



Graduate School of Biomedical Sciences

STUDENT HANDBOOK

Updated August 2020

NOTE: Due to COVID-19 restrictions, some timelines, deadlines and requirements may be modified.

2020-2021 ACADEMIC CALENDAR

August

31 Orientation and Start of Classes - New JAX Students

September

7 Labor Day Observed - No Class

8 Fall Term Courses Begin

October

12 Indigenous People's Day Observed - No Class

November

11 Veteran's Day Observed - No Class

26 - 27 Thanksgiving Observed - No Class

December

22 Fall Term Ends

24 - 25 Christmas Day Observed - University Holiday

January

1 New Year's Day Observed - University Holiday

4 Spring Term Begins

5 - 7 New Student Orientation - New Boston Students

18 Martin Luther King, Jr Day Observed - University Holiday

20 Spring Term Didactic Courses Begin

February

15 President's Day Observed - No Class

April

19 Patriot's Day Observed - University Holiday

May

14 Didactic Classes End

21 Spring Term Ends

21 GSBS Graduation and Awards Reception

23 Tufts University Commencement

24 Summer Term Begins

26 Summer Didactic Classes Begin

31 Memorial Day Observed - No Class

July

1 Classes begin for Summer Matriculants

5 Independence Day Observed - No Class

August

27 Summer Didactic Classes End

31 Summer Term Ends

FIRST YEAR STUDENT ROTATION SCHEDULE

	Boston based PhD Students	JAX PhD Students	PDD Students
Rotation 1 Begins	1/11/2021	8/31/2020	1/19/2021
Rotation 1 Ends	2/19/2021	10/30/2020	6/15/2021
Rotation 2 Begins	2/22/2021	11/2/2020	6/16/2021
Rotation 2 Ends	4/2/2021	12/30/2020	11/30/2021
Rotation 3 Begins	4/5/2021	1/11/2021	
Rotation 3 Ends	5/14/2021	3/5/2021	
Rotation 4 Begins	5/17/2021	3/8/2021	
Rotation 4 Ends	6/25/2021	4/30/2021	

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8/2020

TABLE OF CONTENTS

<u>Academic Degrees, Standards, and Policies</u>	1
<u>Degrees Offered</u>	2
<u>Degree Requirements</u>	2
<u>Re-admission Policy for GSBS Students</u>	2
<u>Residence Requirement Policy</u>	3
<u>Full-time Requirement</u>	3
<u>Academic Standing Policy</u>	3
<u>Transfer Credit Policy</u>	3
<u>Time Limit and Extension of Degree Time Policy</u>	3
<u>Course Approval Policy</u>	4
<u>Course Credit Policy</u>	4
<u>Laboratory Data and Notebook Policy</u>	4
<u>Laboratory Rotations</u>	5
<u>Laboratory Placement and Changes</u>	5
<u>Thesis Advisory Committee Meeting Policy</u>	5
<u>Thesis Writing and Defending Time Limit Policy</u>	5
<u>Time from Thesis Defense to Completion Policy</u>	5
<u>Thesis Defense Required Before Employment Policy</u>	6
<u>Graduation Deadlines, Instructions, and Forms</u>	6
<u>Academic and Professional Conduct</u>	7
<u>Compact between Biomedical Graduate Students and their Research Advisors</u>	8
<u>Student Code of Ethics, Ethical Practices, and Professional Conduct</u>	10
<u>Disciplinary Procedures and Penalties</u>	11
<u>Scientific Research and Scholarship Policies</u>	14
<u>Registration & Records Policies</u>	15
<u>Student Identification Cards</u>	16
<u>Registration</u>	16
<u>Attendance Policy</u>	16
<u>Cancellation of Classes/Weather Emergency</u>	17
<u>Course Policies</u>	17
<u>Course Evaluations</u>	18
<u>Grading</u>	18
<u>Change of Name or Address</u>	19
<u>Preferred Name Policy</u>	19
<u>Leaves of Absence</u>	19
<u>Withdrawal from School</u>	20

Transcript Requests	20
Finances and Benefits	21
Financial Assistance and Benefits	22
Expenses and Support	23
Research Laboratory Fee	24
Billing and Payment	24
Federal Financial Aid	25
Student Health and Wellness	29
Talk One2One Student Assistance Program	30
Student Advisory & Health Administration Office	30
Student Wellness Advising	30
Immunization Requirements	31
Health Insurance Requirements	31
Dental Care	32
Accommodation Policy	32
Student Accessibility Services	32
Fitness Facilities	33
Additional Resources and Services	34
Childcare Information	35
Campus Safety and Escort Services	35
Commuter Benefit Program	35
Environmental Health and Safety	36
Housing Information	36
Information Technology Services and Policies	36
International Student Services	38
Libraries	38
Parking (Cars, Bikes and Motorcycles)	39
Notary Public	40
International Travel Policy	40
University Chaplaincy	40
Violence Free University Policy	40
Equal Opportunity	41
Office of Equal Opportunity	42
Family Educational Rights and Privacy Act (FERPA)	44
Purpose	45
Definitions	45
Policy Statement	45
Record Retention	47
Complaint Procedure	47
Index	48

More detail Tables of Contents can be found at the beginning of each section.

ACADEMIC DEGREES, STANDARDS, AND POLICIES

Degrees Offered	2
Degree Requirements	2
PhD and Master's Ethics Course Requirements	2
PhD and Master's Thesis Requirements	2
Additional PhD Degree Requirements	2
Additional Master's Degree Requirements	2
Re-admission Policy for GSBS Students	2
Residence Requirement Policy	3
Full-time Requirement	3
Academic Standing Policy	3
Transfer Credit Policy	3
Time Limit and Extension of Degree Time Policy	3
Course Approval Policy	4
Course Credit Policy	4
Laboratory Data and Notebook Policy	4
General Standards	4
Using a Traditional Handwritten Notebook	4
Use of Electronic Files and Notebooks	4
Using Electronic Files in Conjunction with a Traditional Lab Notebook	5
Using Electronic Files as a Substitute for a Traditional Lab Notebook	5
Laboratory Rotations	5
Laboratory Placement and Changes	5
Thesis Advisory Committee Meeting Policy	5
Thesis Writing and Defending Time Limit Policy	5
Time from Thesis Defense to Completion Policy	5
Thesis Defense Required Before Employment Policy	6
Graduation Deadlines, Instructions, and Forms	6
Graduation Dates and Commencement Ceremony	6
Graduate Deadlines and Requirements	6
Required Forms and Surveys for Graduation	6
Inclusion of Copyrighted Material	6
Electronic Submission of Theses	6
Diplomas	6

ACADEMIC DEGREES, STANDARDS, AND POLICIES

DEGREES OFFERED

GSBS offers the following Doctor of Philosophy degrees in the basic science division: Cell, Molecular, and Developmental Biology; Genetics; Immunology; Molecular Microbiology; and Neuroscience. The Pharmacology and Experimental Therapeutics PhD program no longer admits students but continues to be available to students currently enrolled. GSBS 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. GSBS also offers a basic science master's degree in Pharmacology and Drug Development.

The clinical research division offers a master's degree, a Doctor of Philosophy degree, and an in-person certificate in Clinical and Translational Science. In Spring 2021, GSBS expects to welcome the initial cohort for the new online certificate program in Health Economics and Outcomes Research.

DEGREE REQUIREMENTS

PhD and Master's Ethics Course Requirements

GSBS 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 thesis 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 GSBS website (<https://gsbs.tufts.edu/studentLife/currentStudents/graduation>).

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. A program committee will examine 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

For students who entered GSBS prior to 2018, a minimum of 32 credits is required for the doctoral degree. Five credits must be didactic course credits. Students who entered GSBS in Summer 2018 or later are required to complete 73 credits for the doctoral degree; ten credits must be in didactic courses. 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 GSBS catalog (<https://gsbs.tufts.edu/studentLife/schoolCatalogs>). 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

For students who entered GSBS prior to 2018, a minimum of 16 credits are required for the master's degree; five credits must be didactic course credits. Students who entered GSBS in Summer 2018 or later are required to complete 36.5 credits to earn a master's degree; ten credits must be in didactic courses. 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 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.
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 GSBS STUDENTS

Students who have received a Master's of Science (MS) degree from GSBS 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 GSBS 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 GSBS courses, if any, will be applicable to the student's PhD coursework.

Similarly, students who have received an in-person certificate from the Clinical and Translational Science program at the Graduate 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

ACADEMIC DEGREES, STANDARDS, AND POLICIES

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 following the prescribed curriculum plan 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-, and Unsatisfactory (U) are considered failing grades. Students are permitted to fail only one course. A second failure, based on the conditions below, will result in dismissal from GSBS. If a student earns two failing grades in their didactic coursework, required seminars, and/or laboratory rotations, that is, in anything other than Graduate Research or the Qualifying Exam, the student will be dismissed from the Graduate School of Biomedical Sciences. Additionally, two failing grades in Graduate Research are grounds for dismissal.

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 GSBS. The final grade is recorded when the examination process is complete.

Guidelines for repeating courses include:

- Required courses must be repeated the next time the course is offered or with an equivalent course approved by the program.
- The program will determine whether or not an elective course must be repeated, however, the required number of elective courses must be fulfilled.
- Laboratory Rotations, Graduate Research, and semi-

nars taken every term are not repeatable, although the minimum number of required rotations and/or seminars still applies.

If a failed course is taken again, both grades appear on the transcript and count in the determination of academic standing.

TRANSFER CREDIT POLICY

GSBS 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 (<https://gsbs.tufts.edu/studentLife/currentStudents/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 GSBS 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, they need to submit to the Associate Dean a Request for Time-to-Degree Extension Form, which is available from the GSBS 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.

ACADEMIC DEGREES, STANDARDS, AND POLICIES

COURSE APPROVAL POLICY

New graduate level courses must be approved by the GSBS Committee on Programs and Faculty and by the Executive Council. As part of the approval process, 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

As of Summer, 2018, one didactic course credit requires about 15 hours of class meeting. If a course requires approximately 30 hours of class and lab meetings, it counts for two credits. Students who entered GSBS prior to Summer 2018 are grandfathered into the old credit system, and will continue to accrue credits at the rate of 1 credit for 30 hours of class time.

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.

ACADEMIC DEGREES, STANDARDS, AND POLICIES

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 printouts 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 basic science division doctoral students are expected to perform a minimum of four laboratory rotations in four different laboratories, or an intensive laboratory techniques course and three rotations, depending on the program. If a student is not enrolled in a program that offers an intensive techniques course but is interested in taking one, the student's program director and the course director must approve the substitution. Students based in Boston perform the first two rotations in their home program and may perform the other rotation/s in any GSBS basic science program or other Tufts 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 Pharmacology and Drug Development complete two laboratory rotations during their first year.

First-year students may not choose a thesis research laboratory early. Students will choose a thesis research laboratory in consultation with the student advisor.

LABORATORY PLACEMENT AND CHANGES

Students, their program 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 and program 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 and program 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 and program 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, program 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, that 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

ACADEMIC DEGREES, STANDARDS, AND POLICIES

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 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 science division 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.

MD/PhD's must successfully defend their theses before returning to Medical School.

GRADUATION DEADLINES, INSTRUCTIONS, AND FORMS

Graduation Dates and Commencement Ceremony

Tufts University grants degrees to GSBS students in August, February, and May. GSBS 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 two Fridays 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 the Thesis Advisory Committee (TAC) meeting 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, GSBS, and Program requirements. Students must meet the requirements listed in the Thesis Formatting Instructions and Graduation Requirements for Doctoral and Master's Students (<https://gsbs.tufts.edu/studentLife/currentStudents/graduation>).

Required Forms and Surveys for Graduation

Graduation forms are available on the GSBS website (<https://gsbs.tufts.edu/studentLife/currentStudents/forms>).

- Oral Defense Form: This form verifies that the oral 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.

- School Exit Survey
- Survey of Earned Doctorates (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, they 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.etdadmin.com/cgi-bin/school?siteId=60>.

Degree Approval Process

After completing all degree requirements, students must be approved to graduate by the GSBS 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 GSBS 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 GSBS Dean's Office with their current mailing addresses in order to receive their diploma.

ACADEMIC AND PROFESSIONAL CONDUCT

<u>Compact between Biomedical Graduate Students and their Research Advisors</u>	8
<u>Core Tenets of Pre-doctoral Training</u>	8
<u>Commitments of Graduate Students</u>	8
<u>Commitments of Research Advisors</u>	9
<u>Student Code of Ethics, Ethical Practices, and Professional Conduct</u>	10
<u>Student Code of Ethics</u>	10
<u>Ethical Practices</u>	10
<u>Principles of Professional Conduct</u>	11
<u>Disciplinary Procedures and Penalties</u>	11
<u>General Principles</u>	11
<u>Disciplinary Procedure</u>	11
<u>Actions and Penalties</u>	13
<u>Transcript Notation</u>	14
<u>Scientific Research and Scholarship Policies</u>	14

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 twice a year (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

ACADEMIC AND PROFESSIONAL CONDUCT

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 their 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 them to conduct thesis research.

- I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of their 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 twice a year (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 their 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 their 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 their graduation. I will provide honest letters of recommendation for their 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.

ACADEMIC AND PROFESSIONAL CONDUCT

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 GSBS policies listed below, the official policy of Tufts University with respect to scientific misconduct can be found at the following website: <https://viceprovost.tufts.edu/scientific-integrity-research-policy>.

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 GSBS Executive Council will apply in counseling and disciplining students regarding appropriate ethical and professional conduct.

GSBS 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 GSBS 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).

ACADEMIC AND PROFESSIONAL CONDUCT

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, 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. Students, regardless of location, are prohibited from possessing, using, selling, growing, manufacturing or facilitating the use of illegal drugs, controlled substances and other illegal substances, as well as substances that are used to impair, even though they may not be illegal.
4. Tufts prohibits the unlawful distribution, possession, social sharing, non-prescribed use or abuse of prescription drugs. Altering, tampering, or forging a prescription is prohibited.
5. Any violation of University policy, including without limitation the University's Sexual Misconduct Policy (<https://oeo.tufts.edu/policies-procedures/sexual-misconduct/>) or Nondiscrimination Policy (<https://oeo.tufts.edu/policies-procedures/non-discrimination/>).

DISCIPLINARY PROCEDURES AND PENALTIES

General Principles

Reports of sexual misconduct will be handled in accordance with the Sexual Misconduct Adjudication Process (<https://oeo.tufts.edu/policies-procedures/sexual-misconduct/SMAP/>). 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 re-

garding research misconduct. For more information about OVPR's policies and procedures on research misconduct, see (<https://viceprovost.tufts.edu/scientific-integrity-research-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 GSBS 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

ACADEMIC AND PROFESSIONAL CONDUCT

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 them 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 they appear 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 take note of the 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.

ACADEMIC AND PROFESSIONAL CONDUCT

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, they 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 they deem 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

ACADEMIC AND PROFESSIONAL CONDUCT

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 either temporarily or permanently. 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 Tufts University policies and procedures related to research and scholarship, see below.

- [Scientific Integrity in Research Policy](#)
- [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	16
Registration	16
Registration for Degree-seeking Students	16
Degree Only Course Registration	16
Registration for Non-Degree Students	16
Registration for Visiting Students	16
Attendance Policy	16
Cancellation of Classes/Weather Emergency	17
Course Policies	17
Syllabi	17
Cross-registration Policy (Classes available at other Schools)	17
Cross-listed Courses	17
Course Exemption Policy	17
Course Add and Drop Policy	18
Course Repeat Policy	18
Course Withdrawal Policy	18
Course Audit Policy	18
Course Evaluations	18
Grading	18
Grading Policy	18
Incomplete Grading Policy	18
Grading Symbols	18
Grade Changes	18
Change of Name or Address	19
Preferred Name Policy	19
Leaves of Absence	19
Withdrawal from School	20
Transcript Requests	20

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 Medical Education Building, BRPH, and Jaharis are open daily 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 their 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 may order a new ID online at <https://publicsafety.tufts.edu/parking/id-issuance/>.

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 and be following their prescribed curriculum plan or be on an approved leave of absence for every GSBS term between matriculation and completion of all academic requirements for graduation, including summers. Full-time enrollment is defined as being registered for at least nine credits per term, or for a continuation course (e.g., 0403/0404/0405). Students enrolled in a certificate or Master's program that requires fewer than nine 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 SIS, the online student portal (<http://go.tufts.edu/sis>). Continuing students register for spring courses in November and register for summer and fall courses in April. 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 thesis research.

Late Registration Fee

A penalty fee of \$100 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 are interested in taking a class without being enrolled in a degree program may take certain courses as a non-degree student. All non-degree course registrations are handled through Tufts University College (<https://universitycollege.tufts.edu/>).

Registration for Visiting Students

GSBS offers documented visiting student status to individuals who are enrolled in undergraduate or graduate degree programs outside of Tufts, are in good academic standing, and are sponsored by GSBS faculty members to perform biomedical research at GSBS. 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 each term. Each term, visiting students must register for the zero-credit Biomedical Techniques & Research course (GSBS 0299). For further information regarding admission, please contact the GSBS Dean's Office.

Note that only individuals who require a transcript documenting their research experience are required to enroll; individuals who do not require certification by GSBS may make individual arrangements with faculty to conduct their research.

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

REGISTRATION & RECORDS POLICIES

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. Students at non-Tufts locations should follow the guidance of their local institution.

- 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](https://www.facebook.com/TuftsUniversity)) and Twitter ([@TuftsUniversity](https://twitter.com/TuftsUniversity)).

COURSE POLICIES

Syllabi

Course Directors at GSBS are required to distribute and maintain accurate syllabi for all courses except Laboratory Rotations, Qualifying Exam and Graduate Research. All enrolled students and the Dean's Office should have access to a copy, and a copy must be uploaded to Canvas. Copies may be provided electronically or in hard copy to students but must be submitted electronically to the Dean's Office. 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, Brandeis University and Northeastern 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. All cross-registration applications are subject to the consent of the course director and both school registrars in addition to the GSBS student's program director and faculty advisor. Cross registration for courses within Tufts happens through SIS; instructions are available at <https://GSBS.tufts.edu/studentLife/currentStudents/forms>. Contact the Registrar's Office if you are interested in cross-registering for a course offered at BC, BU, Brandeis or Northeastern. 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 GSBS will be awarded based on GSBS's credit-to-hour conversion, which may be different from the credits awarded by the host institution.

Cross-listed Courses

Matriculated GSBS students who take courses that are cross-listed with the Tufts University School of Medicine (TUSM) must register through GSBS using the GSBS 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. GSBS students enrolled in TUSM courses are graded on the GSBS 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.

REGISTRATION & RECORDS POLICIES

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 an 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 GSBS on the completion date of the final course requirement or assignment (exam, paper, presentation, etc.).

Course Audit Policy

GSBS 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 to provide feedback to faculty and programs.

GRADING

Grading Policy

Student performance in required didactic courses is generally evaluated on an A-F scale. The 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 GSBS 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.

Remediation mechanisms are at the discretion of program Faculty and course directors and should be clearly stated in the course syllabus. Remediation is offered only to failing students and for them to only achieve the minimum passing grade of B- or S as applicable.

Students who dispute grade assignments may appeal to the program director and Associate Dean by submitting a written statement.

REGISTRATION & RECORDS POLICIES

CHANGE OF NAME OR ADDRESS

Students are required to update or confirm their current 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 legal name while enrolled must complete the Name Change Form that is available on the website (<https://GSBS.tufts.edu/studentLife/currentStudents/forms>), attach the requested documentation, and submit it to the GSBS Dean's Office.

PREFERRED NAME POLICY

Members of our community (students, faculty, staff, and alumni) may select a preferred name on certain University systems—including the Tufts Directory and @tufts.edu email, as well as on class and grade rosters—in place of their legal name in a variety of circumstances, including:

- i. to select a name that better reflects their gender identity;
- ii. to select a name that better reflects their current marital status (married name, maiden name, hyphenated name, etc.); and/or
- iii. to select a nickname, professional name or other variant that better reflects their personal identity.

To learn how to update your preferred name in systems such as Tufts Directory, SIS, or TuftsAlert go to <https://it.tufts.edu/namechange>.

Tufts students are also able to select preferred pronouns through SIS.

The University's ability to extend preferred names and pronouns to other student records (i.e., health records) and to staff and faculty records more generally is limited by federal reporting requirements and other technical challenges. However, Tufts Technology Services is leading efforts to improve and extend these options, in collaboration with the Office of the Provost and the Office of University Counsel.

For more information about the university's Preferred Name Policy or preferred pronouns, please feel free to contact Jennifer Magrone in the Office of Equal Opportunity at 617-627-3298.

LEAVES OF ABSENCE

The School understands that, on occasion, students may need to take time away from their studies to attend to personal matters.

Students considering a leave of absence should discuss their options and available resources with the Associate Dean. Should a leave be the best option, the GSBS Leave of Absence Request Form is available from the GSBS 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 during the leave.

In general, leaves of absence, other than military leaves, are intended to provide temporary relief from a student's research and academic obligations, and do not exceed one calendar year. However, the School takes an individualized approach to assessing each leave request and the Associate Dean or Dean may extend a medical leave for an additional calendar year. 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 their leave of absence to address the life events and circumstances that precipitated the leave. Thus, the school generally discourages students on leave from participating 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 should 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 choose not to 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.

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 them 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 physi-

REGISTRATION & RECORDS POLICIES

cian 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 their 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; or
 - substantially disrupts or threatens to disrupt the educational experience of others.

tration Office to review their options. Returning to GSBS after withdrawal requires reapplication and is subject to the normal admissions process.

TRANSCRIPT REQUESTS

Official transcripts for GSBS 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 GSBS Dean's Office.

Enrolled students and alumni may print unofficial GSBS 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 GSBS will not be duplicated or released to students. Students must contact these schools directly for transcripts.

WITHDRAWAL FROM SCHOOL

Students who wish to terminate their enrollment in GSBS 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 Adminis-

FINANCES AND BENEFITS

<u>Financial Assistance and Benefits</u>	22
<u>Uniform Stipend Policy</u>	22
<u>Supplemental Employment Policy</u>	22
<u>Tuition and Health Insurance Scholarships</u>	22
<u>Vacation Benefit and Policy</u>	22
<u>Sick Benefit and Policy</u>	22
<u>Parental Benefit and Policy</u>	22
<u>Workers Compensation Policy</u>	22
<u>Expenses and Support</u>	23
<u>Health Administration Fee</u>	23
<u>Student Activity Fee</u>	23
<u>Basic Science Division PhD Programs</u>	23
<u>MS in Pharmacology and Drug Development</u>	23
<u>Research Laboratory Fee</u>	24
<u>Clinical Research Division Programs</u>	24
<u>Billing and Payment</u>	24
<u>Billing</u>	24
<u>Payment</u>	24
<u>Penalty Fees and Other Consequences of Non-payment</u>	25
<u>Refund Policy</u>	25
<u>Federal Financial Aid</u>	25
<u>Loan Deferment and Enrollment Status</u>	25
<u>Eligibility Requirements</u>	26
<u>Federal Loans</u>	26
<u>Satisfactory Academic Progress for Federal Financial Aid</u>	26
<u>Refund Policy</u>	28
<u>Withdrawal for Federal Loan Recipients</u>	28
<u>Consumer Protection</u>	28

FINANCES AND BENEFITS

FINANCIAL ASSISTANCE AND BENEFITS

Uniform Stipend Policy

The Executive Council of GSBS 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 GSBS PhD students in the basic science division will be excused from laboratory duties for 15 workdays 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 GSBS PhD graduate students who are incapacitated due to illness may be granted an excused absence of up to 15 workdays during each twelve-month academic year (September 1 – August 31). The student is expected to notify their 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. GSBS 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 15 days allowed should request a medical leave of absence. If the student fails to request a leave, the school may place them on an administrative leave of absence.

Parental Benefit and Policy

GSBS basic science division PhD students receive 60 calendar 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, and to complete the Parental Benefit Request Form prior to beginning the leave. Students should also consult with the lab to ensure a plan for maintaining lab work is developed.

A student may be away from the School for a maximum of 12 weeks in a 12-month period, although not all this time will be paid. In addition to the 60-calendar day parental leave, students may take any accrued and unused sick or vacation time.

Any additional time away will be treated as an unpaid personal or medical leave. Students must contact the Associate Dean to apply for a personal or medical leave of absence. They also verify that additional unpaid leave is acceptable from their funding source (NIH, fellowship, etc.) If a student is away from the School beyond the allowable paid time off and fails to request a leave, the School will place them on an unpaid administrative leave of absence.

Students who require accommodations on campus for nursing or expressing breastmilk may contact the Office of Equal Opportunity at OEO@tufts.edu for more information on both accommodations and access to lactation rooms. The Lactation Policy is posted on the OEO website: <https://oio.tufts.edu/wp-content/uploads/LactationPolicy.pdf>.

Workers Compensation Policy

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

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

Immediately after treatment, students should complete the Accident/Incident Report Form available at <https://viceprovost.tufts.edu/emergencies-accident-reporting>. Students should work with their supervisor/faculty adviser to complete the form as soon as possible and the Supervisor

FINANCES AND BENEFITS

should remit both forms directly to Debopom Mitra in Risk Management (169 Holland Street, 3rd Floor, Somerville, MA 02144).

Tufts works with a third-party administrator (PMA Group) to handle our work-related claims. An adjuster from PMA will be in contact with the Student, Supervisor and treating provider within 72 hours of receipt of the claim, unless the claim is being reported as an Incident or Report only. If any party is not contacted within 72 hours (excluding weekends and holidays), please contact Debopom Mitra at 617-627-4649 or Debopom.Mitra@tufts.edu.

EXPENSES AND SUPPORT

Health Administration Fee

All enrolled students pay the Health Administration Fee every term. This fee covers the operational costs of the Student Advisory and Health Administration offices, including student wellness programming and health insurance administration.

Student Activity Fee

All matriculated students on the Boston campus are required to pay the Student Activity Fee annually every fall. This fee covers the Tauber Fitness Center (located in the basement of the Medical Education Center) and supports the programming of the Graduate Student Council and the student clubs and organizations its funds.

Students who defend their theses prior to the beginning of the fall term may petition the Associate Dean to remove the Student Activity charge from their final term.

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. Any change in fees will be communicated to students as early as possible.

Basic Science Division PhD Programs

GSBS 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 GSBS. No separate financial aid form is required for this school-sponsored financial aid. Please note, PhD students receiving scholarship and stipend resources are typically not eligible for federal financial aid/loans.

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.

2020-2021 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)	\$35,500
Health Administration Fee	\$250	Health Administration Fee	\$250
Health Insurance	\$5,484	Health Insurance Scholarship	\$5,484
Student Activity Fee	\$120		

Note: Per credit cost for non-degree coursework for students entering in Summer 2018 or later is \$1,208 per credit. Students under the old credit model are charged \$2,416 per credit hour. 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.

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.

Per credit cost for students who take longer than 2 years to complete the program is \$2,154 per credit. Students are charged tuition for any courses they take, but all students who have not completed their program pay the Lab Fee every term.

Domestic 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 Office of Financial Aid is available to assist GSBS students with the application process and can be contacted at 617-636-6574 or via email at med-finaid@tufts.edu.

2020-2021 MS in Pharmacology & Drug Development Expenses

Tuition & Fees	
Full-time Tuition	\$34,464
Research Laboratory Fee	\$12,000
Health Administration Fee	\$250
Health Insurance	\$5,484
Student Activity Fee	\$120

FINANCES AND BENEFITS

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 pays 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 students supported by National Institutes of Health (NIH) training grant funds, GSBS usually awards a partial tuition scholarship for the difference between the NIH allotted tuition and the full-time GSBS tuition cost.

2020-2021 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	250	
Health Insurance	\$5,484	
Student Activity Fee	\$120	

Note: Per credit cost for non-degree coursework and in-person certificates for students entering in Summer 2018 or later is \$1,667 per credit. Students under the old credit model are charged \$3,333 per credit hour. 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 eligible to participate in the Federal Direct Loan Program to help pay for any unfunded living and educational expenses. Please note, PhD students receiving scholarship and stipend resources are typically not eligible for federal financial aid/loans. The Tufts University School of Medicine Office of Financial Aid Office is available to assist GSBS students with the application process and can be contacted at 617-636-6574 or via email at med-finaid@tufts.edu.

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

All GSBS PhD and MS programs are flat-rate programs; that is, the cost of tuition for the entire program is divided out across the expected number billing cycles. Tuition bills are generated in the Fall and Spring, and summer charges are distributed across those bills. Any student who matriculates into the summer term and withdraws from the program before the end of the fall term will be charged for their summer enrollment at the per credit rate; any adjustments to the amount owed will be calculated based on the Refund Policy.

Tuition paid by PhD students who withdraw from the term after the 6th week of classes is counted towards the five year/10 semesters of tuition billing.

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. Summer semester bills, when required, are usually generated in May. 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

FINANCES AND BENEFITS

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 \$100 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 \$100 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 GSBS. 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.

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

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 GSBS 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:
136 Harrison Avenue
Boston, MA 02111

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

Loan Deferment and Enrollment Status

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

- Full-time status: Nine or more course credits. The Degree Only continuation courses are considered full-time.
- Half-time status: Five course credits.
- Less than half-time: Fewer than five credits.

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 GSBS Dean's Office will complete verification of enrollment forms individually for students on an as needed basis. GSBS will respond to requests for verification of enrollment that come directly from outside agencies without notifying students.

FINANCES AND BENEFITS

Eligibility Requirements

GSBS students receiving a tuition scholarship and stipend are typically not eligible to borrow Federal Direct Loans as the amounts of stipend/scholarship funds often 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 GSBS 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 (Federal Direct Loans and/or Federal Work Study) 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 or were not married during the tax year being reported. 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

There are two types of federal loans for which GSBS students are eligible.

Direct Unsubsidized Loans for graduate and professional students have an interest rate of 4.30% for the 2020-21 Academic Year. The interest rate cap is 9.50%.

Direct Grad PLUS Loans for graduate and professional students have an interest rate of 5.360% for the 2020-21 Academic Year. The interest rate cap is 10.50%.

Loan 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 maximum amounts they are able to borrow/receive. Eligible students may borrow from the Federal 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 Federal Direct Loan Program must complete a Master Promissory Note (MPN) for each loan type (Federal Direct Unsubsidized and/or Graduate PLUS loan) by visiting <https://studentaid.gov/mpn/> if there is not one already on file. The MPN is valid for a 10-year period and students are 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 <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>.

Origination loan fees are deducted from all loan proceeds prior to disbursement. Loans with first disbursements issued before October 1, 2019, will have a fee of 1.059% for the Federal Direct Unsubsidized Loans and 4.236% for the Federal Direct Graduate PLUS Loan.

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".

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 GSBS 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 GSBS 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.

FINANCES AND BENEFITS

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 GSBS 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 GSBS. 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 benchmarks to regain SAP status by the end of the Financial Aid Probation period. The Academic Plan includes benchmarks that must be completed for each successive semester in order to continue on the plan and continue to be eligible for financial aid. Any Academic Plans

FINANCES AND BENEFITS

much be approved by the Associate Dean of GSBS.

Maintaining Satisfactory Academic Progress

The GSBS 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 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. To avoid delay in obtaining a refund, students must select a refund disbursement method through Tufts eRefund (BankMobile). Students will need to log onto SIS, select the Bills and Balances tab then choose 'Manage eRefund'. Any questions pertaining to refunds, students can contact the Bursar's Office 617-636-6551.

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 tuition liability remains as described above, according to the GSBS 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. 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 AND WELLNESS

<u>Talk One2One Student Assistance Program</u>	30
<u>Student Advisory & Health Administration Office</u>	30
<u>Student Wellness Advising</u>	30
<u>Support through the Dean’s Office</u>	31
<u>Immunization Requirements</u>	31
<u>Health Insurance Requirements</u>	31
<u>School-offered Insurance</u>	31
<u>Waiver of School-offered Insurance</u>	32
<u>Health Insurance Policy for Students on Leave of Absence</u>	32
<u>Health Insurance Policy for Withdrawn or Dismissed Students</u>	32
<u>Health Insurance Policy for Graduating Students</u>	32
<u>COBRA Eligibility</u>	32
<u>Dental Care</u>	32
<u>Accomodation Policy</u>	32
<u>Student Accessibility Services</u>	32
<u>Fitness Facilities</u>	33
<u>Tauber Fitness Center</u>	33
<u>Wang YMCA of Chinatown</u>	33

STUDENT HEALTH AND WELLNESS

TALK ONE2ONE STUDENT ASSISTANCE PROGRAM

Talk One2One is provided by AllOne Health and is available to all matriculated GSBS students free of charge. This service is in addition to the existing Health and Wellness programming and advising services provided by the Student Wellness Advisor.

Talk One2One provides confidential access to counselors both in-person and by telephone. Students can reach out to Talk One2One counselors twenty-four hours a day, seven days a week by calling 1-800-756-3124 for “in the moment” support by a master’s level licensed counselor. They can also schedule a future in-person (or telephone) appointment.

In-person appointments can be scheduled with Talk One2One counselors located on the Boston Campus or by Talk One2One counselors at off-campus locations that are convenient to where they live or work. The Talk One2One Student Assistance Program includes up to six (6) counseling sessions per student (either in-person or by telephone) for each issue addressed with the counselor. This service is not intended to replace ongoing therapy or psychiatric services but is an additional resource to address short-term mental health counseling needs.

Details regarding the Talk One2One service:

- It is confidential. No one will know you are using the services unless you choose to tell someone.
- It is easy to use. Simply call 1-800-756-3124 to set up an appointment. In the event of an emergency, you can call 24 hours a day and speak to a counselor.
- It is free. The benefit has already been paid for by GSBS.
- It is professional. The Talk One2One counselors are licensed and specifically trained to help with your problem and, when necessary, refer you to additional appropriate resources.
- It is available to all students regardless of their location.

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 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;
- collection and screening of all immunization documentation required by the Commonwealth of Massachusetts and Tufts University and those recommended for

healthcare workers by the Centers for Disease Control and Prevention (CDC);

- oversight of the student health insurance required by the Commonwealth of Massachusetts and Tufts University Schools; and
- oversight of a voluntary dental insurance plan.

There are no medical services provided by this office.

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.
<https://medicine.tufts.edu/administration/SAHA>

STUDENT WELLNESS ADVISING

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

The Student Wellness Advisor works with all students to offer practical approaches to manage everyday 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.

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

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

The services provided are at no additional cost to matriculated students. Consultation is strictly confidential, and no information will be shared without the student’s written consent.

The Student Wellness Advisor works closely with the consulting psychiatrist, John V. Pruitt, III, MD.

To schedule an appointment (in person, via videoconference, or by phone) with the Student Wellness Advisor, send an e-mail to Sharon.snaggs@tufts.edu or call the Student Advisory & Health Administration Office at 617-636-2700.

STUDENT HEALTH AND WELLNESS

Support through the Dean's Office

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 GSBS 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 Graduate School of 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 quadrivalent 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 that meets the State and University requirements. The student health insurance plan is underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Care and administered by UnitedHealthcare Student Resources (UHCSR). It includes primary and emergency care, major medical coverage, a prescription plan, eye care, mental health benefits, and many other services. When making a decision regarding health insurance, students should be aware that there is no health service clinic on the Boston Campus. When comparing the student plan with other insurance plans, students with pre-existing medical conditions should weigh plan cost versus benefits, particularly with regards to mental health coverage.

The plan is available to all matriculated GSBS students and their eligible dependents. Eligible dependents include spouse, domestic partner, and children. To add dependent(s) students must first enroll online in the individual plan, then log into their UHCSR MyAccount or contact customer service. The online enrollment option is not available after August 31st. Insurance ID cards will arrive within 7 to 10 business days of enrollment. Individual coverage for doctoral students in the basic science division is paid by GSBS. 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, unless there is a change of status. The effective date of enrollment for new students is the first day of orientation.

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

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

STUDENT HEALTH AND WELLNESS

Advisory & Health Administration Office at 617-636-2701. Information is available online at <https://medicine.tufts.edu/administration/SAHA>.

Waiver of 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. Students may enroll in the student insurance plan offered by Tufts University or maintain private coverage as long as it meets or exceeds the minimum State requirements set forth by the Commonwealth of Massachusetts.

To determine if your coverage meets the minimum State requirements visit the [Student Health Insurance page](#) or [Mass.gov](#). Students must waive the student health insurance coverage each academic year by completing a Health Insurance Waiver Form. Completion of a waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by the Commonwealth of Massachusetts and Tufts University.

Health Insurance Policy for Students on Leave of Absence

GSBS students who have been granted a leave of absence from GSBS and are enrolled in the student health insurance plan will be required to continue enrollment in the plan at least until the end of the paid insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st. If the insurance has been paid by GSBS, the student will need to assume payment.

Students may continue enrollment in the plan for up to one (1) year from the effective date on which the leave begins. The student has fifteen (15) calendar days from the effective date of his/her Leave of Absence to notify the Student Advisory & Health Administration Office of his/her intent by submitting A Leave of Absence Health Insurance Form. Students must be paid in full within the fifteen (15) day period and must adhere to payment deadlines for subsequent semesters.

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

Health Insurance Policy for Withdrawn or Dismissed Students

GSBS students who are withdrawn or dismissed and who are enrolled in the student health insurance plan will be required to continue enrollment in the plan until the end of the paid insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st. The student must be a matriculated student for at least 31 days prior to the withdrawal or dismissal. If the insurance has been paid by GSBS, the student will need to assume payment.

Health Insurance Policy for Graduating Students

Graduating GSBS doctoral students in the basic science division coverage will end at the end of the month their 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.mahealth-connector.org.

DENTAL CARE

GSBS 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 617-636-2700 with questions about the enrollment procedures. Information is also available online at <https://medicine.tufts.edu/administration/SAHA/dental-insurance>.

ACCOMMODATION POLICY

Tufts University is committed to providing reasonable accommodations for people with disabilities, people with sincerely held religious beliefs, nursing parents, community members with qualified service animal requests and those who have immunization waiver exemptions because of a qualified disability or religious belief. Tufts is required to provide appropriate academic and employment accommodations to employees and students with disabilities or sincerely held religious beliefs unless doing so would create an undue hardship, compromise the health and safety of members of the University community, or fundamentally alter the nature of the university's employment or academic program or mission. GSBS and the student with the request for accommodation shall engage in an interactive dialogue to determine if the requested accommodation is reasonable. The University religious accommodations policy is available at <https://oeo.tufts.edu/policies-procedures/accommodation-policies/religious-accommodation/>.

STUDENT ACCESSIBILITY SERVICES

Students with disabilities may request modifications to GSBS facilities or accommodations related to coursework.

STUDENT HEALTH AND WELLNESS

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 GSBS Dean's Office and 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.

GSBS 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.

Information about the Tufts University Accommodations Policy is available on the website for the Office of Equal Opportunity: oeo.tufts.edu/policies-procedures/accommodation-policies/.

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.

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.

Note that summer and holiday hours may be different.

Wang YMCA of Chinatown

GSBS 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 is waived at all times, and GSBS subsidizes the cost of memberships. For membership rates contact the SAHA Office at 617-636-2700.

8 Oak Street West
Boston, MA 02116
617-426-2237

www.ymcaboston.org/wang

ADDITIONAL RESOURCES AND SERVICES

Childcare Information	35
Bright Horizons at Teele Square	35
Bright Horizons at Davis Square	35
Eliot-Pearson Children’s School	35
Campus Safety and Escort Services	35
Campus Safety	35
Escort Services / Safe Ride	35
Commuter Benefit Program	35
Environmental Health and Safety	36
Housing Information	36
Information Technology Services and Policies	36
Student Services and Computer Support	36
Your Information Technology Rights and Responsibilities	36
Digital Copyright Laws and Enforcement	37
Learning Remotely and Using Personal Devices	37
Email and Mailing Lists	37
Directory Policies	37
Passwords	38
Additional Tech Info Policies	38
International Student Services	38
Libraries	38
Hirsh Health Sciences Library	38
Boston Library Consortium	38
Parking (Cars, Bikes and Motorcycles)	39
Car Registration	39
Parking	39
Car Regulations	39
Bicycle Regulations	39
Motorcycle Regulations	39
Notary Public	40
International Travel Policy	40
University Chaplaincy	40
Violence Free University Policy	40

ADDITIONAL RESOURCES AND SERVICES

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

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, and 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 GSBS 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 35% discount up to \$50 per employee per month 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/commuter-benefits>.

EBPA Benefits
1(800) 525-8788
<http://www.ebpabenefits.com/>

GSBS students **who are not on payroll** are eligible to purchase student commuter passes through the SIS portal. For instructions and more information, visit <http://finance.tufts.edu/controller/bursar/mbta-passes/>.

ADDITIONAL RESOURCES AND SERVICES

ENVIRONMENTAL HEALTH AND SAFETY

Tufts Environmental Health and Safety (TEHS) promotes health, safety and environmental protection in teaching, research, public service and administrative activities by providing training, advice and other compliance assistance in the areas of occupational safety, student safety, public health and environmental protection. The goal of TEHS is to provide guidance to every manager, supervisor, employee, and student of Tufts University so that a safe, healthy and environmentally sustainable learning environment is achieved and maintained. For additional information call 617-636-3615 or visit the TEHS website at <https://viceprovost.tufts.edu/about-ehs>. Note: For fire safety issues, contact Tufts Fire Safety at 617-627-2745.

All accidents/incidents involving students, even those that seem minor, must be reported to the faculty supervisor. In addition, the Accident/Incident Report Form should be completed to report any accident that resulted in bodily injury/illness, an incident that could have resulted in bodily injury (a near miss) or an incident that resulted in property damage that occurred on Tufts property or on a Tufts sponsored/approved activity off campus. For more information, visit the TEHS website at <https://viceprovost.tufts.edu/emergencies-accident-reporting>.

TEHS and other units within the Office of the Vice Provost for Research offer a range of laboratory focused safety training courses. Depending on your work, some of these are required and must be renewed each year. The course offerings can be found on the Tufts Learning website at <https://access.tufts.edu/tufts-learning-center>. Should you have any questions about which courses are needed, please discuss with your Supervisor or contact TEHS.

Students at non-Tufts locations must follow the health and safety policies of their local location.

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 GSBS, convenience to local shops, parking availability (if applicable), and proximity to public transportation.

The University Off-Campus Housing site provides a free service with listings of available housing in Boston and the surrounding area: <https://offcampus.tufts.edu/>. Additional information is available on the GSBS website (<https://GSBS.tufts.edu/studentLife/incomingStudents/housingResources>).

INFORMATION TECHNOLOGY SERVICES AND POLICIES

Student Services and 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-student-help>). 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 Center for Medical Education. 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
- Free and discounted software - <https://access.tufts.edu/software>
- Equipment loaning - four-hour loans of iPads, laptops, AV adaptors, and headphones
- Help with Tufts account registration

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

Account Registration for the Bioinformatics Server and the Linux Research Cluster Server may be done directly through the online web form at (<https://it.tufts.edu/it-computing/technology-research/high-performance-computing-tufts-research-cluster>).

Contact information:

Hirsh Health Science Library
Center for Medical Education, 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.

Your Information Technology Rights and Responsibilities

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

Use of Tufts information technology facilities is a privilege

ADDITIONAL RESOURCES AND SERVICES

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

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

Your Rights and Responsibilities Online

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

Your Rights and Responsibilities when Using Tufts' Information Systems

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

Digital Copyright Laws and Enforcement

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

Illegal Media Sharing

Sharing music, software, movies, and TV shows through peer-to-peer file sharing programs 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.

Learning Remotely and Using Personal Devices

See Learning Remotely (<https://it.tufts.edu/learning-remotely>) for information about optimizing your online learning experience. The Off-Campus, Telecommuting and Personal Devices Guidelines also include:

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

Email and Mailing Lists

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

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

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

Directory Policies

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

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

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

You may also modify your Directory information by following the instructions at Tufts Directory.

ADDITIONAL RESOURCES AND SERVICES

Passwords

Following Tufts' Username and Password Policy will help protect your and the University's information.

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

Important Additional Information Technology Policies

Important Additional University Policies and Guidelines that apply to information technology may be found at: <https://it.tufts.edu/about/policies-and-guidelines>.

Information for Students from the European Economic Area

If you are located in one of the countries that is a member of the European Economic Area when you provide us personal information, please review our EEA Privacy Statements (<https://www.tufts.edu/about/privacy>). Those statements provide information about how we collect and use personal information subject to the European Union's General Data Protection Regulation (GDPR), as well as a description of the rights you have with regard to your personal information under the GDPR.

INTERNATIONAL STUDENT SERVICES

The Tufts International Center 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 International Center 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 our offices for assistance and advice; appointments are strongly recommended.

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 (<https://www.ice.gov/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.

InternationalCenter@tufts.edu

LIBRARIES

Hirsh Health Sciences Library

The Hirsh Health Sciences Library (HHSL) provides multiple services for GSBS 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:

Center for Medical Education, 4th floor

Phone 617-636-6705

Text 617-477-8439

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

hhs1@tufts.edu

You can contact your library liaison for research-specific help such as, but not limited to, using databases (e.g., PubMed, SciFinder, Embase, etc.), keeping up to date with literature in your field, systematic reviews, research data management, and more.

GSBS liaison contact information:

Andrea Kang (Research & Instruction Librarian)

Phone 617-636-0385

Email andrea.kang@tufts.edu

Appointments: go.tufts.edu/akang.

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.

ADDITIONAL RESOURCES AND SERVICES

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 number 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 ID 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.

Students at non-Tufts locations must follow the parking policies of their local location.

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.

ADDITIONAL RESOURCES AND SERVICES

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 Center for Medical Education, Medical Deans Office 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

Registration in the Tufts Travel Registry 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. 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 Travel Registry is a confidential and secure database for capturing key trip details including itinerary and passport information, and local and emergency contact information at Tufts and abroad. Travelers can also securely store a copy of their passport in the Registry should it be lost or stolen while they are abroad. The Travel Registry is the official source of traveler information for the university's emergency response protocols and communication when responding to an incident abroad. By registering, international travelers are not only complying with Tufts University [International Travel Policy](#), but also receiving the variety of travel related services and alerts provided by Tufts' travel and security assistance provider, International SOS. The Registry can be accessed via the website (<https://tufts-travel.terradotta.com>).

In addition, students planning university-related travel to a country, or region within a country, subject to a U.S. Department of State Travel Advisory Level 3 ("Reconsider Travel") or 4 ("Do not travel") will be required to provide additional travel information in advance of their trip for review by the Tufts International Travel Review Committee to ensure that they have taken appropriate precautions and that their travel plans to that country or region are prudent. Current country advisory levels can be accessed at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

Contact information:

International Safety and Operations
617-627-3981 TTY: 617-627-3370
internationalsafety@tufts.edu
<https://tufts-travel.terradotta.com/>

UNIVERSITY CHAPLAINCY

The Tufts University Chaplaincy is a dynamic hub supporting religious, spiritual, ethical, and cultural life for all members of the Tufts community. They provide spiritual and pastoral care to students and staff, support religious

and philosophical communities, educate about spiritual and ethical issues in society and the world, and promote multifaith engagement.

Reporting to the University President, the University Chaplain leads the chaplaincy team, which currently includes six chaplains: Buddhist, Catholic, Humanist, Jewish, Muslim, and Protestant. They serve the whole Tufts community – including those without a religious or philosophical affiliation – as well as their particular chaplaincies. The team also includes program and administrative staff, a music director, and student workers. Together, the office supports student communities, interfaith organizations, and university-wide programming.

The University Chaplaincy is eager to work with students, faculty, and staff on the Boston campus to expand and deepen opportunities for religious, spiritual, ethical, and interfaith life. Chaplains have previously contributed to the Anatomical Gifts ceremonies, hosted meditation groups for the Health Sciences campuses, and supported graduate students in organizing religious student communities. Other opportunities include: a pastoral conversation with a chaplain; support for campus religious and philosophical communities; opportunities for meditation, prayer, and holiday observances; educational programming about the intersections of spirituality, ethics, and health care; religious diversity and literacy programs; community service and social justice initiatives; and gatherings in response to local, national, or global events.

A sacred space for the Boston campus is the Marjorie Hanna Cleveland Meditation Room, located on the Floating Hospital's 6th floor.

More information about University Chaplaincy programs and services is available on the website: <http://chaplaincy.tufts.edu>. You can also follow them on [Facebook](#), [Instagram](#) and [Twitter](#). Please contact them at 617-627-3427 or chaplaincy@tufts.edu, with questions, concerns, ideas for programming, or to connect to a chaplain.

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>).

EQUAL OPPORTUNITY

<u>Office of Equal Opportunity</u>	42
<u>Non-Discrimination Statement</u>	42
<u>Policies and Procedures</u>	42
<u>Other University-Related Policies</u>	42
<u>Reporting Incidents of Sexual Misconduct</u>	42

EQUAL OPPORTUNITY

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, 4th floor

Medford, MA

617-627-3298

Jill.Zellmer@tufts.edu

<http://oio.tufts.edu/policies-procedures/non-discrimination-statement/>

Anonymous complaints may also be made by reporting online at: <http://tufts-oio.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 - (<https://oio.tufts.edu/policies-procedures/non-discrimination/>).

Americans with Disabilities Act (Accommodations) - (<https://oio.tufts.edu/policies-procedures/accommodation-policies/ada>)

Sexual Misconduct Policy/Sexual Assault Policy (Title IX) - (<https://oio.tufts.edu/policies-procedures/sexual-misconduct/>)

Sexual Misconduct Adjudication Process Summary - (<https://oio.tufts.edu/policies-procedures/sexual-misconduct/SMAP>)

Sexual Misconduct Reporting Liaisons (Title IX) By Campus - (<http://oio.tufts.edu/tufts-university-title-ix-liaisons/>)

Reporting Incidents of Any Misconduct - (<http://tufts-oio.ethicspoint.com/> or <http://oio.tufts.edu/reporting-resources/>)

Other University-Related Policies

Consensual Relationships Policy - (<http://oio.tufts.edu/wp-content/uploads/ConsensualRelationshipsPolicy.pdf>)

Working with One Another Policy - (<https://oio.tufts.edu/policies-procedures/other/>)

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 viola-

EQUAL OPPORTUNITY

tion 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 GSBS Sexual Misconduct Reporting Liaison, or OEO, or report anonymously through Ethics point (<http://tufts-oeo.ethicspoint.com/>).

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

Please note the federal Office of Civil Rights under the Department of Education changed their Title IX guidelines in May 2020 for an August 14, 2020 implementation. Consequently, the Tufts Sexual Misconduct Policy and Process is under revision. For more information please see the OEO website: <https://o eo.tufts.edu/policies-procedures/sexual-misconduct/>.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Purpose	45
Definitions	45
Policy Statement	45
Release of Your Records to Third Parties	46
Record Retention	47
Complaint Procedure	47

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

PURPOSE

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

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

DEFINITIONS

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

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

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

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

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

Directory Information consists of the following:

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

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

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

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

POLICY STATEMENT

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

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

Many education records (including transcripts) can

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Release of Your Records to Third Parties

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

from your education records, please contact the Registrar’s Office.

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

- **Directory information** may be published and made available to third parties even if it includes PII (such as your name, email and photo); to prevent disclosure of your directory information to third parties, you must register for an official Privacy Block through SIS.
- PII may be disclosed to **Tufts officials** such as employees and members of faculty and trustee committees, or to vendors and contractors who have a need to know or who are required to work with your records to carry out their duties.
- PII may be disclosed to officials of **other educational institutions** in which you seek to enroll. If your record is transferred to another institution, however, you will be entitled, upon request, to a copy of such records. This applies to other schools and colleges within the University and to programs in which you may be cross-registered or enrolled at the University.
- PII may be disclosed to **authorized representatives** of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local authorities or other professional organizations in connection with an audit or evaluation of federal or state supported education programs.

Types	Location	Custodian
Academic Records/Advising Records (progress, advising, evaluations)	GSBS Dean’s Office	Registrar, GSBS
Admissions File	GSBS Dean’s Office	Director of Enrollment Services/ Registrar, GSBS
Enrollment Records	GSBS Dean’s Office	Registrar, GSBS
Career Services Records	GSBS Dean’s Office	Associate Dean, GSBS
Counseling & Testing Records*	Student Advisory & Health Administration	Director, SAHA
Cumulative Academic Records (grades, transcripts)	GSBS Dean’s Office	Registrar, GSBS
Disciplinary Records	GSBS Dean’s Office	Registrar, GSBS
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 GSBS 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- PII may be disclosed to an individual or organization required to be informed in connection with your application or receipt of **financial aid**.
- PII may be disclosed to **state and local officials** to whom information is specifically required to be reported by state laws enacted prior to November 19, 1974.
- PII may be disclosed to appropriate parties in a **health or safety emergency** if necessary to protect your health or safety or that of another.
- PII may be disclosed in compliance with a **subpoena**, or in response to other legal action involving the student and the University.
- PII may be disclosed when the information is a record of a campus **disciplinary proceeding**. For students under the age of 21, the University may also inform parents and legal guardians about violations of any federal, state, or local law, or any University rule or policy that governs the **use or possession of alcohol or a controlled substance**.
- PII may be disclosed to **accrediting organizations** that are legally authorized to evaluate the quality of educational training in institutions or programs.
- PII may be disclosed when releasing information to appropriate parties conducting **educational studies**. De-identified student data from education records may be released for this purpose. Procedures are taken to ensure that personally identifiable information cannot be traced back to a particular student or their parents.

RECORD RETENTION

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

The previous page contains a full listing of the types of education records that are maintained on GSBS students; the location(s) of such records; and their custodians (or the custodian's designee).

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.*

INDEX

A

Academic Calendar, [ii](#)
Academic Standing Policy, [3](#)
Accessibility Services, [32](#)
Accommodation Policy, [32](#)
Add and Drop Policy, [18](#)
Address Change, [19](#)
Administrative Leave of Absence, [20](#)
Advising Services, [30](#)
Americans with Disabilities Act, [42](#)
Attendance Policy, [16](#)

B

Benefits, Student, [22](#)
Billing Information, [24](#)

C

Campus Safety and Escort Services, [35](#)
Cancellation of Classes/Weather Emergency, [17](#)
Chaplaincy, [40](#)
Child Care Information, [35](#)
Classes at Other Schools, [17](#)
Commuter Benefit Program, [35](#)
Compact Between Students and Advisors, [8](#)
Computer Support, [36](#)
Consensual Relationships Policy, [42](#)
Consumer Protection, [28](#)
Copyrighted Material Requirements, [6](#)
Counseling Services, [30](#)
Course Approval Policy, [4](#)
Course Audit Policy, [18](#)
Course Credit Policy, [4](#)
Course Evaluations, [18](#)
Course Exemption, [17](#)
Course Repeat Policy, [18](#)
Course Withdrawal Policy, [18](#)
Cross-listed Courses, [17](#)
Cross-registration, [17](#)

D

Degree Only Registration, [16](#)
Degrees Offered, [2](#)
Degree Requirements, [2](#)
Dental Insurance, [32](#)

Digital Copyright Laws, [37](#)
Disability Services, [32](#)
Disciplinary Procedures and Penalties, [11](#)
Discrimination Statement, [iii](#)
Drop and Add Policy, [18](#)

E

Emergency, Weather, and Cancellation of Classes, [17](#)
Employment Before Defense, [6](#)
Employment, Supplemental, [22](#)
Enrollment, Continuous, [16](#)
Environmental Health and Safety, [36](#)
Equal Opportunity, Office of, [42](#)
Escort Services (Campus Safety), [35](#)
Ethics, Student Code of, [10](#)
Expenses & Support, Basic Science Division PhD Programs, [23](#)
Expenses & Support, Clinical Research Division Programs, [24](#)
Expenses, MS in Pharmacology & Drug Development, [23](#)

F

Federal Financial Aid, [25](#)
Fees, Late Registration, [16](#), [25](#)
FERPA, [45](#)
Financial Assistance and Benefits, [22](#)
Fitness Facilities, [33](#)

G

Grade Changes, [18](#)
Grading, [18](#)
Graduation Deadlines, Instructions, and Forms, [6](#)

H

Health Insurance, [31](#)
Health Insurance Scholarships, [22](#)
Housing Information, [36](#)

I

Identification Card, [16](#)
Immunization, [31](#)
Immunization Requirements, [31](#)
Incomplete Grading Policy, [18](#)
Information Technology, [36](#)
Information, Technology, Computer Support, [36](#)

INDEX

International Student Services, [38](#)

International Travel, [40](#)

L

Laboratory Data and Notebook Policy, [4](#)

Laboratory Fee, [24](#)

Laboratory Placement and Changes, [5](#)

Laboratory Rotations Policy, [5](#)

Leaves of Absence, [19](#)

Libraries, [38](#)

Loan Deferment and Enrollment Status, [25](#)

M

Master's Degree Requirements, [2](#)

Media Sharing, Legal and Illegal, [37](#)

Medical Leave of Absence, [19](#)

Military Leave of Absence, [20](#)

N

Name Change, [19](#)

Non-Discrimination Policy, [42](#)

Notary Public, [40](#)

P

Parental Benefit and Policy, [22](#)

Parking (Cars, Bikes, & Motorcycles), [39](#)

Payment Information, [24](#)

Personal Leave of Absence, [19](#)

PhD Degree Requirements, [2](#)

Preferred Name Policy, [19](#)

Q

Qualifying Examination, [2](#)

R

Re-Admission Policy, [2](#)

Refund Policy, [25](#), [28](#)

Registration Dates, [16](#)

Registration Policies, [16](#)

Registration, Degree-seeking Students, [16](#)

Research Laboratory Fee, [24](#)

Residence Requirement, [3](#)

Rotations, Laboratory, [5](#)

Rotations Schedule, [iii](#)

S

Satisfactory Academic Progress, [26](#)

Scientific Research and Scholarship Policies, [14](#)

Sexual Misconduct Policy, [42](#)

Sexual Misconduct Reporting, [42](#)

Sexual Misconduct Resources, [42](#)

Sick Benefit and Policy, [22](#)

Special Students Registration, [16](#)

Stipend Policy, [22](#)

Student Advisory and Health Administration Office, [30](#)

Student Wellness Advising, [30](#)

Syllabi, [17](#)

T

Talk One2One Student Assistance Program, [30](#)

Thesis Advisory Committee Meeting, [5](#)

Thesis Revisions Timeline Policy, [5](#)

Thesis Writing and Defense Timeline, [5](#)

Time Limit, Degree, [3](#)

T-Passes, [36](#)

Transcript Requests, [20](#)

Transfer Credit Policy, [3](#)

Tuition Scholarships, [22](#)

V

Vacation Benefit and Policy, [22](#)

Violence Free Policy, [40](#)

Visiting Students Registration, [16](#)

W

Withdrawal, [20](#)

Workers Compensation Policy, [22](#)

Y

YMCA, Chinatown, [33](#)