Information-for-Current-Students/Student-Forms>).

- *Thesis Defense Form*: This form verifies that the thesis defense has been successful and authorizes the amount of time required for revisions.
- *Approval of Thesis Revisions Form*: This form verifies that all required thesis corrections have been completed.

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

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

Inclusion of Copyrighted Material

Students must obtain permission from the author or copyright owner to republish already published work in their theses. While it is appropriate to include material produced by others in theses, it is important to avoid infringing on their copyrights. Thus, students must request permission from the author(s) and include the approval documentation on the ProQuest website. Even if a student is the author of the original work, he or she must obtain permission to include it in the thesis if a publisher has acquired the copyright. ProQuest/UMI provides more copyright information in their [Copyright Guide](#).

Electronic Submission of Theses

To upload the master's or doctoral thesis, go to <http://www.etsadmin.com/cgi-bin/school?siteId=60>

Degree Approval Process

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

Diplomas

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

ACADEMIC AND PROFESSIONAL CONDUCT

Compact Between Biomedical Graduate Students and Their Research Advisors

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

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

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

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

Core Tenets of Pre-doctoral Training

1. Institutional Commitment

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

2. Program Commitment

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

3. Quality Mentoring

Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to graduate students to ensure their scientific, professional and personal development. A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of praise and constructive criticism to foster individual growth, teaching the “ways” of the scientific enterprise, and promoting students’ careers by providing appropriate opportunities. Additionally, good graduate school mentors should be careful listeners, actively promote and appreciate diversity, possess and consistently exemplify high ethical standards, recognize the contributions of students in publications and intellectual property, and have a strong record of research accomplishments and financial support.

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

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

Commitments of Graduate Students

- I acknowledge that I have the primary responsibility for the successful completion of my degree. I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.
- I will work with my research advisor to develop a thesis project. This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- I will work with my research advisor to select a thesis committee. I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution. I will commit to meeting these requirements, including teaching responsibilities.
- I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.
- I will comply with all institutional policies, including academic program milestones. I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- I will participate in my institution’s Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis research.
- I will be a good lab citizen. I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will

maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.

- I will maintain a detailed, organized, and accurate laboratory notebook. I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis.
- I will discuss policies on work hours, sick leave, and vacation with my research advisor. I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- I will discuss policies on authorship and attendance at professional meetings with my research advisor. I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.
- I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree. I will seek guidance from my research advisor, career counseling services, thesis committee, other mentors, and any other resources available for advice on career plans.

Commitments of Research Advisors

- I will be committed to mentoring the graduate student to be a future member of the scientific community.
- I will be committed to the research project of the graduate student. I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of his/her thesis research.
- I will be committed to meeting one-on-one with the student on a regular basis.
- I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for him/her to conduct thesis research.
- I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.
- I will help the graduate student select a thesis committee. I will ensure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism. I will encourage the student to seek opportunities in teaching, if not required by the student's program.
- I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.
- I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.
- I will discuss authorship policies regarding papers with the graduate student. I will acknowledge the graduate student's scientific contributions to the work

in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner.

- I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.
- I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.
- I will provide career advice and assist in finding a position for the graduate student following his/her graduation. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
- Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful. I will foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.

Student Code of Ethics, Ethical Practices, and Professional Conduct

Student Code of Ethics

Graduate students are expected to maintain the highest standards of ethical conduct, academic and scientific integrity. They are expected to conduct themselves with due regard for the rights of others and with reasonable standards of behavior. Tufts University takes issues pertaining to ethical practices, scientific misconduct, and academic violations very seriously. In addition to the Sackler School policies listed below, the official policy of Tufts University with respect to scientific misconduct can be found at the following website:

<http://viceprovost.tufts.edu/?pid=2&c=3>.

The National Academy of Sciences has published a very useful pamphlet, called "On Being a Scientist,"

http://books.nap.edu/openbook.php?record_id=12192&page=R1.

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

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

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

Neither this Code nor the Student Handbook is intended to contain an exclusive or complete list of standards nor 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.

1. Receiving, giving to, or seeking assistance from any student or person, or consulting electronic material or any written or printed notes during any in-class or take-home examination, quiz, or exercise without the permission of the course director or appropriate instructor.
2. Presenting another's words or ideas as one's own in any thesis, paper, report or presentation without proper attribution, or engaging in other acts of academic dishonesty.
3. Theft or unauthorized use of, malicious or unwarranted damage to, or destruction of property belonging to Tufts University, a member of the school or university community, or a guest or client of the school or university or their affiliates.
4. Failure to adhere to regulations of the University or the Hirsh Health Sciences Library, including but not limited to theft, unauthorized use of books and journals, unauthorized removal of reserved materials, or unauthorized removal of materials placed in the Library for the use of students.
5. Failure to adhere to university regulations governing the use of the School's or University's property, and failure to follow the directions of security officers and/or responsible school and university personnel.
6. Taking or attempting to take, steal, or obtain in an unauthorized manner any material pertaining to a class or laboratory assignment.
7. Failing to follow prescribed laboratory or clinical protocols and procedures or instructions, thereby endangering the health or safety of oneself, other persons, or animals.
8. The employment of fraud, misrepresentation, or deception in the completion of any school or university record, form, or inquiry.

9. Violence or the threat of violence to any other student, member of the faculty, or staff of the School, Tufts University, or their affiliates.
10. Discourteous, disrespectful, or unlawful behavior toward faculty, staff, guests, and clients of the School, University, or their affiliates.
11. The employment of fraud, misrepresentation, or deception in any application for, or in connection with, financial aid (including loans, scholarships, fellowships, grants, and work-study programs).
12. Repeated failure to take any examination or to complete any required exercise for any reason except illness, or other extenuating circumstances.
13. Failure to appear for and complete all duties pertaining to all laboratory responsibilities for any reason except illness or other extenuating circumstances.

Principles of Professional Conduct

The following actions can be grounds for counseling or disciplinary actions.

1. Conviction, guilty plea, or the equivalent in any state or federal court for any felony or a misdemeanor involving moral turpitude.
2. Conviction or, guilty plea, or the equivalent in any state or federal court for any crime involving the possession, use, or distribution of any narcotic drug or controlled substance.
3. Insobriety or the use of illegal drugs on campus or in connection with any Tufts-related event.
4. Any violation of University policy, including without limitation the University's Sexual Misconduct Policy (<http://oeo.tufts.edu/policies-and-procedures/sexual-misconduct-policy/>) or Nondiscrimination Policy (<http://oeo.tufts.edu/policies-and-procedures/nondiscrimination-policy/>).

Disciplinary Procedures and Penalties

General Principles

Reports of sexual misconduct will be handled in accordance with the Sexual Misconduct Adjudication Process (<http://oeo.tufts.edu/policies-and-procedures/sexual-misconduct-policy/>). Reports of discriminatory behavior will also be investigated and adjudicated by the University's Office of Equal Opportunity. Because of the confidential nature of these cases, the Dean or Associate Dean will communicate any sanctions directly to the student.

As a recipient of federal research and development funds, Tufts University is mandated to implement institutional policies and procedures to address allegations of research misconduct. Investigations of research misconduct are handled by the Office of the Vice Provost for Research (OVPR). In the event that the investigation results in a finding of research misconduct, OVPR may ask the School to recommend sanctions; however, OVPR is ultimately responsible for issuing all final decisions and sanctions regarding research misconduct. For more information about OVPR's policies and procedures on research misconduct, see (<http://viceprovost.tufts.edu/ovpr-policies/scientific-integrity/policy/>).

Except in cases of sexual misconduct or discrimination against individuals in protected classes, it is the function of the Student Ethics and Grievance Committee (hereafter referred to as "Committee") to make recommendations concerning

discipline to the Executive Council. The Committee is composed of five faculty members, one representative from the Dean's Office, and one student representative. The five faculty members shall be appointed by the dean. The student representative shall be selected annually by the Graduate Student Council.

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

Disciplinary Procedure

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

A. Complaint or Inquiry

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

B. Investigation

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

C. Hearing Procedure

1. The student about whom a complaint or inquiry is made shall be given notice of the allegation against him or her and the opportunity to appear, in person, before the Committee in order to present his/her position, to question witnesses who testify before the Committee, and to respond to any evidence presented against him or her.
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 he or she appears before the Committee. Such persons will not be afforded the opportunity to question witnesses or to address the Committee.
3. The student shall be questioned by the Committee, and shall be given full and complete opportunity to make any statement and to provide any evidence to the Committee. The student may also call witnesses with relevant information before the Committee.
4. The Committee shall not attempt to prove that a violation of the Code occurred but shall impartially evaluate complaints and inquiries. Accordingly, no member of the Committee shall present any case against the accused to the Committee. However, all members of the Committee may ask questions of any witness or pertaining to any evidence.
5. The Committee is not bound by the Rules of Evidence, and may hear any testimony or consider any evidence that it deems relevant or significant.

D. Adjudication

1. Adjudication is the process by which the Committee determines what, if any, recommendation(s) to make to the Executive Council.
2. Adjudication shall be divided into two stages: first, a determination of whether, by a preponderance of the evidence, the student has violated the Code; second, a determination of appropriate action or penalty. 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.
3. If the Committee fails to vote that there has been a violation of the Code, or fails to vote for an action or penalty, no recommendation shall be made to the Executive Council and the matter shall be considered closed. Until such time as a recommendation may be made to the Executive Council, neither the Committee nor any member thereof shall inform any member of the Executive Council of the pending disciplinary proceedings. If the Committee cannot reach a three-fourths affirmative vote that there has been a violation, or on an action or penalty, and for this reason fails to make a recommendation to the Executive Council, there will be no notation in the student's record that disciplinary proceedings have occurred. The fact of such proceedings may not be considered in any subsequent disciplinary proceeding(s) against the student, and the proceedings will remain confidential.
4. The student will not be present during the Committee's adjudicatory deliberations. The Clerk of the Committee will not take minutes of this

discussion, aside from noting final directions of the Committee regarding the content of its report to the Executive Council.

E. Recommendations

1. Any determination that, in the Committee's view, the student has violated the Code and that appropriate action or penalty should be ordered by the Executive Council shall be transmitted to the dean within two weeks of the Committee's determination. The Committee's recommendations shall be in writing, signed by the Chairperson, and include a summary of 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, by a preponderance of the evidence, 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 of the proceeding on the student's transcript.

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

Actions and Penalties

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

Counseling

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

Oral Reprimand without Notation in the Student's Record

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

Repeat of Examination

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

Written Reprimand

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

Repeat Course in Subsequent Academic Year

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

Probation

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

Restitution

Where the student has damaged, converted, or otherwise impaired the value of the property of Tufts University, a Tufts University affiliate, or member or client thereof, the student may be required to make adequate restitution to the injured party.

Restitution may be ordered at the discretion of the Executive Council concurrent with any other action or penalty. At the discretion of the Executive Council, restitution may be in the form of monetary compensation or penalty.

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.

Expulsion with Possibility of Re-application

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

Final Expulsion

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

Transcript Notation

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

Transcript notations are used when a student withdraws from the university while there is an open disciplinary issue, or when student has been separated from the institution. Notice of disciplinary suspension will be removed after successful return to the institution.

Scientific Research and Scholarship Policies

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

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

REGISTRATION & RECORDS POLICIES

Student Identification Cards

Students obtain Student Identification Cards (IDs) at the Public Safety Office, which is located in the Biomedical Research & Public Health (BRPH) Building at 136 Harrison Avenue. Students must have their ID cards with them at all times.

The Sackler Building, BRPH, and Jaharis are open daily between 7 am – 7 pm. Access to these buildings after hours can be added to the ID card as well as access to specific facilities within the buildings by Public Safety Office.

Any student who loses his/her ID card should immediately call 617-636-0392 or visit the Public Safety Office to cancel the building and room access on the lost ID and to secure a replacement. There is a \$30 fee for a replacement ID. Students having problems with their current ID must turn in the old ID in order to receive a new one.

Students who change their name while enrolled at Tufts should bring their old ID back to the Public Safety Office and exchange it for a new one. As long as the old ID is available for exchange, there is no charge.

Registration

Registration for Degree-seeking Students

Continuous, Full-time Enrollment Requirement

All matriculated graduate students are required to be registered as full-time students or be on an approved leave of absence for every Sackler term between matriculation and graduation, including summers. Full-time enrollment is defined as being registered for at least four credits per term, or for a Degree Only course (e.g., 0403/0404/0405). Students enrolled in a certificate or Master's program that requires fewer than four credits some terms must register for all of the courses prescribed by the program each term.

PhD students who defend before the first day of Spring or Summer term do not have to be registered for that term. Students who defend in August should work with the Registrar to determine whether or not they need to register for Fall term.

MS students are required to complete all degree requirements before the last day of the term in which they are registered. If they do not do so, they are required to register for the next term, and pay any associated tuition and fees.

Registration Dates

Registration happens twice a year through the online student portal. Continuing students register for spring courses in November and register for summer and fall courses in April. Students receive email instructions prior to the beginning of registration. Students with outstanding financial obligations to the University or lapsed immunizations will not be allowed to register; students who are not registered cannot be paid as students, and should not be conducting research.

Late Registration Fee

A penalty fee of \$50 is charged to continuing students who fail to register for classes during the designated registration period. After students are initially registered, there is no fee for adjusting the course registration.

Degree Only Course Registration

After all required courses have been completed and the thesis committee has granted the student permission to defend the thesis, basic science division PhD degree candidates register for the PhD Degree Only course. PhD students in the basic science division who are granted the option to earn master's degrees may register for the Master's Degree Only course during their final term. Students who are only enrolled in 0403/0404/0405 are not charged tuition.

Registration for Non-Degree Students

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

Any individual interested in taking Sackler courses as a non-degree student must apply through the process outlined on the website (<http://sackler.tufts.edu/Admissions/Apply-to-Non-Degree-Programs/Non-Degree-Coursework>) and meet the normal prerequisites and requirements of the course. Admission to any course is at the discretion of the course director and the registrar and is also subject to the availability of space. Sackler School courses that are part of the curriculum of the School of Medicine are not available to non-degree students.

Registration for Visiting Students

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

Attendance Policy

Daily, full-time attendance in classes and in the laboratory is required of all basic science division students. Students who anticipate an absence should notify their advisors as far in advance as possible. Students who must be absent from the laboratory due to illness or for other unexpected reasons must contact their faculty advisors at the beginning of each day to report their absence. At the discretion of the program director, graduate students absent for more than five days during one semester may be required to submit a letter from a physician documenting the illness to the associate dean.

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

Cancellation of Classes/Weather Emergency

The President or the President's designee may suspend, in part or totally, regularly scheduled academic or administrative activities at Tufts. The decision to suspend regularly scheduled academic activities is made as far in advance as possible. The only official sources of a snow closing announcement are listed below.

- Tufts University homepage (<http://www.tufts.edu>) and the Announcements site (<http://announcements.tufts.edu>)
- Sent via email from CampusClosings@tufts.edu to members of the affected campus(es)
- 617-627-INFO (617-627-4636) for all campuses and 508-839-6124 for additional details for the Grafton campus
- Television channels 4 WBZ, 5 WCVB, 7 WHDH, and New England Cable News (NECN).
- AM Radio 1030 WBZ
- [Facebook](#) (TuftsUniversity) and [Twitter](#) (@TuftsUniversity).

Course Policies

Syllabi

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

Cross-registration Policy (Classes available at other Schools)

During fall and spring terms, MS and PhD students may take one course per semester for both a grade and credit through cross-registration agreements at Boston College, Boston University, and Brandeis University as well as in other

schools at Tufts University including the Fletcher School of Law and Diplomacy, Friedman School of Nutrition Science and Policy, the School of Dental Medicine, Cummings School of Veterinary Medicine, the Graduate School of Arts, Sciences & Engineering, and Public Health and Professional Degree Programs. Students who are enrolled in the Clinical and Translational Science Program are also eligible to cross-register for courses at Northeastern University. All cross-registration applications are subject to the consent of the course director and both school registrars in addition to the Sackler student's program director and faculty advisor. The Cross-registration Request Form is available on the website (<http://sackler.tufts.edu/Student-Life/Information-for-Current-Students/Student-Forms>). The student is expected to satisfy the normal prerequisites, requirements, and conditions of enrollment for the cross-registered course.

It is not possible to cross-register during the summer term, except into courses offered through the Tufts University Public Health and Professional Degree Programs.

Credit for courses taken outside of the Sackler School will be awarded based on Sackler's credit-to-hour conversion, which may be different from the credits awarded by the host institution.

Cross-listed Courses

Matriculated Sackler students who take courses that are cross-listed with the Tufts University School of Medicine (TUSM) must register through the Sackler School using the Sackler course designator and number. The deadline for registration into these courses is one month before the course start date, in order to ensure the TUSM Office of Educational Affairs has enough time to make the necessary arrangement. Sackler students enrolled in TUSM courses are graded on the Sackler grading scales. The Cross-registration Request Form is not required for cross-listed courses.

Course Exemption Policy

Students who believe they have graduate-level knowledge of the content for a required course may inquire if the course director has an exemption exam available. The course director is under no obligation to provide such an exam. If an exemption exam is available, all students who enroll in the course must be given an opportunity to take it. Students who pass the exam before the add/drop deadline will be exempted from the course.

Course Add and Drop Policy

Students may add or drop full-semester courses up to 14 calendar days after the first course meeting of the semester. There is no penalty for dropping courses during this period, and no record of enrollment will appear on students' transcripts.

Courses that run only a portion of the term may be added and dropped without penalty until they begin, and the add/drop period is the first 12.5% of the course.

During the first two weeks of term, students should add and drop courses through SIS (<http://go.tufts.edu/sis>); after that, the system becomes unavailable and students must submit the Add/Drop Request Form to the registrar.

Course Repeat Policy

Didactic courses which count towards the degree requirements and for which students have received a passing grade may not be repeated for credit.

Course Withdrawal Policy

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

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

Course Audit Policy

Sackler does not offer the option to audit a course. With consent of the Course Director, students may sit in, but no course credit is given, and no record appears on student transcripts.

Course Evaluations

Students are strongly encouraged to complete course evaluations. Course evaluations are available through TRUNK, the university learning platform.

Grading

Grading Policy

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

Grades are submitted through SIS (<http://go.tufts.edu/sis>) by the faculty of record. Any Sackler faculty member, or anyone with a primary faculty appointment at Tufts University, is eligible to be the faculty of record for a given course. All grades must be submitted within 30 days of the end of the term.

Incomplete Grading Policy

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

Grading Symbols

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

- A Superior work.
- B Meritorious work.
- C Work without marked merit. Not acceptable for graduate credit.
- D Unsatisfactory work. Not acceptable for graduate credit.
- F Failure. Not acceptable for graduate credit.
- S Satisfactory.
- U Unsatisfactory. Not acceptable for graduate credit.
- I Incomplete. An indication that more time will be allowed to complete the coursework. Replaced with a permanent grade upon completion. Given for approved non-academic reasons only, such as illness.
- W Withdrawn.

Grade Changes

Students who do not agree with course director's assessment of their work should approach the faculty member and review how the grade was assigned. If the grade was calculated incorrectly, the faculty member should obtain the Request a Change of Grade Form from the registrar and complete the form.

An individual student may not be given an opportunity to improve an assigned grade unless it is made available to all other students in the class.

Students who dispute grade assignments, may appeal to the program director and associate dean by submitting a written statement.

Change of Name or Address

Students are required to update or confirm their local address and emergency contact information on an annual basis. Students are responsible for maintaining their current addresses in SIS (<http://go.tufts.edu/sis>) and with the Tufts Human Resources Office if they are on University payroll.

Students who change their names while enrolled must complete the Name Change Form that is available on the website (<http://sackler.tufts.edu/Student-Life/Information-for-Current-Students/Student-Forms>), attach the requested documentation, and submit it to the Sackler Dean's Office.

Leaves of Absence

Students considering a leave of absence should discuss their options with the associate dean. A completed Sackler School Leave of Absence Request Form must be submitted by the student. These forms are available from the Sackler School Dean's Office.

Graduate stipends and health insurance are not paid by the School during leaves of absence, although a student may elect to continue health insurance by contacting

the Student Advisory and Health Administration office and arranging to pay the premiums.

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

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

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

Graduate students may be eligible for several types of leave, which are described in the following pages.

1. Personal Leave of Absence

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

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

2. Medical Leaves of Absence

A medical leave is appropriate when a student's mental or physical condition prevents him or her from effectively participating in the academic program. and otherwise in the life of the School. Medical leave is ordinarily a voluntary decision by the student. In rare circumstances, the School may place a student on an involuntary medical leave.

A student may request a medical leave by submitting a Leave of Absence Request Form and a letter from his or her primary care physician, or other treating physician that sets forth the physical or mental condition(s) that underlie the request for a medical leave. The associate dean or dean, in consultation as necessary, will review the request and determine whether or not the leave is to be granted. In making this determination, the School may require

documentation different from or in addition to that provided by the student; may require that it be permitted to communicate directly with the treating clinician; and/or may require that the student be evaluated by a clinician selected by the School.

A student on a medical leave of absence must provide documentation from his or her treating clinician certifying that the student has been medically cleared to return to the School. The School may require documentation different from or in addition to that provided by the student; may require that it be permitted to communicate directly with the treating clinician; and/or may require that the student be evaluated by a clinician selected by the School. The decision whether to readmit a student from a medical leave of absence is based on evidence that the student is ready to safely and successfully return to School, either with or without reasonable accommodations.

3. Military Leaves of Absence

A student called to active duty in the US military may file for a military leave by submitting official military documentation to the Dean's Office. In accordance with federal law, the term of the Leave will depend on the anticipated period of active duty service. Students called to active duty should consult with the dean or associate dean about a Leave of Absence.

4. Administrative Leave of Absence

The School may place a student on administrative leave under the following circumstances

- a. Unauthorized absence: When a student's absence from the School has not been approved as vacation time, sick leave, parental benefit, or a leave of absence, the student may be placed on Administrative leave.
- b. Inappropriate conduct: When a student's conduct:
 - involves a significant violation of School or University policy;
 - demonstrates an imminent risk of harm to self or others,
 - substantially disrupts or threatens to disrupt the educational experience of others

Withdrawal from School

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

Transcript Requests

Official transcripts for the Sackler School or any School at Tufts University should be requested in SIS (<http://go.tufts.edu/sis>). Because federal law prohibits release of transcripts without written request, verbal and telephone requests cannot be

honored. Students should allow three to five working days from the time the form is received in the Dean's Office for the processing and mailing of transcripts.

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

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

Official transcripts may be withheld from students with outstanding balances on their student accounts until the student has paid all amounts owed to Tufts University.

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

FINANCES AND BENEFITS

Financial Assistance and Benefits

Uniform Stipend Policy

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

Supplemental Employment Policy

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

Tuition and Health Insurance Scholarships

All full-time matriculated basic science division PhD students who have been awarded research assistantships receive full tuition scholarships and individual health insurance scholarships throughout their enrollment.

Vacation Benefit and Policy

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

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

Sick Benefit and Policy

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

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

Parental Benefit Policy

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

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

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

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

Expenses and Support

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

Basic Science Division PhD Programs

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

2017-2018 Basic Science Division PhD Expenses and Financial Support			
Tuition & Fees		Financial Support	
Full-time Tuition*	\$19,326	Full-time Tuition Scholarship*	\$19,326
		Stipend (research assistantship)	\$33,500
Health Administration Fee	\$240	Health Administration Fee	\$240
Health Insurance	\$4,836	Health Insurance Scholarship	\$4,836
Student Activity Fee	\$120		

Note: Per credit cost for non-degree students is \$2,416 per credit. Students who have government, industry, or personal funding instead of research assistantships are also charged a Research Laboratory Fee of \$12,000 per year.

*Tuition is only charged, and scholarships awarded, for the first five years of the PhD program.

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

MS in Pharmacology and Drug Development

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

2017-2018 MS in Pharmacology & Drug Development Expenses	
Tuition & Fees	
Full-time Tuition	\$31,520
Research Laboratory Fee	\$12,000
Health Administration Fee	\$240
Health Insurance	\$4,836
Student Activity Fee	\$120

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

Research Laboratory Fee

The uniform Research Laboratory Fee in the amount of \$12,000 per year is charged to students who have government, industry, or personal funding that pay the full cost of their education. The fee helps to defray the cost of research training and laboratory expenses for the work of the student including supplies, research animals, equipment, non-faculty personnel directly involved in student training, and

student travel to scientific meetings. These funds are paid to basic science students' programs to pay for laboratory rotations during the first year, and to students' thesis advisors in subsequent years. The Research Laboratory Fee may be waived at the discretion of the program.

Clinical Research Division Programs

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

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

The Clinical and Translational Science Certificate Programs are part-time program and students are charged \$3,333 per credit.

2017-2018 Clinical Research Division Certificate, MS, & PhD Expenses and Financial Support		
Tuition & Fees		Financial Support
Full-time Tuition	\$26,664	Student support varies. Students should ask the Clinical and Translational Science Program Office for more information about specific circumstances.
Health Administration Fee	\$240	
Health Insurance	\$4,836	
Student Activity Fee	\$120	

Note: Per credit cost for non-degree students is \$3,333 per credit. Students who have government, industry, or personal funding that pay the full cost of their education may also be charged a Research Laboratory Fee of \$12,000 per year.

Those who wish to pursue a PhD are encouraged to apply for the individual awards that are sponsored by the various institutes at the NIH and by the Agency for Healthcare Research and Quality (AHRQ). Institutional and Individual National Research Service Awards (NRSA) are competitive grant awards for highly qualified individuals who have a specific research plan; K-awards, Mentored Research Career Awards, are competitive grant awards sponsored by the individual institutes at the NIH and AHRQ to support the career development of early faculty investigators who are committed to patient-oriented research. These awards provide support for supervised study and research for clinically trained professionals who have the potential to develop into productive clinical researchers.

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

Billing and Payment

Billing

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

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

Payment

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

Most students pay their bills electronically through the eBill link within SIS. Details of other payment options are available on the Health Sciences Bursar's website at <http://finance.tufts.edu/controller/bursar/generalinfo/>.

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

Penalty Fees and other Consequences of Non-payment

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

Students who have not paid their tuition and fees for the current semester may be withdrawn from the Sackler School. Diplomas, official transcripts, and other university documents relating to records for those with unpaid debt are regularly withheld until all payments have been made.

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

Refund Policy

Matriculated Certificate, MS, and PhD students who elect to take a leave of absence or withdraw from the term will receive a refund of tuition in accordance with the following schedule, based on the effective date of the leave.

Before the first day of term 100% of tuition charged is cancelled
Through the end of the second week, 90% of tuition charged is cancelled
Through the end of the third week, 80% of tuition charged is cancelled
Through the end of the fourth week, 60% of tuition charged is cancelled
Through the end of the fifth week, 40% of tuition charged is cancelled
Through the end of the sixth week, 20% of tuition charged is cancelled
Thereafter, there is no adjustment of charges.

Research Laboratory Fees are refunded on the same schedule.

Non-degree students may drop courses and/or withdraw completely during the first two weeks of a full-term class and receive a full refund of their tuition. After this date, refunds are calculated based on the following schedule.

Between two (2) and three (3) weeks, 80% of tuition charged is refunded
Between three (3) and four (4) weeks, 60% of tuition charged is refunded
Between four (4) and five (5) weeks, 40% of tuition charged is refunded
Between five (5) and six (6) weeks, 20% of tuition charged is refunded
Thereafter, there is no adjustment of charges.

For courses that run less than the entire term, this schedule is compressed to reflect the fact that there are no refunds after the first third of the course.

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

Federal Financial Aid

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

Tufts University School of Medicine Office of Financial Aid:

Mailing address:	Walk-in address:
Sackler Building, Suite 821	Sackler Building, Suite 821
136 Harrison Avenue	145 Harrison Avenue
Boston, MA 02111	Boston, MA 02111

Phone: 617-636-6574
Fax: 617-636-3447
Monday - Friday, 9:00 a.m. - 5:00 p.m.
<http://medicine.tufts.edu/finaid>

Loan Deferment and Enrollment Status

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

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

Federal regulations require that students be enrolled at least half-time to defer federal student loans. Information is transmitted monthly to the Clearinghouse, which then submits information to NSLDS (National Student Loan Data System). The Sackler School Dean's Office will complete verification of enrollment forms individually for students on an as needed basis. The Sackler School will respond to requests for verification of enrollment that come directly from outside agencies without notifying students.

Eligibility Requirements

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

To be eligible for federal financial aid, the applicant must be: 1) accepted or enrolled in a degree program at the Sackler School on at least a half-time basis, 2) meeting standards of academic progress, 3) a citizen of the United States or an eligible non-citizen, 4) not in default with prior student loans, 5) if male, the applicant must comply with requirements of Selective Service Registration, and 6) have no prior drug convictions during a period of enrollment for which the student was receiving Title IV aid. Please note that students who wish to pursue a certificate program are not eligible for federal financial aid. Students are required to apply for financial aid each academic year and eligibility is determined for all financial aid programs available on an annual basis.

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

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

Federal Loans

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

Students who are interested in borrowing loans from the William D. Ford Direct Loan Program must complete a Master Promissory Note (MPN) by visiting

www.studentloans.gov if there is not one already on file. The MPN is valid for a 10-year period and students will not be required to submit another MPN unless it expires during the time they wish to borrow. First time borrowers must complete an entrance interview before funds may be posted by visiting www.studentloans.gov.

Origination fees are deducted from all loan proceeds prior to disbursement. The Federal Direct Unsubsidized Loan fee is 1.068% while the Federal Direct GradPLUS has a 4.272% fee. Due to sequestration, origination fees were increased based on the type of loan borrowed. These fees are expected to change for loans with a first disbursement date on or after October 1, 2016, unless Congress acts and makes additional changes to the sequestration process.

Federal Direct Loans have a fixed interest rate that is determined annually, based on the high yield of the 10-year Treasury note plus an “add-on” which varies based on the type of loan and the student’s grade level. Once the rate is determined, loans borrowed in that academic year (July 1st – June 30th) will be fixed for the life of the loan. However, students will likely have different interest rates associated with loans that are borrowed in different academic years. See the chart below for details of the loans, including caps and examples of the prior year rates. Once rates are available, they will be posted on our website under “Types of Aid”.

Loan Type	Grade Level	10-Year Treasury Note Index	Add-On	2017-18 Interest Rate	Interest Rate Cap
Direct Unsubsidized Loans	Graduate/Professional Students	N/A	3.60%	6.00%	9.50%
Direct Grad PLUS Loans	Graduate/Professional Students	N/A	4.60%	7.00%	10.50%

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

Satisfactory Academic Progress for Federal Financial Aid

Federal regulations require the Tufts Sackler School Graduate Biomedical Sciences to establish Satisfactory Academic Progress standards for students who are awarded federal financial aid funds. The following standards apply to all students matriculated into a MS or PhD program, whether they are financial aid recipients or not. Students who fail to maintain Satisfactory Academic Progress will have their eligibility for federal financial aid terminated.

The Sackler School Registrar’s Office is responsible for monitoring Satisfactory Academic Progress and informing students if they fail to meet the standards laid out in this policy.

The standards of Satisfactory Academic Progress measure a student’s performance qualitatively, by GPA, and quantitatively, by the amount of time to degree and the

cumulative completion rate. The student's academic progress shall be evaluated at the end of each academic year, based on the criteria given below.

Maximum Timeframe Allowance

According to the Federal standards, in order to achieve satisfactory academic progress, a student must complete their degree requirements within no more than 150% of the program's published length in accordance with the standards established by their program.

Master's degree programs are designed to be completed in two academic years; the Maximum Allowable Timeframe is three academic years, including any Leaves of Absence or other approved time away from the program.

PhD programs are primarily based on research culminating in a written thesis, which constitutes a cohesive scholarly work that reflects original writing and independent research with a thorough understanding of the field of study. The typical length of time required to complete the thesis is between five and six years; the Maximum Allowable Timeframe for PhD students is 10 academic years.

Grade point average (GPA)

As part of the Satisfactory Academic Progress assessment, students are evaluated to determine if they have achieved satisfactory levels of academic progress. In order to achieve satisfactory academic progress, all students must maintain a minimum cumulative GPA of 2.0.

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

Completion Rate (Credit Hour Progression)

As part of the Satisfactory Academic Progress assessment, each student's cumulative Completion Rate will be evaluated by comparing the total number of attempted credit hours with the total number of credit hours earned. In order to achieve satisfactory academic progress, a student must successfully complete 75% of credits attempted.

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

Treatment of withdrawals, incomplete(s)/not reported, repeats, and transfer courses

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

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

Repeated courses: For required courses that are repeated due to failure, grades and credit hours for both courses are included in all calculations. Per Sackler policy, didactic courses for which students have received a passing grade may not be repeated.

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

Appeal for Reinstatement of Financial Aid Eligibility

Students who do not make Satisfactory Academic Progress will lose their eligibility for federal financial aid. Those students who have extenuating circumstances may appeal to reestablish their eligibility. The appeal must be based on extenuating circumstances that prevented a student from meeting the requirements of the satisfactory academic progress policy. Students must provide specific information on why they failed to make satisfactory academic progress and what has changed that will allow them to meet these standards at the next evaluation.

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

Appeals should be submitted along with necessary documentation within 10 days of being notified that they are no longer eligible to receive financial aid and mailed to: Financial Appeals Committee, Attn: John Matias, 136 Harrison Avenue, Boston, MA 02111.

Student appeals are heard by the Financial Appeals Committee, which includes the Associate Dean and the Director of Enrollment Services of the Sackler School. The Committee will review the request and respond to the student in writing with the decision. This decision is final and may not be appealed.

If the appeal is successful, the student is placed on Financial Aid Probation and is eligible to receive aid for the next term. At the end of one term of probation, the student must be making Satisfactory Academic Progress as described in this document, or be meeting requirements of a prescribed academic plan, or they will lose their eligibility for federal financial aid.

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

Academic Plan

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

Maintaining Satisfactory Academic Progress

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

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

Refund Policy

Federal refunds result when the actual funds that have been credited to the student's account exceed the charges. A provisional credit is notification of a loan or scholarship application in process and cannot be used as a refund. Refunds will not be granted before the funds are actually received, eligibility has been confirmed, funds have been credited to the student's account, all necessary documents have been processed, and the student has matriculated and begun enrollment in the semester that he/she is being paid. Tufts University issues all student account credits through electronic disbursement. In order to avoid delay in obtaining a refund, students must select a refund disbursement method through Tufts eRefund (BankMobile) at <https://www.refundselection.com/>. Students should contact the Bursar's Office with any questions pertaining to their refund.

Withdrawal for Federal Loan Recipients

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

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

Students should meet with their Financial Aid advisor if they are considering withdrawing to determine the effects on their federal loans. Students would be required to do an exit interview online at www.studentloans.gov.

Consumer Protection

The Financial Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act or GLB Act, includes provisions to protect consumers' personal financial information held by financial institutions. The GLB Act gives authority to eight federal agencies and the states to administer and enforce the Financial Privacy Rule and the Safeguards Rule. These two regulations apply to financial institutions, which include not only banks, securities firms, and insurance companies, but also companies providing many other types of financial products and services to consumers, including universities who administer loans and other financial aid.

The Financial Privacy Rule governs the collection and disclosure of customers' personal financial information by financial institutions. It also applies to companies, whether or not they are financial institutions, who receive such information. Because universities are already subject to the privacy provisions in the Family Educational Rights and Privacy Act (FERPA), the Federal Trade Commission decided that institutions of higher education that are complying with FERPA in protecting the privacy of their student financial aid records will be deemed to be in compliance with the GLB Act.

The Safeguards Rule requires all financial institutions that collect or receive customer financial information to design, implement, and maintain safeguards to protect such information. Tufts University maintains safeguards to protect student financial information and generally requires that third parties who provide services to the University that require them to have access to student financial information maintain safeguards that comply with the GLB Act.

STUDENT HEALTH ADMINISTRATION SERVICES

Student Advisory & Health Administration Office

The Student Advisory & Health Administration Office (SAHA) is a division of Student Affairs for the Tufts University Boston and Grafton Health Sciences Campuses. This office provides the following services:

- advice to Boston Health Sciences Students regarding general well-being including helping students transition and manage the increased academic demands and stresses,
- triage and referrals for students regarding professional counseling, psychiatric care, long-term therapy, or hospitalization
- screening of required immunization documentation
- oversight of the student health insurance program
- oversight of an voluntary dental insurance plan

Student Advisory & Health Administration Office

Posner Hall, 4th floor

200 Harrison Avenue

Tel: 617-636-2700

Fax: 617-636-2708

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

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

Wellness Advice

The Student Wellness Advisor offers support to students that are struggling with adjusting to life in the city, transitioning to the new academic demands, having relationship challenges or wanting to be referred to a therapist or psychiatrist.

The Student Wellness Advisor works with all students to offer practical approaches to manage every day stressors and challenges. The Student Wellness Advisor also triages and refers students who may need to talk with a clinician about depression, anxiety or other mental health challenges. Payment for outside services is the responsibility of the student.

This service is provided at no additional charge to matriculated students. Consultation is strictly confidential and no information will be released without the student's written consent.

Appointments are available by calling the Student Advisory & Health Administration Office at 617-636-2700.

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

Immunization Requirements

To comply with Massachusetts State Law and University policy, all Health Sciences Campus students must have immunization documentation on file at the Student Advisory & Health Administration Office. The Sackler School of Graduate Biomedical Sciences Immunization Form must be completed and signed by a health care professional or equivalent medical documentation must be submitted by the given immunization deadline. If students are unable to provide documentation of past immunizations, they will need to provide laboratory evidence of immunity or be vaccinated again.

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

- Tetanus Diphtheria Acellular Pertussis (Tdap): one dose of the adult Tdap vaccine is required, if current Tetanus Diphtheria (Td) booster is older than two years. If Tdap vaccine is ten years old a Td booster is required.
- Measles, Mumps and Rubella (MMR): two doses of vaccine or positive antibody titers. Laboratory reports required for antibody titers.
- Tuberculosis: a TB test from within one year prior to start date.
 - If tuberculin positive, proof of past positive skin test is required in addition to a chest x-ray from within one year prior to start date.
- Varicella (Chicken Pox): physician verification of year of disease, positive antibody titer, or two doses of vaccine. Laboratory report required for antibody titer.
- Hepatitis B: three doses of vaccine or a positive antibody titer. Laboratory report required for antibody titer.
- Meningococcal: one dose of vaccine within five years prior to start date or a signed State Waiver Form.

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

Health Insurance Requirements

School-offered Insurance

The Commonwealth of Massachusetts and Tufts University Health Sciences Schools require all matriculated students of higher education to participate in a health insurance plan. Tufts University Health Sciences Schools offers a comprehensive student health insurance plan is offered which meets the State and University requirements. The student health insurance plan, underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Care and administered by UnitedHealthcare **Student**Resources (UHCSR), includes primary and emergency care, major medical coverage, a prescription plan, eye care, mental health benefits, and many other services. Students should be aware that there is no health service clinic available to Tufts University Boston Campus students.

The plan is available to all matriculated Sackler students and their eligible dependents. Eligible dependents include: spouse, domestic partner, and children expense. To add eligible dependent(s) contact the SAHA Office. Individual coverage for doctoral students in the basic science division is paid by the Sackler School.

Students who enroll in the health plan will see both a charge and corresponding scholarship on their fall and spring semester bursar bills. The insurance coverage is from September 1 – August 31. The effective date of enrollment for new students is the first day of orientation.

Students are not eligible to apply for coverage or add dependent(s) at any other time during the academic year except during Open Enrollment unless there is a qualifying event. Qualifying events include a change in marital status, birth or adoption of a child, or loss of an alternate insurance through no fault of the student or dependent. In instances of a qualifying event, a Qualifying Event Member Enrollment Form must be submitted to the Student Advisory & Health Administration Office within 60 days of the qualifying event. The cost is prorated, based on the effective date of enrollment.

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

Waiver of School-offered Insurance

State Law and University Policy require all matriculated students, regardless of hours enrolled, to obtain health insurance. The student health insurance plan is not intended to replace the student's current coverage. Students are not required to enroll in the HPHC/UHCSR plan and may waive the student plan by completing a Waiver Form, which is available on SIS. Students must waive the student health insurance coverage each academic year.

Completion of a Waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by Massachusetts General Law. Information regarding the State's minimum qualifications for a health insurance plan can be found at <http://medicine.tufts.edu/saha> or at www.mass.gov. The Waiver must be completed by August 31 of each year. Students who do not take action to either waive or enroll by August 31 or whose waivers have been denied will automatically be enrolled in the HPHC-UHCSR insurance plan.

Health Insurance Policy for Students on Leaves of Absence

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

Students who previously waived the student health insurance, but experience a Qualifying Event while on a Leave of Absence, may enroll for coverage by submitting an Enrollment Form, Qualifying Letter, and payment within sixty (60) days of their qualifying event.

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

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

Health Insurance Policy for Withdrawn or Dismissed Students

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

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

Health Insurance Policy for Graduating Students

Sackler School doctoral students in the basic science division who are enrolled in the student health insurance plan at the time of their graduation have the option of either cancelling their health insurance on the date their stipend ends, or making a payment to continue enrollment in the plan until the end of the current insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

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

Note that MD/PhD students are handled slightly differently; as Medical students, health insurance continues through August 31 after May graduation.

COBRA Eligibility

Students who graduate or otherwise leave the University are not eligible to continue membership in the student health insurance plan under the Federal Law known as COBRA, the Consolidated Omnibus Budget Reconciliation Act, as this law does not apply to student plans.

Health insurance coverage in the Commonwealth of Massachusetts is available through the Commonwealth Connector. More information can be found at: www.mahealthconnector.org.

Dental Care

Sackler students may purchase a voluntary dental insurance plan through Delta Dental that covers in and out-of-network coverage for preventive care, and provides discount pricing on basic and major services. Students may choose from the large network of providers listed on Delta's website. Please contact the Student Advisory & Health Administration Office at 617-636-4073 with questions about the enrollment procedures. Information is also available online at <http://medicine.tufts.edu/Student-Services-and-Campus-Life/Student-Advisory-and-Health-Office/Dental-Insurance>.

Student Accessibility Services

Tufts welcomes students with disabilities and assures them that the University will provide access to all programs and services for which they are qualified. In accordance with all Federal, State and University regulations, Tufts is committed to providing support and equal access for all students so that they may achieve their academic potential.

Students with disabilities may request modifications to Sackler School facilities or accommodations related to coursework. They should discuss their situation with the associate dean, who serves as the school's Student Accessibility Services Officer.

Reasonable accommodations are afforded to any student who is registered with the Sackler Dean's Office, who has been deemed eligible by the associate dean in accordance with Tufts policies and in accordance with State and Federal regulations. Accommodations must be pertinent to the student's documented disability, must be reasonable, and must not substantially alter the educational program.

The process of arriving at and implementing accommodations for a student involves:

1. documentation submission and review,
2. an interview with the associate dean,
3. student's request for specific accommodations (requests for accommodations must be timely, and cannot be enacted retroactively)
4. determination whether to grant accommodations, and
5. notification of the decision to grant accommodations delivered in a timely manner.

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

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

Fitness Facilities

Tauber Fitness Center

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

Arthur M. Sackler Center for Medical Education, Lower Level
145 Harrison Avenue
617-636-0497
Monday – Friday, 6:00 a.m. – 10:00 p.m.
Saturday and Sunday, 12:00 p.m. – 7:00 p.m.

Wang YMCA of Chinatown

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

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

Membership Options:

Membership Type	Cost to Student	Cost to Sackler	Total to YMCA
Annual Individual	\$264	\$140	\$404
Annual family	\$684	\$140	\$824
EFT Monthly Individual	\$22	\$11	\$33
EFT Monthly Family	\$57	\$11	\$68

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

Student Membership Program
8 Oak Street West
Boston, MA 02116
617-426-2237
www.ymcaboston.org/wang

ADDITIONAL RESOURCES AND SERVICES

Bookstore

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

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

Contact information:

116 Harrison Avenue

617-636-6628

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

Friday, 9:00 a.m. – 4:00 p.m.

Saturday, 11:00 a.m. – 3:00 p.m.

Sunday closed

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

The hours listed above are in effect for fall and spring semesters except for extended hours that occur at the end of each semester. Summer term hours may also vary.

Child Care Information

Bright Horizons at Teele Square

Bright Horizons at Teele Square (BHTS) offers a year-round program for children of age two years and nine months through kindergarten. Tufts employees receive preference in enrollment at the new Bright Horizons at Teele Square center.

Contact information:

165 Holland St.

Somerville, MA 02144

(617) 977-5000

Monday - Friday, 8:00 am – 5:30 pm

www.brighthorizons.com/teelesquare

Bright Horizons at Davis Square

BHDS is available to Tufts affiliates and provides 10 priority access places, which offers infant care as well as toddler, preschool, and kindergarten preparation. Full-time and part-time faculty, staff, and students are eligible.

Contact information:
99A Dover Street
Somerville, MA 02144
(617) 625-1300
Monday - Friday, 7:00 am – 6:00 pm
www.brighthorizons.com/davissquare

Bright Horizons at Tufts Medical Center

Bright Horizons Center at Tufts Medical Center is conveniently located just one block from the Tufts Medical Center and offers infant, toddler, preschool, and kindergarten preparation care.

Contact information:
185 Harrison Avenue
Boston, MA 02111
617-636-9504
Monday - Friday, 6:45 am – 5:45 pm
<http://child-care-preschool.brighthorizons.com/MA/Boston/tufts/>

Eliot-Pearson Children's School

The Eliot-Pearson Children's School is the laboratory demonstration program affiliated with the Eliot-Pearson Department of Child Study and Human Development at Tufts. The school serves as a model and demonstration facility, providing a training and observation site for new and experienced teachers and a research facility for faculty and supervised students in the Department of Child Study and Human Development. The Children's School enrolls approximately 80 children. It has preschool and kindergarten to second grade classes that vary in length and frequency.

Contact information:
105 College Avenue
Medford Campus
617-627-3434
Monday - Friday, 8:30 am – 4:30 pm
<http://ase.tufts.edu/epcs/>

Campus Safety and Escort Services

Contact information:
Tufts University Police Office
Biomedical Research and Public Health Building, First Floor
136 Harrison Avenue
617-636-6610 (for non-emergencies)
617-636-6911 (for emergencies)
Open 24 hours a day, 7 days a week

Campus Safety

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

- Campus escort service
- Campus security officer patrols
- Crime prevention programs
- Criminal investigations/prosecutions
- Emergency services
- Lock/key control/card access
- Monitoring security/fire alarm systems
- Executive protection
- Rape Aggression Defense Class (offered on the Medford campus)
- Cardiopulmonary resuscitation (CPR) certification

Escort Services / Safe Rides

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

Commuter Benefit Program

The Commuter Benefits Program provides Sackler students who have research assistantships with the ability to pay for eligible commuting costs through automatic, pre-tax payroll deductions. The commuter benefit is a 25% discount towards the purchase of train, bus, subway, vanpool, or park at the train station. Tufts' Commuter Benefit Program lets you pay for eligible commuting costs through automatic, pre-tax payroll deductions by using an EBPA benefit debit card to pay for certain commuting costs through pre-tax payroll deductions. To learn more about this benefit, go to <https://access.tufts.edu/get-work-done/benefits-resources/benefits/other/commuter-benefits>.

EBPA Benefits

1(800) 525-8788

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

Sackler students who are not on payroll are eligible to purchase student commuter passes from the Bursar's Office.

Bursar's Office

Posner Hall, Suite #101

617-636-6551

<http://finance.tufts.edu/controller/bursar/mbta-passes/>

Housing Information

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

Additional information is available on the Sackler School website (<http://sackler.tufts.edu/Student-Life/Information-for-Incoming-Students/Housing-Resources>).

Information Technology Services and Policies

Tufts E-mail

All matriculated students receive Tufts University e-mail accounts. Upon graduation, there is a one-month grace period before the e-mail becomes a forwarding-only service.

<https://it.tufts.edu/email-pol>

Student Computer Support

Primary computer support for students is provided by Hirsh Health Sciences Library Information Technology Service Desk on the Boston Campus (<https://it.tufts.edu/qs-studenthelp>). The Technology Support Center can be reached at 617-627-3376

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

- Basic hardware troubleshooting
- Hardware upgrades such as memory and new hard drive installations
- Online access for your laptop, smartphone, or other device
- Software installation and assistance
- Software and hardware purchase consultations
- Reloading your operating system
- Virus, adware and spyware removal
- Tufts password resets
- Smartphone support
- Equipment loaning - four hour loans of iPads, laptops, AV adaptors, and headphones
- Help with Tufts account registration

Account Registration for the Bioinformatics Server and the Linux Research Cluster Server may be done directly through the online web form at (<https://wikis.uit.tufts.edu/confluence/display/TuftsUITResearchComputing/Home>).

Contact information:

Hirsh Health Science Library

Sackler Building, 4th Floor

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

For 24/7 support contact the 24/7 Support Desk at (617) 636-3805 or it@tufts.edu.

Tufts Technology Services (TTS) Policies and Standards

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

Digital Copyright Laws and Enforcement

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

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

Illegal Media Sharing

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

University Chaplaincy (Spiritual Life)

The Tufts University Chaplaincy is a dynamic hub supporting religious, spiritual, ethical, and cultural life for all members of the Tufts community. The Chaplain’s Office provides pastoral care, supports religious and philosophical communities, educates about spiritual and ethical issues in society and the world, and promotes multi-faith engagement.

The university chaplain leads a team which currently includes chaplains serving Africana, Buddhist, Catholic, Humanist, Jewish, Muslim, and Protestant

communities. Together, they serve the whole Tufts family as well as their particular communities. The university chaplain serves individuals and communities beyond those served by the associate chaplains and residents, and the office supports tradition-specific and interfaith organizations, programming, and services university-wide.

The Marjorie Hanna Cleveland Meditation Room, located on the Floating Hospital's 6th floor, is sacred space available to Tufts' Boston campus community.

Contact information:

<http://chaplaincy.tufts.edu>

International Student Services

The Office of International Affairs (OIA) 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 OIA provides orientation to all international students and scholars when they begin at the Tufts University Health Sciences Campus. International students and scholars are welcome to visit the OIA for assistance and advice. The OIA strongly recommends that the international student or scholar make an appointment before coming to the office.

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

Contact information:

Posner Hall, Garden Level

200 Harrison Avenue

Boston, MA 02111

617-636-0355

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

oia@tufts.edu

<http://medicine.tufts.edu/About-Us/Administrative-Offices/Office-of-International-Affairs>

Libraries

Hirsh Health Sciences Library

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

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

Contact information:

Sackler Building, 4th floor

Phone 617-636-6705

Monday – Thursday 7:45 a.m. – 11:00 p.m.; Friday, 7:45 a.m. – 7:00 p.m.

Saturday, 10:00 a.m. – 7:00 p.m.; Sunday, 12:00 p.m. – 10:00 p.m.

hirshlibrary.tufts.edu

hhsl@tufts.edu

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

Tufts University is a member of the Boston Library Consortium, a cooperative association of research and academic libraries in the greater Boston area. While only a Tufts ID is required for admittance to most Consortium libraries, Consortium cards are necessary for access to certain restricted libraries and for borrowing at most institutions. Tufts faculty and graduate students with extended research needs that cannot be met by Tufts' libraries may apply at the Circulation Desk for these cards.

Parking (Cars, Bikes, & Motorcycles)

Car Registration

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

Parking

Tufts Shared Services (TSS), Inc. Parking and Transportation Department

274 Tremont Street, 1st Floor

617-636-5580

Monday – Thursday, 7:00 am – 6:00 pm

Friday 7:00 am – 4:00 pm

<http://medicine.tufts.edu/About-Us/Maps-and-Directions/Parking-Information>

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

The Tremont Street Garage is available Friday at 10:00 p.m. – Monday at 9:00 a.m.

The Herald Street Garage is open with free shuttle service to Tufts Medical Center from Monday – Friday, 5:00 a.m. – 2:00 a.m. No weekends.

The Travelers Street Lot is open with free shuttle service to Tufts Medical Center from Monday – Friday, 6:00 a.m. – 1:00 a.m. No weekends.

Security is present Monday – Friday, 5:00 p.m. – 5:00 a.m.

There is no overnight or weekend parking in either the garage or the lot. On the weekend or on a hospital holiday, students may park for up to 24 hours in the Tremont Street Garage using student coupons or by paying \$8.00 with cash or credit card. **IMPORTANT:** If students are not out of the garage by 9:00 a.m. on Monday, after the hospital holiday ends, or are parked in the Tremont Garage at other times, they will be charged the full day commercial rate of \$34.00.

To pay for parking at both the Herald Street Garage and the Travelers Street Lot, students need to use a prepaid coupon book. Prepaid coupon books can be purchased from the TSS Parking Office and at the Bursar's Office during normal business hours. Each coupon book contains five coupons; a book of five coupons costs \$27.50 (\$5.50 a day). Students cannot buy individual coupons; only full books of five coupons may be purchased. The maximum amount of books available at one time is five (25 coupons). The student parking coupons never expire. The TSS office accepts cash, in-state checks, and MasterCard, Visa, Discover, and AMEX credit cards.

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

Car Regulations

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

Bicycle Regulations

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

Motorcycle Regulations

Motorcycles may be left in the parking garage at 274 Tremont Street for \$8.00 per day. Students can also register their motorcycles and park at the Traveler Street Lot under the same rules as a car. Students must have their registration information and student ID to get a parking decal. Motorcycle owners should obtain a new decal each September from the parking office and place it on the motorcycle. Motorcycles registered out-of-state must file with the Campus Police. Out-of-state owners need not register before obtaining cards.

Notary Public

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

International Travel Policy

The Tufts Travel Registry system is fully integrated with the Tufts Student Information System, allowing users to sign in with their Tufts username and password (UTLN). The secure online registry captures trip details including passport information, as well as contact information at Tufts and abroad. By registering, international travelers are not only complying with Tufts University health and safety policies, but also receiving the variety of travel related services and alerts provided by International SOS (ISOS) and securely hosting their passport information (with the option to store a copy of their passport) should it be lost or stolen while they are abroad. The Registry can be accessed via the website (<https://tufts-travel.terradata.com>). Registration is mandatory for all Tufts students and staff who are engaging in university-related international travel, and it is strongly encouraged for all Tufts faculty.

In addition, students planning university-related travel to a region with a U.S. Department of State Travel Warning will be required to provide additional travel information in advance of their trip for review by the Tufts Review Committee for International Travel Safety to ensure that they have taken appropriate precautions and that their travel plans to that region are prudent.

Contact information:

International Safety and Operations

617-627-3762

TTY: 617-627-3370

internationalsafety@tufts.edu

<https://tufts-travel.terradata.com/>

Violence Free University Policy

Tufts University is committed to maintaining an environment where individuals are safe to learn, work and live. In support of this commitment, Tufts will not tolerate violence or threats of violence anywhere on its campuses or in connection with university-sponsored programs. The university has established threat assessment

and management teams to evaluate and address violence and threats of violence made towards members of the Tufts University community. To find out more, please go to the Tufts Threat Assessment and Management website (<http://ttam.tufts.edu>).

INSTITUTIONAL DIVERSITY & EQUAL OPPORTUNITY

Diversity Office

Provost David R. Harris established a search committee to identify the Chief Diversity Officer for the university. This position was created in direct response to the Diversity Council Report which was approved by the Trustees in November 2013.

The Chief Diversity Officer (CDO) is the principal resource for supporting the university's progress with respect to its diversity and inclusion goals. The CDO will drive the implementation of the recommendations in the Diversity Council report, overseeing central programmatic initiatives and ensuring congruence across diversity and inclusion programs that take place in the schools and divisions.

Contact information:

<http://provost.tufts.edu/chief-diversity-officer-leadership-profile/>

Office of Equal Opportunity

The Office of Equal Opportunity (OEO) exists to ensure that the University's commitment and goals toward equal opportunity are integral components of Tufts' policies. OEO furthers this mission by ensuring that the University maintains compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX, through complaint resolution, programming and outreach. OEO cooperates with members of the Tufts community to resolve complaints of discrimination, sexual harassment, and sexual misconduct, and set forth University policies and guidelines that pertain to these areas of conflict. In addition, OEO ensures that the University maintains compliance with all federal, state, and local laws pertaining to affirmative action.

OEO is guided by the University's commitment to and desire for a truly integrated, interactive, productive, successful, and diverse body of students, faculty, staff, and community members.

To find out more about OEO, go to the OEO Policies and Procedures website (<http://oio.tufts.edu/policies-procedures/>).

Non-Discrimination Statement

Tufts does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, or having been subject to sexual harassment or other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Tufts also prohibits retaliation against any person who in good faith complains about or participates in an investigation of alleged discrimination. Tufts will comply with state and federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and

Rights Act, Executive Order 11246 and other laws that prohibit discrimination, all as amended. Tufts is an equal employment opportunity/ affirmative action employer. More detailed Tufts policies and procedures on this topic may be found in the OEO Policies and Procedures Handbook.

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

Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to:

Jill Zellmer, MSW
Director of the Office of Equal Opportunity and Title IX and 504 Coordinator
196 Boston Avenue, 3rd floor
Medford, MA
617-627-3298
Jill.Zellmer@tufts.edu
<http://o eo.tufts.edu/policies-procedures/non-discrimination-statement/>

Anonymous complaints may also be made by reporting online at: <http://tufts-o eo.ethicspoint.com/>. As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights ("OCR"). The contact information for the local office of OCR is 617.289.0111 at Office for Civil Rights, Boston Office U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. The email address for OCR is OCR.Boston@ed.gov.

Policies and Procedures

- Non-Discrimination Policy
(<http://o eo.tufts.edu/wp-content/uploads/Non-Discrimination-Policy-040115.pdf>).
- Americans with Disabilities Act (Accommodations)
(<http://o eo.tufts.edu/wp-content/uploads/ADA-Policy-July-2014.pdf>)
- Sexual Misconduct Policy/Sexual Assault Policy (Title IX)
(<http://o eo.tufts.edu/wp-content/uploads/SEXUAL-MISCONDUCT-POLICY.060816.pdf>)
- Sexual Misconduct Adjudication Process Summary
(<http://o eo.tufts.edu/wp-content/uploads/SMAP-2015.pdf>)
- Sexual Misconduct Reporting Liaisons (Title IX) By Campus
(<http://o eo.tufts.edu/tufts-university-title-ix-liaisons/>)
- Reporting Incidents of Any Misconduct
(<http://tufts-o eo.ethicspoint.com/> or <http://o eo.tufts.edu/reporting-resources/>)

Other University-Related Policies

- Consensual Relationships Policy (<http://oeo.tufts.edu/wp-content/uploads/Consensual-Relationships-Policy-December-2012.pdf>)
- Working with One Another Policy (<http://oeo.tufts.edu/wp-content/uploads/Working-with-One-Another-Policy-December-2012.pdf>)

Reporting Incidents of Sexual Misconduct

Sexual Misconduct violates the dignity of individuals. It is a form of discrimination based on sex or gender that violates federal Title IX regulations and is prohibited by Tufts policy. In some cases, sexual misconduct can also be a violation of criminal law. Sexual misconduct includes stalking, sexual exploitation, sexual assault, sexual harassment, sex discrimination, and relationship violence. Tufts is committed to providing an education and work environment that is free from sexual misconduct. The University works to prevent and address sexual misconduct through educational programs, training, and complaint resolution. Tufts encourages all members of the University community to report any concerns or complaints of sexual misconduct. Managers, supervisors, and other agents of the University are required to report promptly and appropriately all allegations of sexual misconduct that are brought to their attention.

To report an incident of sexual misconduct or discrimination, please contact Dan Volchok, the Sackler School Sexual Misconduct Reporting Liaison, or OEO, or report anonymously through Ethicspoint (<https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html>).

Tufts provides many resources to assist and support victims/survivors of sexual misconduct that you can find at (<http://oeo.tufts.edu/care/>).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Purpose

This notice establishes the University policy with respect to certain types of student records. This policy is designed to help students understand how to access their education records and, if they wish, how to prevent their disclosure to third parties.

Scope

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

Policy Statement

The Family Educational Rights and Privacy Act of 1974 ("FERPA") provides students certain rights with respect to their educational records. In general, these rights include:

1. *The right to inspect and review education records (with certain limited exceptions) within 45 days of the day Tufts receives a student's request for access.* A student should submit any such request to the Registrar's Office in writing, identifying the specific records that the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. *The right to request the amendment of education records if the student believes they are inaccurate.* Students should submit any such request to the Registrar's Office in writing, clearly identifying the records that the student wants to have amended and specifying the reasons the student believes those records to be inaccurate. The Registrar's Office will notify the student of the University's decision whether to amend the student's records. If the University decides not to amend the student's records, the Registrar's Office will inform the student of the right to a hearing regarding the student's request for amendment.
3. *The right to require Tufts to obtain the student's written consent before releasing personally identifiable information from the student's education records unless an exception applies.*

Definitions

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

Education records are records relating to a student that are maintained by the University or by a party acting on its behalf, with some exceptions.

The initial record kept by the Sackler School consists of material provided directly by you or by other persons or agencies at your request to the Admissions Office. Beginning in the Fall, 1975, letters of recommendation written on your behalf are deleted once you have matriculated, but the names of authors are retained. The

remaining information includes application form, complete college transcript, transcripts from any other colleges you may have attended and standard test scores (GRE, TOEFL, MCAT, etc.). Thereafter, your file grows to include any or all of the following:

- Tufts transcript
- Transcripts from other colleges or programs
- Notification from faculty of grade change (make-up exams, errors, etc.)
- Forms or letters regarding status
- Copies of correspondence with Administrators
- Letters of recommendation
- Reports concerning incomplete courses
- Records of student request to view file
- Statements that you may have entered into the records on your own behalf
- Copies of enrollment certifications sent on your behalf and
- Transcript request forms

The following records are not considered education records:

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

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

Directory information consists of the following:

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

Privacy Blocks are available to students who wish to prevent the University from disclosing their directory information (in student directories and commencement programs, for example) by selecting the appropriate privacy settings through SIS.

For additional information about privacy blocks, please contact the Registrar.

Release of Your Records to Third Parties

Personally identifiable information in your records, except for directory information as discussed above, may not be given to third parties without your written consent, with the following exceptions:

- To Tufts officials such as employees and members of faculty and trustee committees who have a need to know or who are required to work with your records to carry out their duties.
- To officials of another education institution in which you seek to enroll. If your record is transferred, however, you will be entitled, upon request, to a copy of such records. This applies to other schools and colleges within the University and to institutions in which you may be cross-registered or enrolled at the University.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local authorities responsible in connection with an audit or evaluation of federal or state supported education programs.
- To an individual or organization required to be informed in connection with your application or receipt of financial aid.
- To state and local officials to whom information is specifically required to be reported by state laws enacted prior to November 19, 1974.
- To appropriate parties in a health or safety emergency if necessary to protect your health or safety or that of another.
- In compliance with a subpoena, or in response to other legal action involving the student and the University.
- When the information is a record of a campus disciplinary proceeding. For students under the age of 21, the University may also inform parents about violations of any federal, state, or local law, or any University rule or policy that governs the use or possession of alcohol or a controlled substance.

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

Please note that the University does not preserve students' education records in perpetuity. In fact, most records are not maintained for more than 7 years after a student's expected date of graduation.

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

Types	Location	Custodian
Academic Records/Advising Records (progress, advising, evaluations)	Sackler Dean's Office	Registrar, Sackler
Admissions File	Sackler Dean's Office	Director of Enrollment Services/Registrar, Sackler
Enrollment Records	Sackler Dean's Office	Registrar, Sackler
Career Services Records	Sackler Dean's Office	Associate Dean, Sackler
Counseling & Testing Records*	Student Advisory & Health Administration	Director, SAHA
Cumulative Academic Records (grades, transcripts)	Sackler Dean's Office	Registrar, Sackler
Disciplinary Records	Sackler Dean's Office	Registrar, Sackler
Financial Records	Health Sciences Bursar	Bursar, Tufts University
Financial Aid Records	Office of Financial Aid, School of Medicine	Director of Financial Aid, Medical School
Health Records*	Student Advisory & Health Administration Office	Director, SAHA
Miscellaneous Records (student education records not included in the above list)	Contact the Sackler Dean's Office	

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

Complaint Procedure

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

Effective Date: July 1, 2015

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