TUFTS UNIVERSITY SCHOOL OF DENTAL MEDICINE

CODE OF PRINCIPLES OF ETHICAL AND PROFESSIONAL CONDUCT

ETHICAL BEHAVIOR AS A STUDENT

You are beginning, or continuing, your career as a professional who will help care for other human beings. As a professional, you are subject to a code of conduct to which you pledge to adhere. This code requires high standards of ethical conduct and honesty. We expect that each of you will make a personal commitment to abide by a standard of behavior which will form the basis of future professional conduct and will guide your conduct while enrolled at Tufts University School of Dental Medicine. We expect you to begin the practice of professional and ethical behavior as a student.

Tufts students are expected to be responsible citizens not only of the Tufts community, but also the greater community. Students are expected to comply with all university policies, local ordinances, and state and federal laws. Students are expected to avoid activities that harm the reputation of the University or its members.

Students also may not engage in conduct that poses a danger or threat to others. Notwithstanding the above, legitimate and peaceful activities, including but not limited to protests of certain University policies, whether expressed on or off campus, and provided that such activities are lawful and do not interfere with normal University functions, shall not be deemed to be a breach of this Code of Ethics. The Tufts University School of Dental Medicine Honor Code further imposes an obligation on each student to take affirmative steps to ensure that other dental students comply with these standards of behavior. All students are required to sign a copy of the Honor Code, which is maintained in the student’s file.

STUDENT HONOR CODE

Academic Misconduct and Professional Misconduct are defined below:

Academic Misconduct: The misrepresentation of one’s own academic achievement, including but not limited to the use of inappropriate materials brought into an examination room, copying the work of others during or outside of an examination (e.g. plagiarism), and any other acts or lack of acts which constitute a submission of someone else’s work as one’s own without proper credit or reference.

Professional Misconduct: Encompasses such actions as, but not limited to, infractions of the ADA Principles of Ethics and Code of Professional Conduct and falsifying or altering clinical documents and conduct which threatens or endangers the health or safety of any person.

I agree to uphold the provisions of the Code of Ethics and Professional Conduct for students at Tufts University School of Dental Medicine (herein referred to as the Code). These include all acts that could be construed as cheating, stealing, falsification or misrepresentation of patient care in records or to patients, or any action related to academic or professional conduct that would knowingly place a patient or anyone else at risk of physical or emotional harm.

If I observe academic and/or professional misconduct, I will discuss these observations with the member of my class elected to the Ethics, Professionalism, and Citizenship (EPC) Committee (if applicable), with the Course Director, or with any other member of the EPC Committee. Formal action to address violations of the Honor Code, when deemed necessary by the Associate Dean for Student Affairs or his designee, will be taken in accordance with the Bylaws of the Tufts University School of Dental Medicine (TUSDM) EPC Committee.

I agree to respect all other members of our community, and to act towards them with courtesy. I will refrain from any comments regarding patients, or any negative or disparaging statements about other students, faculty, or staff in public places. I will respect the physical facilities and premises of the school as if they were my own.

I understand the procedures that will be followed if I do not uphold the TUSDM Student Honor Code.
Tufts University School of Dental Medicine reserves the right to make changes, without notice, to the curriculum, policies, procedures, regulations, dates, and financial or other information contained in this handbook.

LOCATION

Tufts University School of Dental Medicine is located in downtown Boston on the Tufts Health Sciences Campus. These thirteen acres encompass the Health Science Schools and the Jean Mayer USDA Human Nutrition research Center on Aging. Adjacent to, and contiguous with the Tufts facilities, is the Tufts Medical Center Hospitals, Inc. Within this complex of buildings, TUSDM occupies the Dental Health Sciences Building, which was completed in 1973. The School of Medicine is housed primarily in the Arthur M. Sackler Center for Health Communications, the Medical and Veterinary Building on Harrison Avenue, and the Jaharis Family Center for Biomedical and Nutrition Sciences. The Sackler School of Graduate Biomedical Sciences enrolls doctoral candidates in the basic biomedical sciences and is located on the eighth floor of the Sackler building. All basic science departments of the Tufts Boston Campus serve the two professional schools (dental and medical), the Sackler School or Graduate Biomedical Sciences, and the Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy.
TO: All students enrolled in the 2015-16 academic year

The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not interfere on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in the matters of admissions, appointment, promotion or dismissal of faculty, staff or students.

A COPY OF THE APPROPRIATE ACCREDITATION STANDARDS AND/OR THE COMMISSION’S POLICY AND PROCEDURE FOR SUBMISSION OF COMPLAINTS MAY BE OBTAINED BY CONTACTING THE COMMISSION AT

211 EAST CHICAGO AVENUE, CHICAGO, IL 60611-2678 OR BY CALLING 1-800-621-8099, EXTENSION 4643.
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TUSDM evaluates satisfactory academic progress at the end of each Fall and Spring terms.
MISSION STATEMENT

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine worldwide. This education occurs in an ethical and professional environment in which quality oral health care is provided to our patients. Since its founding in 1868, TUSDM has been committed to excellence in patient care, education, research, and community service.

TUSDM clinics offer a full array of quality general, specialty, and emergency dental services. Patients receive care from faculty-supervised predoctoral and postdoctoral dental students. All of the clinics at TUSDM have electronic health records and comply with HIPAA privacy rules, which promote interdisciplinary treatment and provide more efficient patient care.

At TUSDM, research and teaching are complementary, producing professionals who possess the analytical capability and intellectual curiosity to deal with an ever-increasing knowledge base and provide evidence-based treatment options. TUSDM is further distinguished by sending the most dental students to the National Institute of Health Medical Research Scholars Program and for having the most student presentations at the annual meetings of the American Association for Dental Research.

TUSDM has a great commitment to the community. Students participate in externship programs in various locations throughout the country to gain additional training in patient care that benefits both the student and the underserved, and the Department of Public Health and Community Service provides comprehensive instruction and conducts research in a wide array of public health topics.

Located in the heart of the Tufts Health Sciences campus in downtown Boston, the school shares its location and resources with the Tufts University School of Medicine, the Friedman School of Nutrition Science and Policy, and the Sackler School of Biomedical Sciences.

VISION

Global Leaders in Oral Health

MISSION

Education committed to clinical excellence

• Evolving comprehensive dental education that integrates science, technology, patient needs, and lifelong learning in a world-class environment

• Interdisciplinary, dynamic research to improve oral care and impact overall health

• Recruitment, development, support, and retention of a diverse group of exceptional students, faculty, staff, and alumni

• Civic engagement in service to our local, regional, national, and global communities

VALUES

• Professional excellence and integrity in living, learning, and practicing with the highest ethical and clinical standards

• Community to advance dentistry through the integration of education, research, and collaboration

• Respect for each other’s rights, opinions, and beliefs in a diverse, culturally-sensitive, and supportive environment

• A culture of open communication that fosters a sense of community
FOREWORD

This handbook is published to acquaint you with the policies of the School of Dental Medicine and to provide information that may assist you during your enrollment in our school and during your stay in the Boston area.

We are a school that is committed to teaching patient care through a curriculum that encourages the pursuit of excellence.

Our school continually strives to be a community of students, staff, and faculty who focus their efforts on excellent patient care. You should share this focus. While at Tufts, you will learn the basic science background needed for patient care, the techniques required for procedural treatment of patients, and how to diagnose and plan treatment and then treat specific patient problems.

More importantly, you will learn in a community environment that encourages your best effort. This is a community which, in your third and fourth years, supports communication with patients about their care; helps you develop management skills; requires ethical and professional treatment of patients; and encourages participation in our commonly held goals.

Much of the information in this booklet details procedures, rules, and regulations that support the teaching and learning environment.

We wish your participation in our community to be both rewarding and pleasant. Dental school years are rigorous; nothing of value is achieved without hard work. You will learn much and you will make lasting relationships. It is hoped you will become and remain, as an alumnus, part of our extended community of practitioners who have learned to pursue excellence.
**FREEDOM OF EXPRESSION**

Tufts University is an educational community that has as its paramount mission the discovery and dissemination of knowledge and the pursuit of the arts through study, teaching, and research. For this community to achieve its mission, all members must have full and equal opportunity to pursue personal and intellectual growth.

Freedom of expression and inquiry are fundamental to the academic enterprise. Without freedom of expression, community members cannot fully share their knowledge or test ideas on the anvil of open debate and criticism. Without freedom of inquiry, community members cannot search for new knowledge or challenge conventional wisdom.

Freedom of expression and inquiry are not absolute. The law, for example, provides that freedom of expression does not include the right to slander the reputation of another, to engage in specified forms of harassment, to threaten or obstruct a speaker who advances unwelcome ideas, or to incite another person to violence. Scholarly inquiry also is limited by federal and state regulation, ethical tenets, and professional standards designed to protect human and animal subjects. In addition, the University seeks to ensure the orderly function of the educational enterprise and to ensure that all members of the community have the opportunity to participate in and benefit from the discovery and dissemination of knowledge.

Members of the Tufts community owe one another the basic respect and ethical obligations of human beings engaged in a common endeavor. While not enjoying the force of law, these obligations reflect three basic community values: 1) respect for the freedom of other community members to inquire and express themselves fully; 2) the need to exercise freedom of expression and inquiry in ways that respect the human dignity of others; and 3) the importance of a climate at Tufts that is conducive to learning and in which all community members, regardless of background, are free from behavior that interferes with their ability to study, grow, and attain their full potential. Members of the University community, including academic and administrative leaders, must hold accountable those who do not respect these values.

When community values are not respected, every member of the Tufts community has an obligation to respond. Those who are the target of such speech should not and must not bear the burden of responding alone. An affront against any member of our community is an affront to all of us. It is only by affirming our collective values that we can build a stronger, more cohesive, and more vibrant community where differences are respected and all are made to feel welcome.

It is incumbent upon all members of the Tufts community, and especially the University leadership, to educate the community about the diverse world in which we live and to support and empower members whose rights are violated. In the end, freedom of expression and inquiry is necessary but not sufficient on its own for learning to take place. Achieving our educational mission requires an environment of respect, tolerance, and civil dialogue.
STUDENT AFFAIRS POLICIES, PROCEDURES AND SERVICES

The Office of Student Affairs is responsible for administering and maintaining student academic and registration records. This responsibility is governed by policies established by the School and University as well as mandates initiated by the State and Federal Governments.

Students must realize that their status as a student is a legal matter and is subject to State and Federal laws as well as University Policy. The student is obliged, therefore, to insure that the Office of Student Affairs is notified of changes in enrollment status, names, citizenship status, and addresses.

REGISTRATION

New students are required to formally register online during the first day of orientation, by logging onto the SIS Student Portal [http://go.tufts.edu/sis] and updating any missing or incorrect personal information. Additionally, new students must meet the two conditions below. Continuing students are considered registered provided that they meet the conditions below.

To be a fully registered student in the School of Dental Medicine, the student is required to meet two conditions:

1. The student must be financially cleared by the Bursar's Office in order to register. Although students are permitted to update their missing or incorrect personal information without financial clearance, they will not be fully registered until the Bursar's Office has provided them with administrative clearance from their office. Students not registered because of this condition must see the Bursar to make satisfactory arrangements to pay their bill. Failure to make full and timely payment of tuition and fees may result in a financial penalty being assessed to the student by the Bursar.

2. A student is not fully registered unless the student has submitted health insurance and immunization documentation to the Student Advisory and Health Administration Office.

Please note that any student not fully registered:

1. Forfeits all rights to obtain official transcripts or other documents requiring the Seal of the University or signature of a School Official.

2. May be suspended or withdrawn from the program.

Below is the information that students are required to update online via the SIS Student Portal [http://go.tufts.edu/sis]:

Addresses: School policy requires students to provide a MINIMUM of four addresses:

A. Home - This address is considered your permanent address. It is extremely important that you provide a permanent address as it is used to determine eligibility for certain scholarships and/or loans.

B. Local - This address is where you live while in attendance at TUSDM.

C. Billing - This is the address that should be used to mail any paper bills.

D. Mailing - This is the address where you would like any mail being sent by TUSDM or Tufts University

Emergency Contact Information: Including the name and phone number/email address of the person(s) to contact if an emergency regarding the student arises.
Mobile Phone Number: This number will be used for emergency purposes and to contact students who fail to respond to email messages.

Changes in Registration Information

Changes in any of the information cited above should be updated online via the SIS Student Portal. Students are responsible for making updates to their personal information in a timely manner.

Special provisions are required for the following:

1. Change in Name: Student is required to provide a copy of their social security card reflecting the student’s legal name change.

2. Citizenship: Achievement of permanent residency status must be verified by submission of the Alien Registration Card-I-551 form with a copy of both sides. Change in visa status must be documented through International Affairs Office on the Boston campus.

CERTIFICATION OF ENROLLMENT

Students may request a certification of enrollment from the Office of Enrollment Services-Registrar’s Office. Student should expect to receive certifications within 5 business days that their request was received.

The Office of Student Affairs will also provide a Certifying Letter with Educational Costs:

This letter certifies academic load (enrollment status of full-time, half-time or less-than-half-time) for the current academic year as well as a list of billed costs for the year, payment deadline, estimated living costs for the specific academic period, and estimated costs of books, supplies, and other indirect costs associated with the student’s educational program as well as expected graduation date. The two basic certifying letters can be modified to include statements of good academic standing, satisfactory academic progress, or absence of School-funded financial assistance. Letters are signed by the appropriate school official and embossed with the school seal. To request these letters, contact Kelsey Simonson (Kelsey.Simonson@tufts.edu) in the Office of Enrollment Services (Suite 1511).

DEFERMENTS

Deferment of Prior Educational Loans

Students enrolled at TUSDM are usually eligible to defer payment of most education loans received prior to attendance at TUSDM. In order to defer federal student loans, the student must be enrolled as at least a half-time student (with the exception of Health Professions Student Loan (HPSL) and Loans for Disadvantaged Students (LDS) where the student must be considered enrolled full-time in an advanced training or residency training program). Private education loans received prior to attendance at TUSDM may or may not be eligible for deferment. If deferment is not provided, the student should inquire if postponement of payment is available through other means, such as forbearance, if payment presents financial hardship for the student.

Tufts University reports enrollment and subsequent changes in enrollment status to the National Student Clearinghouse (NSC). As a result, NSC will update enrollment status through a data match process with National Student Loan Data System (NSLDS) which loan servicers will access to update their borrowers’ records. Tufts University will submit NSC enrollment reports on a monthly basis beginning in September for DMD students and in July for postgraduate students and monthly thereafter. Unless the student is in active repayment of their student loans prior to when the initial enrollment reports are sent, it is not usually necessary for students to obtain paper deferment forms from their loan servicers. The only exception to this rule is in the case of HPSL, LDS, and private education loans, in which case, paper deferment forms or enrollment certification/verification letters would be required. Students who have questions regarding the deferment process may contact the Office of Enrollment Services for additional direction. (Please see Appendix I: Student Financial Aid Deferment & Refund Policies, p. 75 for further details.)
ATTENDANCE POLICIES AND ABSENCE FROM THE PROGRAM

Students pursuing the DMD program at TUSDM are required to comply with the school’s attendance policy in all phases of their education and training. As a professional school, TUSDM expects attendance and active participation in all components of the curriculum, including lectures, tutorials, laboratories, patient clinics, externships, and other course and rotation activities. Participation in the School’s course and clinic activities demonstrates the student’s understanding and mastery of professional responsibilities. The granting of the DMD degree attests to the fact that the student has demonstrated a commitment to his/her professional responsibilities through participation in all aspects of the curriculum as defined by the faculty.

1. Students must submit assignments and projects on the due date. A reduction of grade will be applied to assignments and projects that are not submitted by the due date. Instructors will specify in their syllabi the grade deduction for late work.

2. Students who appear after the exam has officially begun will be defined as having an unexcused absence. The student is entitled to a makeup examination and will receive the grade on the examination with a 15 point deduction for a first time offense, and a 20 point deduction for a second occurrence. For a third occurrence, the student is NOT entitled to a makeup examination and is required to attend both an SPC or EPC hearing to determine additional consequences.

3. Attendance at all clinical sessions, clinical rotations, seminars, and off-site and special assignments is mandatory. Absent students must arrange to attend substitute sessions to make up for the absences. Unexcused absences will be addressed by the EPC (See Appendix II: Disciplinary Protocol for Select Violations, p. 77).

4. A student whose pattern of absence, tardiness, and/or failure to meet deadlines suggests a failure to follow these policies will be subject to disciplinary action that could include dismissal.

5. Any student absent from the academic program for an extended period of time without prior approval from the Associate Dean for Student Affairs may be suspended from the School immediately based on a decision reached by the Associate Dean for Student Affairs in consultation with other administrators, practice coordinators, and/or faculty.

In Case of Illness, Accident or Family Emergency

The Office of Academic Affairs records the absence, notifies appropriate faculty, and files the report in the student’s registration record; in so doing, the absence is recorded as excused, for purposes of definition elsewhere in this Handbook. This “excused” notation applies for the date in question only. For anticipated periods of absence, please review the section entitled Student Initiated Leave of Absence, p. 8.

If you will be unable to attend scheduled tests or clinics or rotations or submit assignments or projects on time because of an illness, accident or family emergency, you must call the Academic Affairs Programs/Schedule Administrator (617-636-3513) before 10 am or send communication via email (corinne.amirault@tufts.edu). When you call in to report an absence, the person receiving the call makes note of the absence and notifies the appropriate faculty and staff. When the student is able to return to campus, they must complete an absence request form (found on p. 124) and submit them electronically to the Academic Affairs Programs/Schedule Administrator. These forms are kept on file as a record of your absence.

When the form is submitted, students are required to provide documentation of their absence either through a doctor’s note, discharge paperwork from the hospital (for either the individual or their family member), or other relevant sources. A report of an absence does not relieve you of the assignment obligation. You must consult with the Academic Affairs Programs/Schedule Administrator, course director, rotation, workshop or seminar head as soon as possible to determine your obligation regarding missed assignments, tests, etc.
Attendance and Religious Holidays

TUSDM respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students who are unable to attend a class or participate in any examination, study, or course requirement on some particular day because of their religious beliefs will be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original assignment or examination. Students on clinical assignments involving patient care must make arrangements in advance to have their assignments covered by a classmate while they observe the holiday. Students should notify the Academic Affairs Programs/Schedule Administrator and instructors of known conflicts well in advance so that accommodations may be arranged. Last minute requests may not be accommodated. While TUSDM policy requires instructors to make reasonable accommodations for missed assignments or examinations because of religious beliefs, it is not TUSDM policy for faculty to make accommodations when students wish to travel to share a holiday with family or friends. It is the policy of the University that all classes which fall on major religious holidays, such as Rosh Hashanah, Yom Kippur, and Good Friday, will be held. Examinations, however, will not be scheduled on religious holidays. The major religious holidays are printed in the Master Calendar published annually by the Office of Academic Affairs (see http://dental.tufts.edu/student-gateway/academic-calendar/). Students may check this calendar to see if the holidays of their religious traditions are represented on the calendar; and if they are not, students can request that their holidays be added.

Participation in Student and Service Organizations

Students who are in good academic standing (i.e., not on probation) are encouraged to participate in local, regional, or national student organizations (e.g., ASDA, ADEA, AADR) or in service-related activities for organized dentistry or TUSDM. Students intending to engage in such activities need approval from the Office of Student Affairs, and must inform the Office of Academic Affairs and all appropriate faculty members before participating. Arrangements should be made at least two weeks in advance, and the Office of Academic Affairs should be notified if a student will miss a special clinic assignment or rotation.

Extension of Time for Research Participation

Individuals who participate in research programs such as the Clinical Research Training Program at the National Institute of Health or the Howard Hughes Medical Institute-National Institute of Health Research Fellows Program while at Tufts will be classified as full-time students during their period of absence from the DMD program.

LEAVE OF ABSENCE

School Initiated Leave of Absence

Administrative Leave of Absence: Students may be placed on administrative leave as a result of action taken by the Student Promotions Committee (SPC) or the Ethics, Professionalism, and Citizenship Committee (EPC), in consultation with the Associate Dean for Student Affairs. A decision to place a student on administrative leave may be made when the student shows evidence of promise and the Associate Dean for Student Affairs has verified unusual influences which might be ameliorated during a period of administrative leave. An administrative leave of absence may exceed twelve months only under unusual circumstances as determined by the Dean, but under no circumstances can it exceed twenty-four months. A decision to place a student on administrative leave may be followed by a remedial course, semester, or year when the student’s academic record and/or non-academic circumstances indicate that such a decision may make a constructive contribution to student performance.

Medical Leave of Absence: In instances of serious physical and/or psychiatric illness, wherein members of the faculty believe that a student should not continue studies, and wherein the student cannot or will not request a leave of absence, the Dean may also elect to place the student on Medical Leave of Absence after consultation with the appropriate administrators. Medical Leave of Absence should not exceed one calendar year. When a student placed on leave requests termination of the leave and reentry into the curriculum, the
Dean will obtain written verification from the Student Advisory and Health Administration Office and/or the administrative psychiatric consultant that the student’s health permits the resumption of studies. The Dean may extend an administrative leave for up to one calendar year upon the recommendation of the physician(s) referred to above. If the student’s health does not permit the resumption of studies at the end of the second full year, and he or she still wishes to return to the program, an application for readmission may be made at a later time (Conditions of Re-Entry, p. 9).

**Temporary Medical Leave of Absence:** Students may be placed on temporary medical leave (10 school days or less) as a result of action taken by the Associate Dean for Student Affairs in consultation with the appropriate administrators. The Associate Dean has the right to temporarily remove a student from a course, rotation, or practice assignment pending a medical or psychiatric evaluation if remaining in the course, rotation, or practice assignment is thought to be detrimental to the student, classmates, or to the delivery of patient care. This action will be taken by the Associate Dean for Student Affairs on a temporary basis until a more complete evaluation of the student can be assessed by the relevant physician(s) and the Dean.

**Student Initiated Leave of Absence**

1. The student must present a letter at least 14 business days in advance of the intended leave, stating his/her reason for the request. The departure date, proposed return date, and specific courses which will be missed should be included. The Office of Student Affairs, in turn, will consult with the appropriate academic and administrative staff in consideration of the request and will determine if the student is in good standing.

2. Two types of leaves are granted:

   a. **Short Term Leave:** Usually granted only for emergencies, such as illness, death in family, or other similar circumstances and for personal reasons such as interviews, weddings (for a maximum of four days), school business, or jury duty. The short term leave can be granted by the Associate Dean for Student Affairs if the student is in good standing and the amount of leave requested is reasonable, and subject to the ability of the student to make up material and/or mandatory assignments missed during leave. If the student is not in good standing and/or the amount of time requested is unreasonable, the Associate Dean for Student Affairs will meet with the student to determine if the leave can be approved. At this meeting, the Associate Dean will, after consulting with the school’s academic leadership, recommend whether the student should or should not take leave.

   b. **Long Term Leave:** Usually granted for one week to one year or to the point in the year when a student can resume participation in the curriculum from a reasonable beginning point. Consultation with the Associate Dean for Student Affairs is required following a significant absence from the program (see Conditions of Re-Entry, p. 9).

3. Requests for leave should be identified as “Medical” or “Personal.”

   a. Medical Leave: The student must present a physician’s or counselor’s recommendation if he or she has been under treatment. Also see Appendix III for Maternity Leave of Absence Policy and request form, p. 78.

   b. Personal Leave: A student must present personal reasons acceptable to TUSDM such as financial distress, interviews, or family tragedy.

4. Students in the third and fourth year of the program who are on leave for a period greater than three weeks will be required to complete a clearance in the clinic which will ascertain that the welfare of the patients on the student’s roster will not be compromised during the period of the leave. It may therefore be necessary to transfer some patients to other students to insure continuity in patient care.

If the Medical Leave of Absence has been recommended by a medical professional other than the Director of the Student Advisory and Health Administration Office, the student must seek additional assessment by this
office. The recommendation will then be forwarded to the Dean’s Office. A similar medical assessment will be required when the individual petitions for re-entry.

Leave of Absence for Students Not in Good Standing

Students must submit a written application for a leave of absence to the Associate Dean for Student Affairs stating the general reason for the request and the proposed duration of the leave. In consultation with the Associate Dean for Academic Affairs and the Chair of the Student Promotions Committee, the Associate Dean for Student Affairs will review the student’s record and expectations for a return to TUSDM and render a decision. A final appeal can be made to the Dean.

Students not in good academic standing should be aware that a Leave of Absence is a privilege, and that a final decision will be based upon a student’s academic status, future placement in the curriculum, and an evaluation of the student’s potential to successfully complete the curriculum.

Conditions of Re-Entry

Only under very exceptional circumstances will students ever be allowed to return to TUSDM from a long-term leave of absence and begin in the curriculum where they left. Prior to a student’s return to TUSDM after a long term leave of absence, the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs will determine the student’s entry point into the curriculum, which will almost always require enrollment either in a semester-long refresher course (see Appendix IV: Preclinical Skills Refresher Course, p. 79 for details), the International Student program which begins in the spring, or repeating the semester or year as a part-time or full-time student.

Administrative Responsibilities and Implications

1. Students on a leave of absence are required to inform the Associate Dean for Student Affairs in writing of their intent to return at least four months prior to the beginning of the semester that they wish to return. If the student does not do so, it will be assumed that the student no longer wishes to continue at TUSDM, and the student will be removed from the roll of active students and will be required to submit an application for readmission to the Admissions Committee for consideration.

2. All students taking a leave of absence must administratively clear through the Office of Student Affairs. Students who are on leave of absence are responsible for providing the Office of Student Affairs with current and accurate address information.

3. Students who take a leave of absence may be responsible for tuition and fees for the term in which their effective leave takes place. The Tuition Refund Policy, p. 12) is explained later in this section and should be carefully reviewed prior to the student’s withdrawal or leave of absence.

4. Financial aid that a student receives may be impacted if the student decides to withdraw or take a leave of absence (see Appendix I: Student Financial Aid Deferment & Refund Policies, p. 75).

5. Health Sciences Campus students who have been granted a leave of absence and who are currently enrolled in the student health insurance plan with United HealthCare Student Resources are eligible to continue enrollment in the plan up to one year from the effective date of their leave of absence. Students who elect to continue insurance coverage must pay in full prior to leaving. At the end of a leave of absence of one year, if the student does not return, their student health insurance plan will be discontinued by the Student Advisory and Health Administration Office. Students who return on or before the end of one year may continue with uninterrupted coverage.

a. Insurance Option after Loss of Coverage: Coverage may not be continued in this plan after cancellation under the Federal COBRA Law, since it applies to employees only. Commonwealth Connector (www.MAhealthconnector.org) is an option, if remaining in Massachusetts.
STUDENT IDENTIFICATION CARDS

The Tufts Campus Police initially issue Student ID Cards during orientation and registration. ID Cards should be safeguarded against loss or theft, as these cards provide access to many buildings, library resources, and clinical instruments at TUSDM. All recovered IDs shall be turned in to the Office of Student Affairs. If a replacement of a card is necessary, the student must report the loss or theft to the Tufts Campus Police for the initiation of a replacement ID. The cost to replace a lost or stolen ID card is $30. If a student is having issues with their ID card, the student must return his or her old ID in order to receive a replacement.

ID cards are produced during regular business hours (Monday to Friday, 9 am to 5 pm) at the Tufts Campus Police Office, 136 Harrison Avenue, in the first floor lobby.

In the clinic, IDs must be attached to the clinic gown by a clip. ID chains or cloth rope may not be used in clinical areas due to infection control concerns.

SERVICES FOR STUDENTS WITH DISABILITIES

Tufts' goal is the full inclusion of students with disabilities into the life of the University. Although the University has no special academic programs for individuals with disabilities who are otherwise qualified for admissions, Tufts is committed to providing reasonable support services and reasonable accommodations to all students who need and have legal entitlement to them (please see Appendix V: Minimum Technical Standards, p. 79).

When a disability requires that accommodations related to coursework or to facilities be made, students should discuss their situation with the Director of Student Affairs. In cases where the Director of Student Affairs does not agree that the requested accommodations be implemented, the student may seek review of this decision by the Dean.

Students with documented visual or hearing problems will be assigned to seats in the middle section of the first five rows for all examinations, provided the necessary documentation has been verified by the Director of Student Affairs prior to admission.

Students chronically infected with HBV can find the TUSDM HBV Guidelines on p. 55.

STUDENT MAILBOXES

Assigned student mailboxes are located on the 7th floor of the Dental Health Sciences building. Mailboxes are assigned by class in alphabetical order. The Student Mailbox System is one of the primary mechanisms for faculty and administrators to communicate with students. Students are urged to check their mailboxes at least twice a week to ensure that they do not fill up and become difficult to open.

Mailboxes are accessed via combination locks. Students are urged to safeguard their combinations, which are issued at registration time. Students who have questions or concerns regarding their student mailbox should contact the Office of Enrollment Services-Registrar’s Office for assistance. Requests for mailbox reassignment will not be considered.
ACADEMIC RECORDS

Each student’s academic record is maintained on the official transcript document for TUSDM. Students may access their grades online via the iSIS Student Portal (http://go.tufts.edu/sis).

At the end of the academic year, an average is computed for each student and his/her standing in the class is determined. Separate averages and standings are determined for each year, as well as a cumulative average and standing for the second, third, and fourth years. Changes in the format of grade reporting may occur during the course of the student’s program.

The transcript is formatted to reflect the curriculum by academic year. Each graded course for the academic year is listed and is assigned a weight based upon its relative number of curriculum hours. Some preclinical courses report practical and/or project grades in addition to a theory grade.

Access to Academic Records (Transcripts): Grades for each term are reported to the student via the SIS Student Portal. Students may also request a copy of their official transcript at any time using the SIS Student Portal. Unofficial transcripts may be printed or saved as a PDF at any time using the SIS Student Portal. These unofficial transcripts may be mailed to faculty members providing evaluations.

When a grade change is issued by a Course Director or a re-examination grade is submitted, the student’s academic record is altered to reflect this change/addition, and the student may view the new grades online via the SIS Student Portal or view an unofficial transcript if desired. When a grade change results in a new average, the new average is computed and the new standing is determined by tying the student with another student whose average is closest. The new standing will not impact the existing standings for the student’s classmates.

Official and sealed envelope transcripts signed by a School Official are available to be sent directly to recognized third parties by either Tufts or the student if document integrity standards are maintained. Students must request their transcripts online using iSIS Student Portal.

Copies of transcripts from undergraduate or professional schools previously attended are not provided to students. These transcripts must be requested from the other schools directly.

Tufts University now provides an integrated university transcript for students who have attended multiple schools/programs at Tufts University. Students requesting an integrated university transcript should request the transcript from the last school/program attended. This transcript contains the student’s academic record for all schools/programs attended within Tufts University. If a student requires a transcript from one school/program only, he/she should contact the school directly.

NOTE: Academic records, which include, but are not limited to, academic transcripts, certifications of enrollment, degree and graduation date, may be withheld from any party requesting this information should the student or graduate be in default of a student loan or owe a balance to the University.

By registering for classes with Tufts University School of Dental Medicine, student accept and agree to be bound by the above policy as applied to any preexisting or future obligation to the University.

CRIMINAL BACKGROUND CHECK POLICY

Per Tufts University policy, TUSDM conducts criminal background checks (CBCs) on applicants who have been granted conditional admission and on current dental students after they have completed the second year of the curriculum. All CBCs are conducted in accordance with applicable state and federal law. In addition, applicants and currently enrolled students are required to report certain convictions that may have occurred subsequent to the CBC. So long as an admitted student remains at TUSDM, the student is required to promptly inform the Associate Dean for Student Affairs if the student is convicted of a felony or reportable misdemeanor (please see the list of misdemeanors which need not be reported in the Guidelines for Evaluation of Criminal History Information by the Criminal History Review Committee, p. 83) while
enrolled at TUSDM. On an annual basis, all TUSDM students are required to sign a document stating that they have notified the Associate Dean for Student Affairs of any felony or reportable misdemeanor conviction involving them in the United States since they completed their application to dental school. They further confirm that they will continue to do so promptly throughout their dental education at TUSDM.

See Appendix VI: TUSDM Policy and Procedures for Use of Criminal Background Check Information, p. 81 for further details.

**PAYMENT OF FEES**

It is the policy of the University that all tuition and fees are payable in full when bills are rendered. Tuition payments in two installments are also possible for the convenience of the student.

Any student who fails to make full payment of billed costs by the designated payment date will be assessed a late payment fine determined by the Bursar’s Office and will forfeit all rights and privileges of the University.

All matriculated students are automatically billed for the student plan offered through Tufts University. Students who submit an approved Waiver Form will have a credit for this charge posted to their account. The Health Administration fee cannot be waived. Students will be emailed the required information on how to enroll or waive the student plan with the deadline date.

Students who withdraw or take a leave of absence from the University after the start of the term are responsible for the total instrument fee for that year. Students who withdraw or take a leave of absence are subject to the University’s tuition refund policy as outlined in the Tuition Refund Policy below. Please note that students who withdraw or take a leave of absence are subject to the financial aid refund policy outlined in Appendix I, p. 75.

**WITHDRAWAL**

Students who wish to withdraw must notify the Associate Dean for Student Affairs in writing. The official date of withdrawal will determine the computation of costs and applicable tuition refunds. The withdrawal date or, in some cases, the date that the student is considered to have begun a leave of absence will be used when administering the Financial Aid Refund Policy. Those who fail to notify the Associate Dean in writing will receive an official withdrawal date which is the last known date that the student attended classes.

All students who withdraw must complete the Administrative Clearance Process through the Office of Enrollment Services-Registrar’s Office. Students who withdraw are responsible for providing the Office of Enrollment Services-Registrar’s Office with accurate permanent address information via the SIS Student Portal (http://go.tufts.edu/SIS). Students clearing before the end of their scheduled program are required to return their Tufts ID Card at the Office of Enrollment Services-Registrar’s Office upon final clearance.

**Tuition Refund Policy**

**Students who take a leave of absence or withdraw from school may be responsible for tuition and fees for the term in which their leave of absence or withdrawal takes place.** In the event that a registered student withdraws or takes a leave of absence from the University after the start of their enrollment period, tuition and fees are prorated as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st – 12th calendar</td>
<td>80%</td>
</tr>
<tr>
<td>12th – 19th</td>
<td>60%</td>
</tr>
<tr>
<td>20th – 26th</td>
<td>40%</td>
</tr>
<tr>
<td>27th – 33rd</td>
<td>20%</td>
</tr>
<tr>
<td>34th calendar day of term and thereafter</td>
<td>No refund</td>
</tr>
</tbody>
</table>

For Financial Aid Policies, please see Appendix I, Student Financial Aid Deferment and Refund Policies, p. 75.
CLEARANCE UPON DEPARTURE FROM TUSDM

Students who are scheduled to graduate, are taking an official leave of absence, or are withdrawing from TUSDM must complete Administrative Clearance. Administrative Clearance entails obtaining required signatures from various administrative school officials within the Boston Health Science Campus. Such areas include, but are not limited to, the Financial Aid Office, Student Advisory and Health Administration, Hirsh Library, Health Science School Bursar’s Office, and International Affairs (for foreign students). In order to obtain required signatures from these and other areas, the student must have satisfied all administrative clearance processes required of the administrative areas. For instance, to receive clearance from the Financial Aid Office, the student must have completed all required student loan exit counseling requirements. To obtain clearance from the Bursar’s Office, the student’s tuition and bill would need to be satisfied having had any and all adjustments processed at the point the student obtains clearance from the Bursar’s Office. Students scheduled to graduate will also receive communication regarding this process as well as the process for clinical clearance applicable to DMD candidates. Administrative Clearance forms (for seniors, post-graduate students, and non-seniors) are obtained from the Office of Enrollment Services-Registrar’s Office.

If the student fails to complete the Administrative Clearance process, the student is not considered in good standing with the School in which case a hold may be placed on all of the student’s academic records and no transcripts may be released for the student until such time the student completes the Administrative Clearance process.

STANDARDS OF ETHICAL CONDUCT AND FAIR PROCESS

Preamble

Our School is a complex community of students, staff, faculty, administrators, and many visitors. The highest standard of ethical conduct is a cornerstone of the School, from all members and in all activities from academic, professional, and clinical endeavors, as well as in social and community activities. To remain in school and to progress, each student must achieve and consistently demonstrate ethical and professional behavior.

TUSDM students should realize the importance of professionalism, professional ethics, and the necessity of assuming responsibility to develop, review, and maintain these ideals for themselves, their colleagues, and for the dental profession. The fundamental principle involved is personal responsibility for the development and maintenance of professional conduct based on the ethic espoused by the dental profession of self-effacing service to society. Development of a professional ethic must continue for as long as students, staff, and faculty represent the dental profession. Personal responsibility for maintaining and integrating these ideals is incumbent with staff and faculty.

The TUSDM Code of Principles of Ethical and Professional Conduct (referred to as the Code) is a set of standards to insure that all students share a collective responsibility for maintaining the highest ethical standards and professional conduct. The final responsibility for adherence to the Code rests with each individual.

The Code requires adherence even when under the intense pressures of the educational program and all other stresses and personal issues. The Code requires the following pledge:

- **INTEGRITY.** Maintain high standards of academic and professional honesty and integrity. Do not mislead others.
- **RESPECT.** Respect individual diversity; the dignity, rights, privileges, and property of others; and the resources entrusted to you. Place best interest for the patient above self-interest.
- **COMPLIANCE.** Know and comply with the rules, regulations, and guidelines of Tufts University, the School of Dental Medicine, and all applicable laws.
• RESPONSIBILITY. Be accountable and do not abuse power. Refrain from decisions and actions that would interfere with University functions, or would expose the University to legal risk. Do not engage in any activity that may risk the health, safety, or welfare of anyone.  
• EXCELLENCE. Strive for excellence in all activities and be prepared and competent. Pursue and deliver high quality health care and promote intellectual curiosity. Strive to learn and grow as a highly competent professional.  
• COMPASSION. Show kindness and compassion to others.  
• COOPERATION. Share responsibility for modeling, maintaining, and upholding academic honesty, integrity, and professional behavior. Do not tolerate those who do not abide by these standards. Take action when someone violates the Code.  
• COMMUNICATION. Carry out effective, open, and honest communication. Listen to others and respond promptly. Inquire, seek advice, and counsel when faced with an ethical dilemma.  
• REALIZATION. Our actions reflect on our individual reputation, the reputation of the university, and the dental profession.

Students will sign the Ethics and Professionalism Conduct Code at the beginning of each academic year (see p. i for a copy of the Code).

CITIZENSHIP

A major responsibility of the Ethics, Professionalism, and Citizenship Committee is to promote citizenship and collegiality. Our community is composed of individuals from a diverse range of backgrounds and circumstances. Understanding, accepting, and incorporating these factors within the larger framework of our culture is an important component of the TUSDM concept of citizenship.

Citizenship is promoted by awareness and attending to the details of everyday life. Politeness, courtesy, cleaning up after oneself, and helping others lead to a more civil, neat, clean, and safe environment that promotes citizenship.

Effective communication is essential to function and develop traditions that will positively affect the community. All members of the community are urged to discuss ideas with the EPC Committee members to promote positive change within our School.

ETHICS, PROFESSIONALISM, AND CITIZENSHIP (EPC) COMMITTEE

The EPC Committee shall have responsibility for:

1. Promoting ethical and professional behavior and citizenship among the TUSDM community.
2. Reviewing and making recommendations concerning all student issues relating to ethical and professional behavior.

Members of the ETHICS, PROFESSIONALISM, and CITIZENSHIP Committee – 2014-2015

• Chair: Dr. Kathryn Ragalis, Diagnosis & Health Promotion  
• Associate Dean Robert Kasberg, Admissions & Student Affairs  
• Dr. Michael Kahn (2016), Oral & Maxillofacial Pathology, Oral Medicine, and Craniofacial Pain  
• Dr. Joanne Falzone (2016), Prosthodontics and Operative Dentistry  
• Dr. Mark Nehring (2015), Public Health & Community Service  
• Dr. Daniel Oreadi (2015), Oral & Maxillofacial Surgery  
• Dr. Carole Palmer (2015), Diagnosis & Health Promotion  
• Dr. Michael Thompson (2015), Diagnosis & Health Promotion  
• One student member each from Y1, Y2, Y3, Y4, and Postgraduate Program  
• Dr. Alberto Sarmiento, Diagnosis and Health Promotion, ex-officio with vote  
• One student member each from Y1, Y2, Y3, and Y4
Any report or suspicion regarding issues of Sexual Misconduct, which include sexual assault (see Appendix VII, p. 87), sexual harassment (see Appendix VIII, p. 91), sexual exploitation, sexual and/or gender discrimination, stalking (when gender based), and relationship violence (when gender based), must be brought to the attention of the TUSDM Intake Officer and Title IX Liaison, Katherine Vosker, in the Office of Student Affairs (Room 1511 D, Katherine.Vosker@tufts.edu). Such cases are adjudicated through the Sexual Misconduct Adjudication Process, found at http://oeo.tufts.edu/sexualmisconduct/files/ASE-SMAP-050614.pdf.

**CODE OF PRINCIPLES OF ETHICAL AND PROFESSIONAL CONDUCT**

TUSDM strives to ensure that graduates are competent professionals who manifest exemplary ethical and professional attitudes and behaviors. In an effort to reach this goal, the School has adopted a Code of Professional Conduct. All students are expected to understand and abide by the Code of Professional Conduct at all times. All students are subject to and must become familiar with TUSDM policies, rules, and regulations.

The Code applies to activities in all areas including: classrooms, preclinical areas, simulation clinic, laboratories, patient clinics, rotation sites, externship sites, University properties, buildings, libraries, research facilities, and in the community. All activities and materials are included: examinations, reports, lab work, projects, research, clinical activities, and interpersonal interactions.

This Code does not list every ethical situation that might develop. Externship sites frequently have additional guidelines to follow. General expectations listed below provide guidance in the following areas: unprofessional behaviors to reject, clinical standards to follow, and safety protocol.

**Unprofessional Behavior and Actions to Reject**

At all times, the student will follow policies and guidelines in the Student Handbook and department manuals. The student will NOT:

- Pressure, threaten, abuse, intimidate, or disparage others.
- Show disrespect or be discourteous. Disagreements should be addressed in a private setting, away from others, including patients.
- Harass or discrimination because of sex, race, color, religion, age, national origin, disability, medical condition, or sexual orientation (see Appendix VIII: Tufts University Policy on Sexual Harassment, p. 91).
- Steal, damage, or procure anything in an unauthorized manner.
- Sell, lend, give, or receive unauthorized materials or give access or aid inappropriately.
- Cheat, lie, or falsely represent oneself or one’s work.
- Withhold or give false information.
- Aid another in an inappropriate behavior.
- Attempt to receive credit, points, requirements, or grades in an unacceptable manner.
- Interfere with any school function including: teaching, research, administration, patient care, or social events.
- Fail to follow directives of instructors, faculty, or staff members; Department Chair or designee shall be consulted if disagreement arises.
- Fail to comply with protocols involving externship sites and other rotations.
- Violate any school policy or department guideline.
- Violate any state or federal laws.
- Miss due dates for assignments, miss assigned rotations, or incur unexcused absences.
Clinical Standards to Follow

The student dentist must fully recognize the privilege and obligations involved in the care of patients. Patients may be unable to assess the character of adequate treatment. The student must exhibit appropriate judgment to ensure quality treatment in a safe environment and place the patient’s interest about their own self-interest.

In a clinical setting, the student will follow the standards of clinical care in a professional manner, including:

- Start and end of patient appointments punctually.
- Be prepared for planned procedure.
- Follow directions of supervising faculty at all times.
- Provide patient care which is supervised at all times by faculty, during schedule appointments only, in the assigned location.
- Deliver regular, timely, and appropriate patient care.
- Keep thorough, accurate, and timely records of all patient appointments and contacts.
- Protect patient privacy and confidentiality.
- Follow standard precautions and infection control policies, including additional practices that may be specific to externship sites.
- Respond to patient inquiries, contacts, and emergencies in a timely manner.
- Inform patients of findings and treatment options in an appropriate manner.
- Discuss treatment options with faculty and patients. Give appropriate, approved written treatment plan to patient.
- Follow approved treatment plan. Deviation from approved treatment plan must be approved by supervising faculty and patient.
- Base treatment decisions on patient’s interest, not student’s own self-interest.
- Follow informed consent protocol.
- Manage prescriptions appropriately.
- Make any negative remarks and address disagreements in a private setting.

Safety Protocols to Follow

The student will make every attempt to ensure safety:

- Be sober, clear minded, and healthy. Inform supervising faculty or staff if any condition or circumstance exists that could impair judgment and function, or place others at risk.
- Follow infected health care worker protocols (see Infected Health Care Worker Protocol, p. 53).
- Do not carry or use any weapon.
- Follow dress code guidelines (see Student and Faculty Professional Dress Code, p. 57).
- Comply with clinic contracts, health insurance (p. 60), and immunization protocols (p. 62). Turn in appropriate documentation by due date.

Computer Ethics

Use of Tufts Computer Services’ facilities is a privilege extended to students of Tufts University. Tufts University cannot guarantee the privacy or security of users’ computer files, or the anonymity of any user.

The person issued an account is responsible for all use made of that account. Users of these facilities agree not to violate any of the following rules:

1. Tufts’ computer facilities (computers, printers, networks, software, etc.) may only be used by authorized persons for legitimate purposes relating to teaching, course work, clinical patient care, research, and administration at Tufts University.
2. Do not share passwords.
3. No one may use, access, alter, or copy the accounts, passwords, directories, files, or programs of any other user without that person’s consent.
4. Do not forward your Tufts email messages to a third party email provider such as gmail.com.
5. No one may use Tufts’ computer facilities for inappropriate purposes such as: the playing of practical jokes, deliberate breaching of security, the sending of abusive or offensive material, deliberate interference with the work of other users, or the introduction of computer viruses.
6. No one may copy copyrighted software or run illegally copied software at Tufts.
7. All students wishing to obtain access or use Tufts computer facilities are required to sign a statement agreeing to comply with the Information Technology Responsible Use Policy at the time of initiation.
8. Students are expected to adhere to the University Social Media Policy (http://webcomm.tufts.edu/social-media-best-practices13/).

Any such violation by a student may result in disciplinary action by the Associate Dean for Student Affairs through the aegis of the Ethics, Professionalism, and Citizenship Committee. See Appendix IX: Tufts University Information Technology Responsible Use Policy, p. 97 for additional information.

See Appendix X, p. 100 for Massachusetts Computer Crime Law.

Because dentistry is a peer monitored profession, students have an ethical and professional responsibility to report any violations of the Code. A written statement providing details of the incident and the names of other individuals who may be involved should be submitted to the EPC Committee Chair or any other member of the EPC Committee as soon as possible.

Reporting Violations of the Code of Ethics and Professional Conduct

A written statement providing details of the incident and the names of other individuals who may be involved should be submitted to the EPC Chair or any other member of the EPC as soon as possible.

TUSDM reserves the right to initiate action and impose sanctions for any conduct that is not specifically listed in the Handbook but is determined to be a violation of the Code, regardless of whether the violation occurs on or off the premises of the School.

A failure to progress professionally or the failure to demonstrate sound professional judgment may lead to dismissal.

POLICIES AND PROCEDURES RELATIVE TO STUDENT CHEATING

Cheating is a serious infraction of the School’s Code of Principle of Ethical and Processional Conduct. It gives cause to doubt the offending student’s integrity and fitness to be entrusted with the oral health care of the public. Undetected or ignored cheating encourages dishonesty. It can give a student an unfair advantage over other students in comparative rankings and can lead to improper assessment of the student’s readiness to progress to more advanced study or to provide direct patient care. It may also demoralize the majority of the students who do act fairly and honestly.

1. Responsibilities: Student responsibility includes the avoidance of even the appearance of cheating. Any student behavior that gives the appearance of cheating may be taken as a presumption of cheating. Upon observation of cheating, a student must report the incident within 24 hours to the instructor as information or later in writing as a complaint to the Chairperson of the EPC Committee.
2. Examination Administration: The following measures are mandatory for all examinations within TUSDM.
EXAMINATION AND QUIZ GUIDELINES FOR STUDENTS

Students are expected to be in school 30 minutes before the beginning of any test. PLAN ACCORDINGLY!

1. Examination guideline infractions are subject to a 5 point deduction in examination grade.
2. All phones must be in the “off” position and not accessed during the examination. If a student anticipates needing to be contacted for an emergency, s/he should give the “on” cell phone (labeled with the student’s name) to a proctor. If a student’s cell phone rings during an examination, there will be a 5 point deduction in the examination grade.
3. Coats, bags, and backpacks must be placed in the front of the room or on hooks located at the rear of the room during the examination. Sweaters/jackets may be removed and placed on the back of the seat.
4. Students who appear after the official start time of the class on the day of an assessment will be allowed to begin the test, which they must submit at the time the test was originally scheduled to end. For their first tardy, students will receive a verbal warning but no point deduction. A second tardy will result in temporary letter in the student file and a 10 point deduction from the grade the student originally earned on the examination. A third tardy will result in permanent letter in the student file and a 20 point deduction from the grade the student originally earned on the examination. A fourth tardy will result in a zero on the test, and the student will be required to attend an EPC hearing to determine additional consequences. Students who fail to appear for an assessment and who have not been granted an excused absence will be charged an unexcused absence, and they will be required to attend an EPC hearing. They are entitled to a makeup examination and will receive the grade on the examination with a 15 point deduction for a first time offense, a 30 point deduction for a second occurrence and for a third occurrence, students will be required to attend an EPC hearing to determine with a motion for dismissal.
5. No blank sheets are allowed in the room during examinations unless provided by proctors.
6. No headphones are allowed during examinations unless needed for computer based exams.
7. No food is allowed during examinations; drinks are permitted.
8. Students must protect their own examinations, computers and answer sheets during examinations.
   Unprotected items give the appearance of cheating and will lead to a hearing before the EPC Committee.
9. No communication between students is allowed during examinations.
10. Students must immediately stop working on the examination when the Course Director announces that the examination time is over.
11. Students are not to congregate outside of the examination room before or after an examination, as it is distracting to those still taking the examination.
12. PDS’s or the use of PDA’s, calculators, cell phones, clocks or other electronic devices is prohibited.
13. In order to visit the bathroom, students must cover their answers or close their computers halfway and ask permission from a proctor for a bathroom break.

Please note: You will not receive additional time to take your exam if you experience computer or software problems. It is your responsibility to keep track of the time and to complete the exam in the allotted time. Students must submit their exam when the exam is called.
ADDITIONAL EXAMINATION AND QUIZ GUIDELINES FOR STUDENTS USING EXAMSOFT

When you register for SofTest you acknowledge you have read, understand, and agree with all the policies, procedures, and warnings contained in this document.

GUIDELINES BEFORE EXAM DAY(S)

1. The download deadline is 11:55 pm the night before the exam. Downloads that are attempted on the day/at the start of the exam and subject to technical problems could result in students not being able to take the exam.
2. Make sure your computer is fully charged.
3. Bring your power cord and battery (in the event of power loss).
4. It is the student’s responsibility to familiarize himself/herself with their equipment and the SofTest software and instructions provided by Examsoft on its website prior to the start of the exam. Students should allow themselves sufficient time to become familiar with their laptop and the application. Any questions can be directed to jennipher.murphy@tufts.edu.
5. If for any reason your computer is broken/not functioning or not available, please send an email to jennipher.murphy@tufts.edu at the time the issue becomes apparent.

EXAMSOFT GUIDELINES/POLICIES

1. Students are expected to download the exam to their computer the night before the exam is scheduled to begin.
2. Students are expected to arrive for a test with their computer and their computer batteries fully charged.
3. Students who feel that their computer might not be working properly and were unable to fix the issue before arriving to the exam must immediately inform a proctor, test administrator, or Course Director.
4. Answers must be entered on one computer only. A printed version of the test will be provided in the event these steps were not followed.
5. Commencement of the exam will not be delayed due to a hardware or download problem with a laptop.
6. Scrap paper will be distributed at the beginning of the exam to each student and must be turned in to a proctor before exiting the examination room.
7. Once students enter the examination room, all programs should be shut down and study materials put away to avoid technical problems that could delay start times.
8. Students experiencing issues with uploading their exams should report this to the proctors.
9. The password will be given a few minutes before the official start time of the exam. This will bring users to a warning screen with RED STOP SIGNS which indicate that you should not begin the exam until verbally instructed to do so by the test administrator. Students are expected to monitor one another and report any student who begins the examination early.
10. Exams are set to start and end within specified time limits. The time begins once a student logs in to the exam and the computer shows the clock counting down. At the 5 minute mark, you will see an alert message in the right hand sidebar. When the clock counts down, it automatically shuts down and prevents the posting of last minute answers. The clock does not stop if you hide the exam for breaks.
11. Occasional audits of when students begin the examination using ExamSoft software will also be conducted. If any violations to this provision are uncovered, the individual perpetrators will receive a 5 point deduction from their exam, and if such incidents become chronic, the class will lose the privilege of receiving passwords 5 minutes prior to examinations.
12. During the exam, DO NOT look at other computer screens in front of or to the side of you. Exam questions will be scrambled so you will not be answering the same questions as those around you.
13. Once you are finished typing your exam, you will save and exit the exam, your computer will automatically reboot, and it will then take 90 seconds for your exam to automatically upload. This is to ensure your wireless connectivity is enabled first. If there is no wireless connection with in 90 seconds, it
IMPLEMENTATION OF THE CODE OF ETHICS AND PROFESSIONAL CONDUCT

Disciplinary Action and Fair Process: The policy and procedures described in this section ensure fair process, that a fair hearing has taken place and that the student's position has received full consideration.

The University makes every effort to protect the privacy of the individual. The location and time of EPC Committee hearings are not made public and the decisions rendered at the hearings are announced to the school community in a summarized fashion, which does not identify complainants and respondents by name. Each member of the EPC Committee is required to sign a confidentiality agreement, which requires that the names of individuals appearing at committee hearings are not disclosed.

Ethical and Professional Complaints: Alleged violations of clinical and/or academic ethical standards and professional conduct by any student of Tufts University as witnessed by any employee, student, or faculty member of Tufts University will be handled as described in the following section.

Unprofessional conduct of students in non-academic situations should be reported to the Associate Dean for Student Affairs. Because faculty and administrators are encouraged to handle low level infractions at the local level, alleged unethical and unprofessional conduct may be reported first to the appropriate Course Director and/or Practice Coordinator, who may consult with a relevant Department Chairperson and/or any of the Associate Deans for Clinical Affairs, Research, Academic Affairs, or Student Affairs. The result of these "in-house" decisions should be shared with the Chair of the EPC or the Associate Dean for Student Affairs who will report each incident and the decision to the EPC for their incorporation into the official EPC meeting minutes. The EPC, however, reserves the right to override any in-house decision that involves either a high level offense or a student who has a documented history of infractions.

The TUSDM Patient Care Responsibilities Policy Violation and Point Deduction Form can be used to document problematic student conduct committed in the clinics, including the labs, the waiting areas, etc. Depending on the level of clinical infraction reported, the School's administration reserves the right to suspend students from the clinical program, pending adjudication of the clinical infraction documented.

Clinical Suspension: Whenever a student's actions or behaviors are considered either to be a potential risk to the well-being of a patient or to the integrity of TUSDM's clinical operations, the Dean, the academic dean, the
clinical dean, or their designee have the obligation and the right to immediately place the student on a clinical suspension that restricts the student from patient care and access to patient records. Before the decision of a clinical suspension may be made, the dean making the decision must first meet with the student and give the student the opportunity to address the concerns. Another administrator or a faculty member, preferably the Associate Dean for Student Affairs or his designee, should witness this meeting. The decision for a clinical suspension will be reported to the Chair of the EPC who will initiate an investigation. The clinical suspension will continue uninterrupted for any reason until the EPC hears the case and renders a decision.

**DISCIPLINARY PROCEDURAL GUIDELINES**

Student discipline may take a variety of forms, including (without limitation) counseling, oral, or written reprimand, probation, restitution, suspension (definite or indefinite), and expulsion (with or without the possibility of readmission). Tasks may be assigned such as research and reflection reports, participation in specific programs and courses, attendance at Board of Registration in Dentistry meetings, and other activities deemed to promote professional development.

**Note: Decisions of violations are based upon the preponderance of evidence.**

For purposes of these guidelines, the Respondent is any DMD student accused of violating the Code. The Code refers to the [Code of Ethics and Professional Behavior](#) described on page i.

**Allegations Concerning a Respondent**

An allegation is a written assertion that a violation of the Code may have occurred. Any employee, student, faculty member, or visitor of the University may present allegations to the Chairperson of the Ethics, Professionalism, and Citizenship (EPC) Committee. Each allegation should describe, with as much specificity as possible (e.g., dates, names, locations, occurrences), the particular factual events that constitute the alleged violation. If such specificity is missing, the person making the allegation is requested to supplement as appropriate.

**Initial Assessment and Investigation of the Allegation**

Upon receiving an allegation, the EPC Committee Chairperson will review the grievance with the Associate Dean for Student Affairs. A student EPC Committee member may be consulted to assess the allegation and assist in the decision to:

1. **Dismiss the case.**
2. **Implement the Disciplinary Protocol for Select Violations** ([see Appendix II, p. 77](#)).
3. **Further investigate the grievance.** Investigation may include interviewing the respondent, the complainant, witnesses, and gathering and reviewing pertinent documents and any other evidence. The EPC Chairperson and/or individuals selected by the Chairperson will investigate the charges. Depending on the severity of the allegation and/or possible sanctions, they will make a decision to:
   a. Present without a hearing.
   b. Schedule an EPC hearing.

Refusal by the respondent to meet with the interviewers will be taken as confirmation of the allegations.

The respondent must not contact the complainant. Any attempt to influence or retaliate is a violation of the Code and will be investigated.

A report will be prepared which summarizes the allegations, the information obtained from the investigation, and the decision to dismiss or proceed with the case.

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**Cases Presented to the EPC Committee without a Hearing**

The EPC Committee will meet, and the Chairperson will present the report to EPC Committee members. The respondent is encouraged to submit a written explanation of the case to include in discussion. A discussion will lead a motion and vote for penalty. The penalty(ies) imposed may not include the repetition of a course or year, suspension, or expulsion.

If, after discussion, the Committee requests to conduct a student hearing or decides to consider a sanction that includes the repetition of a course or year, suspension, or expulsion; a student hearing will be scheduled before the EPC Committee.

The EPC Committee Chairperson will notify the respondent in writing of the Committee’s decision.

**Cases for EPC Committee Student Hearing**

When moving a case for review before the EPC Committee, the Chairperson will provide the respondent with a written letter of notification of the following:

1. The time of the hearing (no sooner than five days from the date of notification).
2. The location of the hearing.
3. The violation(s) to be considered.
4. The range of disciplinary sanctions that could result.
5. The names of the witnesses expected to be called by the EPC Committee or any complainant.
6. The written or documentary evidence that the EPC Committee will consider.

The respondent must appear to testify at the hearing and is given additional options to:

1. Present evidence at the hearing through testimony of witnesses, provided that written notice of the identities of these witnesses is provided to the Chairperson of the EPC Committee at least 24 hours before the scheduled hearing.
2. Submit further written or documentary evidence for the consideration of the EPC Committee, provided that he/she does so at least 24 hours before the scheduled hearing.
3. Cross-examine any witness who testifies except in cases:
   a. Where the complainant has accused the respondent of bullying, harassment, or intimidation;
   b. Investigated by the OEO or SMAP; or
   c. When the complainant is from an offsite location such as an externship or rotation site.
4. Orally argue his or her position(s) to the EPC Committee after all evidence is presented.
5. Be accompanied by an advisor who is a current member of the faculty. Written notice is required at least 24 hours before the hearing and must include the name of the faculty advisor. The advisor will be present for advice to the respondent only. Advisors will not be allowed to address the EPC Committee. The advisor cannot be a member of the EPC or Appeals Committees and must sign a confidentiality agreement that prevents disclosure of any information from the student hearing.

**The EPC Hearing**

The Chair of the EPC Committee or some other EPC Committee member appointed by the Dean will preside at the EPC hearing. The hearing will proceed as set forth in the EPC Committee Chairperson’s letter of notification (as described above), beginning with a presentation of the report. After all evidence is represented, the respondent will be invited to make a statement to the EPC Committee and respond to their questions. When appropriate, the complainant will also address the EPC Committee and answer questions which may or may not occur in the presence of the respondent.

EPC hearing procedures otherwise are intended to be as flexible and informal as practical. Formal rules of evidence are not appropriate. The EPC Committee may consider any evidence that it deems relevant, and may attach to the evidence whatever weight, if any, it deems appropriate. The hearing will not be recorded. At an appropriate point, the Chairperson of the EPC Committee will announce the termination of the hearing. Failure to be present at the hearing will be taken as a confirmation of the allegations.
EPC Deliberation and Decision

After the hearing, the EPC Committee will deliberate in private and make decisions by majority vote taken by closed ballot. After appropriate deliberation and voting, the EPC Committee Chairperson will inform the respondent in writing of the Committee’s decision as follows:

1. Its determination of each violation, if any has occurred, which will be based upon the preponderance of evidence.
2. Its decision of an appropriate disciplinary penalty(ies), if any.

NOTE: Lack of honesty is a violation of the Code. Lying at any stage of the EPC Committee process will lead to a motion for dismissal.

Actions and Penalties

The following are the actions and penalties that the EPC Committee may impose. A more severe penalty will be considered for those with a history of repeated violations which may or may not have been previously addressed by the EPC Committee, including those violations handled in-house by faculty or administrators and reported to the EPC for inclusion in the official EPC meeting minutes, or who have had previous hearings with the EPC Committee. If the EPC Committee decision involves repeating the year/semester, suspension, or expulsion, the respondent may appeal the decision to the Appeals Committee (see p. 29). Lesser penalties will be considered final. If the student fails to fulfill the directives and penalties imposed, the EPC Committee will reconvene and consider additional sanctions.

Counseling: The student will be counseled by members of the 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 further violations. Counseling may take a variety of forms and assignments such as research reports, reflections, participation in specific programs and/or courses, attendance at the Board of Registration in Dentistry meetings, etc.

Repeat of Examination: The student will be required to repeat an examination, other exercise, or procedure in connection with the violation of the Code. The disciplinary proceedings and action will be noted in the student’s record, and it will be referred to in correspondence from the school. A grade of zero on the examination in question can be recommended.

Verbal Reprimand: The student will receive a verbal reprimand from the Chairperson. A written record of the reprimand will be included in the student’s record, but will not be referred to in correspondence from the School. After one year, the record will be removed from the student’s file if no further violations of the Code occur.

Temporary Letter of 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, but will not be referred to in correspondence from the school. Upon graduation, the letter will be removed from the student’s file if no further violations of the Code occur.

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, and will be referred to in correspondence from the school. The student will not be eligible for OKU, Graduation Honors and Awards, or the Incentive Program.

Repeat Course or Academic Year (Demotion): The student will be required to repeat the course or year in which the violation of the Code occurred. The student cannot advance to a subsequent year’s curriculum while repeating a course. This action will be noted in the student’s permanent record, and will be referred to in correspondence from the School. This penalty imposed by the EPC Committee may be appealed to the Appeals Committee.
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 Chairperson of the EPC Committee. The Committee may take appropriate steps, including requiring the student to appear regularly before the Committee or designated member(s), to assure that the student is acting in accordance with the Code. Probation will be noted in the student’s permanent record, and will be referred to in correspondence from the School.

Restitution: Where the student has damaged, converted, or otherwise impaired the value of the property of Tufts University, a Tufts University affiliate, or member or clients thereof, the student may be required to make adequate restitution to the injured party. Restitution may be ordered at the discretion of the Committee, and restitution may be in the form of monetary compensation or penalty. The fact that restitution was ordered shall not be noted in the student’s record.

Definite Suspension: The student will not be permitted to continue as a registered student 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 which have been completed and passed prior to the suspension. At the discretion of the EPC Committee, the student may be permitted to complete courses in progress, the current semester, or the current academic year before beginning the term of suspension. Suspension will be noted in the student’s record and will be referred to in correspondence from the School. This penalty imposed by the EPC Committee may be appealed to the Appeals Committee.

Indefinite Suspension: Indefinite suspension is a sanction just below dismissal and is given to students who must demonstrate to the EPC that they merit reentry to TUSDM. Students who merit indefinite suspension must be given specific assignments, benchmarks, requirements (such as verifications from healthcare professionals), and/or tasks that they must meet, including expectations, and a minimum date and maximum date, not to exceed two years, by which they must meet them. The EPC must vote on the student’s reentry. The EPC may vote for reentry, dismissal, or continuation of the suspension. After two years if the student has not met the Committee’s expectations or fulfilled all of the conditions of the indefinite suspension, the indefinite suspension converts to dismissal without the right to reapply.

Dismissal with the Possibility of Re-Application: The student will be dismissed from the program but will be permitted to reapply for admission to TUSDM, subject to all the conditions of the regular admissions process. This action will be noted in the student’s permanent record, and will be referred to in correspondence from the School. This penalty imposed by the EPC Committee may be appealed to the Appeals Committee.

Final Dismissal: The student will be dismissed from the program, but will not be permitted to re-apply or re-enroll. This action will be noted in the student’s permanent record, and will be referred to in correspondence from the School. This penalty imposed by the EPC Committee may be appealed to the Appeals Committee.

Nothing in this document is to be construed as contradictory to present or future University policies and procedures, and in the event of such conflict, University policies and procedures will prevail.

Review and Decision by the Appeals Committee

The student should be aware that any subsequent appeal might result in a more severe decision or recommendation than that rendered by the Ethics, Professionalism, and Citizenship Committee.

The TUSDM Appeals Committee: The TUSDM Appeals Committee shall act as the appeals board for any final decision ultimately made by the EPC Committee or the Student Promotions Committee (SPC) that entails demotion, suspension, or expulsion. The Appeals Committee will be comprised of the Associate Dean for Academic Affairs, who is a non-voting ex officio member of the SPC, the Associate Dean for Clinical Affairs, who is a non-voting ex officio member of the EPC, and three department chairs, all of whom are appointed ad hoc by the Dean. Because Appeals Committee members may not concurrently serve as voting members of either the EPC or the SPC, any Chairs appointed by the Dean to sit on the Appeals Committee who serve on the EPC and/or SPC must relinquish their membership on those committees.
A quorum of a minimum of three Appeals Committee members must be present at all hearings. Decisions are made by a majority vote of the members present for the meeting. If the vote is a tie, the Appeals Committee must reconvene with all members present to discuss the case and cast a final vote.

The following general provisions for appeals will be followed:

1. A student has the right to appeal any decision of demotion, suspension, or expulsion made either by the SPC or the EPC.
2. A student must submit the appeal in writing to the Associate Dean for Student Affairs within ten (10) days following the student’s receipt of notification of the decision.
3. The Associate Dean for Student Affairs will forward the appeal to the Appeals Committee, who, within thirty (30) days from the Associate Dean’s receipt of the student’s written appeal, must determine whether or not the reason for appeal has merit.

An appeal is found to have merit only if it meets at least one of the following conditions:

1. The student filing the appeal presents substantive information not previously available to the student during the original deliberations (EPC or SPC). This information must be presented along with the written appeal. Furthermore, the student filing the appeal must provide a detailed and credible explanation of why the new information was not available and presented to the EPC Committee or SPC. Explanations lacking in credibility will be denied.
2. The student filing the appeal clearly articulates procedural errors suggesting that the decision process set forth in the Student Handbook was not followed.
3. The student filing the appeal clearly articulates a sound argument that the sanction at issue is arbitrary and capricious or unfair.

The Appeals Committee will meet with the Associate Dean for Student Affairs to discuss the merits of the appeal.

An appeal found to be without merit will be rejected by the Appeals Committee, and the students will be informed that the decision of the originating committee will be implemented.

If the appeal is found to have merit, the Appeals Committee will inform the student that the appeal may proceed. The Appeals Committee will first meet with the student filing the appeal. After meeting with the student, the Appeals Committee will meet with the EPC/SPC Chairperson(s) to discuss the student’s appeal. Because the Appeals Committee is not charged with re-hearing or reinvestigating the case, the Appeals Committee will not meet anyone else unless warranted by the student’s meritorious presentation of new substantive information. Decisions are made by a majority vote of the members present for the meeting.

After hearing an appeal providing new substantial evidence, the Appeals Committee will vote on whether or not to uphold the original decision. If the Appeals Committee votes not to uphold the decision, they will then vote on a new decision.

Appeals providing evidence that due process was not followed will result in the case being returned to the originating committee for new proceedings.

Any case in which the outcome is judged unfair or capricious by the Appeals Committee will result in a vote by the Appeals Committee on a new decision.

The Appeals Committee will notify the student in writing of (a) the decisions made by the Appeals Committee and the sanction(s) being imposed, and (b) the student’s right to submit within five (5) days a written appeal to the Dean. Any such written appeal should explain fully the bases for the appeal. The student may attach additional documentation to the written appeal, if he or she deems it appropriate.

If no appeal is received within the specified deadline, then the determination by the Appeals Committee will be final.
Review of the Appeal by the Dean

If the student appeals in the manner suggested above, the Dean may review the entire case file (including all materials submitted by the student in support of his/her appeal), consult with others as appropriate, and provide written notice to the student of final disposition of the case.

All decisions made by the Dean are final. There is no option for further appeal within TUSDM.

ACADEMIC AFFAIRS POLICIES AND PROCEDURES

EXAMINATION POLICIES

- Makeup exams must be challenged within two weeks of the student’s return to school. Quizzes can count up to 10% of the final course grade.
- Additional examination and quiz guidelines are detailed in the Standards of Ethical Conduct and Fair Process section of the Student Handbook on p. 13.

Entire Class Examination Date or “Due Date” Change

Any requests by the entire class to change the Course Director’s scheduled examination date must abide by the following protocol:

The proposed date change must be presented first to the Associate Dean for Academic Affairs and the Scheduling Coordinator for approval. This is intended to make sure that there are no other conflicts with other courses or scheduling changes and to ensure that there is an appropriate examination room available.

With the Course Director’s approval, at the next class, with the Course Director or his/her designate present in the classroom, a “majority vote” (defined as a vote of more than half of the members voting) is taken from the students present at the lecture or in an online poll administered by Academic Affairs. There must be a two-thirds majority of the students present in order for the proposed decision to carry.

If the class cannot re-convene before the proposed change, an email vote is permissible. The vote will be conducted by the Office of Academic Affairs.

ONLINE CURRICULUM EVALUATIONS

Student evaluation of the curriculum provides feedback vital to the planning of TUSDM’s educational program. Student feedback is extremely important for course, seminar, rotation, and workshop enhancement. All online evaluations are administered by the Office of Academic Affairs via the Tufts University Sciences Knowledgebase (TUSK).

Overview

1. Evaluation forms can be accessed by logging onto TUSK (www.tusk.tufts.edu).
2. On the TUSK home page, enter your user name and password.
3. Once logged on to TUSK, click “Assessment” (located on the left-hand side of the page) and follow the directions provided.
4. Filling out evaluations is an important responsibility of being a student at TUSDM. It must be accomplished for every course/seminar/rotation/workshop. The Office of Academic Affairs aims to get an 85% response rate on all evaluations in order to make them representative of the class. Final grades for the whole class will not appear on transcripts until 85% of the class has responded to the evaluations.

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5. **ONLINE EVALUATIONS ARE 100% CONFIDENTIAL.** Upon completion of the evaluation, you will be asked to re-enter your user name. This is a security measure to ensure that a student can only complete one evaluation for any particular course/seminar/rotation/workshop. When you submit the form, user name and responses are sent to separate tables and stored in a secure server. Neither the evaluator, the faculty, chairs, nor deans have access to the data except through a final summary report.

6. TUSK tracks only who has or has not filled out the evaluation form. No multiple choice answers or comments can be linked to an individual student.

7. Didactic course evaluations will be available on TUSK the day after the final examination and remain open for three weeks. Rotation/seminar/workshop evaluations open the day after the first rotation/seminar/workshop session and remain open for two weeks after the last rotation/seminar/workshop session.

8. A final summary report and print out of all student comments are given to the Course Directors and/or Seminar/Rotation/Workshop Heads, their Department Chair, and the Associate Dean for Academic Affairs. A three-year summary of the results for each course is presented to the Curriculum Committee.

9. Questions about online evaluation procedures should be directed to Sean Hopkins at sean.hopkins@tufts.edu.

**GRADING POLICIES AND DIDACTIC REMEDIATION/REEXAMINATION**

**Didactic Final Grade Process:**

- Grade change requests must be formally submitted to the Director of Academic Affairs and Assistant Registrar for approval via email, with a detailed explanation, justifying the change.
- A grade “blackout” period will be implemented during the Challenge Period. Transcripts printed during this time will not include the current term’s grades.
- Students who did not complete the course evaluation within the two week evaluation period will not be allowed to challenge the final course grade.
Clinical Grade Process:

1. It is the prerogative of the Department, in accordance with academic policies, to determine the manner in which the final grade is developed. At the start of each program or course, the Department must inform students in writing of the criteria and mechanism used to determine the grade. Midcourse changes in grading policy must be approved by the Office of Academic Affairs and must apply to all students equally. No final grade may be submitted that is based upon a single evaluation of the student unless permission to do so has been granted by the Associate Dean for Academic Affairs.

2. Student grades on examinations will be shared through TUSK so as to maintain confidentiality.

3. The student's clinical experience in patient care is outlined in the document Minimum Clinical Experiences, Departmental Competencies and the Point Program (MCP). Each department, in accordance with academic policies, determines the manner in which the clinical grade is developed.

4. Final grades are entered to student records following Student Promotions Committee (SPC) action. Once approved by the SPC, grades may not be changed except to correct clerical errors.

Treatment of Grades Achieved by Re-examination or Repetition of Course

Recording of grades achieved in re-examination or in repeated courses and their use in computing class standing will be accomplished in the following manner:

1. When a student has failed a course and is required to take a re-examination, the new grade achieved will be recorded on the transcript along with the original failing grade, e.g. D (original failing grade)/C+ (re-exam grade). The original failing grade will be used in computing averages and class standings.

2. When a student is required to repeat a course that was not failed (e.g., the case of a student who has returned from a leave of absence and who is required to repeat a portion of the curriculum), the new grades achieved will be recorded on the transcript. The new grade will be used in computing averages and class standings.

*Please note: Grade change requests are all subject to approval of the Associate Dean for Academic Affairs.

**Last day for students to complete competencies/reconcile a grade is August 1st: After this date, the grade will become an F.
Failure on Re-examination

Should a student fail a re-examination, options available to the SPC are:

1. Approve a second re-examination, following extensive tutorial.
2. Require the student to repeat the course or part of the academic year in which the failed course occurred.
3. Require the student to take and pass a similar course at another school during the summer break.
4. Recommend or require a leave of absence (not in good standing).
5. Consider the student for academic dismissal.

Failure to Remove an Incomplete

Should a student fail to remove an incomplete before the start of the next academic year, the options available to the SPC are:

1. Convert the incomplete to a failure.
2. Require the student to repeat the course(s) or a portion of the academic year in which the incomplete grade(s) occurred.
3. Consider the student for academic dismissal.

Didactic Grading Remediation/Re-examination

Passing grades for all coursework undertaken at TUSDM are a prerequisite for graduation. Students earning a failing grade should satisfactorily complete remedial work (which may include an additional course) as specified by the Course Director in order to be permitted to sit for a re-examination.

Grade Reports

Grades are submitted in a letter grade system. Numerical grades achieved on examinations will be converted to letter grades according to the following scale:

<table>
<thead>
<tr>
<th>Prior Grade Numbers</th>
<th>New Letter Grades</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>96, 97, 98, 99, 100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>91, 92, 93, 94, 95</td>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>87, 88, 89, 90</td>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>83, 84, 85, 86</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>80, 81, 82</td>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>76, 77, 78, 79</td>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>73, 74, 75</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>70, 71, 72</td>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>60 to 69</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Less than 60</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: A “D” grade at TUSDM is a failing grade.

Grades

Final Grade

At the conclusion of the didactic or clinical portion of a course, a final grade is submitted under the conditions described above. Final grades appear on the final transcript in the form submitted by the Department.
Grade of Incomplete

Submission of grades of Incomplete (I) may occur when the evaluation of a student’s performance or achievement was not possible because of authorized absence or illness of the student at the time of evaluation. In addition, clinical can get entered as "Incomplete" if competencies are not completed as scheduled by the grading deadline.

Please see page 11, Academic Records, for information on how to access your academic record and how to request transcripts.

Didactic Grade Change Policies

- Students will receive Incomplete (I) grades for incomplete coursework, competencies, etc.
  - Fourth years students have until the last day of the DMD program in August of their fourth year to change incomplete grades to a passing grade; after this date, any remaining I grades will change to F grades. Unless otherwise determined by the SPC, first, second, and third year students will have one term to change incomplete grades to a passing grade; upon the conclusion of that term, any remaining I grades will be changed to F grades.

- After an official grade roster has been submitted, grades can be changed via written (electronic), signed communication from the course or rotation director to the Associate Dean for Academic Affairs or his designee. This is allowable within ten business days of submission of official grades.

- At the end of each course, the Assistant Registrar will send a blank grade roster with all of the necessary information (student names/IDs/course numbers) to the Course Director and/or Academic Affairs. This roster will be populated with grades in order to make the spreadsheet ready for upload into iSIS.

- Once FINAL grade, including changes made by instructors, are prepared, they will be sent to the Office of the Registrar on the appointed grade roster spreadsheet and posted on iSIS; students have ten business days to appeal their grades to the Course Director via email.
  - Grade change requests must be submitted to the Director of Academic Affairs and Assistant Registrar for approval, via email, with a detailed explanation justifying the change. If approved, the changes will be made in iSIS.
  - If the student’s requested grade change is not approved, students may appeal the decision to the Associate Dean for Academic Affairs via email.
    - The decision by the Associate Dean for Academic Affairs or his designee and the registrar may be appealed by the student or the Course Director to the SPC. The decision of the SPC is final and cannot be appealed.
  - Except for Year 4, rank and standing will only be run once per year, after final summer grades have been vetted. Only under extraordinary circumstances will rank and standing be re-run. For Year 4, rank and standing will be run, but not posted prior to commencement. Final rank and standing will be run and posted in mid-August.

- The SPC, Associate Deans, and Registrar maintain the right to file grievances against faculty and staff who fail to report grades accurately and promptly. Such grievances will be taken into account during faculty review for promotion and merit pay raises.

- All Course Directors are required to retain records of all assessments and final grades for all students enrolled in their courses for a period of at least seven years. Records may be kept electronically or in hard copy, but they must be available to the department chair or a designated apartment assistant in the even of the Course Director's departure from the department.

Year 3 and 4 Clinical Grading Policies

Year 3:
1. The deadline for completion of required year 3 clinical competencies is June 1. For those required competencies that are not completed by that time, and “Incomplete” grade will be given.
2. Students will have until August 1 to complete the missing requirements at which time the incomplete grade will be replaced with a grade based on the average of their competency grades.

3. Students failing to complete their year 3 requirements by August 1st will receive a failing clinical grade, will have to appear before the SPC, and may not be promoted to year 4 status.

4. Once the students have completed the missing competencies successfully, a new grade will be calculated and placed on the transcript next to the original failing grade.

5. Class rank and standing will be run in August once the deadline for resolving incomplete grades has passed.

Year 4:

1. Year 4 grades are due May 1 of Year 4.

2. Failure to complete competency examinations required for Year 4 Clinical Grade (before May 1): For any competency examination or course that has not been completed on time (by May 1 of Year 4), a grade of Incomplete (I) will be recorded.

3. Class rank and eligibility for honors to be recognized during commencement will be run at this time only for students with a complete record.

4. Effect on failure to complete required competency examinations on Year 4 transcript grade (after May 1 up to the last scheduled day of the DMD program in August): This policy applies only to students who have an Incomplete (I) grade in a clinical discipline as of May 1. Students have from May 1 to August 1 to make up any missed competency examinations (that they failed to take) or to retake any failed competency examinations. Students with an Incomplete grade will not be eligible for consideration for academic honors during commencement ceremonies. Students completing competencies after August 1st will receive a maximum grade of 70.

5. After the final week of the summer trimester in early August, rank and standing will be finalized and posted on the transcript, and students whose grades and rank qualify them for academic honors will be recognized in the Alumnae Magazine. They will also receive a letter of recognition and a new diploma with the notation "Graduated with Honors". Students who do not complete their degree by the end of the summer trimester will not be eligible for academic honors.

6. Graduation Clearance: In order to clear for graduation, all I, D, and F grades and/or failed competency examinations must be completed with a passing grade.

Honors and Awards

Annual Dean’s List

At the end of each academic year, students from each class who earned an academic year GPA of 3.6 or higher will be placed on the Dean’s List for their class. Students with any grade(s) of Incomplete will not be eligible for the Dean’s List.

Academic Honors

Students who are in the top 10 percent of the class, who have attended TUSDM for at least two years, and whose professionalism and standards of conduct are judged exemplary by a joint meeting of the EPC and the SPC will be nominated for honors. In addition, students who have transferred from another dental school will be eligible for honors if they have earned at least a 3.3 GPA on their previous dental transcript. All graduation requirements must be completed in order to be eligible for academic honors.

1. Summa Cum Laude – top 2% of the class
2. Magna Cum Laude – top 5% of the class
3. Cum Laude – top 10% of the class

Honors will be recognized in two stages:
1. Class rank and eligibility for honors to be recognized during commencement will be run after the due date of May 1 of Year 4. **Students with an I grade will not be eligible for consideration for academic honors during commencement ceremonies.** During a joint meeting prior to commencement, the EPC and the SPC will discuss the professionalism and standards of conduct of each student in the top 10% of the class. Those students who meet these criteria will be nominated to receive academic honors and will be presented to the Executive Faculty, who will vote on nominations. These students will be recognized during graduation ceremonies.

2. After the final week of the summer trimester in early August, rank and standing will be recalculated for Y4 students, and graduates whose grades and rank qualify them for academic honors will be reviewed during a joint meeting of the EPC and SPC. Those students who meet the professionalism and standards of conduct criteria will be nominated to receive academic honors and will be presented to the Executive Faculty, who will vote on the nominations. These students will be recognized in the Alumnae Magazine, and they will receive a letter of recognition and a new diploma with the notation “Graduation with Honors”. **Students who do not complete their degree by the end of the summer trimester will not be eligible for academic honors.**

Omicron Kappa Upsilon National Dental Honor Society

TUSDM has an active chapter, the XiXi chapter, of Omicron Kappa Upsilon, which each year elects a maximum of 12 percent of the graduation class to membership. Eligibility is based on scholarship, character, and potential for future professional growth and achievement.

**GUIDELINES FOR ACADEMIC EVALUATION AND PROGRESS**

*See Appendix XI, p. 100, for details on Satisfactory Academic Progress Standards, including ramifications for financial aid.*

The major functions of the Student Promotions Committee (SPC) are to review each student’s academic and clinical progress and decide whether a student should be promoted from one year of the curriculum to the next, to recommend students for graduation and academic honors, to assure that the course grading policies are consistent with school grading policy guidelines outlined in the Curriculum Procedures Manual, and to deal with cases of academic and clinical deficiency. In addition, the SPC may review any student’s academic status whenever the Committee deems such an action appropriate, e.g., when a grade of “fail” or “incomplete” is submitted or when a faculty member or administrative officer requests a review.

Satisfactory academic progress policies are applied uniformly to all students. Failure to meet satisfactory academic progress standards will preclude students from receiving financial aid which includes Tufts institutional grants, loans, and scholarships, as well as federal and private educational loans.

**Didactic Components of Pre-doctoral Curriculum**

*Didactic Progress*

Independent of the student’s eligibility for financial aid, student academic progress is monitored by each Course Director, by divisions or departments, and by the SPC. If a student’s performance is unsatisfactory and the student is in danger of failing a course, the Course Director may so advise the student, noting tutorial or remedial assistance that may be available.

*Didactic Tutorial Assistance*

Tutorial sessions may be made available at the discretion of the Course Director, in consultation with the Chair of the Student Promotions Committee, while courses are in progress. These tutorial sessions may be limited to those students identified by the Course Director as being in danger of failing the course.
If a student has failed a course, the SPC determines how that failure can be corrected. It may be done by re-examination if approved by the SPC.

**Clinical Components of Pre-doctoral Curriculum**

**Clinical Progress**

In order to help students meet the patient care objectives, a checkpoint chart has been developed and is published in the MCP document handed out to each class by the Office of Academic Affairs. This checkpoint chart outlines the number of points, minimum procedural experiences, and competency examination(s) that students should try to achieve by given dates. Student point totals will be reviewed one month before the deadline date. Deficient students, as identified by Practice Coordinators, will be notified as detailed in the clinical probation section of this document.

Students who are significantly below the suggested number of points, minimum procedural experiences, and/or competency examinations by the checkpoint dates listed in the MCP document may be placed on clinical probation. Clinical promotion status is defined in more detail in the section below entitled “Guidelines Used to Evaluate Academic Progress” under “Promotion to the Fourth Year of the Pre-doctoral Program, Clinical Requirements.” Also see *Academic and Clinical Probation, p. 36.*

**Decisions Regarding Academic Status**

The SPC decides on the academic status of each student. Options available to the Committee are:

a. Promotion (for evaluations conducted at the end of the academic year).
b. Re-examinations, if a student fails a course or courses.
c. Repetition of all or part of a year, if a student fails multiple courses.
d. Academic dismissal, if a student fails multiple courses.
e. Recommend leave of absence, if a student does not maintain good standing.

A. **Promotion**

Minimum Criteria for Promotion:

1. Successful completion of all courses and successful completion of re-examination in failed courses presented during that year.
2. Completion of clinical procedures specified by each department at a level deemed satisfactory by the clinical departments. (See the “MCP” document: Minimum Procedural Experiences, Department Competency Examinations and the Point Program).

B. **Re-examination**

Re-examination is granted only by the Student Promotions Committee, and students will be notified if they have been approved for re-examination in a failed course. Upon notification, students should contact the Course Director to review their exams to help determine the cause of the failure, and discuss content, format, and scheduling of the re-exam. Remediation and re-examination should be completed promptly following completion of the course and must be completed successfully prior to the succeeding academic year.

C. **Repetition of all or part of a year**

A student may be required to repeat a course(s) or all or part of a year, semester, or trimester. Multiple failures in any course or courses may result in repetition of a year or dismissal. Students may be required to repeat courses they previously passed. During repetition, the student is on academic probation.

Students have two calendar years to complete one year of the curriculum (that is, they may not repeat a given year more than once). During a repeat of the year, students that fail a course which they have failed previously will be subject to a hearing for dismissal.

D. **Academic Dismissal**

Academic dismissal occurs when the student’s academic and clinical deficiencies are of such a nature to indicate that successful completion of the curriculum may not be possible.
Guidelines Used to Evaluate Academic Progress

TUSDM pre-doctoral students have six academic years, or seven calendar years, to complete the DMD degree, whichever assessed time period concludes first. This policy is philosophically in keeping with our values as a school, allowing a student a second chance at one of the first two years of the basic science/preclinical portion of the program, a second chance at demonstrating competency in the clinical environment (e.g. a slow first year that requires a student to stay an additional year to meet the clinical requirements for graduation), or to utilize a personal or medical leave of absence. A student needing to make use of all three “second chances” identified above would enroll at TUSDM for six academic years in seven calendar years. The proposed policy is also congruent with existing SPC policy regarding satisfactory academic progress in meeting degree requirements, and the school’s corresponding financial aid eligibility policies.

First Year of the Pre-doctoral Program

Students who fail a single course during their first year must successfully undergo re-examination in order to be promoted to the second year. Two or more failures during the first year may lead to granting of re-examinations, to the student being required to repeat the first year, or to a hearing for academic dismissal. If the student is directed to repeat the year, they may be required to take additional courses during the period of leave to strengthen their academic preparation in advance of returning to TUSDM for study.

Second Year of the Pre-doctoral Program

Two or more failures in the second year may lead to granting of re-examinations, repetition of the year, or a hearing for academic dismissal.

1. Cumulative Failure Prior to the Beginning of the Third Year of Attendance or Program
   Four or more cumulative failures prior to the beginning of the third year of attendance or program will lead to a hearing for academic dismissal.

2. Promotion to the Third Year of the Pre-doctoral Program
   Clinical Requirements: Students must achieve 15 clinic points to be promoted to the third year of the pre-doctoral program.

Third Year of the Pre-Doctoral Program

Two or more failures in the third year may lead to granting of re-examinations, repetition of the year, or a hearing for academic dismissal.

CUMULATIVE FAILURE PRIOR TO THE BEGINNING OF THE FOURTH YEAR OF ATTENDANCE OR PROGRAM:

Six or more cumulative failures prior to the beginning of the fourth year of attendance or program will lead to a hearing for academic dismissal.

Promotion to the Fourth Year of the Pre-doctoral Program

Clinical Requirements: Third year students deemed to be making insufficient progress in the clinic may be subject to individual review by the Student Promotions Committee. Each student’s accomplishment and rate of completion of points, minimum clinical experiences, and competency examinations will be examined. The student’s Practice Coordinators will be asked to identify the causes of the student’s lack of progress and the student will be separately and confidentially interviewed at a Student Promotions Committee meeting.

After careful consideration of the individual circumstances associated with each student, students may be placed on clinical probation for 12 weeks beginning with the resumption of the spring semester. Failure to make significant progress in the clinic during the 12 week evaluation period would then result in the student not receiving clinical promotion to the fourth year. These students will retain credit for third year didactic courses, seminars, rotations and workshops, and will be exempted from repeating Medicine III.
National Board Policies

National Board Part I Examination:

Passing National Dental Boards Part I examination (NBI) is a requirement for graduation from the pre-doctoral program. All eligible pre-doctoral students are required to sit for NBI by January 31st of the second year. Students who fail NBI are required to sit for this examination again no later than 110 days from the date of initial administration of the examination. Students who fail NBI are placed on academic probation, subject to the constraints identified on page 36. Students who have not passed NBI prior to the end of the winter term of the second year are not blocked from the clinic, but they could be put on a reduced clinic schedule under the direction of their Practice Coordinators.

Students who are unable to pass NBI after the third attempt must meet with the SPC Chair to discuss study strategies and consequences of a fourth failure. In accordance with American Dental Association/Joint Commission on National Boards policy, students must wait one calendar year before being allowed to challenge the exam a fourth time.

**Students have four chances to pass NBI, and those who fail to pass the examination after four attempts will be dismissed from TUSDM.**

National Boards Part II Examination:

Passing the National Boards Part II (NBII) examination is a graduation requirement of the pre-doctoral program. Students must sit for the NBII prior to the 31st of January of the fourth year of the pre-doctoral program. Students who fail to pass the NBII will be required to sit for this examination again no later than 110 days from the date of initial administration of the examination. Students are not blocked from the clinic after the first failure, but after subsequent failures they could be put on a reduced clinic schedule under the direction of their Practice Coordinators, and those who fail NBII a second time are placed on academic probation, subject to the constraints identified on page 36 in this section of the handbook.

Students who are unable to pass NBII after the third attempt must meet with the SPC Chair to discuss study strategies and consequences of a fourth failure. In accordance with American Dental Association/Joint Commission on National Boards policy, students must wait one calendar year before being allowed to challenge the exam a fourth time. Students who do not pass NBII by the 15th of April of their fourth year may not participate in commencement related exercises associated with the fourth year class in May.

**Students have four changes to pass NBII, and those who fail to pass the examination after four attempts will be dismissed from TUSDM.**

Eligibility to Receive the DMD Degree

Requirements for Graduation: The appropriate degree is conferred by Tufts University upon persons who have successfully completed all competencies and complied with the following requirements:

1. Attendance for 8 semesters and any required summer semesters (or equivalent) of the curriculum at TUSDM. An advanced standing student’s individualized curriculum will be determined by the faculty and may be shorter than 8 semesters.
2. Completion of all coursework and examinations with passing grades and with at least a 2.0 cumulative grade point average.
3. Successful completion of the competency examination/exercises.
4. Successful completion of the National Board Examination Part II.
5. Payment in full of all fees due to Tufts University.
6. Ethics and behavior consistent with acceptable professional standards.
Fifth Year Dental Student Policy

Students who have not completed graduation requirements by the end of the summer following their fourth year must send a letter to the Office of Student Affairs stating that they wish to be enrolled for the fall semester. The letter should document all outstanding competencies, procedures, and other requirements; and include an estimation of when the student plans to complete them. Fifth year students will be enrolled as full-time students per each term.

ACADEMIC PROBATION AND CLINICAL PROBATION

Academic Probation

A student may be placed on academic probation when, in the judgment of the Student Promotions Committee (SPC), such an action will be beneficial to the student’s academic progress either because of its effect in warning the student of difficulties he/she may be facing or because of the restrictions it places on extracurricular activities.

Students are automatically placed on probation when:

1. They are repeating a year or parts of a year.
2. They are returning to a full curriculum after repeat of a partial year.
3. They initially received 2 or more failures in the previous academic year.
4. They have failed National Boards Part I or II on their second attempt.

The conditions and requirements of academic probation will be decided by the SPC on an individual basis for each student concerned and may include the following:

1. Expected attendance at all scheduled classes, laboratory periods, seminars, and clinics.
2. Restrictions on participation in school-related extracurricular activities or programs.
3. Restrictions on approved absences from the academic program (see also Attendance Policies and Absence from the Program, p. 6).
4. In circumstances when a student on academic probation is repeating one or more previously failed courses, successful completion with a passing grade in the repeated course(s) must be achieved without right of re-examination. Failure in such course(s) will automatically result in a hearing for possible academic dismissal.
5. The student may be directed to seek counseling as reasonable and needed.
6. The student may be assigned to an advisor who will monitor the student's academic progress.
7. When a student is placed on academic probation, it will be for a minimum period of one academic year. At the conclusion of the time period, the student's progress will be reviewed and academic probation will be ended or continued.
8. A student has two calendar years to complete one year of the curriculum, i.e., the student may not repeat one year more than once. During a repeat of the year, a student is subject to the same guidelines regarding the number of failures allowed, and, in addition, cannot fail a previously failed course.

Clinical Probation

The year is divided into a series of 15-week intervals beginning in year 2, April to August trimester. At the ten-week point in each interval, each student will be evaluated in terms of:

1. Point totals earned in relation to the class average number of points and the suggested point guidelines detailed in the MCP.
2. Competency examinations and minimum procedural experiences completed in all departments.
3. Attendance for scheduled patient appointments and rotations.
4. Adherence to clinic financial policies.
5. Record management.
6. Patient scheduling.
Those students deemed to be significantly behind in clinical progress may be required to meet with their Practice Coordinators to discuss their clinical progress and may be placed on clinical probation.

The policies for students on probation as outlined previously in the Student Handbook will be in effect. In addition, the following will be required:

1. Weekly reports to the student's Practice Coordinator.
2. Pairing with a student clinical teaching assistant or another student within their own Practice Group.
3. Other programs may also be advised depending upon the student's deficiency. Example: if a student has failed a competency exam three times, they would be required to complete manikin exercises at a laboratory bench.

If at the end of the academic year a student is still deemed to be making insufficient progress in the clinic as defined by insufficient points, failure to earn passing clinical grades, or failing to completed the minimum number of required clinical procedures, the student may fail to get promoted to the next year or may be dismissed.

**PROCEDURE FOR THE APPEAL OF GRADES AND STUDENT PROMOTIONS COMMITTEE (SPC) DECISIONS**

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for exams, grades, and the evaluation of student academic performance are the responsibilities of the Course Director.

**Appeal of Grades**

Students are encouraged to resolve issues involving course grades with the Course Director directly and, if necessary, with the Department Chair. Grade appeal is available for review of allegedly capricious grading, and for review of the Course Director's evaluation of the student's academic progress.

*Capricious grading* is described as any of the following:

1. The assignment of a grade to a particular student on some basis other than his/her performance in the course.
2. The assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade by significant departure from the instructor’s previously announced standards.

The process of appeal regarding exams, grades, and academic actions is in the following order:

1. Course Director
2. Department Chair
3. Associate Dean for Academic Affairs
4. Student Promotions Committee
5. Appeals Committee (only for decisions involving demotion, suspension or dismissal)
6. Dean (only for decisions involving demotion, suspension or dismissal)

**Appeal of Student Promotions Committee (SPC) Decisions**

A. The SPC will schedule a hearing for a remedial year, suspension, or dismissal. This meeting will be devoted to a review of the student's entire academic record. The student will appear at the meeting and submit any pertinent information to the SPC. The student will be required to present a written copy of their testimony prior to the SPC meeting. The SPC will communicate its decision in writing to the student as soon as possible.
B. Pending the outcome of an appeal, implementation (i.e. disenrollment or remedial year) shall be stayed, and the student will retain all rights to continue in the academic program, with two exceptions: students may not participate in re-examinations of failed courses until the appeal process is completed, and students may not deliver patient care, should faculty consensus be that the student is unfit to provide care (for example, students that have not yet passed the preclinical fixed prosthodontics technique course in the second year will not be allowed to see such patients in the pre-doctoral clinic until successfully remediating their failure in this course). Should the decision be upheld on appeal, implementation of the SPC decision may be retroactive to the beginning of the term preceding the decision. Coursework undertaken or completed beyond that date shall not be entered in the student’s official record.

C. If the SPC decision involves repeating a year or semester, suspension, or dismissal, refer to Review and Decision by the Appeals Committee, p. 24-25, for more information.

An appeal of an SPC ruling is subject to the limitations previously delineated in the section of the Handbook under Disciplinary Procedural Guidelines, p. 21.

**STUDENT ACTIVITIES AND STUDENT GOVERNMENT**

**STUDENT ACTIVITIES**

There are basically two types of student activities: (1) sponsored or University activities which have active management and financial, physical, and administrative involvement from the University, involving significant staff and faculty time and (2) non-sponsored activities that are independent from the institution's physical, financial, or administrative involvement. In this instance, the University will have limited or no oversight of the activity.

The University’s mission regarding these types of activities is to allocate limited resources, effectuate a mission, meet student interest, and limit the liabilities to which the University and its students, faculty, and staff are exposed. University sponsored activities require the prior approval of the Office of Student Affairs.

Any questions regarding the appropriateness of an activity or whether the University will sponsor it must be referred to the Office of Student Affairs well in advance of the event.

Depending on the nature of the activity, participants may be obliged to sign a release or waiver of liability as a condition of participation.

If a personal vehicle is utilized for a University sponsored activity, personal liability insurance limits are primary and the University’s limit may be excess. Under no circumstances will the University reimburse for damages to a personal vehicle.

**STUDENT ORGANIZATIONS**

Student organizations at TUSDM are established and run by those students who wish to participate. Student groups are maintained based upon the general level of student interest. If a student would like to establish a new organization, he or she must submit a formal mission statement along with a general overview of the proposed activities associated with the organization, a list of proposed student members, and planned methods for maintaining continuity over subsequent years. This proposal must be submitted to the Office of Student Affairs for review and approval.

Student organizations may, upon written request, receive an annual budget allocation. Organizations interested in receiving funding from the University must submit an annual budget proposal in the fall to the Office of Student Affairs. The amount of funding allocated for each organization will be determined based upon the proposal submitted and the availability of funds at the time of submission. Organizations requiring additional funds are expected to fundraise in order to supplement their budget.
Student organizations must have a selected faculty advisor who serves for guidance, assistance, and support of their group. The Office of Student Affairs should be notified when an advisor is selected or if assistance is needed in finding one. Organizations must also keep the Office of Student Affairs informed of the election of new leadership positions each year.

General Responsibilities of Student Organization Representatives

- Maintain correspondence with the student body regarding events or issues associated with the group.
- Complete room requests for organized meetings or social events.
- Maintain communication with the Office of Student Affairs in regards to event planning in order to ensure that no conflicts exist with the planned events of other organizations, and that police detail is secured, when necessary. Complete all necessary room request forms, special event setup forms, and any other additional paperwork and submit them to the Office of Student Affairs.
- Submit a written report and/or presentation to the Office of Student Affairs upon returning from each national and/or regional meeting, if applicable. All travel arrangements must be pre-approved by the Office of Student Affairs.

The following is a list of currently active student organizations:

- Academy of LDS Dentists
- Aesthetics Club
- Alpha Omega (AO)
- American Academy of Public Health Dentistry (AAPHD)
- American Association of Women Dentists (AAWD)
- American Academy of Pediatric Dentistry (AAPD)
- American Dental Education Association (ADEA)
- American Student Dental Association (ASDA)
- Arab Dental Society (ADS)
- Asian Dental Student Alliance (ADSA)
- Bates Student Research Group
- Bridge Over Trouble Waters/Project Bridge
- Christian Medical and Dental Association (CMDA)
- Delta Sigma Delta (DSD)
- Endodontic Society of TUSDM
- Gay, Lesbian, Bisexual, Transgender, and Allies Student Organization (GLBTA)
- Health Professions Scholarship Program (HPSP)
- Hillel
- Hispanic Dental Association (HDA)
- Korean American Dental Association (KADA)
- Muslim Student Association (MSA)
- Oral and Maxillofacial Surgery Journal Club
- Orthodontic Study Club
- Periodontology Study Club
- Persian Association of Student Dentists and Dentists (PASDAD)
- Prosthodontics Club
- Sharewood Clinic
- Smile Share and Care (c/o ASDA)
- Smile Squad
- South Asian Medical-Dental Association (SAMDA)
- Student National Dental Association (SNDA)
- Student Professionalism and Ethics Association (SPEA)
- Technology Club

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RESEARCH SOCIETIES

The George A. Bates–Student Research Group (Bates-SRG)

A student organization established in 1935, the local Student Research Group chapter of the American Association for Dental Research bears the name of the late George A. Bates. Dr. Bates was a graduate of the dental school and inspirational professor in microscopic anatomy for both the dental and medical students. The Bates-Student Research Group (SRG) promotes student research in dentistry and its related disciplines. All students interested in research are encouraged to pursue membership in the Bates-SRG. The Bates-SRG is also Tufts’ local chapter of the National Student Research Group (NSRG), which is a student-run organization in the American Association for Dental Research that encourages and helps support dental student involvement in research.

Membership

Interested students are welcome to attend various Bates-SRG meetings and activities throughout the year. Students are encouraged to join the American Association of Dental Research National Student Research Group, and to help represent student research at Tufts on a national level. Membership in the Bates-SRG is also acknowledged for all students who present at the annual Bates-Andrews Research Day.

The Robert R. Andrews Research Honors Society

This student-run organization was established in 1921 to promote dental research and to honor those who excel in it. It is named in memory of Dr. Robert R. Andrews, a former member of the faculty, an outstanding researcher, and distinguished dental surgeon. As the name signifies, this is an honor society to which students are elected following peer review by research faculty and the Society’s officers. Student members are acknowledged at graduation by special mention in the commencement program for their class.

Criteria for Membership

Typically, students inducted into the Andrews Research Honors Society have conducted research during two or more years, and have presented their work at regional and national conferences. Each year, one to three faculty members are inducted into the society based on their personal research accomplishments, as well as their continuing support, guidance, and mentoring for student research.

History of Bates-Andrews Research Day

Since the 1930s, this day is held in February or March to honor George A. Bates, an alumnus of TUSDM, who taught Tufts medical and dental students. The student research societies annually sponsor “Bates Day,” which consists of student table clinics that showcase the research conducted by students during the preceding year.

It also features displays by commercial exhibitors, and has included photography and arts & crafts exhibitions by students and faculty. Bates-Andrews Day especially gives our students an opportunity to share their accomplishments in fields of special interest with the rest of the Tufts community. Bates Day is held annually at Tufts to promote student research, and thereby enhance the opportunities for professional growth of our students, alumni, and faculty. Several prizes are awarded, including funded travel to meetings of the American Dental Association and the Greater New York Dental Society.

Who participates/is expected to participate?

All students who received Student Summer Research Grants from TUSDM are required to present at Bates Day. Graduate students and students who completed research at other institutions are encouraged to participate.
UNIVERSITY POLICY ON CAMPUS GATHERINGS

Tufts believes free inquiry and expression are indispensable in attaining the goals of the University. Toward this end, Tufts encourages members of the University community to develop the ability to exercise critical judgment and supports the rights of individuals to express their views and opinions. The University respects the rights of members of the Tufts community to peaceful and unobstructive demonstration for the purpose of expressing and discussing ideas and opinions, and seeks to ensure reasonable time, place, and manner for such expression.

Prohibited Behavior

The University has a concurrent obligation to develop policies and procedures that safeguard this freedom of expression while maintaining an atmosphere conducive to the functioning of the University. The University expects its members to be respectful of the corollary rights of fellow students, faculty, staff, and others to perform their duties and participate in the life of the community, free from disruption, interference, or harassment. Examples of behavior that violates University rules include the following:

- **Interference** with students, faculty, staff, or visitors to the campus who are seeking to perform their various duties. Blocking, directly or by crowding, an entry to a University building and/or creating excessive noise that interferes with the sanctioned activities constitutes disruption.
- **Intimidation** of students, faculty, staff, or visitors to the campus. Examples of intimidation include but are not limited to: causing or attempting to cause physical injury; physically preventing or attempting to prevent use of a University facility; or threatening, by words or actions, either of the above. Picketing outdoors that allows free access to the facility is allowed.
- **Destruction** of, damage to, or unauthorized access to property, records, documents, files, etc., of the University or of members of the University community.
- **Unauthorized entry** to a non-public area, a private office, or a University facility declared closed by the University and/or refusal to leave when asked. Such behavior constitutes trespassing.
- **Interruption or disturbance** of, or unwelcome participation (including symbolic, verbal, or other activity) at religious services being conducted inside Goddard Chapel or at other facilities.
- **Failure to identify oneself** when asked by a University official or University police officer, or refusing to present proper ID when asked.
- **Disregarding requests by a University official to disperse** or preventing an official from carrying out his/her responsibilities to enforce University rules.
- **Aiding and abetting** others in violating any of these rules.

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

LUNCH AND LEARNS

To centralize the numerous “Lunch and Learn” requests the school receives (from corporations, dental societies, group practice companies with employment opportunities, residencies, and fellowships), please see the following guidelines:

1. Please refer all Lunch and Learn requests to the Office of Academic Affairs (gerard.cedrone@tufts.edu) and Student Affairs (karenalexander@tufts.edu).
2. The requestor will be asked to provide written information about the proposed presentation so that the appropriate Course Directors and administrators can be consulted.
3. If a student or student organization (such as ASDA) initiates the Lunch and Learn request, additional consideration will be given to their requests.
4. Academic Affairs will classify the presentation either as:
   a. Related to the curriculum, community interests, or a state dental society (example: a corporate presentation, such as an implant system presentation, a fellowship presentation, or a state dental society presentation). Academic Affairs will manage these events.
   b. Of employment opportunity interest or student affiliated services or student organizations (example: residency or group practice company presentations). Student Affairs will manage these events. Student Affairs will work with Academic Affairs to decide the best date, time, and room, since space is limited.
   c. Academic Affairs will keep a log of annual Lunch and Learn presentations. Should we run out of dates for Lunch and Learns, this log will assist in rotating assignments to be fair to all parties.

STUDENT GOVERNMENT

The organizational structure for the student body at TUSDM shall consist of: (I) The Student Body; (II) Officers for each class; and (III) Student Representation on the Standing Committees of the Executive Faculty and ADEA and ASDA. Membership, duties, and objectives pertaining to the above are outlined below.

The Student Body

A. Class Membership: The student body of TUSDM is comprised of all registered students enrolled in the D.M.D. degree program.

Class Officers and Representatives

A. Elections:

1. At the end of each academic year (except in the cases of the entering D.M.D. and International classes which will hold elections after their matriculation), general elections shall be held, in conjunction with the Office of Student Affairs, to elect Class Officers: President, Vice President, Treasurer, and Secretary; Student Library Advisory Committee; American Student Dental Association (ASDA), and American Dental Education Association (ADEA) representatives (see Section IV); Standing Committee Representatives: Curriculum; Ethics, Professionalism, and Citizenship; Risk, Safety, and Infection Control; Outcomes Assessment; Patient Care Quality Assurance; Student Promotions; Research and Technology Committees (3rd and 4th year representatives only). The International Class will select a Class President annually and a 2-year representative to the Curriculum Committee.

2. Any member of the Student Body is eligible to hold a class elected position if the student is in good academic and professional standing within the University. No student may run for more than one office concurrently.

3. Class elections shall be by closed ballot as organized by the Office of Student Affairs.

4. A simple majority (50% + 1) is necessary for election to a designated office.

5. A run-off election shall be held in the event that no individual obtains a majority of votes. (A majority is considered 50% + 1 of the class members who cast a vote.) The run-off will include the two top candidates for that office.

6. Current class officers and the Office of Student Affairs shall present a description of all elected positions to the entering first-year class in an informational meeting.

B. Class Officers and Responsibilities

1. The Class President
   - Acts as executive officer of the class; planning, coordinating, and presiding over all class and class officers’ meetings. A minimum of three class meetings must be held by the President during the academic year. A meeting of the class officers must be held once a month.
   - Receives reports from other class officers for communication to the class and is responsible for overseeing a format for that communication.
• Serves as liaison between the class and faculty/administration and acts as primary spokesperson for the class.
• Delegates additional duties to the appropriate class officers.

2. The Class Vice President
• Acts as the executive officer of the class in absence of the President.
• Works in conjunction with the President regarding all executive functions.
• Serves as the official liaison to the Alumni Office.
• Coordinates all sub-committees.
• Performs additional duties as delegated by the Class President.

3. The Class Treasurer
• Is responsible for all financial transactions and records of the class.
• Works closely with the Office of Student Affairs in the allocation of the class designated revenue and other fiscal matters.
• Is responsible for coordinating fundraising efforts.
• Performs other duties as delegated by the Class President.

4. The Class Secretary
• Types and emails all correspondence from the class officers.
• Maintains the class website.
• Is responsible for the writing of minutes and dissemination of information resulting from decisions made at class meetings and class officers’ meetings.
• Is responsible for compiling classmate achievements, initiatives, and awards to report to the Office of Student Affairs on a bi-monthly basis.

Student Representation on the Standing Committees of TUSDM

A. Election of Student Representatives
1. There shall be one representative from each class on each of the designated standing committees of TUSDM with the exception of the Admissions Committee. The Admissions Committee will be composed of two elected representatives from the second, third, and fourth year classes. At the discretion of the chair, two additional representatives may be appointed to establish a diverse committee.

2. Each class’s representative on standing committees shall be elected during the general class election with the exception of the Admissions Committee representatives, who will be appointed through an application process by the chair of the Admissions Committee.

3. The class representatives to the Ethics, Professionalism, and Citizenship Committee will be elected for two-year terms in the first and third years of the pre-doctoral program.

B. The Standing Committees

General Responsibilities of Student Representatives on the Standing Committees:
All Representatives:
1. Are voting members of their respective Committees.
2. Shall observe implicit and explicit proprieties in matters of confidentiality.

1. Scope and Purpose
   a. The Admissions Committee
Shall have the responsibility for developing pre-doctoral admissions policies and procedures for approval by the Executive Faculty, and shall have the authority to implement these policies and procedures.

b. **The Curriculum Committee**

Shall have charge of all matters related to the pre-doctoral educational policies of the School, the content of the curriculum, the allotment of time for each subject or course, the arrangement of the schedule, and the establishment of clinical guidelines/requirements. It shall also be responsible for evaluating the effectiveness and quality of the educational program.

c. **Ethics, Professionalism, and Citizenship Committee**

Shall have the responsibility for 1) actively promoting ethical and professional behavior and citizenship among the TUSDM community, 2) reviewing and making recommendations concerning all student issues relating to ethical and professional behavior, and 3) monitoring compliance with the Code of Ethics and imposing sanctions when violations of the Code occur. Please see p. 14 for more information.

d. **Risk, Safety, and Infection Control Committee**

Shall be concerned with all matters related to the development, coordination, and enforcement of policies that keep the School committee free from recognized hazards and infections risks. The Committee cooperates with the University Environmental Health and Safety Office to develop, implement, and education everyone in a written Risk Management, Safety, and Infection Control program that protects students, faculty, staff, and patients from recognized hazards and infection risks. It also educates, develops, and monitors compliance with guidelines for government regulations. This committee is also responsible for the Annual Risk Management, Safety, and Infection Control Symposium. This committee recommends approved infection control products and devices, monitors infection control compliance in the clinic, and advises on the Infection Control curriculum content.

e. **Patient Care and Quality Assurance Committee**

Shall be concerned with all matters relating to the function, maintenance, and coordination of all clinics managed by the School. Its primary focus shall be all matters related to the coordination of quality assessment in the patient care areas of the School.

f. **Student Promotions Committee**

Shall have the authority to promote pre-doctoral students, to recommend students for graduation and academic honors, and to deal with cases of academic deficiency. Elected student representatives shall not serve in closed sessions as determined by the Chair. Please see p. 37 for more information.

g. **Outcomes Assessment Committee**

Shall evaluate through an ongoing assessment of outcomes the degree to which the goals and objectives of the school are being met. The Committee receives data and analyses from the appropriate resources, reviews them in relation to goals and objectives, and, when necessary, makes recommendations for improvement in the school/program’s effectiveness.

h. **Research Committee**

Shall promote research in the School and collaboration among individuals and departments. This committee shall recommend to the Dean expenditures for the School’s Research Fund and other such undesignated monies for research as may be available.

i. **Technology Committee**

Shall have the responsibility for advising about and/or advancing the appropriate use of technology to help the School meet its state vision, mission, and goals. This charge includes seeking external sources of funding for support of technology.
C. **University Committees**

1. **Student Library Advisory Committee**
   
   Shall provide feedback on the quality of library services and provide insight into the library regarding student concerns and comments.

**Election of Student Representation to ADEA and ASDA**

1. There shall be one representative from each class to ADEA and ASDA.
2. The election of these offices shall be part of the general class elections.
3. Elected representatives for the first-year class will serve for one year. Elected representatives in the second year will serve a three-year term to insure voting privileges and to maintain continuity.
4. Student representatives to ADEA and ASDA may be required to provide a written report and presentation to the Office of Student Affairs upon returning from national and/or regional meeting.

**STUDENT RESOURCES**

**Business Cards**

As a part of orientation into the clinics, the School will provide second-year pre-doctoral students an initial set of 500 business cards. The business cards indicate the student’s individual group practice, as well as phone numbers for clinic general information. The cards have pre-printed appointment reminders on the back that are beneficial for patient management. The main format of the cards is universal, though historically students have chosen to personalize their cards by adding Tufts email addresses or additional language proficiency.

**Class Email List Servs**

To contact all DMD classes, use the email address: dentalpredocs@elist.tufts.edu

To contact all postgraduate students, use the email address: dentalpostdocs@elist.tufts.edu

Please use the email addresses below to contact the various classes:

- **The Class of 2019:** d19@elist.tufts.edu
- **The Class of 2018:** d18@elist.tufts.edu
- **The Class of 2017:** d17@elist.tufts.edu
- **The Class of 2016:** d16@elist.tufts.edu (includes IS class of 2016)

If you have separate messages that pertain only to the International Classes, please send to the following listserv addresses:

- **International Class of 2017:** is17@elist.tufts.edu
- **International Class of 2016:** is16@elist.tufts.edu
Student Activity Fee

The Student Activities Account is generated through an annual student activity fee which is included in the tuition and fees for pre-doctoral, international, and postdoctoral. The Student Activity Fee is used to support class budgets, student organization budgets, student membership fees to national and local organizations (ASDA, MDS, ADA), student travel, and other student-related programming. The Office of Student Affairs staff works closely with the Treasurers of all classes and student organizations to manage these budgets and approve all expenditures. While most proposed activities are approved, the University will not support activities associated with a high liability, such as ski trips, sky diving, etc. For this reason, all school-funded activities must be preapproved by the Office of Student Affairs. Student Activities Funds are to be used for enrolled TUSDM students only.

Extraction of Funds

Students may access allocated funds via petty cash slips, business expense reimbursement forms, Purchase Orders, or PCard transactions. Checks cannot be produced without obtaining an invoice and proceeding through the necessary approval process outlined below. Also of importance to note, the University is tax exempt. You should inform vendors of the University's tax exempt status and ask Karen Alexander or Katherine Vosker to provide the necessary documentation in advance of any purchase.

Major expenses over $5,000 need to be paid by Purchase Order. In order to obtain a Purchase Order, you must have an itemized invoice. The invoice must be sent directly to the Office of Student Affairs for approval and processing. Please note, it will take at least 2 weeks to create a Purchase Order, and immediate payment turnaround should not be expected.

Student Activities Reimbursement Guidelines

**For purchases under $50, you are eligible to receive a petty cash reimbursement.** Bring the original, itemized receipt to Karen Alexander or Katherine Vosker. They will fill out a petty cash slip for you to take over to the Bursar's Office, located at 200 Harrison Avenue. The Bursar will be able to reimburse you in cash at that time.

**For purchases over $50, you must submit a Business Expense Form.** Please follow the instructions below:

1. Retain all original, itemized receipts and credit card receipts from vendor.
2. Provide a list of all students and guests in attendance. Pass around sign-up sheet or make note of all students present at event.
4. Be sure to fill in all the necessary criteria: Name, address (where you want the reimbursement check to be sent), kind of expense (meal or business), and list of people in attendance (can be attached as separate list to back of form).
5. Sign your name at the bottom of the form under Employee/Payee.
6. Submit to Karen Alexander or Katherine Vosker in the Student Affairs Suite, DHS-1511.

*To avoid a timely and labor-intensive reimbursement process, you may ask Karen Alexander or Katherine Vosker in the Office of Student Affairs to place business expense/food orders on their University credit card. Please be sure to provide detailed instructions and a minimum of 24 hours' notice for such orders/purchases.

**All expense forms/petty cash reimbursements must be submitted within 30 days of the event.**
Student Organization/Class Fundraising Guidelines

- All fundraising ideas must be cleared by the Office of Student Affairs in advance.
- All donations and funds raised must be deposited to your on-campus account.
- All donations from outside companies must be communicated to the Office of Student Affairs so that this information is appropriately reported to Advancement and Corporate and Foundation Relation.
- If possible, funds should be collected in check form rather than cash. Checks should be made payable to “Trustees of Tufts College”.
- For certain fundraising activities, such as bake sales, cash can be collected but should be tallied and turned in to Karen Alexander or Katherine Vosker in the Office of Student Affairs before the end of the school day.

Contracts/Deposits

Students are not authorized to sign contracts on behalf of the University and should not use their personal credit card for payment of an event requiring a contract. For events requiring a contract or deposit, students must contact either Karen Alexander or Katherine Vosker in the Office of Student Affairs so that the contract can be forwarded and reviewed by the University Purchasing Office. Students should also keep in mind that it can take approximately two weeks to get a deposit check cut for an event. Prior planning is imperative.

Student Travel Guidelines

Students must request approval to travel for school-related meetings/conferences from the Office of Student Affairs. If a student is in good academic standing and has been approved to travel, they must request an absence request form (found on p. 124) from Corinne Amirault in the Office of Academic Affairs (corinne.amirault@tufts.edu) and submit it to her via email. Students must also obtain a travel authorization form from Karen Alexander, Room 1511C, and complete it prior to travel. Flight itineraries and receipts must be emailed to Karen in advance of travel and all original boarding passes and receipts must be turned in within two weeks of students’ return. An additional form will need to be filled out in order to process the travel reimbursement.

Lockers

All pre-doctoral and the majority of postdoctoral students are assigned to a locker on campus during their course of study.

Rules and Regulations regarding Locker Use

1. Lockers are secured a University assigned combination lock. The Office of Student Affairs will not disclose the number, lock combination, or location of a student’s locker, except to University personnel who have a reasonable need to know such information. Do not leave your locker unlocked. Tufts University is not responsible for any lost or stolen items from either your assigned lockers or your pre-clinical drawer.

2. CONDITIONS OF USE: Secure storage of all patient information, including patient’s name, phone number, and address is required under HIPAA regulations. Keeping our locker securely locked meets those requirements should you store any documents with patient information, appointment schedules, or study models in your locker. Upon request by the Group Practice Coordinator, the Scheduling Coordinator, or Business Office staff, the Office of Student Affairs may be required to open a student’s locker to search for a patient cast or a complete lab case should you not be available. Swapping or selling of your locker to another student is strictly prohibited. You may only use the locker assigned to you by the Office of Student Affairs.

3. Do not keep any chemicals in your locker. In the past, chemical spills have occurred and it has been necessary to contact Campus Police, whereby access to the locker was necessary. If such an event occurs, you will be referred to the Safety and Security Office and will be required to attend a 1-hour information session.
4. It is required that the lock that is assigned by the Office of Student Affairs remain on your assigned locker. **Do not** purchase your own lock and replace the assigned lock. **Do not** remove the assigned lock from the Dental School at any time. Student Affairs reserves the right to remove any unassigned lock and discard the locker contents of anyone who does not comply with this policy. A $25 fine will be imposed if it is necessary to cut and replace a non-assigned lock.

5. Please report problems with a locker’s operation to the Office of Student Affairs.

6. Posting stickers or writing on lockers is prohibited. During an administrative clearance of lockers coordinated by the Office of Student Affairs, you will be required to remove the contents of your locker in its entirety, including garbage. A **fine of $25.00 will be levied against any student who leaves garbage or other materials in their locker after the annual locker clearance.** This includes the pre-clinical drawers on the 8th floor and the lockers in the 14th floor simulation clinic.

**General Location of Locker Assignments over the Four-Year DMD Program at TUSDM:**

1st Year Students – 6th Floor or 7th Floor  
2nd Year Students – 7th Floor or 8th Floor  
3rd Year Students – 2nd, 3rd, or 4th Floor  
4th Year Students – 2nd, 3rd, or 4th Floor

Students are required and sign a locker contract which is distributed during orientation and return it to the Office of Student Affairs in a designated time frame. Any issues or questions surrounding lockers should be addressed to the Office of Student Affairs.

**Room Requests**

All requests for space in the dental school (including 14th and 15th floor) should be submitted to roomrequests_dentalschool@tufts.edu via email.

Please note:

- The Continuing Education department will have priority and final approval of all events booked in CE rooms (Ultradent Conference Room, CE Classroom, and Rachel’s Amphitheater). Requests received for this space will be sent to the department via email for approval prior to booking. **Use of room 1411 (Simulation Clinic) will continue to be handled by Dorothy Vannah.**
- The Dean’s Office will have final approval on all requests made for the Alumni Lounge and the 15th Floor Board Room.
- All student requests will still require the approval of Karen Alexander (karenalexander@tufts.edu) in Student Affairs. Please copy Karen on all room requests submitted to roomrequests_dentalschool@tufts.edu for her approval.
TUFTS UNIVERSITY POLICIES, RESOURCES, & FACILITIES

POLICIES

Family Educational Rights & Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act of 1974 gives each enrolled student at Tufts access to his/her educational records, the right to request that they be amended where they are inaccurate or misleading, and the right to control their distribution to others.

A detailed description of the student’s rights under the act, the location of all pertinent records, and the procedures for requesting access and invoking the right to control access are contained in Appendix XII, p.103.

Snow Emergency/Clinical Guidelines

TUSDM operates a major clinical facility for the treatment of patients. As such, the School remains open for patient care even though other schools in the University may close for a snow emergency. Students are expected to make extraordinary efforts to keep an appointment for treatment.

In the event of a severe snowstorm, the Dean, in consultation with the central administration of the University, may close TUSDM. If this is done, announcements will be made on local radio and television stations. Please note that the announcement must refer to the School of Dental Medicine specifically. General Tufts University announcements may not apply to TUSDM. It is very rare for the Dental School to suspend classes and clinical activity for inclement weather. An announcement will also be distributed through the student email listservs. Please note that the Tufts University weather emergency number is 617-627-4636.

Infection Control

The main purpose of Infection Control is to break the chain of cross-contamination (the transfer of pathogens from one area to another to reduce exposure to any infectious diseases). All clinicians are required to read Protocols and Procedures for Infection Control at. Tufts University School of Dental Medicine, which is the Infection Control handbook for students, faculty, and staff. This handbook details the policies and procedures of the dental school. Please study and refer to this handbook (available on TUSK), as Infection Control is the responsibility of everyone. The summary guidelines are as follows:

- **Standard Precautions** are used for ALL patients, since it is not possible to tell which patient is infectious. All potentially infected materials, such as blood or saliva, are considered infectious for Blood Borne Pathogens.

- **Exposure Control** is followed for preventing any reasonably anticipated eye, skin, mucous membrane, or parental (injected) contact with blood or other potentially infectious fluids during the performance of one’s duties.

- **Immunizations** are required for Tdap/TD, MMR, Varicella, Meningococcal, HBV, and Influenza. Although not an immunization, an annual TB test is required for students.

- **Personal Protective Equipment (PPE)** is to be worn for ALL patient and laboratory procedures. This includes protective eyewear for clinicians and patients, clinic/laboratory gowns, facemask, and appropriate gloves.

- **Sterilization** is required for all instruments, burs, and handpieces by appropriate means (autoclave and/or dry heat). All sterilized items must be kept properly wrapped and sealed until ready to use. (Central Sterilization Facility-CSF).

- **Surface Disinfection** of cleaned surfaces is done by the Spray/Wipe/Spray technique with the appropriate disinfectant solution or utilization of Wipe/Discard/Wipe technique with disinfectant wipes.
Barrier Protection is used on cleaned and disinfected surfaces that may be touched or contaminated.

Disinfection of non-sterilizable patient contact items is done by the student with the Spray/Wipe/Spray or Wipe/Discard/Wipe techniques (examples include impressions, dentures, curing lights, and ultrasonic scaler units).

Waste disposal must conform to the guidelines provided by local, state, and governmental regulatory agencies.

If you have any questions, please contact Shannon Balletto, Infection Control Administrator at 617-636-3941, in person at the Infection Control Office in DHS-435, or by email at shannon.balletto@tufts.edu.

Medical Emergency Protocol Summary

Emergency medical problems can occur at any place in the Dental building. Most commonly they will occur in the clinic, but they could also occur in a laboratory, office, restroom, or lounge. Whoever discovers the emergency situation should do the following:

A. Assume charge of the situation until relieved. You are responsible for managing the event until expert help arrives.

B. Be calm and don’t panic. Most emergencies appear worse than they are. If you lose control, you will be of no help to the victim.

C. Check and note the time. Knowing how long the victim has been in a compromised situation is very important to the management of the care of the victim. Write down the time on anything at hand. Record any major events that occur after the emergency starts. For example, if the person stops breathing, loses their pulse, passes out, etc.

Then, begin to assist the victim:

1. You, the PROVIDER, stay with the victim. A person in distress should never be alone.

2. Get someone to help you. CALL OUT FOR HELP. You should stay with the victim, and have another person at hand to assist you. This assistant, the FIRST RESPONDER, will be responsible for getting a medically qualified person (clinic instructor, oral surgery resident, code team, equipment, etc.) to assess and care for the victim.

3. Remove the victim from harm. If the victim is light-headed, assist him/her to a horizontal position in the chair. If bleeding, apply pressure to the site. If attached to an electrical cord, pull the cord out from the receptacle. If seizing, assist to the floor unless seated in a dental chair.

4. FIRST RESPONDER STAYS AT THE EMERGENCY SITE AND DELEGATES THE FOLLOWING RESPONSIBILITIES:
   a. Call Oral Surgery, floor faculty and/or Code Blue (Tufts Medical Center/TMC Code Team) and indicate if the victim is an adult/child.
   b. Get the Code Cart.
   c. Get the Red Emergency Box and BP monitoring equipment from the Dispensary.
   d. Contact the floor faculty and Practice Assistant.
   e. Call Tufts Police and inform that you are calling from the Dental School, and indicate the floor number.
   f. Send someone to the front and back elevators.
   g. Provide crowd control.

Oral Surgery is contacted by dialing: 617-636-6995. Be clear as to the location (floor and bay number). The Oral Surgery Resident (and staff) is generally present from 9:00 am to 4:00 pm. For evening clinic, there is no oral surgery coverage. Call the floor faculty for the conscious victim and floor faculty may call 911 for further assistance. If you
call the TMC operator at 617-636-5555, please indicate that the victim is conscious. Check for pulse at the wrist and/or the neck, watch the chest rise and fall to check for breathing. If the patient does not have a pulse or is not breathing, Code Blue should be called at any hour and you should initiate Cardiopulmonary Resuscitation (CPR).

The Code (Crash) Cart: It is a red-wheeled cart kept near the dispensaries on floors 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 14 and 15.

Be sure to bring the green oxygen tank (kept near but separate from the Code Cart or attached to the Code Cart on some floors). Having the cart at hand will save valuable time when the expert help arrives.

Get the Red Emergency Box from the dispensary along with the BP monitoring equipment box. It contains the pediatric, regular, and large BP cuff, stethoscope, ammonia, and liquid sugar. Use the contents to assist the Provider.

The Faculty will assist in patient care.

Campus Police should be notified at 617-636-6911. The Police will assist with crowd control. The Practice Assistant (PA) will also assist in calling Tuft Police.

Persons at the front and back elevators will direct the Oral Surgery Team and the Code Blue Team, respectively, to the emergency site.

Keep the area clear. Emergencies attract crowds. Crowds interfere with those trying to help the victim. Order all of those not actively helping the victim to stand back.

Tufts Police will coordinate patient transportation to the ER, when needed.

For all emergencies: An incident report must be filed at the Office of Clinical Affairs, DHS-3. If the victim is a patient, a case note should be entered in the clinic electronic record. Patient follow-up and outcomes of the emergency are conducted by the Director of Medicine. Feedback is given to the individuals involved, if alternate steps should have been implemented or if the emergency could have been handled more appropriately given the circumstances.

**Medical Emergencies Summary**

If the patient is spontaneously breathing and is maintaining a pulse and blood pressure:

2. State: "There is a medical emergency on the floor, operatory number."
3. Call Campus police, 617-636-6911. State the emergency is in the Dental Tower.
4. Notify the reception desk, PA, and faculty of your location.
5. Station someone by the front and back elevators to direct the emergency teams to the emergency area.
6. The Red Medical Emergency Box, oxygen delivery system, stethoscope, and sphygmomanometer should be available at the operatory.

**OR**

If the patient is not breathing and not maintaining a blood pressure:

1. Dial 617-636-5555.
2. State: "Code Blue, there is an emergency on the floor, Dental Tower. Adult/Pediatric patient." The Team will be directed to the site by a person stationed at the door connecting Proger Hospital building to the Dental Tower.
3. Keep your phone clear- the Code operator in the hospital will call back to confirm the location, and also check on the arrival of the team within one minute of your first call.
4. Call Campus Police, 617-636-6911 and stat that the call is from the Dental Tower.
TUSDM Medical Emergencies Protocol Summary

Provider assumes charge of the emergency & calls for help

If ABCs Present then 1st Responder will have other responders assistant with

- Calling Oral Surgery at 6-6995 & alerting Floor Faculty to come to emergency site
- Inform Oral Surgery about floor and operatory #
- Inform front desk or Practice Assistants (PAs). They will call Tufts Police. Call 1st goes to Medford & Medford alerts Boston campus Police
- Get Code Cart with oxygen, AED, HealthFirst Emergency Medical Kit, stethoscope, BP cuff from dispensary
- Station person at front elevator & stairway to direct oral surgery team
- An assistant also notifies Tufts Police at 6-8911. State that you are calling from TUSDM Boston Campus

Provider stays with the patient & the 1st person to respond becomes the 1st Responder. 1st Responder will designate an ASSISTANT to assist you with checking: Airway, Breathing, Circulation, Mental Status, Medical History

If ABCs Absent then 1st Responder will have other Responders Assistant with

- Dialing 6-5555 for Code Blue Team
- State that the Emergency is "IN THE DENTAL BUILDING" Indicate floor & operatory # Inform if patient is adult or child
- Station a person at rear doors (proper elevators) to direct Code Blue Team
- Call Oral Surgery at 6-6995 + Alert Floor Faculty, Front desk &/or PAs
- Call Campus Police at 6-6911. Call 1st goes to Medford & Medford alerts Boston campus Police
- Get Code Cart with oxygen, AED, HealthFirst Emergency Medical Kit, stethoscope, BP cuff from dispensary
- Stay near the phone used as TMC Operator will call back in 1 minute to check on the Code Blue team arrival

TMG TRANSPORTATION FOR NON-CODED PATIENTS: Call 6-5122 & ask for Beeper #2933
- Or Page TMC runner at Beeper #1358.
- State level of urgency for transportation.
- During an Emergency Tufts Police will arrange for all forms of Transportation

Keep area clear
Infected Health Care Worker (IHCW) Protocol*

The infected health care worker will be accorded to the same respect and support that is provided to any other health care worker. The IHCW protocol is to protect and assist the infected health care worker (IHCW) in the work environment. The IHCW is a student, staff, or faculty whose activities involve physical contact with patients or with blood/body fluids from patients in the health care setting. Infections, both acute and chronic, with high level of infectivity and/or transmissibility will be assessed including, but not limited to: pneumonia, mumps, measles, chicken pox, TB, hepatitis, and AIDS.

1. The IHCW will contact the Designated Faculty (DF)** upon his/her earliest notification that they have an infectious condition and will consider it his/her moral and social responsibility to make this contact.
2. The DF with, if necessary, the assistance of the expert panel, will establish the health status of the IHCW and his/her susceptibility or their patients’ susceptibility to the infectious disease.
3. The DF with, if necessary, the assistance of the expert panel, will establish if immediate temporary isolation from the health care environment is needed.
4. The DF with, if necessary, the assistance of the expert panel, will establish the functional ability of the IHCW to perform assigned tasks or regular duties.
5. The DF with, if necessary, the assistance of the expert panel, will establish if illness interferes significantly with the IHCW’s ability to provide quality care.
6. The DF with, if necessary, the assistance of the expert panel, will determine if specific patients are more vulnerable to infection.
7. The DF will confirm compliance of IHCW with established universal precaution guidelines to prevent transmission of disease.
8. The DF, with assistance of the Panel, will establish if the involved IHCW performs “invasive procedures” and implement appropriate guidelines as established by the School.
9. The DF will ensure the compliance of the ICHW with practice limitations, if recommended.
10. The DF will inform the IHCW regarding the resources available through the expert panel.
11. The DF will contact the expert panel in a confidential manner after obtaining the written consent of the IHCW, if additional advice or support is required.
12. Access to information from the “expert panel” will be made with the option of anonymity should the IHCW desire.
13. Using the option of anonymity, the IHCW through the DF can discuss his or her situation, the varying action steps, and the potential ramifications with the panel without fear of involuntary disclosure and negative consequences.
14. Access to professional counseling will be available for the IHCW through the DF or school appointed psychiatrist or legal counsel in the event of an occupationally acquired infection.
15. The DF will maintain (a) periodic monitoring of the IHCW on a case-by-case basis through various options- reports by the IHCW or the IHCW’s personal physician; (b) all records regarding the IHCW in strict confidence.

*Compiled from Massachusetts Department of Public Health Guidelines on HBV and HIV.

**Dr. Ganda has been designated the primary contact. In the event that Dr. Ganda is unavailable, Dr. Papageorge should be contacted.
Needle-stick/Percutaneous Incident Protocol

The exposure site should be cleaned with soap and water and flushed liberally.

**During Day Clinic**
- Report incident to instructor or supervisor AFTER washing affected area with soap & water or splashing thoroughly at eye station for splash exposure. The faculty will inform the patient about our Protocol & the exposure that has occurred. Dr. Ganda’s office (DHS-323), should be informed of the incident AFTER completion of care.
  - Contact Dr. Ganda at 6-4055 or Ms. Patty DiAngelis at 6-6814, if the injured person or faculty/supervisor have any questions.

**During Evening Clinic**
- Report incident to instructor or supervisor AFTER washing affected area with soap & water or splashing thoroughly at eye station for splash exposure. Dr. Ganda’s office should be notified the next day.

**During Vacation Period**
- Report incident to R.N. in Oral Surgery located on DHS-5, 6-6518 AFTER washing affected area with soap & water or splashing thoroughly at eye station for splash exposure.
  - In the event no one is available, contact Dr. Ganda’s Department Administrator (6-6814) in room 320, DHS-3. The Oral Surgery Nurse or Patty will facilitate your referral to employee health.

**The designated Faculty or the O.S. R.N. or the Dept. Administrator will...**
- The designated faculty will direct you to proceed to Tufts Medical Center (TMC) Employee Health (EH) or TMC Emergency Room (ER), dependent on if the exposure occurred between 8:00am-4:00pm or AFTER 4:00pm.

**For NSIPs during Day Clinic or Vacation Period**
- Student/Employee AND source patient proceed to the NEMC Employee Health Service (E.H), located at Farnsworth 6, extension 6-5480. The employee health attending or nurse practitioner will complete all incident report forms AND will obtain the patient’s consent for blood draw to test for HIV, Hepatitis B & Hepatitis C. Please note that TMC EH will provide the patient with a TMC RED CARD number at Farnsworth 6 itself.
  - The student/employee will leave the patient at EH and proceed to Proger-1 Outpatient Registration Desk to obtain a TMC Patient Card. The student/employee will then RETURN BACK to EH for blood draw and testing.
  - EH business hours are Monday through Friday, 8:00 AM to 4:00 PM. The potentially exposed person & the source patient will receive exposure assessment, medical attention & counseling (if deemed necessary) at TMC EH Service. Infectious disease (ID) consultations are available through the Employee Health Service. TMC ID will always be contacted if deemed necessary by TMC EH.
  - The Employee Health Service will contact the student/employee to convey test results. The source patient’s test results will be sent to Dr. Ganda’s office. Dr. Ganda will, in turn, direct the test results to the source patient’s physician with a cover letter. In the event that the source patient has no primary care physician, Dr. Ganda will then contact the patient directly. Ms. Debbie Quinn, Counselor, will be contacted if necessary, should counseling be needed.

**Follow-up visits for the student/employee will be carried out by the TMC Employee Health Service at Farnsworth 6.**

A copy of the Incident Report and the source patient’s blood test results will be kept on file at Dr. Ganda’s office. A copy of the Incident Report will be sent to the Bio-safety Officer, Dept. of Environmental Health & Safety, Posner Hall 1, Boston Campus. The names of the source patient and student will not be included as the Safety Office will use the information only for summary and presentation of frequencies, types and procedures involving accidents, to the Dental School Risk Management Committee.

Any accident requiring medical treatment is logged as an OSHA 200 reportable incident. This is done by the Risk Management Office in Medford.

**Referrals to additional resources for counseling or treatment purposes can be made through Dr. Ganda’s office.**
Payment Policies and Procedures Following Accident or Needlestick Injury

The purpose of this section is to make you aware of payment policies and procedures in the event of an accident or needlestick injury while you are completing clinical degree requirements.

For billing purposes, when seeking treatment for accidents of or injuries incurred while completing clinical requirements, you must present your own health insurance information. Accidents or injuries include needlesticks, exposures to blood or bodily fluids, injuries obtained in clinical work, and exposures to infectious diseases. Any deductible or co-pay is your responsibility.

Needlestick Injuries
You will be responsible for the initial payment of all insurance co-pays and charges by the hospital. However, TUSDM will reimburse students for up to $500.00 for costs incurred from needlestick injuries. In order to be reimbursed, you must retain copies of your payments (for associated medical visits and medications) and provide this documentation to the Director of Student Affairs. NOTE: The $500 reimbursement is NOT per incident but per student. Once TUSDM has reimbursed a student $500 for needlestick injuries, TUSDM provides no additional financial support.

Students enrolled in the student health insurance plan, Harvard Pilgrim Health Care Insurance Company (HPHC)/UnitedHealthcare StudentResources are covered for needlestick injuries. Students should present their health insurance card when obtaining Emergency Room Services. If you are enrolled in an alternate health plan, you must follow the claims procedures required by your health insurance company.

Students are not eligible for Workers’ Compensation benefits from Tufts University or any affiliated teaching hospital or clinic in which they are assigned while completing clinical requirements. You must be an employee in order to receive Workers’ Compensation benefits. Hospital personnel sometimes misinform students regarding eligibility for Workers’ Compensation. You should note on any accident report form that you are a student and not eligible for Workers’ Compensation. This will facilitate the correct processing of the claim. When medical claims for students are submitted to Workers’ Compensation, the process often takes several weeks or months before they are properly submitted to the student’s health insurance company. As a result of the delay, your insurance company may refuse to pay a claim that was not submitted within the required timeframe.

Students who incur an exposure to blood or body fluids through the skin, eye, or mucous membrane while working on a clinical rotation should follow the protocol printed on the previous page. To facilitate treatment at Tufts Medical Center, it is recommended that you obtain a hospital card in advance from patient registration and carry the card with you at all times.

Questions regarding this policy should be directed to Dr. Kanchan Ganda, Director of Medicine at 617-636-4055.

HBV Guidelines

- Per the new CDC & ADA guidelines, individuals with chronic HBV infection can be admitted to TUSDM or can continue to work at TUSDM, supervised or unsupervised dependent on the type of practice, but using standard precautions.
- TUSDM will require all incoming candidates to provide the 3-dose hepatitis B immunization documentation along with anti-HBs titer > 10 mIU/ml, a documentation of immunity.
- Pre-vaccination testing for chronic HBV (HBsAg and anti-HBc levels) is only required for those performing Category 1 procedures associated with Oral and Maxillofacial Surgery, Pediatric Dentistry, General Practice Residency and Tufts Dental Facilities; and to those “born to mothers in or from endemic countries” and sexually active men who have sex with men”.
- TUSDM will annually require all current students, residents, faculty, and staff directly involved with patient care to provide hepatitis B immunization documentation and/or anti-HBs titer to show immunity.
  - If anti-HBs is negative or low, the individual will be referred to the primary care physician for revaccination with the 3 doses and will subsequently be required to document anti-HBs titer.
• If anti-HBs level is suboptimal after the second series, HBsAg and anti-HBc levels will be checked by the primary care physician to determine the presence of chronic HBV infection.
  o Positive HBsAg and anti-HBc serology demonstrates chronic infection and the individual will be cared for by the primary care physician to further assess and/or treat the chronic infection.
• The primary care physician will use HBV DNA levels and not HBeAg status to establish and monitor infectivity.
• “Below threshold” values or HBV DNA <1,000 IU/ml or < 5,000 CE/ml are considered “safe” for practice.
• HBV DNA titer >1,000 IU/ml or >5,000 CE/ml increases the risk of infection transmission through exposure-prone procedures (EPPs).
• Chronic HBV infection is monitored and treated with antiviral therapy which can decrease and maintain HBV DNA to below threshold level.
• Student Health (SH) will not request HBV DNA serum levels nor will the office collect any HBV DNA serum data.

Category 1 Procedures
  o Any resident, staff, or faculty performing major oral or maxillofacial surgery associated Category 1 procedures, and who demonstrates a presence of HBsAg and anti-HBc, will be referred to the primary care physician or a specialist for treatment.
  o The MD will monitor the infection status of this individual by assessing the HBV DNA titer.
  o TUSDM’s Expert Panel will oversee the infected health care worker’s practice and the Panel will determine on an individual basis if restrictions or temporary cessation in providing care will be needed and for how long.
  o The infected individual’s confidentiality will be maintained and only revealed to the Expert Panel if the individual so desires.
  o HBV DNA serum levels will be monitored every 6 months once negligible level is reached, but the monitoring may be more frequent in the presence of elevated serum levels.

Category 2 Procedures
  o The chronic HBV infected individual not performing Category 1 procedures will need no monitoring or restrictions, nor will the individual be denied admission to TUSDM, as all other forms of dental treatments are considered Category 2 procedures.

*Immigrants/refugees from areas with high endemic rates of hepatitis B infection include Asia, Pacific Islands, Sub-Saharan Africa, Amazon Basin, Eastern Europe, and the Middle East.

Public Safety and Related Policies and Procedures

Mission Statement

Developing a safe and secure environment in an academic institution is the responsibility of the entire community. Within our community, the Department of Public and Environmental Safety is assigned the primary responsibility to identify programs, methods, and approaches to assist the institution towards achieving a reasonably safe and secure environment. Therefore, the department is expected to be the leader in this area.

The department exists for one main purpose, and that is to support the goals of the higher education community. It exists to assist those who seek and those who impart knowledge, as well as those who provide support to the mission of the institution. The department endeavors to preserve an environment where diverse social, cultural, and academic values are allowed to develop and prosper.

All members of the department are expected to actively participate in the achievement of our goals and in the service of the University, for it is only through our collective efforts that our mission will be accomplished.
Who We Are

The Tufts University Police Department is headquartered on the Medford/Somerville campus with stations on the Boston and Grafton campuses. On June 17, 2005, the Massachusetts Police Accreditation Commission awarded accreditation status to the Tufts University Police Department. The commission voted to make Tufts the eighteenth department in the Commonwealth to achieve this prestigious recognition. To achieve accreditation, the department demonstrated compliance with over 300 standards covering a broad range of organizational and operational policies and procedures. The department was reaccredited in January 2009, and most recently, September 2011.

Tufts Police officers are trained at state recognized law enforcement training academic and through ongoing in-service and specialized training programs. Many members of the police department have degrees in criminal justice and related fields.

Our University Police and security personnel are carefully selected, well trained, and committed to working with you to provide for the safety and security of our community. Tufts University is committed to assuring the basic rights of all victims.

The Tufts University Police Department receives its authority from the Commonwealth of Massachusetts. All Tufts Police officers are considered special state police officers under provisions of Massachusetts General Law Chapter 22C, Section 63.

Officers assigned to the Medford/Somerville and Boston campuses may, at times, be designated as deputy sheriffs in Middlesex and Suffolk Counties, respectively. Officers assigned to the Grafton campus may also be designated as special police officers in the towns of Westborough and Grafton.

Generally, Tufts Police officers are authorized to make arrests for criminal offenses committed in or upon lands or structures owned, used, or occupied by the University, or in places where University business is conducted. This authority extends beyond the confines of the various campuses as determined by the acquisition of local special police status or deputy sheriffs’ authority or by previous court decisions.

The Tufts University Police enjoy strong professional relationships with state and local law enforcement agencies and have a Communications Memoranda of Understanding with the following agencies: Somerville, Medford, Grafton, and Westborough. Cooperative programs and information exchanges are ongoing priorities. Through this reporting relationship, the Tufts Police relay information to the University community on crimes that may pose a threat to students or employees on any of the campuses. Operational and technical support is mutually provided when necessary.

For more information on the Department of Public Safety and our services, please visit http://publicsafety.tufts.edu.

Smoke Free Indoor Air Policy

Massachusetts State Law requires that all public areas be designated as non-smoking areas. Tufts University has implemented a smoke-free environment. The smoke-free policy affects all indoor spaces, all University facilities, residences, fraternities, and sororities.

Student Faculty Professional Dress Code

The personal appearance and demeanor of every person affects, either directly or indirectly, the care and management of patients. The image communicated to patients through personal attire, appearance, behaviors, and interactions will influence their perceptions of the quality of care they will receive at TUSDM and their confidence in the person providing the care. A presentation of professionalism is essential to uphold the standards of excellence set by TUSDM and the dental profession.

One should also keep in mind personal protection and patient safety. Follow the Infection Control Manual's guidelines for wearing personal protective equipment as set forth in the Procedures for Infection Control and Tufts University School of Dental Medicine.
Clinic

1. Blue gowns (students) or green gowns (faculty) must be worn over appropriate clothing when treating patients. White laboratory coats are not permissible in the clinics. Gowns should be tied behind neck – high enough to cover your clothing. They should NOT be worn in non-clinical areas (i.e., not worn to restrooms, food areas, offices, waiting rooms, libraries, seminar rooms, laboratories, administrative floors, or out of the TUSDM building. Picture identification should be clipped onto gown and be prominently displayed.

2. Students may wear a tailored or collared shirt (preferably with a tie) or a turtleneck. T-shirts, jeans (of any color), or shorts are NOT permitted. Professionally appropriate skirts (at knee length or longer) are acceptable.

3. Students must be professionally dressed and wear a clean white lab coat for medicine rotations at Tufts Medical Center. Scrubs are not acceptable attire for medicine rotations at Tufts Medical Center.

4. Students may wear scrubs while adhering to the following guidelines:
   a. Scrubs will be solid in color and students must wear whatever color is designated to their specific class. No patterns, logos, or visible printing. No mixing of colors is allowed. Scrubs must be worn as a complete set (tops and pants, no substitutions (i.e., T-shirts with scrub pants)).
   b. Scrub tops will be short sleeved and have V-neck styling.
   c. Scrub pant waist will be either elastic or drawstring and pant leg must be an appropriate length (not dragging on the ground).
   d. Scrubs must be clean and non-wrinkled in appearance.
   e. Scrub tops must be tucked in (unless clinician is pregnant).
   f. Clean undergarments must be worn under the scrubs and sleeves of T-shirts should not be visible.
   g. Students will be responsible for purchasing and laundering their own scrubs (OSHA states that scrubs should be laundered separately from other laundry).
   h. Scrubs may be purchased from any source that offers scrubs fitting the aforementioned guidelines.

5. Clean shoes, leather sneakers, or surgical clogs may be worn. Open toed shoes, such as sandals or Crocs are not acceptable.

6. Appropriate socks/stockings must be worn. Socks must fully cover legs during seated clinical procedures (no Peds or tennis socks).

7. Hats are not allowed in the clinics.

8. Body hygiene is required so that offensive body odor is avoided.

9. Strong perfumes and cologne may be offensive to others, therefore avoid excessive use. Heavy application of makeup should be avoided.

10. Nails must be clean, short, and well-rounded, thus precluding the wearing of long artificial nails. All wounds on hands/fingers must be covered with a protective bandage.

11. Jewelry must not be worn on hands or wrists, and dangling earrings are not permitted.

12. Long and medium length hair (touching shoulders) must be tied or pinned back. Beards and mustaches are acceptable, but must be well groomed.
Room 848 (Preclinical) and Fourth Floor Laboratories

1. Long, buttoned, white laboratory coats or yellow gowns must be worn with picture identification clipped on and prominently displayed. **No blue or green gowns are allowed in the laboratories.**
2. Casual, neat clothing may be worn. Clean jeans are permitted, but **NOT** in patient contact areas. Shorts are not permitted.
3. Sandals and open toed shoes are not acceptable and must not be worn.
4. Jewelry should not be worn on hands and wrists, and dangling earrings are not permitted.
5. Long and medium length hair (touching shoulders) must be tied or pinned back.
6. Hats are not permitted.

Dental Building (when not treating patients)

1. Scrubs are allowed.
2. Casual, neat clothing must be worn. Clean jeans are permitted, but not in patient contact areas. Shorts are not permitted.
3. Blue gowns (students) or green gowns (faculty) are **NOT** allowed outside clinical patient treatment areas (e.g., not worn to restrooms, food areas, offices, waiting rooms, libraries, seminar rooms, laboratories, administrative floors, or out of the TUSDM building). Blue or green gowns worn outside clinical areas should be reported to the Infection Control Administrator/Department Designee and accompanied by a Clinical Attire Violation Form.
4. Hats are not permitted.

Enforcement

- Violations of the dress code in the clinical area will affect the clinical grade.
- Faculty and senior management personnel may enforce the dress code.
- Repeated violations will be referred to the Ethics, Professionalism, and Citizenship Committee and will result in dismissal/suspension from the clinics.
- Violation in the Preclinical area must be reported to the Director of the Preclinical Laboratory.
- Blue or green gowns worn outside clinical areas must be reported to the Infection Control Administrator (**shannon.balletto@tufts.edu**) or Department Designee and accompanied by a Clinical Attire Violation Form.

**RESOURCES**

**Student Advisory and Health Administration Office**

The Student Advisory & Health Administration Office, SAHA, is located at 200 Harrison Avenue on the 4th floor of Posner Hall. Office hours are Monday - Friday, 9:00 a.m. - 5:00 p.m.

**Wellness Advice**

The Student Advisory & Health Administration Office advice to Boston Health Sciences Students regarding general well-being including helping students transition and manage the increased academic demands and stresses. The Office also may triage and refer students regarding professional counseling, psychiatric care, long-term therapy, or hospitalization. **This service is provided at no additional charge to matriculated students.** Consultation is strictly confidential and no information will be released without the student's written consent. Appointments are available by calling the Student Advisory & Health Administration Office at 617-636-2700.
Referrals for psychotherapy, psychiatric evaluations and/or long-term therapy can be made through the Wellness Advisor. Payment for behavioral health or psychiatric services outside of the University is the responsibility of the student. Students enrolled in the student health insurance plan, Harvard Pilgrim Health Care Insurance Company (HPHC)/United Healthcare Student Resources (UHCSR), have a $15 co-payment for eligible mental health visits. There is no limit on eligible mental health visits for non-biologically-based and biologically-based mental disorders per academic year. For covered Mental Health benefits refer to the Certificate of Coverage. Assistance in locating a mental health provider is available from the Wellness Advisor or, if enrolled in the student insurance plan, at: https://www.UHCSR.com.

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

The student health insurance plan is available to all matriculated health sciences students and their eligible dependents. Eligible dependents include: spouse, domestic partner, or dependent(s) under the age of 26.

Each semester, students are charged one-half of the annual insurance cost at the Individual rate. Two-person or family health insurance coverage is available at an additional cost. Depending on the date of enrollment, full payment for two-person or family coverage is required at the time of enrollment.

Open Enrollment for the student plan occurs every summer with coverage starting on September 1st. This provides a once-a-year opportunity for students to apply for enrollment or add dependents without a qualifying event. To apply for coverage during Open Enrollment, students must complete an online Enrollment Form at: https://studentcenter.uhcsr.com/tuftshealthsciences. Once enrolled online in the individual plan, students must contact the SAHA office to add dependent(s). Insurance ID cards will be received within 7 to 10 business days of enrollment. The online enrollment option is not available after August 31st.

Students are not eligible to apply for coverage or add a dependent(s) at any other time of the academic year, unless there is a qualifying event. Qualifying events include: change in marital status; birth or adoption of a child; or loss of alternate insurance through no fault of the student or dependent. Enrollment Form must be submitted within sixty (60) days of the qualifying event. Students should contact the Student Advisory & Health Administration Office at 617-636-2700 for information on applying for coverage and the prorated payment amount.

Students must reapply for the student health insurance coverage each academic year. Unless there is a change of status, the insurance coverage continues through August 31st of the current academic year. The effective date of enrollment for new students is the first day of orientation, not the date of enrollment form.

**Waiving the Student Health 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 at http://medicine.tufts.edu/saha or at Mass.Gov.

To waive the student plan during Open Enrollment, complete the online waiver at: http://go.tufts.edu/isis. Use your insurance card to answer all the questions on the waiver. Students who submit an approved Waiver Form will have a credit for this charge posted to their account.
Students who do not take action to either waive or enroll by August 31st, or whose waiver has been denied, will be automatically enrolled in the HPHC/UHCSR insurance plan. The online waiver option is not available after August 31st. Students are able to waive the school health insurance plan at any time during the academic year. For waiver instructions after August 31st, please contact the SAHA Office at 617-636-2700.

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

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

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

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

Failure to notify the Student Advisory & Health Administration Office by submitting one of the required Leave of Absence Health Insurance Forms within fifteen (15) calendar days will result in continued coverage through the end of the current insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

**Student Health Insurance Policy for Withdrawn or Dismissed Students**

Boston and Grafton Health Sciences students who are withdrawn or dismissed and who are enrolled in the student health insurance plan have the option of either cancelling their health insurance or continuing enrollment in the plan for up to sixty (60) calendar days following their withdrawal or dismissal date. To continue enrollment the student must be a matriculated student for at least 31 days prior to the withdrawal or dismissal. The student has fifteen (15) calendar days from his/her withdrawal or dismissal date to notify the Student Advisory & Health Administration Office of his/her intent by completing a Withdrawal or Dismissal Health Insurance Cancellation Form and by ensuring that full payment has been made. Students cancelling insurance coverage earlier than the end of the current insurance semester will receive a prorated credit based on the date of cancellation, if applicable.

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

**Student Health Insurance Policy for Graduating Students**

Students who are graduating and enrolled in the student health insurance plan, have the option of either cancelling their health insurance on the date of graduation (and Administrative Clearance for Dental students) or continuing 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 notify the Student Advisory & Health Administration Office of his/her intent by completing a *Graduating & Cancelling Health Insurance Form*. Cancellation must be requested within sixty (60) calendar days before or after the effective date of cancellation but no later than February 15th for the Fall term or August 15th for the Spring term. Students cancelling insurance coverage earlier than the end of the current insurance semester will receive a prorated credit based on the date of cancellation, if applicable.

Failure to notify the Student Advisory & Health Administration Office by submitting the required form will result in the student's health insurance policy being cancelled at the end of the current insurance semester.
Insurance Conversion Policy for Graduated or Withdrawn Students

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

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

Immunization Requirements

In order to be in compliance with Massachusetts State Law and University policy, all students must submit The School of Dental Medicine Immunization Form to the Student Advisory & Health Administration Office by the given deadline. The form must be signed by a Health Care Professional, or equivalent medical documentation must be attached to the form. The form can be printed from the following website, http://medicine.tufts.edu/saha.

If you are unable to provide documentation of past immunizations, you will need to provide laboratory evidence of immunity, or be vaccinated again. Questions regarding immunization requirements should be directed to the SAHA Office, at 617-636-2712.

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

As a condition of matriculation, the following immunization documentation is required prior to the program start date:

- **Tetanus Diphtheria Acellular Pertussis (Tdap):** One dose of the adult Tdap vaccine, unless current Td booster is less than two years old. If current Td booster is less than two years old wait to receive Tdap vaccine.
- **Measles, Mumps and Rubella (MMR):** Two doses of measles, mumps and rubella vaccine or positive antibody titers.
- **Tuberculosis Test:** TB skin test given within one year prior to start date and updated annually. If tuberculin positive, documentation of a past positive test must be submitted. For those who are tuberculin positive, a chest x-ray or QuantiFERON-TB Gold Test report, dated within one year prior to the student’s start date, must also be submitted. (A history of BCG vaccine is not acceptable as proof of being tuberculin positive. Students must provide documentation of a past positive tuberculosis test in addition to a chest x-ray or QuantiFERON-TB Gold test report within one year prior to start date.)
- **Varicella (chicken pox):** Physician verification of year of disease, positive antibody titer, or two doses of varicella vaccine.
- **Hepatitis B:** Three doses of hepatitis B vaccine and positive surface antibody titer (blood work).
- **Meningococcal:** One dose of vaccine within five years prior to start date or a signed State Waiver Form.
- **Influenza:** Annual Seasonal Influenza vaccine or signed Declination Form required for all students.

Advising Contacts

Advising of students is a major focus in TUSDM. A diverse student body of 800 students, ranging in age from 21 to 49 years, representing 25 to 30 countries and varied economic circumstances, generates numerous requests for personal, academic, financial, and career advising, and less frequently, psychiatric consultation. Students in need of information or advising frequently contact one of the individuals listed below who are designated by their positions to play a primary role in student advising. These individuals may provide advising themselves or may refer the student to the most appropriate resource, either to a faculty or staff member for informal advising or to the SAHA office, Out-Patient Adult Psychiatric Services, or the emergency room (if critical situations arise).
Tufts has a large number of faculty and administrators who are receptive to discussing problems with students when the need arises. A list of suggested contacts is provided below.

**Personal/Crisis Advising and Guidance**

Wellness Advisor, Student Health & Advisory Office, 4th floor Posner Hall, 617-636-2700  
Dr. John Van Pruitt, M.D., 294 Washington Street, Suite 352, Boston, MA 02111 617-357-5542

**General Academic Advising**

Dr. Robert Kasberg, Associate Dean for Student Affairs, 617-636-6539  
Dr. Michael Thompson, Chair of Student Promotions Committee (SPC), 617-636-3775

**Progress in Meeting Clinical Degree Requirements and Remediation**

Dr. Robert Kasberg, Associate Dean for Student Affairs, 617-636-6539  
Dr. Michael Thompson, Chair of Student Promotions Committee (SPC), 617-636-3775

**Career Advising**

Erin Scott, 617-636-6543

**Post-Doctoral Advising**

Mary-Ellen Marks, Academic Affairs Administrator, 617-636-6544

**Research**

Dr. Gerard Kugel, Associate Dean for Research, 617-636-0870  
Eileen Doherty, Director of Pre-doctoral Research, Chair of Research Committee, and Faculty Advisor to Bates-SRG and Andrews Research Honors Society, 617-636-6870

**Patient Management Issues/Practice Coordinators**

Dr. Mary Jane Hanlon, Associate Dean for Clinical Affairs, 617-636-6783  
Dr. Charles Rankin, Professor and Interim Chair of the Department of Diagnosis and Health Promotion

**Title IX Liaison and ADA Accommodation**

Katherine Vosker, Director of Student Affairs, 617-636-0887

**University Chaplaincy**

The Tufts University Chaplaincy is a dynamic hub supporting religious, spiritual, ethical, and cultural life for all members of the Tufts community. We provide pastoral care, 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 four associate chaplains (Catholic, Jewish, Muslim, and Protestant); a Humanist in Residence; chaplain interns; music, program, and administrative staff; and student interns. The University chaplain serves individuals and communities beyond those served by the associate chaplains and residents, and the office supports tradition-specific and interfaith organizations, programming, and services University-wide.

The University Chaplaincy is eager to work with students, faculty, and staff on Tufts’ Boston campus to expand opportunities for religious, spiritual, philosophical, ethical, and interfaith life.
opportunities include: campus religious and philosophical communities; opportunities for meditation, prayer, and holiday observances; educational programming about the intersections of spirituality, ethics, and health care; wellness, leadership, and community building opportunities; religious diversity and literacy initiatives; and community service and social justice initiatives.

A sacred space for Tufts’ Boston campus is the Marjorie Hanna Cleveland Meditation Room, open daily from 6 am-8pm, located on the Floating Hospital’s 6th floor.

More information about University Chaplaincy programs and services is available on our website at http://chaplaincy.tufts.edu. Please also feel free to contact us at 617-627-3427 or chaplaincy@tufts.edu, or follow us on Facebook and Twitter.

The Reverend Greg McGonigle, MDiv, University Chaplain
Goddard Chapel, 3 The Green, Medford, MA 02155, 617-627-3427, greg.mconigle@tufts.edu

Lynn Cooper, MDiv, Catholic Chaplain
Interfaith Center, 58 Winthrop St., Medford, MA 02155, 617-627-2044, lynn.cooper@tufts.edu

Walker Bristol, Humanist in Residence
Interfaith Center, 58 Winthrop St., Medford, MA 02155, 617-627-0544, walker.bristol@tufts.edu

Rabbi Jeffrey A. Summit, PhD, Jewish Chaplain and Executive Director, Tufts Hillel
Granoff Family Hillel Center, 220 Packard Ave., Medford, MA 02155, 617-627-3242, jeffrey.summit@tufts.edu

Celene Ibrahim-Lizzio, Muslim Chaplain
Interfaith Center, 58 Winthrop St., Medford, MA 02155, 617-627-2065, celene.ibrahim_lizzio@tufts.edu

Chanta Bhan, MTS, MDiv, Protestant Chaplain
Interfaith Center, 58 Winthrop St., Medford, MA 02155, 617-627-2097, chanta.bhan@tufts.edu

Health Sciences Bursar’s Office

Tufts University bills tuition and fees electronically via Tufts eBill. New students will receive preliminary information in May or June through the Admissions Office, outlining the Tufts eBill enrollment and billing process. Beginning in June, new students will receive a specific email notice with instructions on how to set up a Tufts eBill account. Once a student’s account has been set up, others (i.e. parents) may be invited by the student to view and/or pay the bill.

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 the first week of December. The specific date each semester will be noted on the bill.

All students must be financially cleared in order to register, attend classes, and graduate. Please note that accounts not paid or settled by the due date may be subject to a 10% late payment fine.

Other services provided by the Bursar’s Office include the issuance of student account refund checks, sale of MBTA Semester passes, distribution of petty cash including MBTA pass quarterly discounts, and purchasing of replacement student ID cards.

The Bursar’s Office is located on the first floor of Posner Hall at 200 Harrison Avenue, Boston, MA. Office hours are from 9 am to 4 pm, Monday through Friday. For questions about your bill, please contact
Tufts University Health Sciences Library

Eric D. Albright, MLS, Director
Arthur M. Sackler Center for Health Communications
145 Harrison Avenue
Boston, MA 02111

Homepage: http://www.library.tufts.edu/hhsl
Email: hhsl@tufts.edu
Library Administration: 617-636-2947
Circulation: 617-636-6706
Reference/Education: 617-636-6705

Library Service Desk
Library IT Service Desk
Monday-Thursday 7:45 a.m. – 11:00 p.m. Monday-Thursday 9:00 a.m. – 6:00 p.m.
Friday 7:45 a.m. – 7:00 p.m.
p.m. Saturday 10:00 a.m. – 7:00 p.m.
Sunday 12 noon – 10:00 p.m.
Closed For holidays and changes, please consult www.library.tufts.edu/hhsl/about/hours.html.

Facilities

The Hirsh Health Sciences Library (HHSL) spans the fourth through the seventh floor of the Sackler Center. The library may be entered via any of these floors from the elevators or stairs. A bridge connects the fourth floor of Sackler to the third floor of the Dental Building. The fourth floor houses the Library Service Desk, Reference and Reserve collections, current print journals, the leisure reading collection, public computers with internet access, study areas and the Food 4 Thought café. A house phone is located on the east end of the building near the main elevators, and a bulletin board is located across from Security at the bridge to the Dental Building.

The fifth floor houses the circulating book collection, a large classroom, study carrels and the Library IT Service Desk. The HHSL-ITS's two computer labs are available for teaching and individual or group study. The lab facilities provide access to internet applications, a variety of standard word-processing, spreadsheet, database and presentation-graphics programs and other software that support the curricula of the health sciences schools. This floor also has a fast book scanning station. The Library IT Service Desk, staffed by full-time employees, provides support for students' personal computers and email accounts. To reserve a room, please contact Katherine Morley at katherine.morley@tufts.edu or call 617-636-2481. For more information, see http://www.library.tufts.edu/hhsl/computing/computing.html.

The sixth floor houses the library's staff offices, two large classrooms, study carrels, tables and comfortable seating. The Allan D. Callow Room (also known as the Special Collections Room) contains a collection of works on the history of science and medicine, imprints prior to 1914 and historical artifacts that may be viewed by contacting the Library Administration Office (617-636-2481). A house phone is located on this floor in the central library staircase.

The seventh floor houses the print journal collection, study rooms, classrooms, study carrels and a photocopier room.
**Policies**

Some library services are provided on a cost-recovery basis. Payment for fees and copy cards can be made by check accompanied by a Tufts ID card, by Tufts Interdepartmental Requisition, or by Tufts Medical Center Requisition. Library employees may neither accept cash for payment nor make change.

The library operates within the constraints of the U.S. Copyright Law in regard to the photocopying of printed materials and interlibrary loans and within license restrictions for electronic materials.

Please turn off the ringer on cellular telephones and pagers before entering the library. Urgent calls can be made or received in the library’s stairwell.

Protective gowns, lab coats, masks, gloves, caps and shoe covers are not permitted in the library. Please dispose of such items properly before entering.

Library policies can be found at [http://www.library.tufts.edu/hsl/about/policy.html](http://www.library.tufts.edu/hsl/about/policy.html). Suggestions or comments regarding the library's policies, services and collections are welcome. Send them by email to hhs!@tufts.edu from a Tufts email account, and the library will respond promptly.

**Privileges**

If not pre-registered at orientation, students should register in the library’s system without delay at the Library Service Desk by presenting a Tufts ID, which may be obtained from the Tufts Police Department at 136 Harrison Avenue. Upon registration, the Tufts ID card is activated as a library card, which is required for borrowing items and certain library services. The activated ID card is valid for access and borrowing at all Tufts University libraries. For further information on other Tufts libraries, please visit [http://www.library.tufts.edu](http://www.library.tufts.edu) or inquire at the Library Service Desk (617-636-6705).

Students are eligible to receive support for their personal computers and mobile devices at the Library IT Service Desk on the fifth floor. Some of the services provided are software installation, virus removal and registration to use the Tufts network. Please visit [http://support.hhs!@tufts.edu/](http://support.hhs!@tufts.edu/) for more information or inquire at the Library IT Service Desk (617-636-2947).

Thirty laptops and ten iPads are available for students to borrow for use within the library. They can be checked out from the Library Service Desk on the fourth floor during library hours.

As a user of the Tufts University Hirsh Health Sciences Library, you accept responsibility for the return of all materials borrowed from any of the Tufts University Libraries or from other libraries through document delivery. The complete policy can be found at [http://www.library.tufts.edu/hsl/about/privilege Suspension.html](http://www.library.tufts.edu/hsl/about/privilege Suspension.html). All fees incurred for lost, damaged or late items must be paid, and failure to pay such fees may result in a loss of library privileges, an attachment of wages, or additional charges on term bills. You agree to abide by all HHSL policies and you are responsible for copyright compliance as well as Tufts University policies concerning the responsible use of resources.

**Other Tufts Libraries**

Tisch Library (Arts, Sciences & Engineering, Medford Campus) 617-627-3460 (or 73460)

Ginn Library (Fletcher School, Medford Campus) 617-627-5021 (or 75021)

Webster Family Veterinary Library (Grafton Campus) 508-839-7958 (or 87958)
Boston Library Consortium

Tufts University is a member of the Boston Library Consortium (BLC), an association of research and academic libraries in New England. 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, staff and students may apply at the Library Services desk for these cards at no cost. Member institutions include:

- Boston College
- Boston University
- Brandeis University
- Marine Biological Laboratory
- Massachusetts Institute of Technology
- Northeastern University
- State Library of Massachusetts
- Tufts University
- University of Connecticut
- University of Massachusetts
  - Amherst, Boston, Dartmouth, Lowell, Worcester (Medical)
- University of New Hampshire
- Wellesley College
- Williams College

For more information on the BLC, please consult http://www.library.tufts.edu/hhsl/services/BLC.html or contact the Library Service Desk (617-636-6705).

Other Libraries

- Francis A. Countway Library of Medicine
  Harvard Medical School
  10 Shattuck Street
  Boston, MA 02115
  Reference: 617-432-2134

Upon presentation of a valid Tufts ID, faculty and students of the medical, dental and veterinary schools may have access but not borrowing privileges from the Countway Library.

- Law Library
  New England School of Law
  145 Stuart Street
  Boston, MA 02116
  Reference: 617-422-7299

Upon presentation of a valid Tufts ID, faculty, staff and students of the Tufts health sciences schools may have access but not borrowing privileges from the Law Library.

Services

Circulation & Reserve

Registered faculty, staff and students may borrow circulating books for four weeks with two renewals and are responsible for returning them on time. For each lost or damaged item, the charge levied amounts to the replacement cost plus a $15 processing fee. Borrowing privileges may be suspended for borrowers with overdue books or unpaid bills. This policy is explained here:
http://www.library.tufts.edu/hsl/about/privilege_suspension.html. Outside library bills are sent directly to the Bursar’s Office for collection.

Duplicate copies of some reserve books may be borrowed after 4:00 p.m. on weekdays for overnight use and on Fridays for weekend use. Reserve books borrowed for overnight/weekend use are due by 9:00 a.m. the following school day. Only one reserve book may be borrowed at a time for overnight/weekend use. Certain texts in high demand are kept behind the Library Service Desk. For questions contact the Library Service Desk at 617-636-6706.

**Document Delivery & Interlibrary Loan**

Members of the Tufts community can obtain books, audiovisual materials and journal articles from other libraries through interlibrary loan by registering for ILLiad, Tufts’ web-based document delivery system, at http://www.library.tufts.edu/hhsl/services/docdel_illiad.html. ILLiad allows users to order and track requests and view/print articles. Students may request up to twenty articles or books per academic year at no charge. Use the Findlt@Tufts links from the licensed resources to request articles via ILLiad.

For further information, please contact Document Delivery at 617-636-3787 or email hhsldocdel@tufts.edu.

**Library Information Technology**

The HHSL-ITS office maintain all the public computers in the library and serves as first-tier support for computer questions. The library’s public computers are able to perform a variety of functions, including workstations variously equipped with scanners, CD/DVD burners and USB ports. The labs within the Library are open for computer-assisted instruction, personal computing, internet access and email. Services also provided include software installation, virus removal and registration to use the Tufts network. Please visit http://support.hhsl.tufts.edu for more information, or inquire at the fifth-floor Library IT Service Desk (617-636-2947).

**Printing, Copying & Scanning**

Black-and-white photocopiers operated by JumboCash debit from the student ID or a guest card are the 5th and 6th floors of the library. The basic charge for a B&W copy is 10 cents per page. Guest cards may be purchased at any time from a card dispenser with cash, by Tufts or Tufts Medical Center requisition, weekdays from 9:00 a.m. to 4:45 p.m., or by check through Dining Services. For further information, please consult http://www.library.tufts.edu/hhsl/services/photoServices.html

Color and Black-and-white print stations are located on the 4th and 5th Floors. Patrons can send print request(s) from all public computers in the library. Printing from personal laptops that have been registered is also available. Downloading a driver that will send your job to the print queue is required.

- For PCs: https://pharos.hsl.tufts.edu/uniprint
- For MACs: https://pharos.custhelp.com/app/mac-components

Charges for printing, which must be paid by JumboCash debit from the student ID or a guest card, are 10 cents for each B&W page (15 cents duplex) and 30 cents for color (45 cents for duplex).

Self-service scanners are available on the 5th floor. For further information about printing, copying and scanning, please consult http://www.library.tufts.edu/hhsl/services/photoServices.html.

**Reference and Educational Services**

Librarians are available at the Library Service Desk and via Chat Monday through Friday from 7:45 a.m. to 5:00 p.m. to answer questions regarding the collections, facilities and information resources of the HHSL, other Tufts libraries and regional libraries. Services include customized searches and instruction of biomedical databases such as MEDLINE, research support for faculty, information and reference support for course projects, support and instruction for bibliographic management software like RefWorks and EndNote.
and help obtaining full-text articles via the library’s website. Ovid users may also request professional consultations with HHSL Information Services librarians to facilitate search strategies by clicking the Ask-a-Librarian link at the top of an Ovid main search page or by calling 617-636-6705.

The Tufts Catalog (http://library.tufts.edu/) lists books, journals, databases, audiovisual materials and other works held by its libraries in Boston, Grafton and Medford. The catalog links directly to a large collection of electronic books and full-text journals, most of which require a Tufts email account for access. Clicking on a journal title allows access to a list of the available volumes or its vendor’s search engine. Ovid databases and PubMed should be accessed from the HHSL homepage, as this will link users to all Tufts’ licensed journals at the article level. Full text can also be accessed through the FindIt@Tufts link located on the results screens of our licensed resources.

For more information about electronic journals, please consult http://www.library.tufts.edu/hhsl/resources/ejalpha.html. To arrange for consultations regarding your research needs, please contact Information Services by phone at 617-636-6705 or by email at hhsl@tufts.edu.

Suggestions for book purchases and journal subscriptions may be made using the online form at http://www.library.tufts.edu/hhsl/services/order_form.html.

TUSK (Tufts University Sciences Knowledgebase)

The Tufts University Sciences Knowledgebase (TUSK) is a curriculum database/knowledge management system which provides access to a full complement of curricular material. Available to Tufts students and staff at http://tusk.tufts.edu, it includes text, slide collections, images, digital video, synchronized multimedia, recorded lectures, quizzes, cases, weekly course schedules and online course evaluations. TUSK users may create personal collections of TUSK material and annotate any document or image. When users logon with their Universal Tufts Login Name (UTLN) and email password (except clinical faculty who use a stand-alone password), TUSK displays pertinent announcements, current courses, posted evaluations and discussion boards. Electronic discussions between students and course directors facilitate communication about class material. Students may request discussions for their class. In addition, student authors/editors sometimes assist faculty with uploading material to TUSK. To request the creation of a discussion group for a course or user group, or to request authoring privileges, please send an email to TUSK User Support at tusk@tufts.edu.

Wireless Computing

Tufts faculty, staff and students who register their laptop computers may then use them to connect to the campus network and the internet on all Tufts campuses. Laptops may be registered at the Library IT Service Desk, Sackler 5: Monday – Thursday, 9am – 6pm, except Fridays 9am – 7 pm. For further information, please consult http://www.library.tufts.edu/hsl/computing/laptops.html.

Liability Insurance

All TUSDM students are insured for professional liability through the University's professional liability policy. This policy provides coverage during activities at Tufts and at approved externship sites. It does not cover licensure examinations or any other clinical experience not directly related to the curriculum.

Parking

Tufts Shared Services Parking Office
274 Tremont Street Garage, 1st Floor
Telephone: 617-636-5580
Fax: 617-636-1498

Office Hours:
Monday-Thursday 7:00 am-6:00 pm
Friday 7:00 am-4:00 pm

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Parking for Tufts University Students

All Tufts University students are able to register for our offsite lots at Herald Street and Travelers Street. To register your car, you need to bring in the following information:

- Tufts Student ID
- Current car registration

The car registration needs to have the same last name as it is on the ID. If there is no match, you must bring in a copy of the insurance policy that has you listed as a driver.

If the vehicle you have is leased, you must bring in the lease agreement so we can verify that the VIN on the agreement matches the registration.

Once you fill out the information to register your car with us, you will receive a student decal.

You only receive one student decal per school year. It is very important that you put it on right away; if you lose the decal, you will NOT receive another decal until the next school year and you will have to come to the parking office for a temporary permit every week until the new school year.

If at any time you trade in a car or will be driving a new car, you must peel off the decal from the old car and bring the pieces of the decal back to the parking office in order to receive a new decal.

Payment for Parking

To pay for parking both at the Herald Street Garage and Travelers street Lot, you will need to use a prepaid coupon book. Prepaid coupon books can be purchased from the Tremont Street Parking Office during our normal business hours. Each coupon book contains five coupons; a book of five coupons is worth $26.25 ($5.25 per day). The parking office accepts cash, in-state check, and credit cards (MasterCard, Visa, Discover, and AMEX).

You cannot buy individual coupons; you must buy at least one full book of five coupons. The maximum number of books you can buy at one time is four (twenty coupons). When you run out of coupons, you can come back to the parking office during our normal business hours to purchase more books. The student parking coupons never expire.

Please note: You must show your Tufts Student ID every time you come in to purchase books. Otherwise we cannot sell you the book(s) at the student rate.

The normal hours for the Herald Street Garage are Monday-Friday from 5:00 am until 2:00 am; the normal hours for the Travelers Street Lot are Monday-Friday from 6:00 am until 1:00 am. Shuttle service runs from both lots during those hours every 15 minutes; more frequently during peak hours.
When you enter either one of the lots, an attendant will come by asking for a coupon. Once that is taken care of, you can park your car in any available spot; if the lot is full, an attendant will ask for your keys and they will double park the car. If you do not want to leave your keys with the attendant, you will not be able to park your car.

Departure and re-entry into either of the lots is not allowed on the same parking ticket. If you have to leave the garage and then return, a new coupon must be used on re-entry. Parking decals are not transferable. Anyone who uses a lost, stolen, or fraudulent decal will be subject to loss of parking privileges.

There is NO overnight or weekend/hospital holiday parking. Long term car storage is strictly prohibited and subject to a fine of $34/day, termination of parking, or both.

If you need to park on the weekend or on a hospital holiday, you can park in the Tremont Street Garage using one of your student coupons UP TO 24 hours (or you can pay $7.75 cash if you have no coupons at that time). You are allowed to park in the Tremont garage starting after 10:00 pm Friday; you have to be out of the garage by 9:00 am Monday or after the holiday ends.

**IMPORTANT:** If you are not out of the garage by 9:00 am Monday after the hospital holiday ends, or are parking in the Tremont garage when you are not supposed to, you will be charged the full day commercial rate of $34.00.

**Temporary Pass**

If you have a rental or are borrowing someone else’s car, you need to come to the parking office with your Tufts ID and car registration or rental paperwork to get a temporary pass for your assigned parking location. We can only make temporary passes out one week at a time.

**Motorcycles**

Motorcycles can be left in the Tremont Street Garage for $7.75 a day.

**Bicycles**

Bicycles can be placed in a locked cage located in the Tremont Street Garage basement. You must have $3.00 cash deposit for the key. You cannot make a copy of the key or let someone else use your key to get in the cage. There is no long-term storage in the bike cage. When you return the key, you will receive your money back.

**Special Notes:**

**Tremont Street Garage Student Weekday Parking Policy**

The Tremont Street Garage is the primary parking facility for our patients and visitors. Due to limited parking space capacity, we ask that all students park in their assigned parking facilities. All students are assigned to a specific parking facility based on job assignment and space availability.

If a student has a special circumstance requiring an exception, the student can go in person to the Tufts Shared Services Parking Office located in the Tremont Street Garage or call 617-636-5580 and request a special pass. The request will be reviewed and, if approved, a one day pass will be issued.

If a student is found parking in the Tremont Street Garage in direct violation of this policy, the violator will be charged the commercial rate for the time period parked.

If the violator is caught a second time, all parking privileges will be revoked and the violator will be reported to the appropriate Human Resources Department for disciplinary action.

In case of a medical emergency, students may park at the Tremont Street Garage. The parking attendant should notify the garage screener upon entering the facility so that the Parker will be granted access to the desired location.
Policy on Student Parking for Medical Reasons

Students with doctor’s appointments are requested to park at their assigned parking locations to make room for outside patients.

Non Transferable Use of Student Parking Privileges

Tufts Shared Services Parking Privileges are for the exclusive use of the registered parker. Parking coupons and stickers are not transferable to a non-registered parker. Any abuse of this policy will result in having parking privileges revoked.

Facilities Services

Facilities Services is located on the first floor (dorm side) of Posner Hall. This department is responsible for operation and maintenance of the buildings and grounds of the Boston campus, including Posner Hall.

Maintenance requests can be generated online at https://fsrequest.tufts.edu/webmaint. Any maintenance emergencies during normal work hours (8:00 am to 5:00 pm) should be reported to the Facilities Services Work Control Desk at 617-636-3535; after hours and on weekends, please call the Campus Police at 617-636-6911. The department website is http://operations.tufts.edu/facilities/.

Environmental Health and Safety

Tufts Environmental Health and Safety is responsible for all aspects of occupational safety, occupational health, public health, and environmental protection. For fire safety issues, contact Tufts Fire Safety at 617-627-2745. For further TEHS information or assistance, please call 617-636-3615.

All accidents and/or injuries involving students, even those that seem minor, must be reported to the Campus police at to the faculty supervisor. For more information, please review the department website at http://publicsafety.tufts.edu/ehs.

Directory of State and National Dental Associations

American Dental Association
211 East Chicago Avenue
Chicago, IL 60611-2678
312-440-2500
Website: www.ada.org

American Dental Education Association
1400 K Street NW, Suite 1100
Washington, DC 20005-2403
202-289-7201
Website: www.adea.org

American Student Dental Association
211 East Chicago Avenue, Suite 700
Chicago, IL 60611-2678
312-440-2795
Website: www.asdanet.org

Joint National Board of Dental Examiners
Commission on National Dental Examinations
American Dental Association
211 East Chicago Avenue
Chicago, IL 60611-2678
800-232-1694
Website: www.ada.org/jcnde
Email: nbexams@ada.org
The Commission on Dental Competency Assessments
(Previously North East Regional Board of Dental Examiners)
1304 Concourse Drive, Suite 100
Linthicum, MD 21090
301-563-3300
Website: www.cdcaexams.org
Email: director@cdcaexams.org

Western Regional Examining Board
23460 North 19th Avenue, Suite 210
Phoenix, AZ 85027
602-944-3315
Website: www.wreb.org
Email: generalinfo@wreb.org

FACILITIES

Tufts University Health Sciences Campus Bookstore
Arnold Building First Floor
116 Harrison Avenue
617-636-6628

Store Hours

Our store hours vary during the year. Please visit www.tufts-med.bkstore.com for our store hours.

The Tufts University Health Sciences Bookstore stocks textbooks, NOOK devices, medical reference and review books, lab supplies, teeth, burrs, blades, scrubs, school supplies, and snacks. If the bookstore is ever out of an item, ask a bookseller for assistance, and they can order the item for you. The bookstore also carries TUSDM merchandise including sweatshirts, t-shirts, mugs, and fine gifts. You may also get software discounts by visiting the bookstore, just ask a bookseller for details!

The bookstore has all textbooks ready for students to purchase prior to the start of classes. Textbooks may be purchased new, used, new rental, used rental, or digital when available. Stop by the bookstore to purchase your books or log on to www.tufts-med.bkstore.com. All students purchasing books online will have the option to pick up the books in-store or have them shipped to their home. If the bookstore is out of stock of your textbook at any time, see a member of the management to put in a special order. The bookstore allows students to return or exchange textbooks during the first week of class.
Bookstore Return Policy on Textbooks

- A full refund will be given in your original form of payment if the textbooks are returned within the first two weeks from the first day of class with a receipt.
- With proof of a schedule change, a full refund will be given in your original form of payment during the first thirty (30) days of classes.
- No refunds will be given on textbooks without a receipt and not in the original condition.

Bookstore Forms of Payment

Cash, check, Visa, MasterCard, American Express, Discover, and Barnes & Noble Gift Cards are accepted. The cardholder must be present for the purchase. Students are not allowed to use another person's credit card. Barnes & Noble Gift Cards can be purchased through the bookstore or at Barnes & Noble stores.
APPENDIX I: STUDENT FINANCIAL AID DEFERMENT & REFUND POLICIES

Tufts University School of Dental Medicine participates in the US Department of Education’s National Student Loan Clearinghouse. Tufts University reports to the clearinghouse monthly providing students’ enrollment status and their anticipated graduation date. Federal student loan servicers are required to update their borrower account records by accessing clearinghouse data provided by schools. As loan servicers “sweep” the clearinghouse seeking data matches, student loan accounts are updated to reflect enrollment at TUSDM. The loan is then placed in deferment status by the loan servicer.

Please note that enrollment information reported to the clearinghouse will only be utilized by loan servicers who are servicing Title IV federal student loans. These include Federal Perkins Loan and loans under the Federal Family Education Loan Program or William D. Ford Federal Direct Loan Program. These include Federal Subsidized/Unsubsidized Stafford, Federal Subsidized/Unsubsidized Direct Loans as well as Grad PLUS loans.

Loan servicers will not utilize clearinghouse enrollment data to provide deferment for Title VII federal student loans which include Health Professions Student Loan (HPSL), Nursing Student Loan (NSL) or Loans for Disadvantaged Students (LDS). Additionally, private education loans borrowed through colleges/universities or from the private sector (such as a bank) will most likely not utilize data from the National Student Loan Clearinghouse. If the student is seeking deferment of payment for Title VII loans or private education loans, they will be required to obtain a paper deferment form from the lender/loan servicer submitting them to TUSDM’s Office of Enrollment Services-Registrar’s Office for certification. Students who are actively repaying student loans where payments are due after formally matriculating at TUSDM, may wish to have the Registrar’s Office complete a paper deferment form obtained from their loan servicers until such time the school reports the student’s enrollment electronically via National Student Loan Clearinghouse which is usually by the end of September..

Financial aid (which includes student loans) a student receives may be impacted if the student decides to withdraw or take a leave of absence:

Withdrawn Students – A student who is considered withdrawn from the school is not entitled to financial aid after the point they have withdrawn. Financial aid received up to the point the student has withdrawn may be prorated in accordance to the Federal Refund Policy that is outlined later in this section. Students should review this policy closely realizing this policy and the Tuition Refund policy are mutually exclusive.

A withdrawn student who has outstanding student loans is no longer entitled to defer payments on their student loans based on their enrollment status. As a consequence, the student will enter repayment on their outstanding student loans. Withdrawn students who received Federal or Institutional student loans while in attendance are required to complete student loan exit counseling as part of the administrative clearance process.

Students on a Leave of Absence – A student who has received federal student financial aid who is considered on an approved leave of absence may be required to be treated as though they have withdrawn from school. In this case, the policy outlined under “Withdrawn Students” is applicable. Federal financial aid regulations dictate whether or not the leave of absence must be treated as though a student has withdrawn. The leave of absence must meet certain federally-prescribed conditions in order for the student to be considered enrolled. If the leave meets all prescribed conditions, the student is considered on a “federally-approved leave of absence” and the student is able to retain financial aid received and their student loan payments will continue to be placed in an in-school deferment status.

A students who are considered on a federally-approved leave of absence while on a leave may not receive any additional financial aid for the term in which the leave is taken nor would they be entitled to receive any additional financial aid disbursements during their period of leave. Upon their return, the student may be eligible for financial aid based on a revised cost of attendance. Student loans, however, will continue to receive in-school deferment during the federally-approved leave of absence.
A student who fails to return from a federally-approved leave of absence when scheduled will be considered to have withdrawn from the school effective the date their leave of absence began. Both the Tuition Refund Policy and the Financial Aid Refund Policy will be applied in accordance with university policy and federal financial aid regulations.

Oftentimes the Financial Aid Office will be required to treat a student that is considered on a leave of absence as though they have withdrawn from the school since the period of leave usually does not meet the federal conditions. The reasons for this include (but are not limited to) the fact the leave often extends beyond the 180-day limit, the student is unable to resume their academic program at the same point they left prior to taking leave or the student’s return to school is conditional.

**Student Financial Aid Refund Policy**

**Federal Refund Policy**

In accordance with federal regulations governing Federal Student Financial Aid programs, a student receiving Title IV Federal Student Financial Aid is subject to Title IV Federal Refund Policy rules. This policy is applied to situations where a student received Federal Perkins Loan, Federal Direct Loan and/or Federal Direct Grad PLUS loans and is considered to have withdrawn from the school or has dropped below half time status at the school.

The Title IV Federal Refund Policy states that any student who withdraws at or prior to the 60% point of the term for which they were enrolled and received Title IV financial aid for that term, will have their federal financial aid prorated based on the percentage of time they were enrolled for that term. The application of the TIV Refund Policy determines the amount of federal student financial aid that the school and, in some cases, the student, is required to return to the student’s lender(s). The funds are returned to repay the federal student aid programs received by the student in the following prescribed order:

1. Federal Direct Unsubsidized Loan
2. Federal Perkins Loan
3. Federal Direct Grad PLUS

Any student who has withdrawn after the 60% point of the term is said to have “earned” all Title IV financial aid received and the school cannot apply the Title IV Federal Refund Policy. However, upon receipt of written authorization from the student, the Financial Aid Office can facilitate returning unused or unwanted loan funding to the student’s servicer(s).

Please note that Title VII funding (Health Professions Student Loan and Loans for Disadvantaged Students) will also be prorated in a similar manner as Title IV financial aid unless the student received 100% tuition reversal. In that case, all Title VII financial aid funding as well as institutional funding (such as, but not limited to, Tufts Grant and Tufts Loan) will be rescinded from the student. In the event that HPSL and LDS funding is prorated, these funds will be repaid after all Title IV aid the student received has been repaid (including Federal Direct Grad PLUS loan proceeds) in accordance to the Federal Refund Policy.

**Treatment of Private Education Loans and Institutional Financial Aid**

Treatment of private education loans a withdrawn student has received or is due to receive is subject to the private education loan lender’s policies. Normally, if funds have been disbursed to the student, lenders usually do not require the student or the school to return funds. If the student withdraws or drops below half time prior to the funds being received, the Financial Aid Office is required to return 100% of the loan disbursement or cancel the loan prior to disbursement.

Similarly outside scholarships or loans awarded to a student are subject to the awarding organization’s policies. Institutional financial aid such as grants, loans or scholarships may or may not be prorated or require 100% reversal depending on the circumstances.
It is important to note that the application of the Tuition Refund Policy and that of the TIV Federal Refund Policies are mutually exclusive. A withdrawn student may, indeed, be responsible for 100% payment of tuition and fees depending on the date of their withdrawal yet have a large portion of their student financial aid returned to their lender(s). The student is responsible for payment of any balance that remains on his or her student account after the Student Financial Aid Refund policies are applied. The Financial Aid Office does not provide administrative clearance from the Financial Aid Office until they have been able to calculate and apply the appropriate Financial Aid Refund policies and all other financial aid-related administrative requirements (such as student loan exit counseling) have been completed by the student requesting clearance.

APPENDIX II: DISCIPLINARY PROTOCOL FOR SELECT VIOLATIONS*

Examples of select violations include the following transgressions:

- Failure to comply with immunization/influenza/TB test requirements
- Failure to comply with criminal background check policy by the deadline
- Late arrival, early departure, or absence from scheduled rotations
- Unexcused absence from mandatory/required workshops, seminars, competencies, etc.
- Failure to complete assignments by deadlines
- Inappropriate behavior, such as using restricted study rooms in the Medical School
- Repeated infection control violations
- Misbehavior surrounding Externship
- Required paperwork not completed by:
  1. The deadline established prior to start, usually 4-6 weeks prior to beginning of externship (First Offense)
  2. The start of externship (Second Offense)- Failure to sign contacts required by site
- Unexcused absences, late arrivals, or early departures
- Noncompliance with site policies, such as dress code and grooming standards

All of the transgressions noted above are considered unprofessional behavior. Grievances will be filed with the Ethics, Professionalism, and Citizenship (EPC) Committee, usually by the Associate Dean for Student Affairs. When a student first commits one of the selected violations noted above, a documented verbal warning may be given at the discretion of the EPC Committee Chairperson in consultation with the Associate Dean for Student Affairs. All future violations warrant progressive discipline as follows:

**First Offense:** A temporary letter from the EPC Committee will be placed in the student file.

**Second Offense:** A permanent letter from the EPC Committee will be placed in the student file, and the student will not be eligible for OKU, Graduation and Senior Dinner Honors, or the Incentive Program.

**Third Offense:** The student will appear before the EPC Committee for a hearing to consider dismissal. Violations are considered cumulative across categories; hence, when a student commits three different types of transgression, the student will appear before the EPC Committee for a hearing to consider dismissal.

**NOTE:** More egregious transgressions, such as cheating, lying, stealing, and issues related to patient care, will not follow the protocol noted above. In such instances, the EPC Committee will mete out sanctions deemed appropriate to the severity of the infraction.
APPENDIX III: MATERNITY LEAVE POLICY, REQUEST FORM, AND FAQS

Before going on maternity leave:

1. Submit the request form to the Associate Dean for Student Affairs three months before your leave begins.
2. Meet with Corrine Amirault, Office of Academic Affairs Program Coordinator.
3. If you are providing patient care, notify your Practice Coordinators and DPA.
4. Inform your patients.
5. Ensure continuity of patient care by making sure that your patients can be treated while you are absent.

While on leave:

1. Focus on enjoying your child.
2. Remember to take care of yourself.
3. Submit a written statement of intent to the Associate Dean for Student Affairs at least one month before you plan to begin classes again.

Returning from leave:

1. Provide the Registrar’s Office with a doctor’s note that you are able to return to your studies and perform patient care.
2. Meet with Dr. Thompson and Corrine Amirault to discuss reentry to the curriculum.

Nursing Mother’s Room

In July 2011, the School administration decided to preemptively begin construction of a room specifically designed for nursing mothers upon their return from maternity leave. The decision was made due to pending requirements by Federal and State government, as well as a growing trend in higher education. In March 2013, the School officially opened DHS-418 for use to all nursing mothers. The room is outfitted with a lounge chair with a swinging tablet arm, a standard sink, cabinetry, a small refrigerator, electrical outlets, a hospital grade nursing pump, and black out shades. Authorized students may access the room using their student ID cards.

Requesting Access

Access to the room can be requested through Stephen Brown, stephen.r.brown@tufts.edu, and is generally granted in one to two business days. To ensure timely completion of this request, please contact Stephen before returning from maternity leave. If you are in need of immediate assistance and are unable to reach Stephen, please inform the Office of Student Affairs.

Usage Protocol

- One person may use the nursing room at a time.
- Clean up after each use.
- Pumped milk must be brought home every day. No long term storage of milk is permitted.
- A hospital grade pump is available for shared use, but mothers are allowed to bring their own pump if they prefer.
- Please report any facilities issues using the online work order placement system, https://fsrequest.tufts.edu/WebMaint/, or by calling 617-636-3535.
APPENDIX IV: PRECLINICAL SKILLS REFRESHER COURSE

Students who are in their 3rd or 4th year and involved in patient care may be required by the SPC to participate in a preclinical/clinical skills refresher course under the following conditions:

1. The student is absent from participating in clinical care for an extended amount of time due to:
   a. Leave of absence for medical or personal reasons
   b. Participation in a research program such as the year-long NIH program
   c. SPC or EPC action that results in suspension from school for an extended period

2. The student has been identified by clinical faculty as in need of remediation of clinical skills

The refresher course will be tailored to the perceived needs and/or identified deficiencies of the individual student. The course may include any or all of the following:

1. Success completion of specific preclinical exercises similar to those taught in the preclinical Operative Dentistry, Fixed Prosthodontics, Implant Dentistry, Removable Prosthodontics, Endodontics, Periodontics and Pediatric Dentistry courses.
2. Refreshment of knowledge in local anesthesia and management of the medically compromised patient.
3. Review of principles of diagnosis and treatment planning.
4. Retraining in aXium.
5. Work with the supervision of a student teaching assistant.

During participation in the refresher course, students will not be allowed to provide patient care in the clinic or participate in rotations that involve patient care.

Failure to successfully complete the refresher course in a timely manner may results in an evaluation of the student’s clinical status before the SPC. Following this review, the SPC may choose to demote/not promote the student to the following year, or dismiss the student.

APPENDIX V: MINIMUM TECHNICAL STANDARDS

The Technical Standards of TUSDM define the essential functions that an applicant and dental student must be able to perform in order to: be admitted to TUSDM, progress satisfactorily through our program of study, and graduate. TUSDM is committed to the principle of diversity in all areas. In that spirit, admission to TUSDM is open to all qualified individuals, and complies with all applicable state and federal non-discrimination laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

TUSDM’s technical standards refer to all non-academic criteria that are necessary to participate in the educational program. In developing these criteria, TUSDM and its faculty affirm the following expectations of our graduates:

The awarding for the Doctor of Dental Medicine degree certifies that the individual possesses a broad base of knowledge and skills requisite for the practice of dental medicine. The dental education process must prepare the individual to be a competent general dentist. Therefore, a comprehensive dental education, rooted in common knowledge, skills, and behaviors, is the prerequisite for general practice, as well as for entry into specialized postgraduate training programs. TUSDM must act to protect the health and safety of patients and others, and therefore must ensure that the TUSDM graduate has the ability to function in a variety of clinical situations and to render a wide spectrum of patient care.
The acquisition of scientific knowledge must be accompanied by the development of technical skills and basic intellectual attitudes, ethical and professional attitudes and behaviors, and humanistic and moral principles that are essential for a responsible dentist to possess. The goal of our faculty and curriculum is to produce a competent general dentist. As such, every student must satisfactorily complete all aspects of the required curriculum as determined by the faculty.

The following technical standards are considered essential for fulfillment of the DMD degree. A candidate for the DMD degree must have abilities and skills of six varieties as detailed below:

**Motor** - The candidate must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The candidate must be able to execute motor activities reasonably required to provide general care and safe restraint when performing all general dentistry procedures.

**Sensory/Observation** - The candidate must be able to observe and participate in lectures, demonstrations, and experiments in the basic and clinical sciences. The candidate must be able to observe a patient accurately. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation.

**Communication** - The candidate should be able to communicate effectively and accurately, in English, with patients and observe patients in order to elicit information; describe changes in mood, activity, posture, and status; and perceive nonverbal communications. The candidate must be able to communicate effectively and sensitively with patients, caregivers, peers, staff, and faculty. Communication includes not only speech, but also reading and writing in English. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

**Intellectual-Conceptual, Integrative, and Quantitative Abilities** - Problem solving, a critical skill demanded of dentists, requires the ability to measure, calculate, reason, analyze, and synthesize. In addition, the candidate must be able to comprehend three dimensional relationships and to understand the spatial relationships of structures. The candidate must be able to learn and manage the clinical problems of many patients simultaneously. The candidate must have the capacity to perform these problem solving skills in a timely fashion. The ability to incorporate new information from peers, patients, teachers, and the medical/dental literature in formulating diagnoses and treatment plans is essential. Good judgment in patient assessment, diagnostic, and therapeutic planning is crucial; student must be able to identify and communicate their knowledge to others when appropriate.

**Behavioral and Social Attributes** - The candidate must possess the mental and emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all course responsibilities and responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, faculty, staff, and colleagues. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress.

He/she must be able to withstand the rigors of dental education and practice, adapt to changing environments, display flexibility, and function in the face of uncertainties inherent in dental education. He/she must be able to learn the clinical problems of many patients and be able to interact with a diverse community of patients, students, faculty, and staff. Compassion, integrity, concern for others, cultural competency, interpersonal skills, interest, and motivation are all personal qualities that should be assessed during the admissions and education process. Both dental education and practice may entail physical, mental, and emotional stress such as long hours, close patient contact, and treating seriously ill patients; and requires the candidate to maintain composure throughout.

**Ethics and Professionalism** - The candidate must maintain the standards of conduct for ethics and professionalism as set forth in the American Dental Association’s Principle of Ethics and Code of Professional Conduct (Appendix XVII, p. 120) and the TUSDM Student Handbook (Code of Principles of Ethical and Professional Conduct, p. 15). The candidate must always act in the best interest of the patient and society even when there is a conflict with the candidate's personal self-interest.

The candidate must conduct oneself as a trustworthy and responsible citizen and act with impeccable integrity in their interactions with all students, faculty, staff, patients, and the public. The candidate must also refrain from actions that detract from the professional atmosphere or orderly appearance of TUSDM or
Tufts University. This expectation would also apply when attending any school-sponsored or related activities, such as externships and rotations, as well as outside public activities.

The above are considered by TUSDM to be minimum abilities required in the educational process of a dentist. TUSDM will provide reasonable accommodations to those candidates who have documented disabilities and seek such accommodation as set forth by TUSDM. However, TUSDM will not undertake modifications or provide auxiliary aids or services that would fundamentally alter the nature and substance of the DMD curriculum; present an undue burden for the institution; pose a direct threat to the safety of patients, students, faculty, assistants, or staff; or compromise the academic integrity of the DMD program. TUSDM will also not provide services or equipment of a personal nature. Candidates should understand that they will be required to demonstrate competency without personal assistance, such as the use of an intermediary. The candidate must be able to meet the technical standards of the DMD curriculum, including the functions described above, with or without reasonable accommodations, in order to begin or continue the program, or to graduate from the program.

**APPENDIX VI: TUSDM POLICY AND PROCEDURES FOR USE OF CRIMINAL BACKGROUND INFORMATION**

**INFORMATION FOR APPLICANTS AND CURRENT STUDENTS**

In recent years, health care institutions and members of the health care professions have come under increasing scrutiny by various legal and regulatory agencies. In the course of obtaining licensure, hospital privileges, and insurance qualifications, dentists are routinely asked to respond to queries regarding aspects of past and current behavior (including criminal histories).

Some of the institutions hosting clinical placements for students of TUSDM now require that students undergo certain prequalifying reviews. Several facilities require formal criminal background checks. TUSDM conducts criminal background checks (CBCs) on applicants who have been granted conditional admission and on current dental students after they have completed the second year of the curriculum. CBCs for applicants and current students are conducted through a vendor selected by TUSDM. The current vendor is CeriPhy Screening, Inc. All CBCs are conducted in accordance with applicable state and federal laws. In addition, applicants and currently enrolled students are required to report certain convictions that may have occurred subsequent to the CBC.

CBCs will only be conducted with the written consent of the applicant or the student, and only convictions, guilty pleas, and no-contest pleas will be considered; arrests will not be considered. Although a criminal record will not automatically disqualify an applicant or current student, TUSDM will review all criminal background information reported by the vendor. That information will inform TUSDM’s decisions in admissions, continued enrollment, and TUSDM’s compliance with the Tufts University Code of Conduct Involving Interactions with Minors. Included in this appendix is a list of convictions that will not be considered as part of this evaluation. Applicants who do not give written permission for the CBC to be conducted will not be admitted to TUSDM. Current students who do not give written permission for the CBC to be conducted will not be permitted to advance in the dental school program.

When a conditionally admitted applicant or a current student has a CBC that reports a previously undisclosed or unknown incident, the Criminal History Review Committee (CHRC), consisting of TUSDM faculty, will review the case. Students will be subject to professional discipline under the School’s Code of Principles of Ethical and Professional Conduct, p. 15 for any misrepresentation or non-compliance relating to reporting obligations under this policy. TUSDM may withdraw conditional admission for any applicant who fails to disclose one or more convictions subject to this policy.

Students may appeal a negative ruling by the CHRC to the Dean of TUSDM. The decision of the Dean is final.

**The Criminal Background Check Process**

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TUSDM sends the names and email addresses of conditionally admitted and certain current students to the vendor that will conduct the CBC. The vendor then contacts the student by email. The vendor asks the student to provide written authorization to perform the check and gives the student a summary of his or her rights under the Fair Credit Reporting Act, a federal law that governs the use of vendors who perform CBCs.

The email explains what the student must do to give permission for the CBC to be conducted, how the vendor conducts the CBC, and what the vendor does with the results. The email also explains the student’s right to review the CBC report before it is submitted to TUSDM, the student’s right to challenge the results, and how the vendor will use the results if a student does not respond to the vendor by the required deadline.

The student will be provided a copy of the report and information on how to contact the vendor if the student wishes to contest any inaccurate information in the CBC. The student also has the right to contact TUSDM to dispute the accuracy of the CBC and to provide additional information for consideration by the Criminal History Review Committee. The vendor is not involved in the decision concerning the student’s matriculation or continued enrollment in TUSDM. The student will be informed if TUSDM intends to take negative action against the student (or withdraw conditional admission) as a result of information contained in the CBC.

For the Guidelines for Evaluation of Criminal History Information by the Criminal History Review Committee, see below.

Criminal Background Checks on Enrolled Students at TUSDM

A CBC is conducted on enrolled students as a condition of their progressing past the second year of the curriculum. In addition, so long as an admitted student remains at TUSDM, the student is required to promptly inform the Associate Dean for Student Affairs if the student is convicted of a felony or reportable misdemeanor while enrolled at TUSDM. On an annual basis, all TUSDM students are required to sign a document stating that they have notified the Associate Dean for Student Affairs of any felony or reportable misdemeanor conviction involving them in the United States since they completed their application to dental school. They further confirm that they will continue to do so promptly throughout their dental education at TUSDM.

The Associate Dean will determine whether the criminal conduct at issue, even if unrelated to the School of Dental Medicine, violates standards of professional conduct expected of TUSDM students or otherwise adversely reflects on the fitness of the student to become a health care professional. If so, the Associate Dean will determine whether the matter warrants handling under the School’s Student Code of Principles of Ethical and Professional Conduct. The Criminal History Review Committee will review the criminal history information that students disclose. If the CHRC determines that further action by the School of Dental Medicine is warranted, this will be handled under the School’s Student Code of Principles of Ethical and Professional Conduct.
Annual Update on Professional Behavior

Policy: The School of Dental Medicine (TUSDM) requires applicants for admission to disclose any felony and certain misdemeanor convictions and to provide detailed related information. TUSDM further requires that, so long as an admitted student remains a dental student, he or she must keep this information current by promptly informing the Associate Dean for Student Affairs if he or she is convicted of a felony or certain misdemeanors while enrolled at TUSDM, with the exception of those misdemeanors listed below.

I understand that I am required to notify the Associate Dean for Student Affairs of any felony or misdemeanor conviction against me in the United States or internationally* since I completed my application to dental school and that I must continue to do so promptly throughout my dental education at Tufts University School of Dental Medicine.

The Associate Dean will determine whether the criminal conduct at issue, even if unrelated to TUSDM, violates standards of professional conduct expected of TUSDM students or otherwise adversely reflects on the fitness of the student to become a dentist. If so, the Associate Dean will determine whether the matter warrants handling under the TUSDM Student Code of Principles of Ethical and Professional Conduct (The Code). The CHRC will review the criminal history information that the students disclose. If the CHRC determines that further action by the School of Dental Medicine is warranted, this will be handled under the Code.

PLEASE CHECK ONE:

___At the present time, I have nothing to report.

___I provided a report to the Associate Dean for Student Affairs on______[insert date].

Name: ___________________________________________________________

Signature: ________________________________________________________ Date:____________________

*Under Massachusetts law, you are not required to disclose a first conviction for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace; nor are you required to disclose a conviction that has been vacated or expunged. Furthermore, you are not required to disclose any conviction of a misdemeanor where such conviction occurred more than five years prior to the date that you applied for admission to TUSDM, unless you were sentenced to imprisonment after being so convicted. If you have been convicted of any offense within the five years prior to the date of your application for admission, all convictions, even those that occurred more than five years prior to your application, must be disclosed. The term “conviction” includes guilty pleas and no-contest pleas as well as conviction by a court. Students who are unsure of whether a conviction falls within these definitions should consult with an attorney. If convictions that should have been reported come to the School’s attention by other means, the Associate Dean will determine whether they warrant discipline under TUSDM or University-wide policies.

Guidelines for Evaluation of Criminal History Information by the Criminal History Review Committee

The Criminal History Review Committee will conduct an individual review of each conditionally admitted student and enrolled student for whom a CBC has been submitted. These guidelines are intended to assist the committee in applying the evaluation criteria consistently.

Under Massachusetts law, an applicant or student is not required to disclose a first conviction for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; nor is the individual required to disclose a conviction that has been vacated or expunged. Furthermore, the individual is not required to disclose any conviction of a misdemeanor where such conviction occurred more than five years prior to the date that the individual applied for admission to TUSDM, unless the individual was sentenced to imprisonment after being so convicted. If the individual was convicted of any offense within the five years prior to the date of application for admission, all convictions, even those that occurred more than five years prior to the application date, must be disclosed. The term “conviction” includes guilty pleas and no-contest pleas as well as conviction by a court.
Therefore, a student’s failure to report convictions described in the previous paragraph will not be considered a failure to disclose. Furthermore, even if they appear on the CBC, the Committee may not take the nature and existence of these non-reportable convictions into consideration when reviewing the student’s CBC.

**Process for Evaluation of Criminal History Information**

Each applicant/student case is reviewed individually by the Criminal History Review Committee, focusing primarily on risks to the TUSDM community, threats to individual patients, and suitability for the practice of dental medicine. The issues that inform these reviews include, but are not necessarily limited to, the following:

- The relationship between the offense committed and the student’s participation in dental school or work in clinical settings
- The nature and seriousness of the offense
- The circumstances under which the offense occurred
- The age of the person when the offense was committed
- Whether the offense was an isolated or repeated incident
- The length of time that has passed since the offense was committed
- Past employment history
- Past history of academic or non-academic misconduct at prior institutions
- Evidence of successful rehabilitation
- The accuracy of the information provided by the applicant
- Whether the record being reviewed shows a pending offense that has not been finally adjudicated, suggesting that the individual might be found innocent

**Examples of Crimes that Could Disqualify an Applicant or Student**

1. Indicators that the applicant/student may disrupt or pose a threat to the school or community at large:
   - Repeated disturbing the peace violations
   - Aggravated assault
   - Domestic violence
   - Certain possession of drugs charges
   - Sexual harassment
   - Repeated alcohol related offenses

2. Indicators that the applicant/student is not appropriate to engage in patient care:
   - Abuse of at-risk populations (children, the elderly, the incapacitated)
   - Murder, homicide
   - Possession of child pornography
   - Sexual assault, rape, or other unlawful sexual behavior

3. Indicators that the applicant/student may not be accepted to complete clinical rotations:
   - [Depends on criteria used by clinical sites]

4. Indicators that the applicant/student may not be eligible for licensure
   - [Depends on state-specific licensure rules]
5. Indicators that the applicant/student would not be an appropriate member of the dental profession:
   - Crimes set forth above
   - Fraud crimes, including Medicare or Medicaid
   - Selling, manufacturing, or possession with intent to sell a controlled substance
   - Unlicensed possession of a deadly weapon

Administrative Structure for Management of Criminal Background Checks

The Criminal History Review Committee (CHRC) is co-chaired by the Associate Dean for Student Affairs and the Associate Dean for Academic Affairs, and supported by legal counsel. All criminal history information on accepted applicants and enrolled students, whether it is collected by or on behalf of TUSDM, or comes from another legitimate source, is reviewed by this group. The committee is drawn on an ad hoc basis by the Dean from TUSDM faculty and includes faculty serving on the Admissions Committee and the Ethics, Professionalism, and Citizenship Committee. The CHRC meets on an as-needed basis to establish and maintain operational procedures and to consider criminal history information.

When the CHRC considers information on a conditionally accepted applicant, the meeting is chaired by the Associate Dean for Admissions. The focus of this consideration is on whether or not to finalize the conditional offer of acceptance tendered by the Admissions Committee. All decisions are made by majority vote. Appeals by students whose conditional acceptance is withdrawn are referred to the Dean for adjudication. In the case of an individual whose record showed a pending offense that had not yet been adjudicated, the CHRC may decide that the acceptance decision should be deferred pending reconsideration of the applicant after final adjudication of the offense.

When the CHRC considers the information on an enrolled student, the meeting is chaired by the Associate Dean for Academic Affairs. The focus of this consideration is on whether or not a violation of public law had occurred that requires referral to a hearing panel pursuant to the Student Code of Principles on Ethical and Professional Conduct.

Records of the Criminal History Review Committee

Records generated by the Criminal History Review Committee on accepted applicants as well as such information pertaining to enrolled students will include minutes of the CHRC meetings that set forth the date of the meeting, the members present at the meeting, and names of applicants or students under consideration. A statement of the reasons for disqualifying a conditionally admitted applicant or current student must be included. Other information to retain is:

Conditionally accepted applicants: The final decision to admit or reject a conditionally admitted applicant will be recorded and maintained with the criminal history information of the applicant for the time period set below.

Enrolled students: Decision to take “no further action” will be maintained with the criminal history information of the student for the time periods set forth below. A decision to forward a case to the Ethics, Professionalism, and Citizenship Committee is maintained by the Chair of the CHRC.

All criminal history information that is maintained by TUSDM in accordance with these guidelines must be kept in a locked file that is located separately from the files of matriculated students. Further, Massachusetts Criminal Offender Record Information (CORI) that is obtained on enrolled students must be stored and disseminated in compliance with Massachusetts Criminal History Systems Board (CHSB) audit guidelines.

These guidelines state that “access to CORI is limited to the authorized personnel who have signed an “Agreement of Non-Disclosure” and who are approved by the CHSB. Therefore, unless TUSDM is given permission to do so by the CHSB, TUSDM should not report CORI to clinical placement sites.
Record Retention Policies and Scope of Criminal History Information Access for Accepted Applicants and Enrolled Students

Retention of Criminal History Information

In all circumstances, criminal history information is to be kept in a locked file, separate from all other TUSDM records and documents, and is not to be disseminated beyond the parties charged with evaluating and managing this information.

1. Conditionally accepted applicant:
   a. Decision is made to reject:
      - Maintain criminal history information for three years (tort statute of limitations)
   b. Decision is made to admit:
      - Maintain criminal history information until one year after graduation

2. Enrolled students:
   - Maintain criminal history information until one year after graduation or a maximum of three years.

Record Keeping Requirements for Massachusetts CORI Checks

The following CORI Audit Guidelines also pertain to record keeping requirements and must be followed by all certified agencies, such as TUSDM.

1. Current and prospective employees and/or volunteers must sign the request form acknowledging that a CORI check will be conducted by the Criminal History Systems Board. This does not apply to Chapter 336 or 444 requests.
2. Access to CORI is limited to the authorized personnel who have signed an Agreement of Non-Disclosure and who are approved by the CHSB.
3. CORI may always be shared with the applicant/employee/volunteer to whom it pertains.
4. CORI must not be disseminated to any other person or agency.
5. CORI must be kept separate from any other personnel files. CORI must be secured in a locked file cabinet when not being inspected.
6. CORI may be kept for up to three years.
7. Only one copy of an individual’s CORI is to be kept in the files at any time.

APPENDIX VII: TUFTS UNIVERSITY POLICY ON SEXUAL ASSAULT

Policy Statement

Sexual assault is a crime of violence that is never acceptable and will not be tolerated at Tufts University. The University is dedicated to the elimination of sexual assault within the Tufts community. Accordingly, the University takes all allegations of sexual assault seriously, and is committed to providing information, resources, and clear direction to the members of the Tufts community so that together we can help prevent and respond to sexual assault. The University affirms the right of survivors to decide how they may best use university and other support systems and processes to address crimes of sexual assault. Retaliation against anyone who brings forward a complaint of sexual assault is strictly prohibited. Anyone responsible for retaliation, whether that person is the accused party or someone affiliated with the accused, will be subject to disciplinary action by the University.

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Defining and Recognizing Sexual Assault

Sexual assault is the act of committing an unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger, that occurs without indication of consent of both individuals, or that occurs under threat or coercion. An "acquaintance" is not necessarily a person one knows only casually, and can include a close friend, intimate partner, family member, classmate, etc. Survivors and perpetrators can be of any sex/gender.

Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Under federal and state law, sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery (e.g., unwanted touching of an intimate body part for purposes of sexual gratification), and threat of sexual assault.

Consent is an affirmative, conscious decision - to engage in mutually accepted sexual contact. Signals of consent must be mutual and ongoing, as well as offered freely and knowingly. Consent is required regardless of the parties' relationship, prior relationship, or sexual history. A verbal "no," even if it may sound indecisive or insincere, constitutes a lack of consent. Likewise, incapacitation constitutes a lack of consent. For example, a person is incapable of giving consent when passed out, asleep, or incapacitated by intoxication.

Consumption of alcohol and/or drugs, in and of itself, does not relieve a party of responsibility to obtain ongoing consent.

Reporting Sexual Assault

Reporting a sexual assault can be difficult, and survivors may experience a multitude of emotions in thinking about discussing what happened to them. For that reason, Tufts University wants survivors to know that there are many options for them when considering whether to report sexual assault. Please see the following section for a complete list of reporting resources.

Survivors of sexual assault are strongly encouraged to report the assault immediately to the police with authority over the location of the assault. If the assault occurred on campus, survivors are encouraged to report it immediately to campus police. Early reporting provides immediate access to medical support, and to information regarding available legal and judicial resources, as well as counseling and support services.

*Counseling and medical services are available immediately and confidentially, whether or not an individual feels ready to make any decisions about reporting the assault to police or campus judicial resources.*

Survivors who notify the police should be aware of the importance of the immediacy of reporting the incident in terms of preserving physical evidence at the assault scene as well as on the person assaulted.

The gathering of physical evidence can provide important evidence in support of criminal charges.

Survivors may also choose to report an assault well after the assault occurred, even if the opportunity to collect physical evidence has passed.

Survivors who immediately report an assault will be provided with information directing them to an appropriate health care facility to allow for collection of evidence and treatment. If a sexual assault survivor chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged, but the survivor should understand that delay may make it more difficult to collect physical evidence of the sexual assault that could impact an investigation.

Reporting an assault to the Tufts Police or other law enforcement does not require filing criminal charges. Tufts University has police officers who have been specially trained to work with survivors of sexual assault, and they can explain your rights and options, as well as direct you to other resources.

Office of Equal Opportunity (OEO)/Title IX

(617-627-3298; www.tufts.edu/oeo; oeo@tufts.edu)
Pursuant to Title IX of the Education Amendments of 1972, Tufts University is committed to providing a campus environment free of sex discrimination. Sexual assault is a form of sex discrimination that violates Title IX. The University's Title IX Coordinator, as part of OEO, is charged with the intake and investigation of reports regarding sex discrimination (including sexual assault and other forms of sexual harassment).

Students, staff and faculty may contact OEO to report any type of sexual misconduct. Tufts University recognizes that survivors must focus on their security, health and healing in the aftermath of a sexual assault. The following is a list of resources that can assist survivors on or off campus.

**Resources for Students on the Boston Campus**

**Tufts Police: 617-636-6911 or ext 66911 (emergency); 617-636-6610 (non-emergency)**

The Tufts Police can help with transportation to a hospital, reporting the assault if you wish to do so, investigating the assault and obtaining a restraining order.

**Student Advisory and Health Administration Office 617-636-2700**

During normal business, this office provides short-term confidential advising for personal problems, academic concerns, career indecision, increased self-awareness, stress management, anxiety, and family and interpersonal issues.

**Office of Student Affairs**

The staff in the Office of Student Affairs can help arrange for safe housing, stay-away orders and can facilitate university disciplinary action, should you wish to pursue it.

School of Dental Medicine 617-636-6539:

Robert Kasberg, Associate Dean, Student Affairs

**Title IX Liaisons**

The Title IX Liaisons are University employees who are available to receive reports of sex discrimination at Tufts, including sexual harassment and sexual assault. The Liaisons can provide information regarding available resources, but are not responsible for investigating reports. Rather, they will direct the information they receive to the University's Title IX Coordinator in OEO.

The TUSDM the Title IX Liaison is:

Katherine Vosker
Director of Student Affairs, Tufts School of Dental Medicine
617.636.0887
Katherine.Vosker@tufts.edu

Director of Human Resources for Boston and
Grafton 617.636.6600

**Community Resources for Staff, Faculty and Students on All Campuses**

These resources are listed for your information. Tufts University is not affiliated with any of these organizations.

**Center for Violence Prevention and Recovery: 617-667-8141; www.bidmc.org/violenceprevention**

Located at the Beth Israel Deaconess Medical Center in Boston, the center provides confidential support and assistance to survivors of violence and abuse. Services include individual and group counseling and assistance navigating the medical and legal systems.
Boston Area Rape Crisis Center: 617-492-7273 (hotline); 617-492-8306 (business); www.barcc.org
Staff provides a range of confidential services for sexual assault survivors, including a 24-hour hotline, counseling and legal assistance. BARCC also provides medical advocates who offer emotional support at all SANE site hospitals (sites equipped to do a rape kit and exam) in the metro area. BARCC serves women and men.

Fenway Community Health Violence Recovery Program: 617-927-6250 or 800-834-3242;
www.fenwayhealth.org

In addition to being a full-service lesbian, gay, bisexual and transgender physical and mental health center, Fenway’s Violence Recovery Program offers an LGBT Domestic Violence Support Group, a sexual assault and/or childhood sexual abuse Male Survivors Group (co-facilitated with BAARC—contact Peter at 617-927-6224), and a Trauma Recovery Group for LGBT people who have experienced abuse, violence or other trauma (contact Ben at 800-834-3242).

Rape Crisis Center of Central Massachusetts – Worcester; 888-887-7130; www.rapecrisiscenter.org

Victim Rights Law Center: 617-399-6720; www.victimrights.org
VRLC provides sexual assault victims with free legal assistance.

Victims of Violence Program – Cambridge Health Alliance: 617-591-6360;
http://www.challiance.org/vov/vov.shtml

VOV provides a range of clinical services to victims of violence including: crisis intervention and response, hospital-based and system-wide victim advocacy and support, longer term clinical care (psychological assessment, treatment planning and psychotherapy) for adult survivors of physical and sexual violence, and a wide array of groups (including groups for adult survivors of childhood abuse and domestic violence).

District Attorneys’ Offices

If you wish to contact law enforcement authorities to report a sexual assault, select the district attorney in the county where you reside.

- Middlesex County: 781-897-8300
- Suffolk County: 617-343-4400
- Worcester County: 508-797-4334

Sexual Assault and Related Crimes: Definitions

The following terms are defined by Massachusetts General Laws (Mass. Gen. Laws) and are not necessarily applicable for purposes of any university policy. They are summarized below for reference only in order to assist readers in understanding the criminal context of sexual assault and related crimes.

Sexual assaults, as generally described in the Mass. Gen. Laws, are addressed through the criminal justice system. Readers should refer directly to the Mass. Gen. Laws for more information or to obtain the complete text of any criminal statute.

A. Domestic Abuse – Massachusetts defines "abuse" as one or more of the following acts between family, or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress. M.G.L. c. 209A § 1. "Family or household members" includes those who (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) have a child in common regardless of whether they have ever married or lived together; or (e) are or have been in a substantive dating or engagement relationship. A court considers several factors in determining whether a "substantive dating relationship" exists, including (1) the length of time of the relationship, (2) the type of relationship, (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the
length of time elapsed since the termination of the relationship. M.G.L. c. 209A § 1. The rights of the survivor of domestic abuse include the right to an order restraining the attacker from abuse, an order directing the attacker to leave the household, building or workplace, and an order directing the attacker to pay for losses suffered as a result of abuse including medical and moving expenses, and property damaged sustained. M.G.L. c. 209A § 3.

B. Rape – In Massachusetts, "whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his or her will, or compels such person to submit by threat of bodily injury," is guilty of rape. See M.G.L. c. 265 § 22(b). The term "unnatural sexual intercourse" includes oral intercourse, anal intercourse, digital penetration, and object penetration. Rape occurs when the sexual act is without consent and forced by (a) force, (b) threat, or (c) when the survivor is unconscious.

C. Aggravated Rape – The crime of aggravated rape occurs (1) if the rape results in serious bodily injury, (2) there is more than one perpetrator of the rape, or (3) the rape is committed during a serious felony such as assault and battery with a dangerous weapon, robbery, kidnapping, or burglary. In Massachusetts, aggravated rape is punishable by life in prison. See M.G.L. c. 265 § 22(a).

D. Assault with Intent to Commit Rape – It is a crime punishable by prison time for anyone to assault a survivor with the intent to commit rape. If the person who assaults with intent to rape is also armed with a gun, the punishment is at least 20 years in state prison. M.G.L. c. 265 § 24.

E. Drugging for Sexual Intercourse – Whoever applies, administers, or causes to be taken by a person any drug, matter or thing with intent to stupefy or overpower such person so as to thereby enable any person to have sexual intercourse or unnatural sexual intercourse with such person shall be guilty of the crime and subject to at least 10 years to prison. M.G.L. c. 272 § 3.

F. Stalking – It is a crime to (i) willfully and maliciously engage in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and (ii) make a threat with the intent to place the person in imminent fear of death or serious bodily injury. This includes contact by mail, e-mail, and fax. See M.G.L. c. 265 § 43. Any individual who commits such acts is guilty of the crime of stalking.

G. Sexual Harassment – Massachusetts prohibits sexual harassment both in employment and in educational facilities. Sexual harassment in the workplace is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. M.G.L. c. 151B § 1(18). Sexual harassment in an educational facility means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:—(i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. M.G.L. c. 151C § 1(e).

Survivor’s Rights

Survivor’s Rights Guarantee

Sexual assaults, including acquaintance rape, are a very serious concern of the University. If you are the survivor of a sexual assault or think you may have experienced sexual assault, the Tufts Police will guarantee you the following:

1. We will meet with you privately, at a local place of your choice, to take a police incident report.
2. We will not release, without your consent, your name to the public or to the press during the course of the investigation.
3. Our officers will not prejudge you, and you will not be blamed for what occurred.
4. We will treat you and your particular case with courtesy, sensitivity, dignity, understanding, and professionalism.
5. If you feel more comfortable talking with a female or male officer, we will do our best to accommodate your request.
6. We will assist you in arranging for any hospital treatment or other medical needs, including transportation to a local hospital with a Rape Crisis Treatment Center.
7. We will assist you in privately contacting counseling services, the development of a safety plan and advising you about other available/necessary resources.
8. We will discuss the options available to you. We will investigate your case to the fullest extent possible. With your consent, we will refer your matter to the District Attorney's office to discuss the charging and prosecuting of the responsible individual.
9. We will continue to be available for you to answer questions, to explain the systems and processes involved (prosecutor, court, etc.) and, if you wish, to be a listening ear.
10. We will treat your case seriously regardless of your or any suspect's sex, gender identity and expression, sexual orientation and behavior, race, ethnicity, religion, national origin, age, disability, or veteran status.

If you are a sexual assault survivor, you may call the Tufts University Police at (617) 627-3030 to indicate that you want to file (privately) a sexual assault report. You may call the division anytime (24 hours a day, 7 days a week).

If you have an emergency or would like to access a city police department, call 911. If we fail to achieve any part of the listed guarantee, the station commander (phone number 617-627-3030) will meet with you personally to address any problems/concerns. University Police want to help you make the Tufts campuses safe for students, faculty, staff and visitors.

Revised July, 2011

APPENDIX VIII: TUFTS UNIVERSITY POLICY ON SEXUAL HARASSMENT

Policy Statement

Sexual harassment violates the dignity of individuals. It is a form of discrimination that violates federal and state laws, including Title IX (discussed in more detail in the Sexual Misconduct Policy) and is prohibited at Tufts University. Tufts is committed to providing an education and work environment that is free from sexual harassment. The University's Office of Equal Opportunity (OEO) works to prevent and address sexual harassment through educational programs, training, and complaint resolution. Tufts encourages all members of the University community to report any concerns or complaints of sexual harassment to OEO. Reporting resources can be found at the beginning and end of this manual.

Managers, supervisors, faculty and other agents of the University are required by law to report allegations of sexual harassment to OEO or other reporting officer. If you have a question regarding your reporting responsibilities, please contact OEO. Agents of the University who fail to report allegations of sexual harassment may be subject to disciplinary action. Tufts University and OEO are mandated to respond promptly and appropriately to any allegations of sexual harassment that are brought to their attention.

Defining and Recognizing Sexual Harassment

What is sexual harassment?
Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature or conduct directed at a person because of his or her sex/gender when: such conduct is made an explicit or implicit condition of an individual’s academic status or employment; or refusing or submitting to such conduct is used as basis for academic or employment decisions; or such conduct, whether verbal or physical, unreasonably interferes with an individual’s academic or work performance by creating an intimidating, hostile, or sexually offensive environment in which to work or to learn.

In addition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. Similarly, direct or implied requests by an employee/faculty member to a student for sexual favors in exchange for actual or promised academic benefits such as favorable reviews, grades, standing, rank or any other favorable educational advancement constitutes sexual harassment.

What are my rights under this policy?

Tufts University staff, faculty, applicants, students, and community members have the right to work, learn and live in an environment that is free from sexual harassment. Any person who believes they have been sexually harassed by anyone affiliated with Tufts University has a right to file a complaint in OEO by contacting the office directly at 617-627-3298 or http://oeo.tufts.edu/. In addition, you may also report such conduct through the University's anonymous hotline, Ethicspoint, at 866-384-4277 or at https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html.

Retaliation against any person involved in a sexual harassment complaint or investigation is against state and federal laws, and is a violation of Tufts University policy. If it is determined that any employee, student, or community member has retaliated against anyone involved in an investigation, they will be subject to disciplinary action, up to and including termination.

Who could be involved in an incident of sexual harassment?

Sexual harassment can occur between any individuals associated with the University. Those individuals can be of the same or different sexes, or of any gender identity or expression. Sexual harassment can occur between people of unequal power or between peers. A complainant is a person who feels they have been sexually harassed and a respondent is a person who is being accused of sexual harassment. Any of the following people can be either a complainant or a respondent in a given situation: supervisors, employees, staff, faculty, students, professors, contractors, vendors, community members, and applicants for employment of academic admission.

A complainant does not have to be the direct recipient of the conduct but could be anyone affected and/or offended by the conduct.

What actions constitute sexual harassment?

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or a work place environment that is sexually hostile, offensive, intimidating, or humiliating may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness. The following are some examples of conduct, particularly when unwelcome, which may constitute sexual harassment:

- direct proposition of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person’s work, academic or educational environment;
- unwelcome sexual advances -- whether they involve physical touching or not;
• sexual epithets or jokes;
• written or verbal references to sexual conduct;
• gossip regarding one's sex life;
• comment on an individual’s body;
• comment about an individual’s sexual activity, experiences, deficiencies, or prowess;
• displaying sexually suggestive objects, pictures, cartoons, etc.;
• unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments, threats, or innuendos of a sexual nature;
• unwanted physical contact such as touching, hugging, brushing against a person's body, impeding or blocking movements;
• gender harassment, including sexist statements and behavior that convey insulting, degrading, or sexist attitudes;
• persistent and unwanted requests for dates;
• unwelcome and inappropriate letters, telephone calls, email, texts, graphics, and other communications or gifts;
• direct or implied threats that indicate that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
• sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (verbal, written, email, text messages, etc.);
• the display of inappropriate sexually oriented materials in a location where others can view them;
• or sexual assault, attempted rape, or rape (please see next policy section on sexual assault and other sexual misconduct).

**Where does sexual harassment occur?**

Sexual harassment does not restrict itself to the workplace nor does it have to take place on University property. Sexual harassment could occur at any University sponsored program or activity regardless of the location. For example, sexual harassment could occur out of state, such as at a conference, off-site project, field placement, or at an externship.

**What can I do if I feel I have been sexually harassed?**

- If you feel comfortable enough, you may talk with the person, inform him or her of the unwelcome behavior, and ask that the behavior stop. Document the incident and the steps taken to resolve it. This step is not required, particularly if you do not feel safe in confronting the person for any reason.
- Staff/faculty may report it to any supervisor or manager, to OEO, to your HR Business Partner (HRBP), or to any sexual harassment resource person listed in this manual.
- Students may report it to any University faculty member or University administrator that they trust. They may also report it to a Title IX Liaison, to OEO, or to any sexual harassment resource person listed in this manual.
- Community members may contact OEO, a Title IX Liaison, or any sexual harassment resource person listed in this manual.
- You may call OEO directly at 617-627-3298 or [http://oeo.tufts.edu/](http://oeo.tufts.edu/) to file a complaint or come into the office, located on the Medford Campus, Ballou Hall, first floor.
- You may file a confidential and anonymous complaint through EthicsPoint at [https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html](https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html) or by calling EthicsPoint at 866-384-4277.
Note: Complaints that are submitted without identifying the Complainant make it difficult, if not impossible, to adequately investigate, respond or take appropriate action. Employees with complaints are strongly encouraged to contact OEO directly if there are specific concerns about filing a complaint. For concerns about retaliation please contact the Director of OEO, Jill Zellmer at 617-627-3298 or Jill.Zellmer@tufts.edu.

Where do I go if I have questions about this policy?

Tufts University's OEO is responsible for enforcing the University's Sexual Harassment policy. Please contact the Director of OEO at 617-627-3298 or Jill.Zellmer@tufts.edu if you have questions about this policy.

OEO is located in Ballou Hall on the Medford Campus, first floor. You can call OEO at 617-627-3298 or visit http://oeo.tufts.edu/. You may file a complaint in person during office hours or call in advance to set up an appointment to meet elsewhere if you do not want to come in person to the OEO office.

Rights and Responsibilities

As a member of the Tufts community you have the right to work, learn, and live in an environment free from sexual harassment. All agents of the University are responsible for reporting incidents of possible sexual harassment. Managers, supervisors, and other agents of the University are required to promptly and appropriately (through means herein) report allegations of sexual harassment that are brought to their attention. If agents of the University do not report allegations of sexual harassment, they may be subject to disciplinary action.

Duty to Report

Managers, supervisors, faculty, and other agents of the University have a duty to report any known or alleged incidents of sexual harassment to OEO or through any means located in this manual. If it is known that an agent of the University knew and did not report allegations of sexual harassment, that individual may be subject to disciplinary action.

Duty to Cooperate

Faculty, staff, student employees, and students must cooperate with University investigations into sexual harassment. Refusal to cooperate with an investigation may result in disciplinary action.

Freedom from Retaliation

Any member of the University community has the right to raise concerns about or file a complaint of sexual harassment without fear of retaliation. It is unlawful and it is a violation of University policy to retaliate against an individual for filing a complaint of sexual harassment or for cooperating in a sexual harassment investigation. Any person who retaliates against an individual reporting sexual harassment, filing a sexual harassment complaint, or participating in a sexual harassment investigation is subject to disciplinary action up to and including expulsion or termination by the University.

Confidentiality

The University recognizes the importance of confidentiality and understands that some individuals filing complaints or involved in an investigation may want their identity to remain confidential. In some instances, the alleged harasser can be spoken to without the Complainant being identified. In other cases, issues of confidentiality must be balanced against the University's need to investigate and to take appropriate action. The University will respect the privacy and confidentiality of individuals involved in a sexual harassment investigation to the fullest extent possible.

Consequences of Sexual Harassment

Sexual harassment affects the victim(s) of harassment and, by extension, the work and educational climate at Tufts University. The student or employee victim may suffer a diminished ability to work and/or study, which may have a lasting career impact or a loss of confidence in the University’s ability to provide a comfortable
and safe environment for work and learning. A student’s educational goals may also be significantly affected if the student decides to avoid certain courses, change his or her area of study, or transfer to another institution.

In addition, sexual harassment impacts the University and the department(s) involved. The University and the department(s) may experience an atmosphere of fear, intimidation, declining work productivity, office morale, and/or a reputation for being unwelcome to certain students and employees.

A person found responsible for sexual harassment may face:

- student disciplinary action
- a letter of reprimand, usually a memo of serious concern from Human Resources
- denial of promotion
- demotion
- suspension
- termination

**Sexual Assault Cases**

Students who are survivors of sexual assault are highly encouraged to contact the Tufts University Police Department at the appropriate campus phone number below. Reporting an assault to TUPD does not require filing criminal charges; however, it does allow the University to assist and support the survivor. Sexual assault is an egregious form of sexual harassment and it is a crime. The University takes all allegations of sexual assault seriously. The University supports the right of the survivor of a sexual assault to decide how best to utilize various university, community, private and public support systems designated to address crimes of sexual assault. For a more detailed discussion of sexual assault pursuant to federal Title IX regulations, please see the Sexual Misconduct Policy or go to [http://oeo.tufts.edu/](http://oeo.tufts.edu/) and locate the Sexual Misconduct Policy.

**Tufts University Police Department Phone Numbers:**

Medford Campus: 617-627-6911  
Boston Campus: 617-626-6911  
Grafton Campus: 508-839-5303

Students are also encouraged to contact Health Services and/or Counseling Services at the appropriate campus phone numbers and/or links. Please see the OEO Sexual Misconduct brochure for a comprehensive list of resources: [http://oeo.tufts.edu/wp-content/uploads/Sexual-Misconduct-Brochure.pdf](http://oeo.tufts.edu/wp-content/uploads/Sexual-Misconduct-Brochure.pdf)

**Title IX: Central Reporting and Coordination**

Title IX regulations of the Education Amendments of 1972 require all university personnel to report any incident of sexual harassment, including sexual assault and other sexual misconduct, through any of the complaint filing options herein. This reported allegation(s) will be assigned to an investigator by and monitored by the University’s Title IX Coordinator who is also the Director of OEO, Jill Zellmer.

Reported allegations should include the names and/or identities of the persons involved.

Reports should include a description of the complaint and the schools or administrative units with which the participants are affiliated. These reports allow the Title IX Coordinator to identify patterns of frequency in a particular area or location within the University and report these findings to the University President on an annual basis and to coordinate compliance with federal regulations. For questions regarding Title IX, please call the Title IX Coordinator and Director of OEO, Jill Zellmer at 617.627.3298 or Jill.Zellmer@tufts.edu. For more information on the reporting and coordination of allegations of a sexual nature, reporting requirements and to whom reports can be filed, please refer to the Sexual Misconduct Policy.
BOSTON CAMPUS

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<tr>
<th>Name</th>
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<td>Robin Glover</td>
<td>Associate Dean</td>
<td>Public Health &amp; Professional Degree Programs</td>
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<td>617-636-2497</td>
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<td><a href="mailto:Robin.Glover@tufts.edu">Robin.Glover@tufts.edu</a></td>
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<tr>
<td>Roger Lee</td>
<td>HR Business Partner</td>
<td>Human Nutrition Research Center on Aging</td>
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<td>617-556-3375</td>
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<td><a href="mailto:Roger.Lee@tufts.edu">Roger.Lee@tufts.edu</a></td>
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<tr>
<td>Associate Dean of Student Affairs</td>
<td>Friedman School of Nutrition Science &amp; Policy</td>
<td>617-636-3711</td>
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<tr>
<td>Janet Kerle</td>
<td>Associate Dean of Students</td>
<td>School of Medicine</td>
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<td>617-636-6534</td>
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<td><a href="mailto:Janet.Kerle@tufts.edu">Janet.Kerle@tufts.edu</a></td>
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<tr>
<td>Katherine Vosker</td>
<td>Director of Human Resources for Boston &amp; Grafton</td>
<td>Friedman School of Nutrition Science &amp; Policy</td>
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<td><a href="mailto:Katherine.Vosker@tufts.edu">Katherine.Vosker@tufts.edu</a></td>
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<tr>
<td>Kathryn Lange</td>
<td>Associate Dean</td>
<td>The Sackler School</td>
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Other Resources

For Employees and/or Community Members:

The Office of Equal Opportunity (OEO) for Tufts University

http://oeo.tufts.edu/ or 617-627-3298

Tufts University prohibits sexual harassment and all forms of sexual misconduct. There is no statute of limitations to file a complaint at Tufts. However, please understand that our response to a complaint may be more limited in scope by the very nature of the length of time between the alleged incident and the report of the incident.

Massachusetts Commission against Discrimination (MCAD)

John McCormack Building
One Ashburton Place Sixth
Floor, Room 601 Boston,
MA 02108
617-994-6000

The MCAD prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days.

Equal Employment Opportunity Commission (EEOC)

JFK Federal Building 475
Government Center
Boston, MA 02203
800-669-4000
The EEOC prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days.

For Tufts University Students:

The Office of Equal Opportunity (OEO) for Tufts University

http://oeo.tufts.edu/ or 617-627-3298

Tufts University prohibits sexual harassment and all forms of sexual misconduct. There is no statute of limitations to file a complaint at Tufts. However, please understand that our response to a complaint may be more limited in scope by the very nature of the length of time between the alleged incident and the report of the incident.

Any Tufts University Title IX Liaison (see list above):

If you do not believe that this matter was escalated or handled appropriate by the Tufts University employee whom you told, please contact Jill Zellmer, Director of the Office of Equal Opportunity at 617-627-3298 or Jill.Zellmer@tufts.edu.

U.S. Department of Education (DOE)
Office for Civil Rights (OCR)

5 Post Office Square
Eighth Floor
Boston, MA 02109-3921
617-289-0111

The DOE and the OCR prohibit sexual harassment and sexual misconduct in academic programs, including sexual assault. The statute of limitations for filing a complaint is 300 days.

APPENDIX IX: TUFTS UNIVERSITY INFORMATION TECHNOLOGY RESPONSIBLE USE POLICY

General Statement

As a part of the institutional infrastructure, Tufts University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for University-related purposes, including direct and indirect support of the University’s instruction, research, and service missions; of University administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the University community and between the University community and the wider local, national, and world communities.

The use of University computing resources, like the use of any other University-provided resource and like any other University-related activity, is subject to the normal requirements of legal and ethical behavior within the University community. Thus, permitted use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

Applicability

This policy applies to all users of University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may
apply to specific computers, computer systems, or networks provided or operated by specific units of the University. Consult the operators or managers of the specific computer, computer system, or network in which you are interested for further information.

The University may also take action relating to a student’s use of University or non-University computer resources, either on campus or elsewhere, when such behavior may involve the commission of a crime or poses a danger to others.

**Policy on the Use of University Computing Resources**

- Users must comply with all federal, Commonwealth of Massachusetts, and other applicable laws; as well as generally applicable University rules and policies. Examples of such potentially applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking”, “cracking”, and similar activities; the Massachusetts Computer Crime Law; The University’s Eligibility Policy for Information Technology, the University’s code of student conduct, The University’s Business Conduct Policy, and the University's sexual harassment policy. Users who engage in electronic communications with persons in other states or countries or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies or those other systems and networks. Users must be sure that the use of any downloaded materials (including print, audio and video) stored on University or personal computers are not in violation of copyright laws.

- Users are responsible for complying with the requirements of the contracts and licenses applicable to the software files and other data they install on University or personal systems. Proof of legal licensing should be available upon request.

- Users may utilize only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computer resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University, not even with family members or a partner.

- Users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so.

- Users must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonable with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all users of University computer resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all the relevant circumstances.

- Tufts computing and network resources and services may be used only by authorized personnel for Tufts University-related purposes, including those listed in the General Statement above. For definition of authorized persons, refer to Eligibility Policy for Information Technology at Tufts University. These resources may not be used for other purposes except as authorized by Tufts University. For example, the reselling of network services or other uses of computer resources for personal gain is not permitted. Use of computers and networks for personal purposes such as email and web access is allowed, as long as it does not interfere with work responsibilities and does not place a burden on resources. Users are expected to respect the priority of University business and keep personal use to a minimum. Mass emailing or spamming of sub-populations in the Tufts community are not allowed, except as authorized by appropriate administrators. The use of automated scripting programs to generate address lists for mass mailings is not allowed, except for staff and faculty who secure permission for the mailing from Human Resources, or for student organizations, which secure permission for their school’s Dean for Student Affairs. Please refer to the Tufts University Email Policy.
Individuals may not state or imply that they speak on behalf of the University and may not use University trademarks and logos without authorization to do so. Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos on University computing resources must be obtained prior to their use. The use of appropriate disclaimers is encouraged, e.g. “the thoughts expressed here are my personal opinion and do not represent the position of Tufts University in any way.”

**Enforcement**

The University may temporarily suspend or block access to an account, prior to the initiation or completion of an investigation, when it reasonable appears to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Users who violate this policy may be subject to disciplinary action, and may be denied further access to University computing resources.

**Security and Privacy**

The University employs various measures to protect the security of its computing resources and of their users’ accounts. Users should be aware, however, that the University cannot guarantee such security. Users should therefore engage in “safe computing” practices by establishing appropriate access restrictions or their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University’s computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. The University may also specifically monitor the activity and accounts of individual users of University computer resources, including individual login sessions and communications, without notice, when:

- The user has voluntarily made them accessible to the public, as by posting to Usenet or a web page.
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources; or to protect the University from liability.
- There is reasonable cause to believe that the user has violated, or is violating, this policy.
- An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
- It is otherwise required or permitted by law.

The University, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records or individual communications, to appropriate University personnel and/or State or Federal law enforcement agencies and may use those results in appropriate University disciplinary proceedings or in litigation.

**Implementation and Revisions**

University Information Technology (UIT) is responsible for implementing this policy, in cooperation with the following:

- Information Technology Council
- Dean(s) of Faculty and the Dean of Students for each school
- Vice President of Human Resources
- University Counsel
The University has the right to change this policy as necessary; the Information Technology Council will oversee and approve changes to the policy in consultation with the aforementioned groups and individuals. The Provost and Executive Vice President must jointly approve changes to policy; final authority rests with the President.

For more information about the terms used in this policy, please refer to "An Overview of Your Rights and Responsibilities Online" on the Tufts website at [https://it.tufts.edu/rightsresp-pol](https://it.tufts.edu/rightsresp-pol). Note that while the overview may be helpful in understanding the Policy, it is not necessarily part of the Policy.

**APPENDIX X: MASSACHUSETTS COMPUTER CRIME LAW**

In 1995, the Massachusetts legislature enacted legislation designed to punish and help deter several forms of computer crime. Up until the passage of this legislation, it was a crime to completely remove data from a computer system without authorization - damaging data left on a system and "snooping" in systems were not prohibited. The new law changed this. Specifically, this legislation:

- Prohibits unauthorized access to any computer system, either directly or by network or telephone. The law provides that the use of password authorization systems to control access to a computer system puts people on notice that their access is unauthorized if they don't have a legitimate password.
- Amends the criminal vandalism statute to make it clear that electronically stored or processed data is "property", the destruction or corruption of which is illegal.
- Prohibits the theft of commercial computer service.

The law also made two improvements to Massachusetts procedural law allowing easier prosecution of computer related offenses with less disruption to legitimate business. Previously, businesses whose systems had been violated were deterred from actively prosecuting the offense because they might be faced with prosecutors having to seize originals of their computer and data files. The updated computer crime law makes electronic copies of these files admissible, thus allowing a business to maintain use of its systems for ongoing operations. It also provides that computer crime may be prosecuted and punished either in the county where the perpetrator was physically located at the time he or she committed the crime, or in the county where the computer system and data that was accessed or corrupted was located at the time of the violation. This means, for example, that a hacker accessing a Massachusetts based business's computers in Massachusetts from another state would be susceptible to prosecution in Massachusetts.

**APPENDIX XI: SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Definition**

Students must meet specific academic progress requirements. These include completing academic requirements (e.g., the satisfactory completion of courses as well as clinical objectives) in a timely manner. Unsatisfactory academic progress may include but is not limited to course repetition, repetition of the year, academic probation, and academic dismissal. In addition, students who are not considered to be making satisfactory academic progress toward the degree will be regarded as ineligible to receive financial aid until the student is deemed to be making satisfactory academic progress.

Meeting satisfactory academic progress guidelines does not preclude the Student Promotions Committee (SPC) from rendering academic decisions based on an analysis of the total academic record.

For additional detail on the academic review policies, processes, and procedures used by the SPC, please refer to Academic Affairs Policies and Procedures, p. 25.
TUSDM evaluates satisfactory academic progress at the end of each Fall and Spring terms.

**Universal Application of Policy**

TUSDM’s policy of satisfactory academic progress is applied universally to all students regardless of whether or not they receive financial aid, and is applied consistently to all students regardless of the student’s academic program or course load. The standards of satisfactory academic progress for students receiving financial aid are the same as those required for students who receive no financial aid.

**Qualitative Measures**

A student must receive a grade of 70, or C-, or better in each course in order to be considered making satisfactory academic progress. Should the student obtain this grade through reexamination or repetition of a course, the student will still be regarded as making satisfactory academic progress. Students are required to maintain a minimum cumulative grade point average of 1.667, but will be considered on academic probation if their cumulative grade point average should fall below 2.0.

**Quantitative Measures**

The normal time frame required to complete the Doctor of Dental Medicine (DMD) graduation requirements is four years. TUSDM pre-doctoral students have six academic years, or seven calendar years, to complete the DMD degree, whichever assessed time period concludes first. The details of the implementation of this policy can be found in the “Reestablishing Satisfactory Academic Progress” section of this Handbook.

**Academic Probation**

A student on academic probation may still be considered making satisfactory academic progress for eligibility for financial aid and therefore can receive Federal Student Aid and/or private education loans. A student on academic probation may be precluded from certain extracurricular activities that may interfere with the students’ academic success. In the event a student does not successfully meet the academic requirements (in terms of qualitative and quantitative measures) during the period of probation, the student will be determined as not making satisfactory academic progress and may be dismissed from the program. In the event that the student fails to complete the academic requirements during the repeated year yet is allowed to remain in the program, they will not be eligible to apply for financial aid until such time as the student can be promoted to the next year in the curriculum. If the SPC makes this favorable determination, the student will regain their eligibility to apply for financial aid. However, the student is ineligible to apply for financial aid for the period of time not making satisfactory academic progress.

**Completion or Repetition of Coursework that Does Not Entail Repetition of the Year**

Students who are required to repeat courses, finish incompletes, reenroll in courses they initially failed, or engage in remedial reviews in an effort to pass Part I or the National Board will complete this type of work during a year in which they are not otherwise enrolled in courses towards degree requirements. During this additional year, they will be charged prorated tuition and will be considered (in the majority of cases) to be making satisfactory academic progress towards degree requirements during the repeated period, but will be on academic probation, as defined elsewhere in this section of the Handbook.

The individual cases of students directed to complete or repeat coursework that does not entail repetition of the year, and/or engage in remedial reviews in an effort to pass Part I of the National Board will be reviewed to determine the number of course hours enrolled as compared to full time enrollment during the relevant academic time period. This review will be conducted to determine the enrollment status of the student for the Office of Student Affairs and the Financial Aid Office. The enrollment status for the student in this time period is maintained by both offices and is communicated to external reporting agencies, like the National Student Loan Data Clearinghouse (NSLDS). The majority of students engaged in this particular set of academic activities will be enrolled less than half time, and therefore will be ineligible for financial aid during the respective academic time period. (In the rare case that the student has been certified as enrolled more than
half time, he/she will be eligible for federal financial aid and private loans and also can maintain loan
derer eligibility in most cases.)

As noted previously, most often, students (in these specific situations) will be on academic probation, as
defined by the SPC, but will be considered as making satisfactory academic progress towards degree
requirements. These students can be considered as making satisfactory academic progress towards degree
requirements because: (1) it is anticipated that they will complete their DMD degree in the allowable time
frame, (2) they have achieved a grade of at least 70 in all courses (except the courses presently enrolled in
during this specific period), and (3) they have maintained a cumulative grade point average of at least 73
since enrolling at TUSDM. If a student directed to complete or repeat coursework during a time period that
does not entail repetition of the year fails to meet any one of the three criteria listed above, he/she will be on
academic probation and determined as not making satisfactory progress towards degree requirements.

**Treatment of Remedial Coursework and Course Reexamination**

If a student completing a remedial program has maintained satisfactory academic progress in all other
courses (achieved a grade of 70 or above in all other coursework and maintained a cumulative grade point
average of at least 73) and is expected to graduate within the acceptable time frame, the student will maintain
satisfactory academic progress. The student will retain eligibility for financial aid if the student has
maintained the appropriate enrollment status in order to receive financial aid during the period they are
matriculated in additional coursework providing credit towards the degree. No student who falls below half
time status can receive financial aid.

When the student is reexamined, the student will be said to be making satisfactory academic progress as long
as they successfully pass the exam. Should they fail the reexamination, depending on the actions of the SPC,
the student may or may not be declared making satisfactory academic progress.

**Because all courses in the pre-doctoral program are required courses to be eligible to obtain
the degree, course withdrawals are not permitted. (The two options available to the student
are (1) completion of a course in which an incomplete grade was initially achieved, as
explained below, or (2) repetition of the course in its entirety, as explained in the preceding
section.) For the same reason, recorded audits are not permitted in the pre-doctoral
program at TUSDM.**

Federal Student Financial Aid regulations may prohibit some courses from being counted towards enrollment
status, which may have an effect on the student’s eligibility for financial aid. Please refer to the following
section for clarification.

**Treatment of Incomplete Courses**

The student who has received a grade on incomplete has until the start of the next academic year to complete
the course receive a satisfactory grade in the course. The student who fails to receive a satisfactory grade will
receive a failing grade in the course. The student may then be directed to repeat a course, a portion of the
academic year in which the incomplete/failure occurred, the entire academic year, or be considered by the
SPC for academic dismissal. (Repetition of the year will be counted as noted in the Quantitative Measures
section of this Handbook.) If any of the above sanctions are taken (except for academic dismissal), and the
student is within the allowable time frame for anticipated degree completion (and has obtained a grade of at
least 70 in all courses and a cumulative grade point average of 73), the student will be considered as making
satisfactory academic progress. (In exceptional circumstances, a student may receive an extension of time to
remove an incomplete grade.)
APPENDIX XII: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The US Congress in 1974 passed the Family Educational Rights and Privacy Act, which governs the use, distribution of, and individual right to inspect and review student records kept by educational institutions. The purpose of this legislation was to protect students from the abuses inherent in the release of inaccurate information which may be present in his or her file. The act provides several safeguards for the student to seek amendment of the educational record that the student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy right, as well as defining the institutional responsibilities and rights in the maintenance and administration of student records. This document will serve to notify the student of the School’s implementation of the Act’s provisions and the student’s rights with respect to their educational record.

Definitions

For the purposes of this notification, TUSDM uses the following definitions of terms.

**Student**- any person who attends or has attended TUSDM. Persons admitted but never matriculated are not considered students.

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

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

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

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

The following are the student’s rights provided under FERPA:

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

Students should submit a written request that specifically identifies the education record (s) they wish to inspect to the custodian of the record as indicated in the chart below. An official within the department that receives the request will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom
the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. A student may read any recommendation in his or her files unless the right to do so has been waived in writing.

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<tr>
<th>Enrollment Records</th>
<th>Office of Student Affairs</th>
<th>Sandra Pearson, Director of Enrollment Services (617) 636-0922</th>
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<th>Office of Academic Affairs</th>
<th>Mary Ellen Marks, Academic Affairs Administrator (617) 636-6544</th>
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<th>Student Advisory and Health Administration Office (SAHA)</th>
<th>Director (617) 636-2700</th>
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<th>Office of Student Affairs</th>
<th>Katherine Vosker, Director of Student Affairs (617) 636-0887</th>
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<th>Office of Student Affairs</th>
<th>Robert Kasberg, Associate Dean for Student Affairs (617) 636-6539</th>
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<th>Office of Student Affairs</th>
<th>James Moodie, Health Sciences Bursar (617) 636-2141</th>
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<th>Health Records*</th>
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<th>Sarah Sculley, Visa and Administrative Coordinator (617) 636-0391</th>
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<th>Miscellaneous Records (Student education records not included in above list)</th>
<th>Office of Student Affairs</th>
<th>Robert Kasberg, Associate Dean for Student Affairs (617) 636-6539</th>
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*Health and counseling records are maintained by the Student Advisory and Health Administration Office and are available only to health professionals. A professional designated by the student in writing may see that student’s records.
(2) **The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of his or her privacy rights.**

A student may ask TUSDM to amend a record that a student believes is inaccurate or misleading. The student should write to the Associate Dean for Student Affairs, clearly identify the part of the record they want changed, and specify why the student believes the record is inaccurate or misleading.

If TUSDM decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student or his or her right to a hearing regarding the request for amendment. The student may appeal the decision to the Dean for a hearing by a board of disinterested persons chosen for this purpose. The hearing will be conducted in accordance with the procedures set forth in the Ethics and Professionalism section of this Handbook.

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

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

Personally identifiable information from the education records of a student will be disclosed by TUSDM upon the prior written consent or request of the student. The written consent or request must (a) specify the records that may be disclosed; (b) state the purpose of the disclosure; and (c) identify the party of class of parties to whom the disclosure may be made.

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

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

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

The School has designated each of the following items and “directory information”:

- the student’s name
- local address
- local telephone number
- email address
- photographs
- awards and academic honors
- previous institution(s) attended

Students may restrict the release of directory information, except to school officials with legitimate educational interests and to others as permitted by law. In order to restrict the release of such records, a student must make a request, in writing, to Robert Kasberg, Associate Dean for Student Affairs, by October 1st of the academic year.

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

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

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

**Gramm-Leach Bliley Act**

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 state 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, which receive such information. Because universities are already subject to the privacy provisions in the Federal Educational Rights and Privacy Act (“FERPA”), the Federal Trade Commission decided that institutions of higher education that are complying with FERPA in protecting the privacy of their student financial aid records will be deemed to be in compliance with the GLB Act.

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

As required by law, TUSDM participates in the US Department of Education’s National Student Loan Clearinghouse. TUSDM reports to the clearinghouse monthly providing students’ enrollment statuses and their anticipated graduation date. Federal student loan servicers are required to update their borrower account records by accessing clearinghouse data provided by schools. As loan servicers "sweep" the clearinghouse seeking data matches, student loan accounts are updated to reflect enrollment at TUSDM. The loan is then placed in deferment status by the loan servicer.

Please note that enrollment information reported to the clearinghouse will only be utilized by loan services who are servicing Title IV federal student loans. These loans include Federal Perkins Loans, loans under the Federal Family Education Loan Program or William D. Ford Federal Direct Loan Program, Federal Subsidized/Unsubsidized Stafford Loans, and Federal Subsidized/Unsubsidized Direct Loans, as well as Grad PLUS Loans.

Loan servicers will not utilize clearinghouse enrollment data to provide deferment for Title VII Federal Student Loans which include Health Professions Student Loans (HPSL), Nursing Student Loans (NSL), or Loans for Disadvantaged Students (LDS). Additionally, private education loans borrowed through colleges/universities or from the private sector (such as a bank) will most likely not utilize data from the National Student Loan Clearinghouse. If the student is seeking a deferment of payment for Title VII loans or private education loans, they will be required to obtain a paper deferment form from the lender/loan servicer submitting them to TUSDM’s Registrar’s Office for certification. Students who are actively repaying student loans where payments are due after formally matriculating at TUSDM may wish to have the Registrar’s Office complete a paper deferment form obtained from their loan servicers until such time as the school reports the student’s enrollment electronically via the National Student Loan Clearinghouse.

APPENDIX XIV: TUFTS UNIVERSITY DRUG-FREE CAMPUS PROGRAM

The Drug-Free Schools and Communities Act Amendments of 1989 require that colleges and universities, as a condition of receiving federal funds or any other form of financial assistance under any federal program, certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Federal regulations implementing this statute require that Tufts University provide the enclosed information to its students and employees.

I. Health Risks

Alcohol and substance abuse are a national public health concern. The health risks associated with the illicit use of drugs and alcohol abuse are described in the enclosed chart on CONTROLLED SUBSTANCES- USES AND EFFECTS and in the enclosed STATEMENT ON ALCOHOL EFFECTS.

II. Counseling and Treatment for Alcohol and Other Drug Abuse

The University encourages Tufts students and employees with alcohol and other substance abuse problems to seek assistance and treatment. At Tufts, a variety of resources exist where additional information can be obtained about alcohol and other substance abuse and forms of treatment.

Students/Student Assistance Program (SAP)

For students on the Medford Somerville campus, confidential counseling is available from the following:

Alcohol and Health Education (617) 627-3861

For students on the Boston/Grafton campuses, confidential counseling is available from the following:

Student Advisory and Health Adm. Office (All Schools) (617) 636-2700
Resource for Impaired Students Committee (Medical) (617) 636-6534
Massachusetts Dental Society (508) 651-7511

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In addition, the Dean of Students office within each of the schools and the University Chaplain’s office
are available for referrals to other resources in the community.

III. Standards of Conduct

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on
Tufts University property or as part of University activities is prohibited.

IV. Disciplinary Sanctions

The University will impose disciplinary sanctions on students and employees who violate the standards of
conduct described above. Among the sanctions that may be imposed are the following: warning, probation,
suspension, dismissal, and/or referral to appropriate governmental authorities for civil and criminal prosecution. The University may also require completion of a professional assessment as part of the Tufts Student Assistance Program in connection with a disciplinary matter.

V. Local, State, and Federal Sanctions Concerning Alcohol and Drugs

Local, state, and federal laws make the illegal use of drugs and alcohol a criminal offense. Conviction can
lead to imprisonment, fines, and other penalties.

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for
violation. The Department of Conservation and Recreation also prohibits public consumption of alcohol
in its parks and public recreational areas. Boston and other cities and towns surrounding the various
Tufts campuses have ordinances forbidding the possession of an open container of alcohol on any
public street by any person of any age. Anyone choosing to violate such ordinances can be subject to
arrest.

Massachusetts’s law prohibits the sale or delivery of alcoholic beverages to persons under age 21 with a
fine of up to $2,000 or twelve months’ imprisonment, or both. Misrepresenting one’s age or falsifying
an identification to obtain alcoholic beverages is punishable by fine. Included among penalties for the
first conviction of driving under the influence of alcohol under Massachusetts law are a $5,000 fine, a
one-year revocation of driver’s license, up to two and one half (2 ½) years in prison, and mandatory
alcohol rehabilitation.

Massachusetts imposes criminal penalties for the possession and/or distribution of controlled
substances, or drugs, without valid authorization, with penalties varying as to the type of drug. Sale and
possession of “drug paraphernalia” is illegal in Massachusetts.

Under both Massachusetts and federal law, penalties for possession, manufacture, and distribution are
greater for subsequent convictions, including mandatory prison terms and the full minimum term must
be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be “in the company” of a
person known to possess heroin.

Persons convicted of drug possession under state and federal law are ineligible for federal student
grants and loans for up to one year after the first conviction and up to five years after the second. The
penalty for unlawful distribution of drugs is loss of benefits for five years after the first conviction and
for a longer period after the second.

Under federal law, penalties may be doubled when a person at least 18 years old distributes drugs
within 1,000 feet of a public or private elementary or secondary school, or a public or private college to
persons under age 21 and include a mandatory one-year prison term.

See the enclosed chart on FEDERAL TRAFFICKING PENALTIES and the description of FEDERAL
PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE for
additional information.
**Alcohol Effects**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that the children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and a fine of at least $1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and a fine of at least $2,500 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and a fine of at least $5,000, or both.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: (crack).)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884a

Civil fine of up to $1,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.
APPENDIX XV: TUFTS UNIVERSITY POLICY ON CONSENSUAL RELATIONSHIPS

Policy Statement

Tufts University seeks to maintain a professional work and educational environment. Actions of faculty members, academic administrators, and staff that are unprofessional, or appear to be unprofessional, are inconsistent with the University's educational mission. It is essential that those in a position of authority do not abuse, nor appear to abuse, the power with which they are entrusted.

Faculty members, academic administrators, and sometimes staff exercise power over students, whether by teaching, grading, evaluating, or making recommendations for their further studies or their future employment. Amorous, dating, or sexual relationships between faculty members, academic administrators, and staff with students are impermissible when the faculty members, academic administrators, and staff have professional responsibility for the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental nature of the relationship. Moreover, other students may be affected by such behavior because it places the faculty member, academic administrator, or staff in a position to favor or advance one student’s interest to the potential detriment of others. Therefore, it is a violation of University policy for a faculty member, academic administrator, or staff member to engage in an amorous, dating, or sexual relationship with a student whom s/he instructs, evaluates, supervises, or advises, or over who s/he is in a position to exercise authority over in any way.

Defining Consensual Relationships

As used in this policy, the terms faculty or faculty member include all those who teach at the University and other instructional personnel, including graduate students with teaching responsibilities. Academic administrators include all staff in a position to counsel, direct or influence the academic performance of students. Staff include all those who work for the University and who may supervise or direct the work of students and/or student employees.

Policy Violation

A violation of this policy may result in disciplinary action. A violation of this policy could also violate other University policies such as the Sexual Harassment Policy or the Sexual Misconduct Policy.

Reporting

If the person involved in a possible policy violation is a faculty member, the issue should be brought to the attention of the appropriate dean of the college/school. If the person involved is a staff member or academic administrator, the issue should be brought to the attention of the Director of OEO, the Vice President for Human Resources or the dean of the college/school employing the staff member or administrator.

In addition, you may also report such conduct through the University's anonymous hotline, EthicsPoint, at 866-384-4277 or at https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html.

APPENDIX XVI: TUFTS UNIVERSITY NONDISCRIMINATION POLICY

Policy Statement

Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and any other characteristic protected under applicable federal or state law, herein called “protected categories.” The University expects all Tufts employees, students, and community members to join with and uphold this commitment.
Tufts University also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim. Any witness, complainant or respondent involved in an investigation ought not to be retaliated against for their participation in the fact-finding process.

All Tufts personnel at the exempt level who are responsible for hiring, promoting, and managing employees and/or University programs are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617.627.3298 or to EthicsPoint at tufts-oeo.ethicspoint.com or by using the hotline at 866-384-4277.

Tufts University’s OEO is also responsible for planning and implementing the University’s affirmative action program and monitoring affirmative action-related decisions and activities in accordance with state and federal law. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women, individuals with disabilities, and all protected veterans.

**Defining and Recognizing Discrimination**

Unlawful discrimination occurs when a person is harassed or treated arbitrarily or differently because of their real or implied membership in a "protected category" such as race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status; genetics; retaliation; and any other characteristic protected under applicable federal or state law.

In the employment context, discrimination may begin with an adverse employment action, which is something an employer has done that is unfair to an employee (for example: terminating the employee or not selecting him or her for hire or a promotion, harassing the employee, denying the employee's request for a reasonable accommodation, etc.). If OEO determines, through fact-finding, that the employee or applicant's membership in a protected category was the reason for the adverse employment action, this may lead to a policy violation of the non-discrimination policy and/or any other policy herein.

Personality differences or conflicts, general mistreatment not based on the above protected categories, or a response to poor performance are usually employee relations issues, not discrimination matters. To contact your Human Resource Business Partner (HRBP) to discuss an employee relations matter, please call the Human Resources Department on your campus. HR can also help you determine what type of issue you may be experiencing and will refer you to the appropriate resources.

**Tufts University Human Resources:**

Medford: 617-627-3272
Boston: 617-636-6000
Grafton: 508-839-7975

Similarly, if a student or community member believes that s/he was treated differently in their education program or activity because of their real or implied membership in a protected category as defined above, the appropriate Dean’s Office (or OEO, if asked) will conduct a fact finding investigation to determine whether or not the Complainant's protected class was the reason for the different treatment and if that treatment violated the non-discrimination policy and/or any other policy herein.

Contact OEO immediately at 617-627-3298 or the EthicsPoint anonymous hotline at 866-384-4277 if you feel that you are being retaliated against for filing a complaint, participating in a complaint or speaking out against a potential discriminatory practice. Retaliation is prohibited by Tufts University policies and by state and federal anti-discrimination laws. Retaliation at Tuft University is also subject to disciplinary action up to and including termination from employment for employees or expulsion for students from Tufts.

**Processes and Procedures**
OEO Complaint Procedures

If you have questions about the Processes and Procedures after filing a complaint, or if a complaint has been filed against you, please contact the Director of OEO, Jill Zellmer at 617-627-3298 or at jill.zellmer@tufts.edu.

Rights and Responsibilities

As a member of the Tufts community you have the right to work, learn, and live in an environment free from discrimination and harassment. You have the right to equal opportunity and equal access to all University programs and activities.

Duty to Report

Managers, supervisors, faculty, and other agents of the University are required by law to report any known or alleged incidents of discrimination or harassment to OEO. Please contact us at 617-627-3298 or at http://oee.tufts.edu/ or please contact EthicsPoint at 1.866.384.4277 or at https://secure.ethicspoint.com/domain/media/en/gui/7182/index.html.

Failure to report a known or suspected incident of discrimination or harassment to OEO may result in disciplinary action.

Duty to Cooperate

Faculty, staff, and students must cooperate with University investigations concerning allegations of discrimination or harassment. Refusal to cooperate with an investigation may result in disciplinary action. Please contact us at 617-627-3298 or at http://oee.tufts.edu/ if you have any questions or concerns about your cooperation.

Freedom from Retaliation

Any member of the University community has the right to raise concerns or make a complaint regarding discrimination or harassment under this policy without fear of retaliation. It is a violation of University policy to retaliate against an individual for filing a complaint of discrimination or harassment or for cooperating in an investigation of alleged discrimination or harassment. Any person at Tufts University found in violation of this policy is subject to disciplinary action up to and including termination of employment or expulsion from Tufts. If you have any questions or concerns about this, please contact the Director of OEO, Jill Zellmer at 617-627-3298 or at jill.zellmer@tufts.edu.

Confidentiality

The University recognizes the importance of confidentiality and understands that some individuals filing complaints of harassment/discrimination or who are otherwise involved in an investigation may want their identity to remain anonymous and/or confidential. In all cases, issues of confidentiality must be balanced against the University’s need to investigate and take appropriate action.

The University will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible. If you have concerns about this please call the Director of OEO, Jill Zellmer at 617-627-3298 or at jill.zellmer@tufts.edu.

Reporting Resources

Where can I file a complaint if I am an employee?

The Office of Equal Opportunity (OEO) for Tufts University

http://oee.tufts.edu/ or 617-627-3298
Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity, veteran status (special disabled veterans, disabled veterans and Vietnam era veterans); genetics; retaliation; or any other characteristic protected under applicable state and federal law.

There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.

You may also contact us using the Tufts University anonymous hotline, EthicsPoint, at 866-384-4277 or at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182.

**Massachusetts Commission against Discrimination (MCAD)**

John McCormack Building Worcester City Hall
One Ashburton Place 455 Main Street
Sixth Floor, Room 601 Room 101
Boston, MA 02108 Worcester, MA 01608
617-994-6000, 508-799-8010

The MCAD prohibits employment discrimination based on race, color, religion, national origin, ancestry, sex, gender, age, criminal record (applications only), disability, retaliation, sexual harassment, sexual orientation, a transgender identity, genetics, and military personnel. Any employee in a work environment with six or more employees can file a complaint with the MCAD. The statute of limitations for filing a complaint is 300 days.

**Equal Employment Opportunity Commission (EEOC)**

JFK Federal Building
475 Government Center
Boston, MA 02203
800-669-4000

The EEOC prohibits employment discrimination based on race, color, religion, sex, age, disability, retaliation and national origin. The statute of limitations for filing a complaint is 300 days.

**Where can I file a complaint if I am a student?**

For student-on-student discrimination or harassment allegations, the appropriate dean of students or dean of college/school should be contacted. You could also contact your Title IX Liaison (katherine.vosker@tufts.edu).

**The Office of Equal Opportunity (OEO) for Tufts University**

http://oeo.tufts.edu/ or 617-627-3298

Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity, veteran status (special disabled veterans, disabled veterans, Vietnam-era veterans), genetics, retaliation; or any other characteristic protected under applicable state and federal law.

There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.

You can also choose to file a complaint through the Tufts University anonymous EthicsPoint hotline phone number or website at 866-384-4277 or https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182.
U.S. Department of Education (DOE)
Office for Civil Rights (OCR)
5 Post Office Square
Eighth Floor
Boston, MA 02109-3921
617-289-0111

The DOE and the OCR prohibit discrimination based on race, color, national origin, sex, disability, and age. The statute of limitations for filing a complaint is 300 days.

Where can I file a complaint if I am a community member?

The Office of Equal Opportunity (OEO) for Tufts University
http://oeo.tufts.edu/ or 617-627-3298

Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans); genetics; retaliation; or any other characteristic protected under applicable state and federal law.

There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.

Frequently Asked Questions

What is the goal of equal opportunity?

The goal of equal opportunity is to ensure equal access in all phases of the employment and educational processes. Employment decisions are based solely on merit and qualifications related to the specific job. These employment decisions should not be made on the basis of someone’s real or implied membership in a protected class. Similarly for students, educational program decisions are based solely on merit and qualifications related to the program and should not be made on the basis of someone’s real or implied membership in a protected class. Equal opportunity is hiring the most qualified person for the job or selecting the most qualified student(s) for the educational program without regard for status in any protected category.

What is unlawful discrimination?

Unlawful discrimination is the unfair or unequal treatment of an individual or group based on certain characteristics that are specifically protected by law or the University. Specifically, at Tufts, discrimination is prohibited based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans); or any other characteristic protected under applicable federal or state law. In addition, Tufts prohibits retaliation against a person or group for reporting about discrimination or for participating in the investigation of such a complaint.

What is affirmative action?

Affirmative action refers to programs that promote equal opportunity and the commitment to apply a good faith effort to eliminate the present effects of past discrimination or to prevent discrimination against minorities, women, individuals with disabilities, and all covered veterans (special disabled veterans, disabled veterans and Vietnam-era veterans). It is not a numerical quota system or program of preferential treatment.

Where do I go if I have questions about this policy?
APPENDIX XVII: ADEA STATEMENT ON PROFESSIONALISM IN DENTAL EDUCATION

The American Dental Education Association (ADEA) is committed to developing and sustaining institutional environments within the allied, pre-doctoral and postdoctoral dental education community that foster academic integrity and professionalism.

The ADEA Task Force on Professionalism in Dental Education was charged by the ADEA Board of Directors with the development of a Statement on Professionalism for the dental education community. All seven ADEA Councils endorsed this effort and were represented on the Task Force. Through its work, the Task Force sought to identify and clarify those personal and institutional values and behaviors that support academic integrity and professionalism in dental education and that are aligned with the existing values and codes of the dental, allied dental and higher education professions.

The Task Force intends for this Statement on Professionalism to help define the expectations for professional behavior in dental education institutions, including the values and behaviors that should guide students as they enter the dental and allied professions, and faculty and administrators as they continuously improve their educational programs.

The Task Force acknowledges and respects that each dental education institution has its own unique culture, institutional values, principles and processes, and in some cases, codes of conduct for community members. The ADEA Statement on Professionalism is not intended to replace or supersede these codes. Rather, it is intended to serve as a touchstone upon which the entire dental education community can build a shared understanding and definition of professionalism. We invite our colleagues, individual and institutional, to use this statement to develop their own codes of professionalism.

The Task Force also recommends that advisory opinions be developed to provide "real-life applications" of these values and that best practices in developing and advancing a culture of professionalism within dental education be documented and disseminated. It is our belief that through these illustrative stories, the concept of professionalism will be more easily understood and applied by individuals and institutions.

The Task Force hopes that this Statement on Professionalism stimulates broad discussions about professional behavior in dental education, provides guidance for individual and institutional behavior within dental education, and in so doing, supports professionalism across the continuum of dental education and practice.

Values Defining Professionalism in Dental Education

The Task Force identified and developed the following six values-based statements defining professionalism in dental education:

- **Competence**
  - Acquiring and maintaining the high level of special knowledge, technical ability and professional behavior necessary for the practice of dentistry and for effective functioning in the dental education environment.

- **Fairness**
  - Demonstrating consistency and even-handedness in dealings with others.

- **Integrity**
  - Being honest and demonstrating congruence between one’s values, words, and actions.
Being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.

Responsibility

Respect

Honoring the worth of others.

Service-mindedness

Acting for the benefit of others, particularly for the good of those the profession serves, and approaching those served with compassion.

A discussion of each of these values follows and includes a more full definition of each value and a description of the behaviors that enactment of the value requires and to which all members of the dental education community can aspire.

In developing the ADEA Statement on Professionalism, the Task Force sought to align the Statement with existing codes of ethics and conduct within the allied, pre-doctoral and post-doctoral dental communities. To illustrate the continuity of these values between the dental education community and the practicing community, the discussion of each value includes a reference to the ethical principles espoused by the American Dental Association (ADA Principles of Ethics and Code of Professional Conduct) and the American Student Dental Association (ASDA Student Code of Ethics), and the values expressed in the American Dental Hygienists' Association (ADHA Code of Ethics for Dental Hygienists).

Finally, examples of how the value applies to different constituencies within the dental education community are provided.

**Detailed Definitions of the Six Values**

*Competence: acquiring and maintaining the high level of special knowledge, technical ability and professional behavior necessary for the practice of dentistry and for effective functioning in the dental education environment.*

**Expanded Definition:** Encompasses the concept of knowing dentistry - having acquired the unique knowledge, skills, and abilities required for effective practice of dentistry; encompasses the concept of knowledge about how people learn, skills for effective pedagogy - including developing curriculum and assessments; also encompasses the knowledge of ethical principles and professional values (2); life-long commitment to maintain skills and knowledge; modeling appropriate values as both an educator and dental professional; developing ability to communicate effectively with patients, peers, colleagues, and other professionals; recognizing the limits of one's own knowledge and skills - knowing when to refer; recognizing and acting upon the need for collaboration with peers, colleagues, allied professionals, and other health professionals; includes recognizing the need for new knowledge - supporting biomedical, behavioral, clinical, and educational research, and engaging in evidence-based practice.

**Alignment with:**

- ADA Principles of Ethics: beneficence and nonmaleficence
- ADHA Code for Dental Hygienists: beneficence and nonmaleficence
- ASDA Student Code of Ethics: non maleficence and beneficence

**Examples:**

1. For students: Learning dentistry is a top priority. Develop the habits and practices of lifelong learning, including self-assessment skills; Accept and respond to fair negative feedback about your performance - recognize when you need to learn; Learn and practice effective communication skills; Know the limits of your knowledge and skills and practice within them; Learn when and how to refer.
2. For faculty: Engage in lifelong learning and evaluate and enhance your abilities in this area; Model continuous professional development, in dentistry and pedagogy. Model effective interactions with patients, colleagues, and students: Accept and respond to fair negative feedback about your performance - recognize when you need to learn; Know the limits of your skills and practice within them; Model how and when to refer; Acknowledge and act on the need for collaboration.

3. For researchers: Generate new knowledge; Engage in lifelong learning and evaluate and enhance your abilities in this area; Model continuous professional development. Model effective interactions with patients, colleagues, and students: Accept and respond to fair negative feedback about your performance - recognize when you need to learn.

4. For institutions/administrators: Set high standards; Learn and practice effective self-assessment skills; Accept and respond to fair negative feedback - recognize the need for institutional learning and address it; Acknowledge and act on the need for collaboration. Support the learning needs of all members of the institution and encourage them to pursue lifelong learning.

**Fairness: demonstrating consistency and even-handedness in dealings with others.**

**Expanded Definition:** Encompasses considerations of how to best distribute benefits and burdens; to each an equal share, to each according to need, to each according to effort, to each according to contribution, to each according to merit (4) are some of the possible considerations; encompasses evenhandedness and consistency; includes setting process standards, striving for just consideration for all parties, ensuring consistency in application of process (following the rules) while recognizing that different outcomes are possible, transparency of process, calibration; consistent, reliable, and unbiased evaluation systems; commitment to work for access to oral healthcare services for underserved populations.

**Alignment with:**

- ADA Principles of Ethics: justice, beneficence, nonmaleficence
- ADHA Code for Dental Hygienists: justice and fairness, beneficence, nonmaleficence
- ASDA Student Code of Ethics: justice, nonmaleficence and beneficence

**Examples:**

1. For students: Follow institutional rules and regulations; Promote equal access to learning materials for all students and equal access to care for the public.

2. For faculty: Use appropriate assessment and evaluation methods for students; View situations from multiple perspectives, especially those that require evaluation; Provide balanced feedback to students, colleagues, and the institution; Use evidence-based practices; Promote equal access to oral health care.

3. For researchers: Set high standards for the conduct of research and use unbiased processes to assess research outcomes; Generate the data to support evidence-based practice and education.

4. For administrators/institutions: Set high standards and ensure fair, unbiased assessment and evaluation processes for all members of the institution including applicants to educational programs; Insure that institutional policies and procedures are unbiased and applied consistently; Insure transparency of process.

**Integrity: being honest and demonstrating congruence between one’s values, words, and actions.**

**Expanded definition:** concept of wholeness and unity (1); congruence between word and deed; representing one’s knowledge, skills, abilities, and accomplishments honestly and truthfully; devotion to honesty and truthfulness, keeping one’s word, meeting commitments; dedication to finding truth, including honesty with oneself; willingness to lead an examined life; willingness to engage in self-assessment and self-reflection; willingness to acknowledge mistakes; commitment to developing moral insight (1) and moral reasoning skills; recognizing when words, actions or intentions are in conflict with one’s values and conscience (3) and the willingness to take corrective action; dedication and commitment to excellence - requires more than just meeting minimum standards - making a continual conscientious effort to exceed ordinary expectations (2);
encompasses fortitude, the willingness to suffer personal discomfort/inconvenience/harm for the sake of a moral good (1).

Alignment with:

- ADA Principles of Ethics: beneficence, nonmaleficence, and veracity
- ADHA Code for Dental Hygienists: beneficence, nonmaleficence, and veracity
- ASDA Student Code of Ethics: nonmaleficence and beneficence, dental student conduct

Examples:

1. For students: Strive for personal excellence. Take examinations honestly. Make entries in patient's records honestly.
2. For faculty: Strive for personal excellence in teaching as well as in practice and/or research. Represent your knowledge honestly.
4. For administrators/institutions: Strive for personal and institutional excellence. Use appropriate outcomes measures and acknowledge openly when improvements need to be made. Ensure institutional systems and structures are honest, open, respectful, and don't create undo conflicts.

Responsibility: being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.

Expanded Definition: Encompasses the concepts of obligation, duties, and accountability; requires an appreciation of the fiduciary relationship (a special relationship of trust) between dentists and patients and the profession and society. Accountability requires fulfilling the implied contract governing the patient-dentist relationship as well as the profession's relationship to society (2). It includes standard setting and management of conflicts of interest/commitment (2) as well as meeting one's commitments and being dependable. It requires striking a morally defensible balance between self-interest (1) and the interest of those who place their trust in us, our patients and society. It requires keeping one's skills and knowledge current and a commitment to lifelong learning. It requires embracing and engaging in self-regulation of the profession, including peer review and protecting from harm those who place their trust in us.

Alignment with:

- ADA Principles of Ethics: beneficence and nonmaleficence
- ADHA Code for Dental Hygienists: beneficence and nonmaleficence
- ASDA Student Code of Ethics: nonmaleficence and beneficence

Examples:

2. For faculty: Continuously improve as a teacher. Stay current. Set high standards. Show up on time and be available to students when assigned to teach. Meet commitments. Acknowledge and correct errors. Report and manage conflicts of interest/commitment. Ensure that all patient care provided is in the best interest of the patient. Ensure that patient care provided is appropriate and complete. Protect students, patients, and society from harm. Report misconduct and participate in peer review.

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4. For administrators/institutions: Continuously improve as administrators. Use appropriate institutional outcomes assessments and continuously improve institutional systems and processes. Acknowledge and correct errors. Report misconduct and support institutional peer review systems.

**Respect: honoring the worth of others.**

**Expanded Definition:** Encompasses acknowledgment of the autonomy and worth of the individual human being and his/her belief and value system (2); personal commitment to honor the rights and choices of individuals regarding themselves and their oral healthcare; for patients requires confidentiality, privacy, and informed consent (2) - derives from our fiduciary relationship with patients; also accorded to colleagues in dentistry and other health professions, students and other learners, institutions, systems, and processes (2). Includes valuing the contributions of others, interprofessional respect (other healthcare providers) and intraprofessional respect (allied healthcare providers); acknowledging the different ways students learn and appreciating developmental levels/differences among learners; includes temperance - maintaining vigilance about protecting persons from inappropriate over- or undertreatment and/or abandonment (1) - and tolerance.

**Alignment with:**

- ADA Principles of Ethics: autonomy, beneficence and nonmaleficence
- ADHA Code for Dental Hygienists: individual autonomy and respect for human beings, beneficence and nonmaleficence
- ASDA Student Code of Ethics: patient autonomy and nonmaleficence and beneficence

**Examples:**

1. For students: Develop a nuanced understanding of the rights and values of patients; Protect patients from harm; Support patient autonomy; Be mindful of patients’ time and ensure timeliness in the continuity of patient care; Keep confidences; Accept and embrace cultural diversity; Learn cross-cultural communication skills; Accept and embrace differences; Acknowledge and support the contributions of peers and faculty.

2. For faculty: Model valuing others and their rights - particularly those of patients; Protect patients from harm; Support patient autonomy; Accept and embrace diversity and difference; Model effective cross-cultural communication skills; Acknowledge and support the work and contribution of colleagues; Accept, understand and address the developmental needs of learners.

3. For researchers: Protect human research subjects from harm; Protect patient autonomy; Accept, understand and address the developmental needs of learners; Acknowledge and support the work and contributions of colleagues.

4. For administrators/institutions: Recognize and support the rights and values of all members of the institution; Acknowledge the value of all members of the institution; Accept and embrace cultural diversity and individual difference; model effective cross-cultural communication skills; Support patient autonomy, protect patients from harm and safeguard privacy; Protect vulnerable populations; Create and sustain healthy learning environments; Insure fair institutional processes.

**Service-mindedness: acting for the benefit of others, particularly for the good of those the profession serves, and approaching those served with compassion.**

**Expanded Definition:** encompasses beneficence: the obligation to benefit others or to seek their good (3) as well as the primacy of the needs of the patient and/or society - those who place their trust in us; patient needs, not self-interest, should guide the actions of dentists; also includes compassion and empathy; providing compassionate care requires a sincere concern for and interest in humanity and a strong desire to relieve the suffering of others (1); empathic care requires the ability to understand and appreciate another person’s perspectives without losing sight of one’s professional role and responsibilities (1). Compassion
and empathy also extend to one’s peers and co-workers. The expectation that dentists serve patients and society is based on the autonomy granted to the profession by society. The orientation to service also extends to one’s peers and to the profession. Commitment of dentists to serve the profession is required in order for the profession to maintain its autonomy. The orientation to service also extends to encouraging and helping others learn, including patients, peers, and/or students. Dental schools are also expected to serve the oral health needs of society, not only by educating dentists, but also by being collaborators in solutions to problems of access to care.

Alignment with:

- ADA Principles of Ethics: beneficence and justice
- ADHA Code for Dental Hygienists: beneficence, justice and fairness
- ASDA Student Code of Ethics: nonmaleficence and beneficence and justice

Examples:

1. For students: Contribute to and support the learning needs of peers and the dental profession; Recognize and act on the primacy of the well-being and the oral health needs of patients and/or society in all actions; Provide compassionate care; Support the values of the profession; Volunteer to work for the benefit of patients, society, colleagues and the profession to improve the oral health of the public.

2. For faculty: Model a sincere concern for students, patients, peers and humanity in your interactions with all; Volunteer to work for the benefit of patients, society, colleagues and the profession to improve the oral health of the public; Model recognition of the primacy of the needs of the patient and/or society in the oral health care setting and at the same time, support the learning needs of students; Contribute to and support the knowledge base of the profession to improve the oral health of the public.

3. For researchers: Generate new knowledge to improve the oral health of the public; Contribute to and support the learning needs of students, colleagues and the dental profession. Model the values of and serve to the dental profession and to relevant scientific/research associations; Volunteer to serve the public and the profession and engage in peer review.

4. Administrators/institutions: Recognize and act on opportunities to provide oral health care for underserved populations; Encourage and support all members of the institution in their service activities; Provide leadership in modeling service to the profession and the public.

APPENDIX XVIII: PRESS POLICY FOR GRADUATE AND PROFESSIONAL STUDENTS

Tufts University and TUSDM maintain and foster many relationships with reporters, columnists, and other members of the press, including those in print, broadcast, and online media. We regularly provide experts from within the ranks of our faculty as sources for the news media, and our most seasoned faculty experts often work directly with the press. As a result, Tufts University and its schools receive positive attention relating to the clinical, research, and professional activities of its faculty and also of its graduate students and post-docs.

To effectively manage these media relationships, we rely on public relations and communications professionals on staff in Tufts University’s Office of Public Relations. It is their responsibility to ensure that the interests of the University and its schools, faculty, and students are successfully met when a reporter is gathering information for his or her story. The public relations team at the University works to ensure that your clinical, research, or other professional activities relating to Tufts are represented fairly and accurately. In addition, we want to try to ensure that information about Tufts is presented factually (that TUSDM, for example, is not in Somerville, or that you are a student in endodontics). This may not be foremost on the reporter’s mind, but we care a great deal about these pieces of identifying information.
We are happy to hear that many of our students are involved with research or other work that major media wish to highlight: this is often the best type of visibility and promotion for Tufts. Because it is visibility for Tufts, our public relations staff members do need to be involved. The public relations and communications team is here to help you assess potential media opportunities and work effectively and comfortably with journalists.

Thus, if you are approached by a media outlet regarding your work at Tufts, it is important to contact the Office of Public Relations. Students who are contacted by media outlets regarding their work should also communicate with faculty members who they collaborate with about such inquiries.

If and when you are contacted by a reporter, and before you are interviewed or send materials, please contact Siobhan Gallagher in the Office of Public Relations on the Boston campus, or Emma Johnson, communication specialist within TUSDM. Either of these communications professionals can be of assistance, so please do not hesitate to contact them.

Siobhan Gallagher, Associate Director of Public Relations, Tufts University
siobhan.gallagher@tufts.edu, or 617-636-6586

Emma Johnson, Communications Specialist, Tufts University School of Dental Medicine
Emma.johnson@tufts.edu, or 617-636-3441

APPENDIX XIX: POLICY ON THE USE OF TUFTS UNIVERSITY NAME AND INSIGNIAS

Introduction

The name “Tufts University” and how it is used affects both the institution as a whole and the individual members of the University community. Appropriate use of the name and insignias can benefit all, while inappropriate use may reflect negatively on both the institution and its individual members.

Because of the far-reaching implications, oversight regarding the use of the University's name and insignias, and the names of individual schools within the University (including web domain names that incorporate “Tufts” or the name of a Tufts school) will be conducted on an institutional level according to the principles and guidelines outlined in this policy.

The Vice President for University Relations is the individual responsible for making final decisions on use of the Tufts name and insignias, including the names of individual units of the University.

Principles

1. Is the implied association with the University accurate and can we ensure that the association with the University will continue to be portrayed accurately?

Use of Tufts’ name in connection with an activity, project, or product implies a close association with the University and is generally construed as sponsorship or endorsement. Tufts must ensure that this portrayal is accurate and that it has the requisite control of the activity, project, or product to ensure that the implied close association remains an accurate representation of its affiliation of the University.

2. Is the use of the Tufts name consistent with the research and educational mission of the University?

Tufts has an obligation to its students, alumni, faculty, staff, donors, and others to ensure that the use of its name falls, in general, within its primary mission of research and education. Some activities such as promotion of individual causes, political or otherwise, clearly fall outside this mission.

3. What effect will the proposed use of name have on the image of the University as a whole?

Use of the Tufts name in situations having a potential to diminish or damage Tufts’ image and reputation must be avoided.
4. Will Tufts be able to realize a fair and reasonable gain (through image enhancement or economic benefit) from the use of its name?

Related to this is the issue of liability. If there is a potential for financial, legal, or reputational risk to the University through the use of its name, for example on a particular product, such use of name should be avoided.

General Guidelines and Procedures

1. Any use of name that refers to the University as a whole must be submitted to the Office of University Counsel for review. The Office of University Counsel will review the request and forward it with a recommendation to the Vice President for University Relations, who will make the final decision. Specific questions or requests for approval can be emailed to nameuse@tufts.edu.

2. Any use of name that refers to individual schools or units should first be submitted to the Dean or a responsible authority of that school or unit for approval and should then be submitted to the Office of University Counsel for review and transmittal to the Vice President for University Relations.

3. In considering any proposed use, University officials will be guided by the principles outlined above.

4. Use of the official Tufts logo will follow these guidelines and additionally must adhere to the graphic standards outline in the University’s visual identity manual. In most cases, such use will require review by the Office of Publications before printing or manufacturing is approved. The University name may not be used to create new logos and may not be integrated or combined with existing logos. Issues regarding co-branding must follow the guidelines above and require review by University Counsel, Public Relations, and Publications.

APPENDIX XX: ROTATION SWAP POLICY

Protocol

Rotations are clinical assignments that involve treating patients. They are: Geriatric Dentistry, Oral and Maxillofacial Surgery, Oral and Maxillofacial Radiology*, Pediatric Dentistry, Emergency, Periodontology, Orthodontics, and Medicine III**. Students are required to attend the rotations to which they are assigned. When students find they have a conflict with a scheduled rotation, they may trade their assigned rotation with one of their classmates, but they must notify the rotation director, the rotation administrator, and the Academic Affairs Program and Schedule Administrator, Corinne Amirault, via email of the swap. The email must include the rotation being swapped, the exact date and time of the rotation, the name of the student who agreed to trade rotations, and both students’ aXium provider numbers. The student agreeing to the swap must send a confirmation email to the Academic Affairs Program and Schedule Administrator, who will process in aXium, record, and track all swaps. Students are limited to six trades per year. Students who exceed this limit or cannot find a classmate to swap and miss their assignment may be subject to disciplinary action. In situations when students believe they need to exceed the six trade limit, they must ask the Associate Dean for Student Affairs for approval. In these cases, supporting documentation for the absence may be required. The Associate Dean for Student Affairs may grant approval only for the following reasons and only if documentation is presented:

- Personal or familial emergency or illness (does not include pets)
- Funerals
- Postgraduate interviews
- Court ordered appearances
- Personal wedding or wedding of family member
In instances when the Associate Dean for Student Affairs grants permission for the additional swap, students must follow the protocol described above.

**Disciplinary Protocol for Violations of the Rotation Policy**

Students who miss a rotation, arrive late for a rotation, leave a rotation early, or do not follow the swap protocol have violated the Rotation Policy. These transgressions are considered unprofessional behavior that compromises patient care. Therefore, rotation directors or rotation administrators must report these violations to Corinne Amirault. Grievances will be filed with the Ethics, Professionalism, and Citizenship Committee (EPC), usually by the Associate Dean for Student Affairs. When a student first commits one of the selected violations noted above, a documented verbal warning may be given at the discretion of the EPC chair in consultation with the Associate Dean for Student Affairs. All future violations warrant progressive discipline as follows:

- **First Offense** – A temporary letter from the EPC will be placed in the student file.
- **Second Offense** – A permanent letter from the EPC will be placed in the student file, and the student will not be eligible for OKU, Graduation and Senior Dinner Honors and Awards, or the Inventive Program.
- **Third Offense** – The student will appear before the EPC for a hearing to consider dismissal. Violations are considered cumulative across categories; hence, when a student commits three different types of transgressions, the student will appear before the EPC for a hearing to consider dismissal.

When a student signs into a rotation and then leaves early or without participating in the rotation, the student has committed an act of fraud. Rotation directors or rotation administrators must report such violations to Corinne Amirault, and the Associate Dean for Student Affairs will file a grievance with the EPC. Based upon the student’s response to questions asked at the inquiry, the committee members will decide whether or not the student merits a temporary or permanent letter or suspension, and the student will not be eligible for OKU, Graduation and Senior Dinner Honors and Awards, or the Incentive Program. A subsequent act of fraud will result in the student appearing before the EPC for a hearing for dismissal.

*Oral and Maxillofacial Radiology: Y3 students do not need to find a swap for a radiology rotation. However, on Mondays, Tuesdays, and Wednesdays approved absences will only be given for emergencies, illnesses, and jury duty (with documentation provided). This is due to specific seminars held Monday-Wednesday. (If you are scheduled on a week with a Monday holiday the department will redistribute the seminars). If you need to be absent from radiology on a Thursday or Friday, please submit the rotation swap form with the top information field complete and provide a reason for your absence. Please send to Corinne and copy Dr. Ganguly. Corinne will then approve the absence and you can determine a make-up date with the radiology clinic staff. When the make-up date is determined, please send it to Corinne to be blocked accordingly in aXium.

**Medicine III Rotation: Y2 students do not need to find a swap for a Medicine III rotation. If you need to be absent from a Medicine III rotation, please submit the rotation swap form with the top information field complete and provide a reason for your absence with the supporting documentation. Please send to Corinne and copy Dr. Ganda. Corinne will then approve the absence and you can determine a make-up date with Dr. Ganda. When the make-up date is determined, please send it to Corinne to be blocked accordingly in aXium.

Absences without a classmate swap still count as one of the allotted six opportunities and will be tracked.
Please request swaps one week in advance if possible. Last minute emergencies (sickness, serious illness or death in immediate family) should be reported within 24 hours (by phone/email to Academic Affairs).

Tufts University School of Dental Medicine – Office of Academic Affairs

Swap Request Form

Person Initiating Swap

Name: ____________________________ Class: _______ Provider Number: ________ Group Practice: _______

Today’s Date: _______ Rotation/ Seminar/Workshop: ________________________________________________

Date/Time of Absence: ______________________________________________________

Person Agreeing to Swap

Name: ____________________________ Class: _______ Provider Number: ________ Group Practice: _______

Today’s Date: _______ Rotation/ Seminar/Workshop: ________________________________________________

Date/Time of Absence: ______________________________________________________

Send completed form via email attachment to Corinne Amirault, Corinne.amirault@tufts.edu. On email please copy the student agreeing to swap with you, the rotation/seminar/workshop director and administrator.

PLEASE REMEMBER:

• You receive six swaps per Academic Year (use them wisely!)
• Person initiating swap will receive the swap deduction. The person agreeing to the swap will not receive a deduction.
• Deductions will occur per event, not per swap. For example if you swap an entire week of OMFS surgery this counts as one swap. If you swap one day of OMFS this counts as one swap. In instances when students believe they need to exceed the six trade limit, they must ask the Associate Dean for Student Affairs for approval. The Associate Dean for Student Affairs may grant approval only for the following reasons and only if documentation is presented:
  • Personal or familial emergency or illness (does not include pets)
  • Funerals (does not include pets)
  • PG interviews
  • Court ordered appearances

In instances when the Associate Dean for Student Affairs grants permission for the additional swap, students must follow the protocol described above.
Appendix XXI: TUFTS UNIVERSITY WEAPONS POLICY

Policy Statement

Tufts University is committed to maintaining a safe and secure environment where students, faculty, staff, visitors, and contractors can live, work, and learn. In support of this commitment, Tufts University expressly prohibits the possession, manufacture, transfer, sale, or use of weapons by anyone on university property or at any university-sponsored event, except as authorized by this policy.

Scope

This policy applies to all university students, faculty, staff, visitors, and contractors on all campuses and on all property owned, leased, and/or controlled by Tufts University, including but not limited to buildings, grounds, parking lots/garages, roadways, and vehicles, and at any university-sponsored event.

Policy

Tufts University strives to comply with all relevant and applicable federal, state, and local laws and ordinances. In relation to firearms on Tufts campuses, Massachusetts General Law prohibits carrying a firearm on the grounds or any elementary or secondary school, college, or university without the written authorization of the board or officer in charge of such elementary or secondary school, college, or university, under Chapter 269, Section 10, Paragraph (j).

Tufts University further regulates firearms and other weapons. Except as expressly authorized within this policy, no individual may manufacture, sell, possess, carry, store, use, or have in his or her custody and/or control, a firearm or other weapon defined within this policy anywhere on any Tufts University campus, grounds, in any university facility, or at any university-sponsored event. This prohibition exists whether or not a federal or state license to possess the weapon has been issued to the possessor. Prohibited weapons include, but are not limited to: firearms of any nature, including shotguns, rifles, pistols, and revolvers; paint ball guns; BB/pellet guns; firearm replicas; ammunition; components of ammunition including bullets, cartridges, shell casings, primers, igniters, and gun powder; martial arts-type weapons such as nunchaku, zoobow, also known as klackers or kung fu sticks; or any similar weapon consisting of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or any armband, made with leather, which has metallic spikes or points or any similar device made from any other substance; or a cestus or similar material weighted with metal or other substance and worn on the hand; or a manrikigusari or similar length of chain having weighted ends; explosives, including fireworks; spears; bows; crossbows; arrows; slingshots; blowguns; blackjacks; metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; stiletto; dagger or a devices or case which enables life with a locking blade to be drawn at a locked position; any ballistic knife; or any knife with a detachable blade capable of being propelled by any mechanism; dirk knife; any knife having a double-edged blade; or a switch knife; or any knife having an automatic spring release device by which the blade is released from the handle; a folding knife having a blade of over three inches in length; double-edged knives; hunting (fixed-blade)-style knives of any length; throwing knives; swords; axes; mace; pepper gas/spray; and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily harm or to damage property.

Nothing in this policy shall be construed to create regulation that is less restrictive than any applicable code, statute, law, regulation, or ordinance. When a conflict arises, determination of an object or article as a weapon is subject to the sole discretion of the Director of Public and Environmental Safety or his/her designee.
University departments, units, or schools may promulgate standards governing weapons that are more restrictive than those contained within this policy, but not less restrictive.

**Authorized Activities**

Exceptions to this policy are:

Authorized law enforcement officers or military personnel, in performance of their official duties, and to the extent that they are legally permitted to possess weapons in the Commonwealth of Massachusetts.

Weapons on display as objects of artistic, decorative, historical or cultural value, provided that such weapons are secured in such a way as to prevent access to the weapon or removal of the weapon by unauthorized persons, and in the case of mechanical, electronic, or chemical weapons, rendered inert and inoperable. The Director of Public and Environmental Safety must approve such use in writing.

University-sanctioned employee groups or events where a weapon is required as a part of the curriculum or activity, including dramatic performances, sanctioned athletic competitions such as fencing, and official military ceremonies. Such weapons must be inert replicas, working weapons rendered inert, or military ceremonial swords carried in conformance with applicable branch of service regulations. Such use must be approved by the Director of Public and Environmental Safety at least two weeks before the event is to take place, and authorization must be in writing from the Director or designee.

**Obligation to Report**

Any member of the university community who observes an individual possessing, manufacturing, transferring, selling, or using a weapon and who reasonably believes that the individual is doing so without the consent of the university as set forth in this policy, should immediately report this activity to the Tufts University Police Department.

Likewise, any member of the university community who observes unattended items that they reasonably believe to be weapons should immediately notify the Tufts University Police Department and provide the location and description of the item, remaining with the item until the police arrive.

**Requests for Exceptions**

Exceptions to this policy will be rare, and granted only under extraordinary or unusual circumstances. Exception requests must be made in writing to the Director of Public and Environmental Safety or his/her designee. The Director or his/her designee will review the request in consultation with appropriate university officials and will respond with his/her decision.

Exceptions cannot be lawfully granted for those weapons described as dangerous weapons unlawfully carried under Massachusetts General Law (MGL) Chapter 269, Section 10.

**Sanctions**

University Police will confiscate weapons and violators may be subject to criminal prosecution and/or referral for university disciplinary actions, up to and including suspension, termination, or expulsion.

**Questions about the Applicability of this Policy**

Questions about the applicability of this policy should be directed to the Director of Public and Environmental Safety, or his/her designee; or to the department/division’s Human Resources business partner. This action must take place before the item in question is brought onto university property or to a
university sponsored event. Tufts University reserves the right to modify this policy in whole or in part, at any time, at its sole discretion.