Dear Post-Doctoral Students!

Welcome to the Tufts University School of Dental Medicine (TUSDM) Division of Advanced & Graduate Education (AGE) and to your post-doctoral program. The Office of AGE offers the Master of Science in Dental Research and we work with the Program Directors and Department Chairs of the certificate and fellowship programs to coordinate the interdisciplinary activities of the different programs.

The Post-Doctoral Student Handbook contains general academic policies of the University, as well as clinical and ethical policies specific to the certificate and MS programs. It also contains detailed information on academic registration and policies, standards of conduct and professionalism, and university resources.

The Office of AGE also coordinates the interdisciplinary curriculum, which is a series of interdepartmental courses designed for the certificate and fellowship programs and the MS program.

Everyone in the Office of Advanced and Graduate Education hopes that your time at Tufts will be educational and rewarding.

Sincerely,

Paul C. Stark
Director
Division of Advanced & Graduate Education
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Mission Statement

Tufts University School of Dental Medicine offers one of the most forward-looking educational environments in dental medicine in the country. This education occurs in an ethical and professional environment in which quality dental 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 dental clinics offer a full array of quality general, specialty and emergency dental services. Patients can receive care from faculty-supervised pre- and post-doctoral dental students. All of the clinics at TUSDM have electronic health records and comply with HIPPA 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 capacity and intellectual curiosity to deal with an ever-increasing knowledge base and provide evidence-based treatment options. Tufts University School of Dental Medicine has a great commitment to the community. Students often 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.

VISION

Global leaders in oral health promotion, comprehensive patient care, and translational research
Foreword

The Office of Advanced & Graduate Education publishes this series of handbooks to acquaint you with the policies of the School of Dental Medicine and the post-doctoral programs, and to provide you with 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.

Much of the information in this booklet details procedures, rules, and regulations that support the teaching and learning environment of the Tufts University School of Dental Medicine.

We wish your participation in our community to be both rewarding and pleasant. During your time here, 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.
Accreditation Compliance

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
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.
General Policies, Procedures, and Services: Office of Student Affairs

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 ensure 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 before or during the first day of orientation, by logging onto the iSIS Student Portal and updating any missing or incorrect personal information.

Additionally, in order to be fully registered, new students must meet the following conditions:

1. The student must be financially cleared by the Bursar's Office in order to register. Financial clearance requires that the student have fulfilled all financial obligations prior to registration.

   Although students are permitted to complete their Registration forms without financial approval, they will not be fully registered until the Bursar's Office has cleared them. 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 must have submitted proof of health insurance and immunization to the Student Advisory and Health Administration Office.

If the student fails to do so, the student will not be fully registered. 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; and,
2. may be suspended or withdrawn from the program.

The following information is required for registration:

Name: Your full legal name.

Student Identification Number: This number is assigned through the Admissions Office during the application process. This number is utilized as your identification number throughout the duration of the student’s educational program. Please keep this number confidential.

Date/Place of Birth: Verification of the date and place of birth by the School is required by licensing jurisdictions, the Federal Government, and others.

Citizenship: Federal law requires schools to determine this as a part of a student's enrollment record.
State of Legal Residence: Determines eligibility for certain loan and scholarship programs.

Marital Status: Determines educational budget and, therefore, eligibility or access to certain federal loan programs. Required by School Policy and Federal laws for certain loan programs.

Non-Citizen Information: Foreign students are required to provide Visa information as mandated by Immigration Laws. Permanent residency information is also mandated by Immigration Laws.

Addresses: School policy requires students to provide four addresses:
- Local Address
- Billing Address
- Emergency Address
  - Includes the name of the person(s) to contact if an emergency regarding the student arises.
- Permanent Home Address

Mobile Phone Number: This number will be used for emergency purposes and to contact students who fail to respond to e-mail messages.

Changes in Registration Information
Changes in any of the information cited above should be updated online via the iSIS 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 the court order and marriage certificate (if applicable) authorizing the legal change of name.
2. Citizenship: Achievement of permanent residency status must be verified by submission of the Alien Registration (“Green”) Card- I-151 or 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
The Office of Students Affairs provides the following types of letters certifying student enrollment.

Standard Certifying Letter:
This letter certifies full time enrollment for the current academic year. The letter contains:
1. Student Name
2. School ID #
3. Specialty - For Postdoctoral Students Only
4. Enrollment Period (current academic period)
5. Expected Date of Graduation

Certifying Letter with Educational Costs:
This letter certifies full time enrollment 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 and supplies. The letter, thus, certifies enrollment, educational budget for a specific academic period, and expected graduation date.

The two basic certifying letters can be modified to include statements of academic good 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
the Registrar Coordinator, Jenny Olivera in room 1511P or at Genevieve.Olivera@tufts.edu.

**DEFERMENTS**

Students enrolled at TUSDM are usually eligible to defer payment of student loans received prior to
their attendance at TUSDM provided the student meets the loan program’s deferment criteria. Loan
servicers will generally require certification from TUSDM’s Registrar’s Office providing the
student’s enrollment status (at least half-time or full-time) and his or her anticipated graduation date.
Enrollment certification for purposes of student loan deferment is generally handled electronically yet
there are circumstances in which the student may be required to complete paper education deferment
forms or may choose to have the Registrar’s Office complete a paper deferment form.

**STUDENT ID 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.

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
worn 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.

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 page 37.

**ATTENDANCE POLICIES**

Students in a post-doctoral program at TUSDM are required to comply with the school’s attendance
policies and with any attendance policies set by individual course directors. 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 academic and clinical activities demonstrates the student’s
understanding and mastery of professional responsibilities.
ILLNESS, ACCIDENT OR FAMILY EMERGENCY
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.”

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 10am 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 here) 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.

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 their program director 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. 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.

LEAVE OF ABSENCE
TUSDM reserves the right to place a student on leave of absence in the following circumstances and according to the following procedures:

Administrative Leave of Absence: Students may be placed on administrative leave as a result of action taken by the Post-Doctoral Ethics, Professionalism, and Citizenship Committee (PDEPC), in
consultation with the Associate Dean for Student Affairs and the Postdoctoral Program Director. 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 or the Postdoctoral Program Director 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 (see the policy governing applications for readmission).

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: a student may request a leave of absence in the following circumstances, provided the student abides by the following procedures:

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, 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 and the Postdoctoral Program Director 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.

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 F for Maternity Leave of Absence Policy and request form.
   
b. **Personal Leave**: A student must present personal reasons acceptable to TUSDM such as financial distress, interviews, or family tragedy.

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 PDEPC, 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 Postdoctoral Program Director will determine the student’s entry point into the curriculum, which will almost always require enrollment either in a semester-long refresher course 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 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 p. 10).

5. Health Sciences Campus students who have been granted a leave of absence and who are currently enrolled in the student health insurance plan 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.

ACADEMIC RECORDS
Each student’s academic record is maintained on the official transcript document for the School of Dental Medicine. Students may access their grades online via the iSIS Student Portal.

Grades are reported A, B, C, and F for courses each Fall, Spring and Summer term.

At the end of the academic year, an average is computed for each student. 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.

Access to Academic Records (Transcripts)
Grades for each term are reported to the student via the iSIS Student Portal. Students may also request a copy of their unofficial transcript at any time using the iSIS Student Portal. When requesting evaluations from faculty members, students may make copies of their latest unofficial transcript for reference.

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 iSIS Student Portal. 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 and embossed with the School seal 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 the National Student Clearinghouse (www.studentclearinghouse.org), which provides a step-by-step process. There is a $5.00 charge for each transcript in addition to a $2.25 fee per mailing address.

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: The University is not obligated to furnish a transcript to any student or graduate whose financial obligations to the University have not been satisfied.
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 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.

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.

Students who withdraw from the University after the start of the term are responsible for the total instrument fee for that year.

Fee Waivers: Each student is automatically assessed for individual health insurance and the health administration fee. Students who have equivalent coverage may apply to the Student Advisory and Health Administration Office for a waiver prior to September 1st of each academic year. The Health Administration fee cannot be waived.

TUITION REFUND POLICIES
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 should be carefully reviewed prior to the student’s withdrawal or leave of absence.

In the event a registered student withdraws from the university after the beginning of the enrollment period, tuition and fee refunds are prorated as follows:

- 1st – 12th calendar day of term: 80%
- 13th – 19th calendar day of term: 60%
- 20th – 26th calendar day of term: 40%
- 27th – 33rd calendar day of term: 20%
- 34th calendar day of term and thereafter: No refund

STUDENT FINANCIAL AID DEFERMENT & REFUND POLICIES
As required by law, 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 to 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 the school reports the student’s enrollment electronically via National Student Loan Clearinghouse.

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 Financial Aid Refund Policy that is outlined later in this section. Students should review this policy closely realizing it 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 a leave of absence may be required to be treated as though they have withdrawn from school thus the policy outlined under “Withdrawn Students” above applies to those cases. Federal financial aid regulations dictate whether or not the leave of absence must be treated as a withdrawal using established conditions which the leave of absence must meet in order for the student to remain “in student status”. If the leave meets all prescribed conditions, 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.

Students who are considered “in student status” 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 period of leave.
Students who fail to return from a leave of absence as expected whereas the student was kept “in student status” during the period of leave, 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.

Often 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 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 Title IV 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 Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. 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 Title IV 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.

CLEARANCE UPON DEPARTURE FROM THE SCHOOL OF DENTAL MEDICINE

Every student leaving the University is required to complete an Administrative Clearance procedure to satisfy the officers of the University that the student has met all obligations. Federal student aid recipients must have an exit interview with the Financial Aid Office as a condition of meeting administrative clearance. Prior to this, the appropriate refund and repayment policies have to be applied in order to conduct the exit interview. Administrative clearance forms are provided in the Office of Student Affairs for students on an approved leave of absence, who have received an unofficial leave of absence, are withdrawing from the program, or are completing their program. The School of Dental Medicine will not release a transcript or any other official document until the student has completed the administrative clearance process.
GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

The School of Dental Medicine is fortunate to attract many students from foreign countries; this section is included to provide general information for these students.

The International Affairs Office (IAO) serves the Tufts University Health Sciences Campus and its affiliated hospitals in many aspects of immigration regulations and procedures. This includes administration of the student visa program and the exchange visitor program under the authorization of the United States Department of State. In addition, the IAO provides annual orientation to all entering graduate students, travel authorization, practical training authorization and other support services. International students are welcome to contact the IAO office for assistance and advice.

In addition, the IAO office provides immigration, orientation and adjustment services to international research scholars and faculty. The IAO is responsible for dissemination of information to the various departments at Tufts to assist the international population in improving the quality and productivity of their experience at the institution.

Under the direction of the Dean of International Affairs, the IAO coordinates and manages a number of health technology transfer projects. Various training programs have been established abroad in conjunction with faculty of the Health Sciences campus and its affiliate hospitals.

Campus location: 20 Park Plaza, suite 1101, Boston, MA 02111
Phone: 617-636-0355
Fax: 617-636-0356

Dr. Richard M. Dupee, MD., Dean, International Affairs
Ghenwa Hakim, J.D., Assistant Director, International Affairs

Initial Issuance of Visa Documentation
In order to obtain visa documentation from the IAO, all incoming students must:
1. Obtain a confirmed acceptance from the Admissions Office
2. Complete and return the Declaration of English Proficiency and Financial Certification (DEC) forms to the IAO
3. Provide original financial support documentation
4. Submit a copy of the biographical page in the passport
5. Pay the required admissions deposit and first semester tuition deposit

Please note that documents will only be issued once all the above requirements have been met.

Travel Information for Current Students in F-1 or J-1 Status
All students who are currently in F-1 or J-1 visa status and wish to travel abroad must obtain a signature from the IAO on the back of their I-20 or DS-2019. Students must bring in the forms at least two weeks before planning to leave the United States to allow the IAO enough time to prepare the forms.

Reissuance of I-20s
Whenever I-20 information changes a new I-20 is required. Examples of such changes include, but are not limited to, a student’s marital status, new graduation date or change in finances. Students are individually responsible for notifying the IAO of any changes so that the IAO can assure compliance with Department of Homeland Security regulations.
Work Authorization
Work authorization for F-1 and J-1 students is strictly regulated; therefore, any student with questions about eligibility for work should refer to the International Student Handbook for details or call the IAO directly.

Special Services - Office of Student Affairs
Frequently, visa students require special letters or other documents which they need to present in their home countries. The Office of Student Affairs has two types of prepared letters, which have been developed to meet the needs of both foreign and domestic students:

1. A letter which certifies the enrollment for the current academic year and which indicates the expected graduation date.
2. A letter, which contains the certification of enrollment, expected graduation dates, and lists the billed costs, living allowances, and ancillary costs for the academic period.

Each of these letters may be altered as necessary to include a statement indicating the student's satisfactory academic progress, need to return to studies by a specific date, etc. Students are urged to consider which documents best meet their needs.

It should be noted that all letters are embossed with the School Seal and/or signed by the appropriate school official. They may be provided in a sealed envelope if requested.

In addition to certifying letters, foreign students may receive official Dental School transcript records from Tufts under conditions outlined in the Transcript section located on page [x].

Transcripts from Other Schools
Transcripts from other schools will not be provided by the Office of Student Affairs. Foreign students are urged to obtain pre-professional transcripts from their prior school. In the case of foreign-trained dentists, copies of foreign dental school transcripts should be obtained from prior schools for use in applying for postdoctoral programs.

Practical Training
Students nearing the completion of their program who desire to extend their stay in the United States for the purpose of further professional experience should contact the International Affairs Office to explore application for Practical Training. Since the application process is extensive, students should begin contact with the International Affairs Office at least six months prior to the completion of their studies.
STANDARDS OF ETHICAL CONDUCT AND FAIR PROCESS

Tufts University School of Dental Medicine 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. Academic achievement and consistent demonstration of ethical and professional behaviors are necessary to be part of this community.

It is expected that the post-doctoral students at TUSDM will make a personal commitment to abide by Tufts University School of Dental Medicine’s Code of Principles of Ethical and Professional Conduct.

The Tufts University School of Dental Medicine Code of Principles of Ethical and Professional Conduct (“the Code”) is a set of standards which exemplifies a standard of behavior that will establish a firm foundation for future professional conduct and respect for the academic environment of Tufts University School of Dental Medicine. The Code also ensures 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.

Adherence to the Code requires each student to:

- Demonstrate respect for the rights and wellbeing of others, including all students, faculty, staff, and other members of the Tufts University School of Dental Medicine community;
- Be responsible citizens not only within Tufts but also within the greater community;
- Comply with all university policies, local ordinances, and state and federal laws;
- Avoid activities that harm the reputation of the University or its personnel;
- Carry out effective, open, and honest communication by listening to others and responding promptly;
- Avoid any form of intellectual dishonesty;
- Maintain the highest standards of academic and professional honesty and intellectual integrity;
- Pursue and deliver high quality health care and service.

The Code applies to all post-doctoral students at Tufts University School of Dental Medicine.

The Code shall apply to activities in all areas including: classrooms; laboratories; patient clinics; rotation sites; clinical areas; and university property, buildings, and research facilities. The Code also applies to all activities and materials such as examinations, reports, written communications, laboratory work, projects, research and clinical activities, and interpersonal interactions. Students will sign and date a copy of the Code of Principles of Ethical and Professional Conduct at the beginning of each academic year.

Neither the Code nor the associated policies list every ethical situation that might develop but they do present the general standards of the ethical and professional behavior that is expected of a post-doctoral student at Tufts University School of Dental Medicine.

Since the Tufts University School of Dental Medicine community is composed of individuals from a diverse range of backgrounds and circumstances, adherence to the Code ensures a safe and respectful environment wherein personal growth and professional development are encouraged. Understanding, accepting, and incorporating fundamental principles of citizenship and collegiality are critical to
creating an academic and professional community of the highest caliber. Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes.

**Post-Doctoral Ethics, Professionalism, and Citizenship Committee**

The Post-Doctoral Ethics, Professionalism, and Citizenship Committee (PDEPC Committee) is charged with the oversight and promotion of ethical and professional behavior. 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.

The PDEPC Committee is responsible for the review of all issues relating to academic, professional, or ethical misconduct of post-doctoral students. Through such review, the PDEPC Committee monitors compliance with the Code and has the authority to impose sanctions when misconduct or violations of the Code occur.

The Post-Doctoral Ethics, Professionalism, and Citizenship Committee will be chaired by the Director of Advanced and Graduate Education. The Committee will be composed of a representative from the Office of Advanced & Graduate Education, four faculty members from the post-doctoral certificate programs, a member of the Office of Student Affairs, and two post-doctoral students, at least one of whom is in a joint Master of Science in Dental Research and Certificate program. Additionally, either the Program Director or the Department Chair of the respondent’s program will be an ad hoc voting committee member.

The PDEPC Committee shall have responsibility for:

1. Promoting ethical and professional behavior and citizenship among the TUSDM post-doctoral community;
2. Reviewing and making recommendations concerning all issues relating to the ethical and professional behavior by post-doctoral residents;
3. Monitoring compliance with the code of ethics by post-doctoral residents and imposing sanctions when violations of the Code occur.
DEFINITIONS OF ETHICAL MISCONDUCT

Misconduct in scholarship, research, or professional practice serves to undermine the intellectual integrity of the University and will not be tolerated. The policy that follows identifies what constitutes misconduct, explains the disciplinary procedures that will be followed should there be an allegation of misconduct, and describes the potential disciplinary actions that may result from such misconduct.

Academic Misconduct
Academic misconduct is defined as conduct which intentionally misrepresents the academic accomplishments of the student, or which jeopardizes the fair evaluation of another student’s academic work.

Examples of academic misconduct include, but are not limited to, the following acts:

- The use of inappropriate materials brought into an examination room;
- Copying the work of others during or outside of an examination (e.g. plagiarism);
- Misrepresentation or falsification of data;
- Theft of an examination or of examination answers;

Professional Misconduct
Professional misconduct encompasses violations of the ethical standards of the dental and/or other health professions, or infractions of the rules of Tufts University School of Dental Medicine.

Examples of professional misconduct include, but are not limited to the following acts:

- Forgery, alteration or knowing misuse of documents including but not limited to data source and databases, grades, transcripts, recommendations, and financial aid documents;
- Failure to follow customary professional procedures or the policies of professional practice where students are placed;
- Behavior that is detrimental to the University or endangers members of the Tufts community or greater community (e.g. criminal conduct, etc.).

Further information of what constitutes ethical (i.e., academic, administrative, professional, or research) misconduct is presented in greater detail in the following sections.

At all times, post-doctoral students will follow the policies and guidelines listed in the TUSDM Post-Doctoral Program Policies and Department Manuals. All materials relating to ethical and professional conduct are available in written form at the Office of Advanced & Graduate Education and in electronic form on the website at tusk.tufts.edu.

Any report or suspicion regarding issues of Sexual Misconduct, which include sexual assault, sexual harassment, sexual exploitation, sex 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 1511D, Katherine.Vosker@tufts.edu) Such cases are adjudicated through the Sexual Misconduct Adjudication Process.
PROCEDURAL GUIDELINES FOR ALLEGATIONS AND SANCTIONS

The policies and procedures described in this section ensure fair process, that a fair hearing has taken place and that the violator’s position has received full consideration.

The University makes every effort to protect the privacy of the individual. The location and time of PDEPC Committee hearings are not made public and the decisions rendered at the hearings are announced only to parties related to the incident. Each member of the PDEPC Committee is required to sign a confidentiality agreement, which requires that the names of individuals appearing at committee hearings are not disclosed.

Allegations of Ethical Misconduct
An “allegation” is a written assertion that a violation of the Code has occurred. Any employee, student, faculty member, or visitor of the University may present an allegation to the Chair or any other member of the Post-Doctoral Ethics, Professionalism, and Citizenship Committee. The individual making the allegation is referred to as the “Complainant”.

Each allegation should describe the alleged violation with specificity, including details such as names, dates, times, and location(s). The Complainant may be required to supplement the original claim with more information.

If a post-doctoral student is accused of violating the Code, he or she will be referred to as the “Respondent” and is subject to review by the PDEPC Committee.

The written record of the allegation should be submitted to the PDEPC Chair or any other member of the PDEPC Committee as soon as possible after the occurrence of the alleged violation.

Initial Review and Assessment
If a post-doctoral student is charged with ethical misconduct, the allegation will be reviewed by the PDEPC Committee Chair with the Associate Dean for Student Affairs. The PDEPC Chair may consult with one of the post-doctoral representative to assist in the decision-making process.

Actions that the PDEPC Chair may take include, but are not limited to, the following:
- Dismissal of the allegation;
- Implementation of minor misconduct sanctions, which do not require a hearing;
- Investigation of the allegation; and/or
- Scheduling of a PDEPC Student Hearing.

If the case is not dismissed after this initial assessment, the case moves forward and an investigation will occur. The PDEPC Chair and/or individuals selected by the Chair will investigate the charges stated in the allegation.

Notice of Charges
A student who is charged with ethical misconduct will be so notified in writing by the PDEPC Chair within five (5) business days of receipt of the allegation, and the student will also be notified at that time of his/her rights.

Investigation
The investigation will compile a complete record of the source(s) of the allegation. The investigation will require an interview with the Respondent, the Complainant, and any available witnesses.
A request for an interview with the Respondent will be sent via email. Refusal by the Respondent to meet with the interviewers within five (5) business days, either through an explicit refusal or a failure to respond to the emailed request, will be taken as confirmation of the allegation(s).

Review of the Investigation
The PDEPC Chair will review the information obtained through the investigation with the Associate Dean for Student Affairs. A post-doctoral student member of the PDEPC may be consulted to assist in the decision to:

- Dismiss the case. The Chair will provide written notice to the Complainant and the Respondent.
- Present the case to the PDEPC Committee without a hearing.
- Schedule a hearing with the PDEPC Committee.

A report will be prepared that summarizes the allegations, the information obtained from the investigation, and the decision to dismiss or proceed with the case. If the decision to proceed with the case is made, the PDEPC Committee will meet and the Chair will present the report to the PDEPC Committee members. The Respondent is encouraged to submit a written explanation of the case to include in the discussion. There will be a vote for penalty following the discussion of the report and the case. 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 PDEPC Committee.

The PDEPC Committee Chair will notify the respondent in writing of the Committee’s decision.

Cases for PDEPC Committee Student Hearing
When moving a case for review before the PDEPC Committee, the Chair 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 PDEPC Committee or any Complainant.
6. The written or documentary evidence that the PDEPC 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 Chair of the PDEPC Committee at least 24 hours before the scheduled hearing.
2. Submit further written or documentary evidence for the consideration of the PDEPC Committee, provided that he/she does so at least 24 hours before the scheduled hearing.
3. Cross-examine any witness who testifies.
4. Verbally argue his or her position(s) to the PDEPC 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 PDEPC Committee. The advisor cannot be a member of the PDEPC or Appeals
Committees and must sign a confidentiality agreement that prevents disclosure of any information from the student hearing.

The Hearing
The Chair of the PDEPC Committee will preside at the EPC hearing. The hearing will proceed as set forth in the PDEPC Committee Chair’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 PDEPC Committee and respond to their questions. When appropriate, the Complainant will also address the PDEPC Committee and answer questions which may or may not occur in the presence of the Respondent.

Hearing procedures otherwise are intended to be as flexible and informal as practical. Formal rules of evidence are not appropriate. The PDEPC 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 Chair of the PDEPC Committee will announce the termination of the hearing.

Failure of the Respondent to be present at the hearing will be taken as a confirmation of the allegations.

Deliberation and Decision
After the hearing, the PDEPC Committee will deliberate in private and make decisions by majority vote taken by closed ballot. After appropriate deliberation and voting, the PDEPC Committee Chair will inform the Respondent in writing of the Committee’s decision as follows:

1. Its determination of each violation, if any has occurred.
2. Its decision of an appropriate disciplinary penalty or penalties, if any.
**ACTIONABLE OFFENSES**

The following standards provide a list of general expectations and guidelines for academic and professional excellence. Any infraction of the following standards can and will be considered an actionable offense. 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.

Since 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 the individuals who may be involved should be submitted to the PDEPC Chair and any other member of the PDEPC as soon as possible.

In general, a failure to progress professionally or the failure to demonstrate sound professional judgment may lead to dismissal.

**MINOR VIOLATIONS**

Cases which involve minor violations do not require a student hearing with the PDEPC Committee. Possible sanctions do **not** include repetition of a course or a year, suspension, or expulsion.

Infractions

Minor violations may be of an academic, administrative, professional or research nature. The lists provided below are not meant to be exhaustive, rather they are examples of the types of infractions that may trigger an investigator and may result in sanctions.

**ACADEMIC**

- Arrive late or leave early from mandatory course lecture;
- Miss due dates for assignments or incur unexcused absences.

**ADMINISTRATIVE**

- Failure to comply with criminal background check policy by established deadline;
- Interfere with any school function including teaching, research, administration, patient care, or social events.

**PROFESSIONAL**

- Failure to start and end patient appointments punctually;
- Failure to be prepared for planned procedure;
- Failure to follow directions of supervising faculty during a procedure.

**RESEARCH**

- Fail to follow directives from faculty research team members;

All violations of the standards listed above are and will be considered unprofessional behavior. Grievances will be filed with the Post-Doctoral Ethics, Professionalism, and Citizenship Committee.
MAJOR VIOLATIONS

Cases which involve major violations do require a student hearing with the PDEPC Committee as possible sanctions include repetition of a course or a year, suspension, or expulsion.

Infractions
Major violations may be of an academic, administrative, professional or research nature. The lists provided below are not meant to be exhaustive, rather they are examples of the types of infractions that may trigger an investigation and may result in sanctions.

ACADEMIC

- Cheat, lie, or falsely represent oneself or one’s work;
- The use of inappropriate materials brought into an examination room;
- Copying the work of others during or outside of an examination;
- Theft of an examination or of examination material;

ADMINISTRATIVE

- Failure to comply with immunization/influenza/TB test requirements;
- Violate any university or school policy or department guideline, such as the Infected Healthcare Worker protocol, or the Computer Ethics policy;
- Violate any state or federal law;
- Steal, damage, or procure anything in an unauthorized manner;

PROFESSIONAL

- Pressure, threaten, abuse, intimidate, or disparage others;
- Harass or discriminate because of sex, color, religion, age, national origin, disability, medical condition, or sexual orientation; [See Policies and Procedures Handbooks from Office of Equal Opportunity];
- Falsify information in a patient’s electronic medical record;
- Fail to inform patients of findings and treatment options in a timely and appropriate manner;
- Fail to deliver regular, timely, and appropriate patient care;
- Fail to follow directions of supervising faculty;
- Fail to follow informed consent protocol;
- Fail to respond to patient inquiries, contacts, and emergencies in a timely manner;
- Manage patient prescriptions inappropriately;
- Treat a patient with impaired judgment, while under the influence of alcohol or drugs (illicit, prescription or over-the-counter).

RESEARCH

- Falsify research data;
- Plagiarize one’s intellectual content, without giving proper credit;
- Violation of ethical research conduct;
- Purposely omit research team member from publication.
DISCIPLINARY SANCTIONS

The following sanctions may be imposed upon post-doctoral students found to have violated the Code by the PDEPC Committee. 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 PDEPC Committee or who have had previous hearings with the PDEPC Committee.

If the PDEPC Committee decision involves repeating the year or course, suspension or expulsion the Respondent may appeal the decision to the Appeals Committee. Lesser penalties will be considered final. If the student fails to fulfill the directives and penalties imposed, the PDEPC Committee will reconvene and may consider additional sanctions.

Sanctions
The list below summarizes the sanctions that may be given, at the discretion of the PDEPC Committee.

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 considering a punishment or penalty, and is designed to help the student understand his/her reasons for violating the Code, and to avoid future violations. Counseling may take a variety of forms, including, but not limited to, completing assignments such as research reports, participation in specific programs and/or courses, attendance at Board of Registration in Dentistry meetings, etc.

Temporary Letter of Reprimand
The student will receive a written reprimand. The student will receive a written reprimand by the Committee, signed by the Chair, within five (5) business days of the Committee hearing. A copy of the written reprimand will be included in the student’s record, but will not be referred to in correspondences from the school. Upon graduation, the letter will be removed from the student’s file if no further violations of the Code occur.

Permanent Letter of Reprimand
The student will receive a written reprimand. The student will receive a written reprimand by the Committee, signed by the Chair, within five (5) business days of the Committee hearing. A copy of the written reprimand will be included in the student’s record, and will be referred to in correspondences from the school.

Repeat Course or Academic Year
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 correspondences from the school. This penalty imposed by the PDEPC 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 Chair of the PDEPC 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 correspondences 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.

**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 PDEPC 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 correspondences from the school. This penalty imposed by the PDEPC Committee may be appealed to the Appeals Committee.

**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 correspondences from the school. This penalty imposed by the PDEPC 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 PDEPC Committee may be appealed to the Appeals Committee.

**Repeated Violations**
All future violations will warrant progressive discipline. Violations are considered cumulative across categories; hence, when a student commits three different types of transgression, the student will appear before the PDEPC Committee for a hearing.
APPEALS PROCESS

Appeals Committee
The Appeals Committee shall act as the appeals board for any final decision ultimately made by the PDEPC Committee that entails demotion, suspension, or expulsion. The Appeals Committee will be comprised of the Associate Dean for Academic Affairs and three department chairs, all of whom are appointed ad hoc by the Dean.

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.

Review and Decision by the Appeals Committee
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 PDEPC.
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. 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 PDEPC Committee. 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 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 PDEPC Chair 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 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 within seven (7) days of final decision.

All decisions made by the Dean are final. There is no option for further appeal within TUSDM.
TUFTS Universities Policies and Procedures

The Office of Equal Opportunity (OEO) ensures that the University maintains compliance with all federal and state laws pertaining to affirmative action, non-discrimination, Title IX, and the Americans with Disability Act (ADA). OEO serves the university to investigate complaints of discrimination and harassment, to resolve reasonable accommodation issues, and to set for University policies and guidelines in these areas through education and training.

While all OEO policy statements are located in Appendix B, the full text of the OEO policies and procedures are located in the official OEO Policies and Procedures Handbook, which can be found online (http://oeo.tufts.edu/policies-and-procedures/) or in hard copy at the Office of Equal Opportunity. Each student should have received a hard copy during Orientation.

The OEO Policies and Procedures Handbook contains the following university-wide policies, which are also included at in the following appendices:
- Non-Discrimination Policy
- Americans with Disability Policy
- Sexual Harassment Policy
- Sexual Misconduct/Sexual Assault Policy
- Consensual Relationships Policy
- Working with One Another Policy

The OEO Handbook also lists on-campus and off-campus resources as well as reporting maps that show the process through which each student should follow in case of any situation which may be in violation of any university policies.

FAMILY EDUCATIONAL RIGHTS AND 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 C.

SNOW EMERGENCY/CLINICAL GUIDELINES
The School of Dental Medicine and the School of Veterinary Medicine operate a major clinical facility for the treatment of patients. As such, the School of Dental Medicine remains open for patient care even though other schools in the University may close for a snow emergency. Students are expected to make every reasonable effort to be in attendance since many of the schools patients will 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 the School of Dental Medicine. 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 the Dental School. 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 e-mail listservs. Please note that the Tufts University weather emergency number is 617-627-4636.
UNIVERSITY POLICY ON CAMPUS GATHERINGS
Because free inquiry and expression are indispensable to the attainment of the goals of the University, Tufts encourages members of the University community to develop the capacity for critical judgment and supports the rights of members of the University community to freely express their views and opinions.

The University also recognizes a concurrent obligation to develop policies and procedures, which safeguard this freedom of expression but which, at the same time, will maintain on the campuses an atmosphere conducive to academic work. The University expects its members to be conscious and respectful of the corollary rights of fellow students, faculty, staff, and other participants in the University community to perform their duties free from disruption, interference, or harassment.

While the University recognizes the rights of members of the Tufts community to peaceful and non-obstructive gathering for the purpose of expressing and discussing ideas and opinions, the University will not sanction conduct such as 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 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 permitted.
- 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 a religious service being conducted at the University.
- 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.

Any individual who engages in the conduct described above, or who otherwise interferes with and disrupts the orderly conduct of University affairs will be subject to civil or criminal prosecution, when civil or criminal statutes are violated, and to applicable University disciplinary procedures. With respect to students, such disciplinary procedures could result in suspension or expulsion from the University.

POLICY ON USE OF TUFTS UNIVERSITY NAME AND INSIGNIAS
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 these 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 Office of University Counsel will coordinate all requests for use of the Tufts name and insignias, which are trademarks of the University. The Office of University Counsel is located in Ballou Hall, Third Floor, Medford, MA 02155, 617-627-3337.

The Senior Vice President for University Relations is responsible for making final decisions on use of the Tufts name and insignias, including the names of individual units of the University.

Clinical Safety and Protocol Policies

INFECTION CONTROL

TUSDM has a Risk Management/Safety/Infection Control Committee which is composed of representatives from each department, each clinical area, and each dental class. Dr. Mary Jane Hanlon is the Assistant Dean Predoctoral Clinic Affairs and Mrs. Shannon Balletto is the Infection Control Administrator. The main purpose of Infection Control is to break the chain of cross-contamination (the transfer of pathogens from one are to another to reduce exposure to any infectious diseases).

Procedures for Infection Control at Tufts University School of Dental Medicine is the Infection Control handbook for students, faculty, and staff. This handbook details the policies and procedures of the School. Please study and refer to this handbook (available on TUSK) as Infection Control is the responsibility of all of us. 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 infectious materials, such as blood or saliva, are considered infectious for Bloodborne 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 duty.
- **Immunizations** are required for Hepatitis B (HBV), Measles/Mumps/Rubella (MMR), Diphtheria, Tetanus, TB, Pertussis (DPT or DT), and Polio.
- **Personal Protective Equipment** (PPE) is to be worn for ALL patient procedures. This includes protective eyewear, clinical gown, facemask, and appropriate gloves.
- **Sterilization** is required for all instruments, burs, and handpieces by appropriate means (autoclave, dry heat, or ethylene oxide gas sterilization). All sterilized items must be dated, and 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 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 technique (examples include impressions, record bases, 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 at (617) 636-3941, in person at the Infection Control Office in DHS-435, or by email at Shannon.Balletto@tufts.edu.

**TUSDM Medical Emergencies Protocol Summary**

Assume charge of the emergency

- If ABCs present, have assistant
  - Call Oral Surgery: 6-6995
- You stay with patient
  - Designate an Assistant
  - Check: Airway, Breathing, Circulation
- If ABCs not present, have assistant
  - Dial 6-5555 for Code 99
  - Indicate floor and operatory #, state “AT DENTAL TOWER BUILDING”

**TMC Transportation for Non-Coded Patients:**

- 6-5122 or Beeper # 2933 or Page TMC runner at Beeper # 1358.
  - Indicate level of urgency for transportation.
Indicate floor and operatory #

Inform front desk

Bring oxygen tank, stethoscope and BP

Station assistant at front stairway to direct oral surgery team

Notify Campus Police: 6-6911

Inform if child or adult

Station assistant at rear doors (Proger Bldg.) to direct Code 99 team

Alert Oral Surgery: 6-6995

Call Campus Police: 6-6911

Code Operator will call back in 1 minute to check code team arrival

Keep area clear
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 do not 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 his/her 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 left 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) is 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. 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 delgates the following responsibilities:
   a. Call Oral Surgery and/or Code 99 Oral Surgery is contacted by dialing 6-6995. Be clear about the location (floor and bay number). The Oral Surgery Resident and staff generally present from 8:30 a.m. to 4:30 p.m. For evening clinic there is no oral surgery coverage. Call the TMC operator at 6-5555. Check for pulse at the neck, watch the chest rise and fall to check for breathing. **If the patient does not have a pulse or is not breathing, a code “99” should be called and you should initiate cardiopulmonary resuscitation (CPR).**
   b. Get the code cart. The code (crash) cart is a red-wheeled cart kept near the dispensaries on floors 2, 3, 4, 5 and 8. Be sure to bring the green oxygen tank(kept near but separate from the code cart). Having the cart at hand will save valuable time when the expert help arrives.
   c. Get the Emergency Box from the dispensary. It contains the regular and large BP cuff, stethoscope, ammonia and liquid sugar. Use the contents to assist the Provider.
   d. Contact the Faculty and Practice Assistant The faculty will assist in patient care.
   e. Call Tufts Police at 9-6911. The police will coordinate patient transportation to ER when needed.
   f. Send someone to the front and back elevators to direct the Oral Surgery Team and
the Code 99 Teams to the emergency site.

g. Crowd control

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

**For all emergencies:** An incident report must be filed in the office of the Dean of Clinics, DHS-3, and if the victim is a patient, a case note should be made in the clinic electronic record. Patient follow-up and outcomes of the emergency is conducted by the Director of Medicine

**MEDICAL EMERGENCIES PROTOCOL SUMMARY**

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

1. Call the R.N. and oral surgeons on the fifth floor, extension 6995.

2. State: “There is a medical emergency on the _____ floor, operatory number _____.

3. Call Campus Police, extension 6-6911. State that the emergency is at the Dental Tower.

4. Notify the reception desk, faculty and the Practice Assistant of your location.

5. Station someone in the reception area by the stairway to direct the emergency team to the emergency area.

6. The 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 extension 6-5555 and repeat as follows:

   “**Code 99, there is a medical 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 to the Dental Tower.

2. Keep your phone clear--the CODE operator in the hospital will call back to check the arrival of the team within one minute of your first call.

3. Call Campus Police: 6-6911.

Tufts University School of Dental Medicine Needle-stick/Percutaneous Incident Protocol

During Day Clinic

Report incident to instructor or supervisor. Affected area to be cleaned with soap & water and flushed liberally.

During Evening Clinic

Report incident to instructor or supervisor. Affected area to be cleaned with soap & water and flushed liberally.

During Vacation Period

Report incident to R.N. in Oral Surgery located on DNS-5, x6518. Affected area to be cleaned with soap & water and flushed liberally. 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), depending 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 (EH), located at Farnsworth 6, extension 5-548. The employee health attending or nurse practitioner will complete all incident report forms AND 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 # at Farnsworth 6 itself. The student/employee will leave the patient at EH and proceed to Proctor-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. 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 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.
INFECTED HEALTH CARE WORKER (IHCW) PROTOCOL*

The infected health care worker will be accorded the same respect and support that is provided any other health care worker. The IHCW protocol is to protect and assist the infected health care worker (IHCW) in the work environment. The HCW 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 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 the 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 compliance of the IHCW 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 so desire.

13. Using the option of anonymity, the IHCW through the DF can discuss with the panel his or her situation, the varying action steps and the potential ramifications 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 Dr. Ganda is unavailable, Dr. Papageorge should be contacted
PAYMENT POLICIES AND PROCEDURES FOLLOWING AN 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 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 Associate Dean for Student Affairs.

Students enrolled in the TUFTS Health Plan are no longer required to obtain a referral for Emergency Room service. If you are enrolled in an alternate health plan, you must follow the claims procedures required by your 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. Hospital personnel sometimes misinform students regarding eligibility for Workers’ Compensation. You should not on any accident report form that you are a student and not eligible for Workers’ Compensation. This will facilitate the 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 time frame.

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 Debbie Quinn, Director, Student Advisory & Health Administration at 617-636-2700 or Dr. Kanchan Ganda, Director of Medicine at 317-636-4055.
Updated TUSDM 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, 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 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.
- 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 CR/ml are considered “safe” for practice.
- 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 2 Procedures

- 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.

Category 1 Procedures

- 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.
- The MD will monitor the infection status of this individual by assessing the HBV DNA titer.
- 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 care will be needed and for how long.
- The infected individual’s confidentiality will be maintained and only revealed to the Expert Panel if the individual so desires.
- 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.
Meaningful Use Statement – Electronic Health Records (EHR)

Tufts University School of Dental Medicine has begun the process of applying for federal funds available through the 2009 HITECH (Health Information Technology for Economic and Clinical Health) Act to incentivize the adoption and “meaningful use” of certified electronic health records (EHRs) by providers, including dentists. The amount of federal funds available through this process is considerable and will greatly aid the dental school in the fulfillment of its mission. All PG residents are expected to participate in this initiative (See Appendix H).

The Medicare and Medicaid EHR Incentive Programs provides incentive payments to eligible professionals and eligible hospitals including dental schools as they adopt, implement, upgrade or demonstrate meaningful use of certified EHR technology. If you are an Eligible Professionals (EP) who has received a National Provider Identifier (NPI), you will support TUSDM in the acquisition of Medicare and Medicaid Electronic Health Records (EHR) Incentive Program funds through your enrollment in the Massachusetts eHealth Institute (MeHI) and MAPIR systems while enrolled in a TUSDM residency program. All payments of funds out of these programs will be used to support the TUSDM's EHR infrastructure and are not part of your compensation. Please note that participation in this program is mandatory for all postgraduate residents enrolled at Tufts University School of Dental Medicine.

To assist the school in this initiative, all incoming PG residents must:

- Possess a DMD or DDS degree at the time of matriculation.
  - If an incoming resident holds a degree from a dental school outside of the United States or Canada, he/she must meet the educational requirements established and evaluated by the Commonwealth of Massachusetts prior to matriculation. Specifically, he/she must have a dental degree earned from a dental school in which the curriculum was taught in English, or must satisfy one of the following requirements:
    - Achieve minimum scores on the internet based Test of English as a Foreign Language (TOEFL) as follows:
      - Achieve an overall score of 90 with the following individual section minimums:
        - 25 Written
        - 24 Spoken
        - 21 Reading
        - 17 Listening
      - Achieve minimum test scores of 7.0 on the Academic format of the International English Language Testing System (IELTS)
  - After matriculation, residents must submit proof of licensure or apply for a limited license through the Massachusetts Board of Registration in Dentistry.
  - As an Eligible Professional (EP), as defined by the Centers for Medicaid and Medicare Services, you are expected to apply for and receive a National Provider Identifier (NPI). Please see the attached directions for obtaining an NPI.
DEPARTMENT OF PUBLIC AND ENVIRONMENTAL SAFETY
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.

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 consider 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.

**ALCOHOL AND DRUG ENFORCEMENT POLICIES AND EDUCATION PROGRAMS**

The illicit use of drugs and alcohol can seriously impair the health and safety of members of the Tufts community and their families. The university is committed to addressing and preventing illicit drug use and alcohol abuse within the university community. There are substantial health risks and legal consequences that stem from alcohol and drug abuse. All students and employees are urged to read the information that follows. Alcohol and substance abuse are a national public health concern.

**Counseling and Treatment for Alcohol and Drug Abuse**

The university encourages Tufts students and employees with alcohol and substance abuse problems to seek assistance and treatment. At Tufts, a variety of resources exist where further information can be obtained about alcohol and substance abuse and their treatment.

For students on the Boston and Grafton campuses, confidential counseling is available from the following:

- Ms. Debbie Quinn, Student Health Advisory Office  617-636-2700
- Massachusetts Dental Society
  Commission on Drug and Alcohol Dependency  1-800-342-8747 or 508-480-9797

In addition, the Office of the Dean of Students within each of the schools and the university chaplain's office are available for referrals to other resources in the University and community.

**Standards of Conduct**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on Tufts University property or as part of university activities is prohibited.

**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 rehabilitation program in connection with a disciplinary matter.

**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 Metropolitan District Commission also prohibits public consumption of alcohol in its parks and public recreational areas.

**ACCESS TO FACILITIES**

Although Tufts encourages the local community to use its facilities, this policy presents unique challenges in maintaining safety and security on all three campuses. There are a few general rules in
place meant to prevent unauthorized access to university buildings and property. Floor entry doors to the Posner residence hall are locked at all times. Only students with keys and those with legitimate business inside residence halls are allowed entry. All others are considered intruders, and residents are urged to report their presence to the Tufts police immediately. Duplicating keys and propping doors open are violations of university rules, and violators may be disciplined. Access to academic, administrative, and clinical facilities varies by use and location. Again, only those with legitimate business are allowed entry. The university police station commander approves all requests for exterior door keys. Department managers and, subsequently, the station commander approve requests for interior door keys.

**SEXUAL ASSAULT**

Tufts University encourages any victim of sexual assault to report the assault to the university police. The police will assist in obtaining emergency medical care and crisis counseling, and in securing important evidence of the assault. The police will also file reports with the appropriate jurisdiction. The university police are available for consultation regarding these processes whether or not a victim wishes to proceed with any type of adjudication.

Victims who may be reluctant to report to the university police are strongly encouraged to report the incident to the dean of students for their school. The dean's office can answer questions about university resources and procedures available to victims. A report, whether made informally to the dean of students or formally to the university police, does not commit the victim to a specific course of action (or any course of action).

The Dean's Office will inform victims of their options both through the School of Dental Medicine’s Ethics, Professionalism, and Citizenship Committee and other university processes, and in the criminal court system of the Commonwealth of Massachusetts. The dean's office will also assist the victim in notifying the proper law enforcement authorities, including on-campus and local police; assist in obtaining counseling services, both on and off campus; and advise students of options available in changing academic and living situations.

Additional information can be found the OEO Policies & Procedures Handbook Section on Sexual Misconduct ([http://oeo.tufts.edu/policies-and-procedures/sexual-misconduct-policy/](http://oeo.tufts.edu/policies-and-procedures/sexual-misconduct-policy/))

**REPORTING CRIMES**


Members of the Tufts community are encouraged to report all crimes to the Tufts University Police Department. Members of the community may report crimes by visiting the university police station on the Boston campus or by calling (617) 636-6610, or ext. 6-6610 on campus. If police or emergency medical services are needed, call 6-6911 from any house phone.

Emergency telephones are available. They are either the general-use wall phones found in administrative and clinical buildings, or outdoor telephones with a direct link to campus police. These outdoor telephones are all marked by a blue light above them.

Reporting crime is important because it allows us not only to reassess security controls and patrol strategy, but also to develop better methods of crime prevention.

University police officers investigate complaints filed by community members and pursue
investigations to their most reasonable conclusion. Follow-up investigations may be conducted by detectives, with support from local, state, or federal law enforcement agencies when necessary.

The interests of the victim are always our primary concern. The Tufts police recognize the importance of confidentiality and of protecting the identity of a victim in the course of a successful investigation. In criminal matters, that means the victim's preferences greatly influence the way in which a case is prosecuted.

The university has a number of alternatives at its disposal to adjudicate inappropriate behavior, whether it is of a criminal nature or not.

In addition to pursuing cases through the courts, the university uses an internal judicial structure to decide on specific issues unique to university life.

If a member of the Tufts community is alleged to have been involved in criminal conduct, deans and other administrators will be notified when deemed necessary and where the law permits.

SECURITY AND MAINTENANCE

Tufts University is like a small city with a large and mobile population. The upkeep of university buildings and property falls to the Facilities Department.

The Tufts police, in cooperation with Facilities and Dean of Students offices, conduct frequent security surveys, lighting surveys, and inspections of electronic security systems in an ongoing effort to examine the need for modification and to elevate the level of campus protection.

Channels of internal communication exist to facilitate the repair or improvement of security systems on campus. The Facilities Department recognizes the importance of responding promptly to requests that involve security issues.

VIOLENCE FREE UNIVERSITY POLICY

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

For further information, please go to the official Tufts Threat Assessment and Management Program website, located here: http://sites.tufts.edu/ttam/.

Security Awareness Programs

During orientation students are informed of services offered by the Tufts police. Video and slide presentations outline ways to maintain personal safety and residence hall security. Students are also told about incidents of crime on campus and in surrounding neighborhoods. Periodically during the academic year the Tufts police, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape); theft; vandalism; and educational sessions on personal safety and residence hall security, among other topics. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.
LOST AND FOUND
The University is not responsible for lost or misplaced items. It is the students’ responsibility to ensure that their equipment and personal items are accounted for and kept secure at all times. Students are reminded to make a final check of their belongings before leaving their workstation in the preclinical area or the lab. If an item is lost, students should first check with any classmates who were seated nearby, and retrace their steps to their last known location, in an effort to recover the item.

If a student loses an instrument he or she should check the dispensary, which is also the location for returning any found instruments. Other lost items should be turned in to the Office of Student Affairs, who will send an email notifying the school. Items unclaimed by the end of the day will be turned over to Campus Security on the first floor of the M&V building. The item will be logged and retained for up to one year. Items unclaimed after this time will be disposed of according to existing law.

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 AND FACULTY 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 professional attire and appearance, behavior and interaction will influence their perceptions of the quality of care they will receive at Tufts University School of Dental Medicine, and their confidence in the person providing the care. A professional presentation is an essential component in upholding 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 person protective equipment as set forth in the Universal Procedures for Infection Control at Tufts University School of Dental Medicine.

Clinic Attire
- Blue gowns (students) or green gowns (faculty) must be worn over appropriate clothing when treating patients. Tie behind the neck - high enough to cover your clothing. They should not be worn outside the Dental Clinic areas such as to the cafeteria, restroom, etc. Picture ID’s should be clipped onto gown and be prominently displayed.
- Students must wear a tailored or collared shirt (preferably with a tie) or turtleneck. No T-shirts, jeans (of any color), or shorts are permitted. Professionally appropriate skirts at knee length or longer are acceptable.
- Clean shoes, leather sneakers or surgical clogs should be worn. Open toed shoes such as sandals or Crocs must not be worn.
- Appropriate socks or stockings are required. Socks must fully cover legs during seated clinical procedures (no peds or tennis socks).
- Hats are not allowed in clinic.
- Body hygiene is required so that offensive body odor is avoided.
- Strong perfumes and colognes may be offensive to others, therefore avoid excessive use. Heavy application of make-up should also be avoided.
- Jewelry should not be worn on hands or wrists. Dangling earrings are not permitted.
Nails must be clean, short and rounded. Long artificial nails are not permitted. Cover all wounds on the hands/fingers with a protective bandage.

Long and medium length hair (touching shoulders) must be tied or pinned back. Beards and moustaches are acceptable when well groomed.

**Preclinical and Fourth Floor Laboratories**

- Long, buttoned laboratory coats or yellow gowns should be worn with clipped-on picture ID’s prominently displayed. During patient treatment periods, blue gowns are acceptable in laboratory areas.
- Casual, neat clothing may be worn. Clean jeans are permitted, but NOT in patient contact areas.
- Shorts must not be worn.
- Sandals and open toed shoes must not be worn.
- Jewelry should not be worn on hands or wrists. Dangling earrings are not permitted.
- Long and medium length hair (touching shoulders) must be tied or pinned back for safety reasons.
- No hats allowed.

**Dental Building (when not treating patients)**

- Casual, neat clothing may be worn. Clean jeans are permitted, but NOT in patient contact areas. Shorts must not be worn.
- Blue gowns (students) or green gowns (faculty) are not allowed outside clinical areas (i.e. rest rooms, food areas, offices, waiting rooms, libraries, seminar rooms, laboratories, or outside the TUSDM building). Yellow gowns are for laboratory use only.
- Hats are not allowed.

**Enforcement**

- Violations of the above code in the clinical areas will affect the clinical grade.
- All faculty and senior management personnel are able to enforce the dress code. Repeated violations will be referred to the Associate Dean for Clinics and may result in dismissal from the clinic.
- Violations in the preclinical area should be reported to the Director of the Preclinical Laboratory.
- Blue gowns or green gowns worn outside of clinical areas should be reported to the Infection Control Coordinators.
APPENDIX A: Student Resources

**Student Advisory & Health Administration Office (SAHA)**
The Student Advisory & Health Administration Office 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.

**Counseling and Mental Health Services**
The Student Advisory & Health Administration Office provides short-term, confidential counseling/advice for personal or school-related problems at no cost. 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, or emailing Debbie Quinn, Debbie.Quinn@tufts.edu. Her office is located in Posner Hall at 200 Harrison Avenue, on the 4th floor.

Referrals for psychotherapy, psychiatric evaluations and/or long-term therapy can be made through Debbie Quinn. 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)/ UnitedHealthcare 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 Debbie Quinn or, if enrolled in the student insurance plan, at: [https://www.UHCSR.com](https://www.UHCSR.com).

**Health Insurance**
The Commonwealth of Massachusetts requires health insurance coverage for all students enrolled in a three-quarter to full time program in higher education. All matriculated students, regardless of hours enrolled, are required to obtain health insurance. Tufts University offers 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. Insurance ID cards will be received within 7 to 10 business days of enrollment.

Unless there is a qualifying event, students are not eligible to apply for coverage or add a dependent(s) at any other time of the academic year. 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. The Enrollment Form must be submitted within sixty (60) days of the qualifying event. Students should contact the Student Advisory & Health Administration Office for information on applying and the prorated payment amount.

Students must reapply for the student health insurance coverage each academic year. Unless there is a change of student status, the insurance coverage continues through August 31st of the current academic year. The effective date of enrollment for returning students is September 1st and for new students is the first day of orientation, not the date of the enrollment form.

**Waiving the Student Health Insurance**

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

Completion of a Waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by Massachusetts General Law. Information regarding the State’s minimum qualifications for a health insurance plan can be found at: http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Student-Advisory-and-Health-Office/Student-Health-Insurance.

To waive the student plan during Open Enrollment, complete a Waiver at: http://go.tufts.edu/isis. Use your insurance card to answer all the questions on the waiver. Once approved, you will receive a confirmation and your student account will be credited for the health insurance cost.

Students who do not take action to either waive or enroll by September 30th, or whose waiver has been denied, will be automatically enrolled in the HPHC/UHCSR insurance plan. The online enrollment or waiver option is not available after September 30th. However, students are able to waive the school health insurance plan at any time during the academic year. For waiver instructions after September 30th 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 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.

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).

Questions regarding immunization requirements should be directed to the SAHA Office, at 617-636-2712.

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 2 years old. If current Td booster is less than 2 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:** Skin test given within one year prior to start date and updated annually. If tuberculin positive, a chest X-ray or QuantiFERON-TB Gold Test is required within one year prior to start date.
  - List history of BCG vaccine and/or INH treatment. If history of being tuberculin positive, documentation of past positive test is required.
  - If documentation of past positive TB test is unavailable, physician verification of being tuberculin positive is required.
  - A history of BCG vaccine is not acceptable as proof of being tuberculin positive. BCG recipients must provide documentation of a tuberculosis test.
- **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 is strongly recommended for all students.

**COUNSELING CONTACTS**

Counseling of students is a major focus in the School of Dental Medicine. A diverse student body of 725 students, ranging in age from 21 to 49 years, representing 25 to 30 countries and from varied economic circumstances, generates numerous requests for personal, academic, financial, and career
counseling, and less frequently, psychiatric consultation. Students in need of information or counseling frequently contact one of the individuals listed below who are designated by their positions to play a primary role in student counseling. These individuals may provide counseling themselves or may refer the student to the most appropriate resource, either to a faculty or staff member for informal counseling or to the Student Advisory and Health Administration 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 available to discuss problems with students when the need arises. A list of suggested contacts is provided below.

**Personal Counseling/Guidance**
- Ms. Debbie Quinn, Student Advisory and Health Administration Office
  4th Floor Posner Hall, 617-636-2700
- Dr. John Van Pruitt MD, 59 Temple Place, Suite 400; Boston, MA 02111, 617-357-5542

**Academic Counseling/Advising**
- Dr. Robert Kasberg, Associate Dean for Student Affairs, 617-636-6539
- Dr. Michael Thompson, Chair of Student Promotions Committee, 617-636-3775

**Progress in Meeting Clinical Degree Requirements & Remediation**
- Dr. Robert Kasberg, Associate Dean for Student Affairs, 617-636-6539
- Dr. Michael Thompson, Chair of Student Promotions Committee, 617-636-3775

**Post Doctoral Advising**
- Mary Ellen Marks, Academic Affairs Administrator, 617-636-6544

**Research**
- Dr. Gerard Kugel, Associate Dean for Research, 617-636-4299

**Patient Management Issues/Practice Coordinators**
- Dr. Charles Rankin, Chair Diagnosis and Health Promotion, 617-636-0927

**Title IX Liaison and ADA Accommodation**
- Katherine Vosker, Director of Student Affairs, 617-636-0887

**CHAPLAINS**
- Reverend Gregory McGonigle, University Chaplain

- Naila Baloch, Muslim Chaplain
  Interfaith Center, 58 Winthrop St. 781-665-0474

- Lynn Cooper, Catholic Chaplain
  Interfaith Center, 58 Winthrop St. 617-627-2044

- Rachel Pettengill-Rasure, Protestant Chaplain
  Interfaith Center, 58 Winthrop St. 617-627-209781

- Rabbi Jeffrey Summit, Jewish Chaplain and Director,
  Granoff Family Hillel Center 617-627-3242
More information about campus religious and philosophical communities, weekly gatherings and worship service times, and other Chaplaincy programs and services is available on our website at http://chaplaincy.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 their 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 in the first week of December. The specific due date each semester will be noted on your bill.

You may also pay online by electronic check. If you choose not to pay online, payments should be mailed with the payment coupon to Tufts University, Health Sciences Bursar’s Office, P.O. Box 414090, Boston, MA 02241. Payments may also be made in person at the Bursar's Office.

All students must be financially cleared in order to register and attend classes. 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 distribution of work-study paychecks.

The Bursar’s Office is located on the first floor of Posner Hall at 200 Harrison Avenue, Boston MA. Office hours are 9am-4pm, Monday through Friday. For questions about your bill, please contact the Bursar’s Office directly. You may also visit our website at http://finance.tufts.edu/bursar/ for answers to most frequently asked questions and full contact information.

TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

Tufts University Hirsh Health Sciences Library
145 Harrison Avenue
Boston, Massachusetts 02111
Phone 617.636.6705
Fax 617.636.4039

Circulation 617.636.6706
Collections Management 617.636.2420
Document Delivery 617.636.3787; fax: 617.636.4039
Research & Instruction 617.636.6705
Library Administration 617.636.2481
Library Systems Office & Email Account Administration 617.636.2947

**Staffed Hours - Academic Year 2014/15**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:45 a.m. - 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. - 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
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</tr>
<tr>
<td>Sunday</td>
<td>12:00 noon - 10:00 p.m.</td>
</tr>
</tbody>
</table>
For additional information on IT Support hours, holidays and changes, please consult http://www.library.tufts.edu/hsl/about/hours.html

**Hirsch Library 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 Hirsh Health Sciences Library IT Services (HHSL-ITS), circulating book collection, a large classroom, study carrels and the Library IT Service Desk. The HHSL-ITS’s two microcomputer 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 and student workers, provides support for students’ personal computers and email accounts. To reserve a room, please contact the Library IT Service Desk at HHSL-ITS@tufts.edu or call 617-636-2947. For more information, see http://www.library.tufts.edu/hhsl/computing/computing.html.

The sixth floor houses the library’s staff offices, a large classroom, 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 photocopy 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.
Suggestions or comments regarding the library’s policies, services and collections are welcome. Send them by email to hhsl@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.hhsl.tufts.edu/](http://support.hhsl.tufts.edu/) for more information or inquire at the Library IT Service Desk (617-636-2947).

Thirty MacBook laptops and ten iPads are available for students to borrow for use within the library. On weekdays, they may be checked out from the Library IT Service Desk on the fifth floor from 9am-6pm and from the Library Service Desk on the fourth floor from 7:45-9am and 6pm to closing, except on Fridays. On weekends the laptops and iPads are checked out from the Library Service Desk on the fourth floor.

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. 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**

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tisch Library (Arts, Sciences &amp; Engineering, Medford Campus)</td>
<td>617-627-3460 (or 73460 internally)</td>
</tr>
<tr>
<td>Ginn Library (Fletcher School, Medford Campus)</td>
<td>617-627-5021 (or 75021)</td>
</tr>
<tr>
<td>Webster Family Veterinary Library (Grafton Campus)</td>
<td>508-839-7958 (or 87958)</td>
</tr>
</tbody>
</table>

**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
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. Outstanding 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 FindIt@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](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 7th 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](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](https://pharos.hsl.tufts.edu/uniprint)
- for MACs [https://pharos.custhelp.com/app/mac-components](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](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/](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 – 7pm. For further information, please consult http://www.library.tufts.edu/hsl/computing/laptops.html.

**LIABILITY INSURANCE**
All Tufts Dental 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.

**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.

**TUFTS UNIVERSITY HEALTH SCIENCES CAMPUS BOOKSTORE**
116 Harrison Avenue
617-636-6628
Monday, Tuesday & Thursday, 8:30 a.m.-5:00 p.m.
Wednesday, 8:30 a.m.-6:00 p.m.
Friday, 8:30 a.m.-4:00 p.m.

Tufts University Health Sciences Bookstore is your destination for textbooks and course required supplies. The Bookstore stocks textbooks, medical reference and review books, lab supplies, burs, teeth, school supplies and snacks. The bookstore also carries TUSDM merchandise including sweatshirts, t-shirts, mugs, and fine gifts. Please ask a bookseller for any out of stock items, they can be ordered for you.

The bookstore will have all textbooks ready for purchase prior to the start of classes. You can stop by the bookstore to purchase books, or log on to www.tufts-med.bookstore.com to order books, which you may then pick up at the bookstore or have shipped to your home. Out of stock textbooks can be special ordered upon request. Textbooks may be returned or exchanged during the first week of class.

**Return Policy**
- A full refund will be given in the original form of payment if textbooks are returned, with receipt, during the first week of class.
- A full refund will be given in the original form of payment if textbooks are returned, with proof of schedule change and receipt, during the first 30 days of class.
- No refunds will be given without receipt, or if textbooks are not in original condition.

**Payment**
The bookstore accepts cash, checks, Visa, MasterCard, American Express, Discover, Traveler’s Checks, and Barnes & Noble gift cards. Credit card holders must be present for purchases. Students may not use another person’s credit card. Barnes & Noble gift cards are available at the bookstore, Barnes & Noble stores, or at www.barnesandnoble.com.
APPENDIX B: OEO Policies and Procedures

The following are the official university-wide policy statements from the Office of Equal Opportunity. For the full policy and procedures, please refer to the OEO Policies and Procedures Handbook.

Additionally, please note that any student who violates these policies may be subject to additional disciplinary procedures under the Post-Doctoral Ethics, Professionalism, and Citizenship guidelines as discussed above.

Non-Discrimination Policy

Tufts prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of university programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

Tufts does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. Tufts will comply with state and federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination. More detailed Tufts policies and procedures on this topic may be found in the OEO Policies and Procedures Handbook.

Unlawful discrimination has no place at Tufts University and offends the University’s core values which include a commitment to equal opportunity and inclusion. All Tufts employees, faculty members, students and community members are expected to join with and uphold this commitment. Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Jill Zellmer, MSW, Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at 617.627.3298 at 196 Boston Avenue, 3rd floor, Medford, MA or at Jill.Zellmer@tufts.edu Anonymous complaints may also be made by reporting online at: http://tufts-oeo.ethicspoint.com/ As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights (“OCR”). The contact information for the local office of OCR is 617.289.0111 at Office for Civil Rights, Boston Office U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. The email address for OCR is OCR.Boston@ed.gov.

Americans with Disabilities Act (ADA)
The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Tufts University to provide appropriate academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the University community, or fundamentally alter the nature of the University’s employment or academic mission.

Tufts University is committed to providing reasonable accommodations for qualified individuals with disabilities, including chronic illness in a fair and equitable manner, and in accordance with applicable federal and state law. All personnel who are responsible for the implementation of the University’s mission are charged to support this policy.

Sexual Harassment Policy

Sexual harassment violates the dignity of individuals. It is a form of discrimination that violates federal and state laws and is prohibited at Tufts University. Tufts is committed to providing an education and work environment that is free from sexual harassment. The University 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. Managers, supervisors and other agents of the University are required to respond promptly and appropriately to allegations of sexual harassment that are brought to their attention.

Sexual Misconduct Policy/ Sexual Assault Policy (Title IX)

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

Consensual Relationships Policy

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 whom s/he is in a position to exercise authority over in any way.

**Working with One Another Policy**

Tufts University reaffirms its commitment to the principle of equal opportunity and equal treatment in education and employment regardless of a person's race; color; religion; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; age; genetics; disability; veteran's status; ethnicity or national origin. In accepting either a faculty or staff position at Tufts, an individual agrees to share this commitment in the performance of his or her assigned responsibilities and in interaction with faculty and staff colleagues, students and community members. Similarly, students, by way of admittance into the Tufts community, also agree to share this commitment in their educational programs with other students, faculty staff members and community members.

Tufts University strives to provide all staff and faculty with a work environment that is free of harassment or other unreasonable interference with the performance of their University duties. Tufts also strives to provide students and community members with an educational environment that is free of harassment or other unreasonable interference with the performance of their chosen academic responsibilities. We aspire to be a community in which mutual respect guides our day-to-day interactions. While the University respects an individual's right to self-expression, it expects that the rights and concerns of others who work and study at Tufts are respected as well. At Tufts, there is no place in the work or educational environment for conduct that demeans or belittles another person. For these reasons, harassment of any kind, including retaliation, is unacceptable.
**APPENDIX C: Family Educational Rights and Privacy Act of 1974**

The US Congress in 1974 passed the Family Educational Rights and Privacy Act (Buckley Amendment), 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) **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.
<table>
<thead>
<tr>
<th>Enrollment Records</th>
<th>Office of Student Affairs</th>
<th>Sandra Pearson, Director of Enrollment Services (617) 636-0922</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services Records</td>
<td>Office of Academic Affairs</td>
<td>Mary Ellen Marks, Academic Affairs Administrator (617) 636-6544</td>
</tr>
<tr>
<td>Counseling and Testing Records</td>
<td>Student Advisory and Health Administration Office (SAHA)</td>
<td>Deborah Quinn, Director (617) 636-2700</td>
</tr>
<tr>
<td>Cumulative Academic Records (grades, transcripts)</td>
<td>Office of Student Affairs</td>
<td>Sandra Pearson, Director of Enrollment Services (617) 636-0922</td>
</tr>
<tr>
<td>Disabled Student Service</td>
<td>Office of Student Affairs</td>
<td>Katherine Vosker, Director of Student Affairs (617) 636-0887</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Office of Student Affairs</td>
<td>Robert Kasberg, Associate Dean for Student Affairs (617) 636-6539</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Office of Student Affairs</td>
<td>James Moodie, Health Sciences Bursar (617) 636-2141</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office</td>
<td>Sandra Pearson, Director of Enrollment Services (617) 636-0922</td>
</tr>
<tr>
<td>Health Records*</td>
<td>Student Advisory and Health Administration Office (SAHA)</td>
<td>Deborah Quinn, Director (617) 636-2700</td>
</tr>
<tr>
<td>International Student Records</td>
<td>Office of International Affairs</td>
<td>Nia DeYounge, Visa and Administrative Coordinator (617) 636-0355</td>
</tr>
<tr>
<td>Miscellaneous Records (Student education records not included in above list)</td>
<td>Office of Student Affairs</td>
<td>Robert Kasberg, Associate Dean for Student Affairs (617) 636-6539</td>
</tr>
</tbody>
</table>

*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 for 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 record 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 non-forcible 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: 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 D: Drug Free Campus

Drug-Free Campus Program at Tufts University

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 following information to its students and employees.

The illicit use of drugs and alcohol can seriously impair the health and safety of members of the Tufts community and their families. The University is committed to addressing and preventing illicit use and abuse of controlled substances and alcohol within the University community. There are substantial health risks and legal consequences that stem from alcohol and substance abuse. All students and employees are urged to read the information below.

Health Risks
Alcohol and substance abuse are a national public health concern. The health risks associated with the abuse and illicit use of drugs and alcohol are described in the CONTROLLED SUBSTANCES – USES AND EFFECTS and in the enclosed STATEMENT ON ALCOHOL EFFECTS both of which are listed below.

Counseling and Treatment for Alcohol and Other Drug Abuse
The University encourages Tufts students and employees with alcohol or substance abuse problems to seek assistance and treatment. At Tufts, a variety of resources exist where additional information can be obtained about harmful behaviors 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 617-627-5495
- Tufts Health Service 617-627-3350
- Tufts Counseling Center 617-627-3360
- Psychiatrist, University Health Service 617-627-3350

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 (Dental) 508-651-7511

In addition, the Dean of Students office within each of the schools and the University Chaplain’s office are available for referrals to the other resources in the community.

Employees
Employees who need assistance in dealing with alcohol and substance abuse problems are strongly encouraged to utilize the confidential assistance and services offered through the Alcohol and Health Education Program and the Chaplain’s office. Employees may also consult with their Human
resources representative for advice and referrals through the various insured health plans of the University, or to seek out other resources in the community.

**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.

**Disciplinary Sanctions**
The University will impose disciplinary sanctions on students and employees who violate the standards of conduct described above. Sanctions may include but are not limited to: 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 Tufts Student Assistance Program as part of the student disciplinary process.

**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 violations. The Massachusetts 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, regardless of any age. Anyone violating such ordinances is subject to arrest.

**Effects of Alcohol**
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 spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, 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.

Additional information on the effects of alcohol can be found here:
APPENDIX D: Tufts University Information Stewardship Policy & Supporting Information Policies

Information Stewardship Policy Statement
Tufts University and members of the University community are expected to responsibly manage and use information in support of research, teaching, service, and administration. All information that is created, collected, licensed, maintained, recorded, used, or managed by the University, its employees, and agents working on its behalf, regardless of ownership or origin, is institutional data. The electronic and physical systems owned or licensed by Tufts University used to store and access institutional data are institutional systems. Members of the Tufts community are expected to responsibly maintain and use institutional data regardless of the resource used to access or store the data—whether an institutional system, a privately owned resource, or a third-party resource. The privacy of the personal information of University community members and clients should be protected. This policy and suite of accompanying policies, procedures, and resources will help ensure that Tufts’ institutional data and systems are protected from misuse, unauthorized access, damage, alteration, or disclosure, while preserving the ability of authorized individuals to access and use institutional data and systems for appropriate University purposes.

Members of the Tufts community working with or using institutional data and systems in any manner must comply with all federal, Massachusetts, and other applicable laws and regulations; all applicable university policies, procedures, and standards; and all applicable contracts and licenses. Members of the Tufts community who violate this policy may be denied access to institutional data and systems, and may be subject to other penalties and disciplinary action, both within and outside of the University.

Use of Institutional Systems Policy Statement
The electronic and physical systems owned or licensed by Tufts University used to store or access institutional data are institutional systems. These systems support the University’s instructional, research, and service mission, including all university related activities. Use of these systems, like those of other university resources and activities, is subject to all applicable laws and regulations; university policies, procedures, and standards; and contracts and licenses. All operation of institutional systems should therefore represent Tufts’ values and mission and management expectations for ethical behavior.

Authorized Individual Access
Tufts institutional systems are provided to authorized individuals for University-related purposes. Types of authorized individuals are described in the Eligibility for IT Policy. All access and use must be properly controlled in a manner defined by management, and consistent with individual roles and job responsibilities. Members of the Tufts community are entrusted with access to institutional systems on an individual basis. Members of the Tufts community are not permitted to extend access further to any other person by any means, including sharing access, providing unauthorized redistribution of services, or otherwise obfuscating the true identity of the user. Users are expected to take reasonable steps to prevent unauthorized access. Authorized access to institutional systems is generally expected to end when a user no longer has an official connection to the Tufts community. Managers have the authority to limit the personal use of institutional systems. Such personal use cannot involve access to confidential data, interfere with work responsibilities, or place an undue burden on institutional systems.

Resource Management, Monitoring, and No Expectation of Privacy in Use
Use of institutional systems is not ultimately private. While Tufts does not routinely monitor individual usage of resources, normal operation and maintenance of resources requires logging of activity, backup and caching of data, and other activities necessary to provide services and ensure adherence to laws and regulations.

The University may, at its sole discretion and without notice to the individual:

- Monitor the activity of individuals without notice whenever there is reasonable cause to believe a law, contract, or any Tufts policy is being violated.
- Utilize the results of any general or individual monitoring in appropriate university disciplinary proceedings or in litigation; and
- Disclose the results of any such monitoring, including the contents and records of individual communications, to appropriate University personnel, local, state, or federal law enforcement agencies, and pursuant to legal process (such as a subpoena).

Security and Local Policies/Practices
The University employs various administrative, technical, and physical controls to reduce inherent risks associated with using institutional systems and to safeguard institutional data. However, security cannot be guaranteed solely with centralized controls. School, division, departmental, and individual controls, policies, and practice should establish and maintain appropriate access control and security, including the use of antivirus software, personal firewalls, secure storage areas for physical media, user accounts, and authorized forms of encryption for institutional data and institutional systems.

Management Controls
Administrative, physical, and technical controls serve to reinforce Tufts’ interpretations of responsible use, verify trust placed in individuals, and limit their authorization to institutional systems and institutional data. Disabling, deliberately circumventing, or probing or testing such controls threatens the entire network of institutional systems, and is a violation of this policy. When an institutional system has been compromised or may not be operating under appropriate management control—and in order to protect the confidentiality, integrity, or availability of institutional systems, institutional data or to otherwise protect the University—management may temporarily disable, disconnect, or contain any account, device or system, prior to, during, or upon completion of an investigation.

Resource Exhaustion and Disruption of Others
Operation of institutional systems must respect the finite capacity of those systems and limit use so as not to consume an unreasonable amount of systems capacity or to interfere unreasonably with the activity of other users. The University may require users of institutional systems to limit, schedule, coordinate, or refrain from specific uses in order to ensure that adequate resources are available to all users.

Policy Violation
Depending on the circumstances, and in management’s sole discretion, members of the Tufts community who violate this policy may be denied access to institutional data and systems, and may be subject to other penalties and disciplinary action, both within and outside of the University. The University may refer suspected violations of applicable law to appropriate law enforcement agencies.

Information Classification and Handling Policy
This policy provides a three-level classification scheme for the confidentiality of institutional data and establishes the requirements to maintain the integrity and availability of institutional data regardless of its ownership or origin.

Confidentiality

This policy establishes three levels of confidentiality for institutional data. All members of the community must know the level of confidentiality for the institutional data under their care. All members of the community must manage institutional data under their care with safeguards that are commensurate with the data’s level of confidentiality. This includes implementing and operating institutional systems that support the confidentiality of the institutional data under their care.

<table>
<thead>
<tr>
<th>Confidentiality</th>
<th>Level</th>
<th>Description Consequences of Unauthorized Disclosure</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level A: Confidential Institutional Data</td>
<td>Institutional data that is meant for a very limited distribution—available only to members of the Tufts community on a strictly need-to-know basis. This institutional data includes, but is not limited to, personally identifiable information (name plus social security number, state ID number, financial account number) or protected health information. Tufts is usually, but not always, required to protect this information by law or contract.</td>
<td>Some of the consequences may include: violation of peoples’ privacy, reputational and financial loss, and legal sanctions for Tufts</td>
<td>Payroll records, personnel files, compensation data, tenure and promotions files, financial aid records, student records, accounts payable records, vulnerability and audit reports, protected health information, any documents with nonpublic personal information, any information unauthorized individuals can use to steal identities or financial resources.</td>
</tr>
<tr>
<td>Level B: Sensitive Institutional Data</td>
<td>Institutional data that is meant for a limited distribution; available only to members of the Tufts community that need the institutional data to support their work. This institutional data derives its value for Tufts in part from not being publically disclosed.</td>
<td>Some of the consequences may include: reputational and financial loss, a hindrance to productivity, or a competitive disadvantage for Tufts.</td>
<td>Internal memos and emails, planning documents, logs, audit trails, research notes documenting the development of a patentable invention.</td>
</tr>
<tr>
<td>Level C: Public Institutional Data</td>
<td>Institutional data that is meant for members of the Tufts community and in some cases wide and open distribution to the public at large. This institutional data does not contain confidential information.</td>
<td>Some of the consequences may include: violating licenses, loss of access to subscription resources, or a financial loss for Tufts.</td>
<td>Limited to Tufts Community Licensed library resources, licensed software, Wide and Open Distribution Publications, press releases, information posted on and meant for open websites.</td>
</tr>
</tbody>
</table>

Integrity

All information owners, managers, and custodians are responsible for maintaining the integrity of the institutional data under their care, ensuring that the data is complete and unaltered in all essential respects. Information managers and custodians are responsible for implementing and operating institutional systems that support the integrity of the institutional data under their care.

Availability

All information owners, managers, and custodians are responsible for maintaining the availability of the institutional data under their care to persons who are permitted to use such data, ensuring the data is retrievable, deliverable, and understandable. Information managers and custodians are responsible for implementing and operating institutional systems that support the availability of the institutional data under their care.

Policy Violation

Depending on the circumstances, and in management’s sole discretion, members of the Tufts community who violate this policy may be denied access to institutional data and systems, and may be subject to other penalties and disciplinary action, both within and outside of the University. The University may refer suspected violations of applicable law to appropriate law enforcement agencies.

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Information Roles and Responsibilities Policy

Members of the Tufts community manage and use institutional data to support their work. Using and managing institutional data comes with a variety of responsibilities, which this policy defines. All management and use of institutional data should represent Tufts’ values and mission and management expectations for ethical behavior.

- **Respect for Individual Privacy**
  Except as required by policy and law, all members of the university community are obligated to respect the privacy of others as noted in this policy and the Business Conduct Policy. Respecting the privacy of others includes not placing confidential or sensitive institutional data on institutional systems or other environments that are unfit or unauthorized for such purposes, or engaging in activities that unnecessarily expose institutional data to harm or unauthorized access.

- **Compliance**
  All members of the community are obligated to manage and use institutional data in a manner that is compliant with all applicable laws and regulations; university policies, procedures, and standards; and contracts and licenses. Members of the Tufts community are responsible for using and managing institutional data in a compliant manner regardless of the resource used to access or store the data—whether an institutional system, a Tufts community member’s privately owned resource, or a third-party resource.

- **Requirements of Other Jurisdictions**
  All members of the community who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries and the rules and policies of external networks and systems. Users should ensure that their use of any particular resource is consistent with laws within those other jurisdictions. The best source of information to clarify these requirements is with the user’s academic or administrative manager.

- **Respect for Copyright**
  All members of the community must respect the work product and copyrights of others as noted in the Policy on Fair Use of Copyrighted Materials.

- **Priority of University Business**
  All members of the community are expected respect the priority of university business and keep the personal use of institutional systems to a minimum. Managers have the authority to limit the personal use of institutional systems.

- **Prohibition on Testing of Security Controls**
  Under management direction, the University performs routine testing and audits of its security controls to help ensure they are working as intended. Anyone who seeks to violate the legitimate privacy of others or gains unauthorized access to resources is in violation of this policy and any probing or testing of security controls is strictly prohibited. Violations will be investigated, will follow established internal disciplinary procedures and may be referred to external law enforcement agencies for further legal action.

- **Policy Violation**
  Depending on the circumstances, and in management’s sole discretion, members of the Tufts community who violate this policy may be denied access to institutional data and systems, and may
be subject to other penalties and disciplinary action, both within and outside of the University. The University may refer suspected violations of applicable law to appropriate law enforcement agencies.

Roles
Members of the Tufts community play different roles in the use and management of institutional data. The table below defines these roles and associated responsibilities. Individuals are not to be formally assigned to particular roles (in fact, everyone has different roles for different types of institutional data). Rather, this policy is designed to help members of the community understand the interconnected framework of responsibilities managing and using institutional data.

Information Owners
- Generally speaking, Tufts University is the information owner of institutional data. Faculty members are often information owners of their faculty materials. See the Policy on Rights and Responsibilities with Respect to Intellectual Property for more details on ownership rights.
- Information owners have the right and responsibility to manage and use institutional data appropriately, as defined by all applicable laws and regulations; university policies, procedures, and standards; and contracts and licenses. Information owners may delegate the responsible management of their institutional data to information managers.

Information Managers
- The individuals charged by information owners to ensure the responsible management and use of institutional data. Information managers are typically senior managers, senior administrators, and directors of schools, divisions, offices, and departments. Faculty members are the information managers of their faculty materials.
- Information managers make the decisions and take the actions on behalf of the information owners needed to ensure the responsible and appropriate management and use of institutional data. Typical responsibilities of information managers include, but are not limited to:
  - Establish appropriate information management policies and procedures;
  - Identify the laws and regulations; University policies, procedures, and standards; and contracts and licenses that affect the institutional data under his or her care;
  - Identify the classification of institutional data under his or her care;
  - Determine the appropriate access and use of institutional data under his or her care;
  - Provide communications and education to information users on the appropriate use and care of institutional data;
  - Work with information custodians to establish and maintain trustworthy institutional systems.

Information managers may delegate some management activities to information custodians, usually for reasons of efficiency and effectiveness. Information managers may also appoint information stewards to undertake activities for the manager, including, but not limited to, surveying the location and state of information, developing and implementing information policies and procedures, and implementing protective measures.

Information Custodians
- The entities or individuals charged by information managers to execute aspects of managing institutional data. Information custodians are typically IT units that maintain and operate institutional systems in order to manage institutional data on behalf of information managers.
- Information custodians make the decisions and take the actions needed to support the management function delegated by the information managers to the information custodians. Information custodians’ decision-making, actions, and responsibilities are limited to those
delegated functions. Typical responsibilities of information custodians include, but are not limited to:

- Maintain and operate institutional systems;
- Ensure that institutional systems have the safeguards in place that are commensurate with confidentiality level of the institutional data held or accessed by the institutional systems;
- Manage access to institutional data appropriately;
- Follow and implement information policies and procedures.

**Information Users**

- Individuals that access and use institutional data in support of their research, teaching, service, and administrative work. Typically, information users are faculty, staff, and affiliates.
- **Information users** have the responsibility to access and use institutional data in an appropriate and compliant manner. In particular, information users have the responsibility to protect the personal information of information subjects in the institutional data they are accessing and using.

**Information Subjects**

- The individuals that have information about them in institutional data. Nearly all members of the Tufts community—students, faculty, staff, affiliates, alumni, and donors, plus non-matriculated students—are information subjects.
- **Information subjects** have the right to expect that information users, custodians, managers, and owners will manage and use the institutional data that contains information about them in an appropriate and compliant manner. In particular, information subjects have the right to expect that information users, custodians, managers, and owners will use reasonable efforts and resources to protect the subject’s personal information.
APPENDIX E: TUSDM Policy and Procedures for Use of Criminal Background Information

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 Certiphi Screening, Inc. 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.

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 Student Code of Principles of Ethical and Professional Conduct 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**

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.

**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 (please see below for the list of misdemeanors which need to be reported) 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 document that students sign states as follows:

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 physician. 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.

For the Retention of Criminal History Information, see below.

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

The Criminal History Review Committee will conduct an individual review or 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 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 periods set for above.
- **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.
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 F: Maternity Leave Policy

To request maternity leave students must complete a maternity leave of absence form at least three months prior to the beginning of maternity leave. Maternity leave can be granted for up to ten weeks.

Before leaving school, students going on maternity leave must meet with the Office of Academic Affairs Program Coordinator, and if they are providing patient care, they must inform their patients and notify their Practice Coordinators and DPA. While on maternity leave, students should focus on enjoying their newborns, and remember to take care of themselves.

When students are unable to return to school as stated on the request for leave, they must submit a written request for an extended leave of absence to the Associate Dean for Student Affairs.

To return to school, students must submit a written statement of intent to return to the Associate Dean for Student Affairs one month before they plan to begin classes again. Upon return to TUSDM, students must provide the Registrar’s Office with a doctor’s note that they are able to return to school studies and to perform patient care. They must meet with Dr. Thompson and Corinne Amirault, Office of Academic Affairs to discuss re-entry to the curriculum. Students can request maternity leave if adopting a child by simply follow the same process as for standard maternity leave.

Male students can request paternity leave for the birth of their newborns. By simply following the same process as for standard maternity leave, but the length of paternity leave is four weeks.

Before going on maternity leave:
1. Submit the request form to the Associate Dean for Student Affairs three months before your leave begins. The form is included in Appendix [x] and can also be found on TUSK. You may also request a copy from the Office of Academic Affairs or from the Advanced & Graduate (AGE) Office.
2. Meet with the Office of Academic Affairs Program Coordinator
3. If you are providing patient care, notify you Practice Coordinators and DPA
4. Inform your patients
5. Ensure continuity of patient care by making sure they can be treated while you are absent.

While on Leave:
1. Focus on enjoying your time with you 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 Corinne Amirault, Office of Academic Affairs to discuss re-entry to the curriculum.
Maternity Leave Frequently Asked Questions

❖ *Must I request a leave in writing?* Yes. The Office of Student Affairs has a form you must complete at least three months prior to the beginning of your maternity leave.

❖ *What happens with my courses/exams while on maternity leave?* Depending upon the time and length of your maternity leave, you may be allowed to keep up with your courses through TUSK and complete the exams upon your return, or you may need to start the semester over with the class behind you.

❖ *Must I submit documentation to return to school?* Yes. You must submit a written statement of intent to return to the Associate Dean for Student Affairs one month before you plan to begin classes again.

❖ *Who do I contact about health coverage for my newborn?* You must contact your health insurance plan at the beginning of your pregnancy to learn how to enroll your newborn child.

❖ *What is the time frame allotted for maternity leave?* Maternity leave can be granted for up to 10 weeks.

❖ *If I am unable to return to my studies as stated on my request for leave, what are the steps I must take to extend my leave?* You must submit a written request for an extended leave of absence to the Associate Dean for Student Affairs.

❖ *How is my tuition affected?* It depends upon the time and length of your leave of absence and how much of the semester you completed.

❖ *How do I find day-care?* www.childcareservices.org

❖ *Can I request maternity leave if adopting a child?* Yes. You follow the same process as for standard maternity leave.

❖ *Can a student still see & treat patients while on medical leave?* No. Students on leave are not to see or treat patients while officially on leave. A medical leave is to help students take care of themselves and insure they are capable upon returning to school and provide patient care, or return back to their studies.

❖ *Can male students request paternity leave for the birth of their newborns?* Yes. You follow the same process as for standard maternity leave, but the length of paternity leave is four weeks.

❖ *Are there rooms for nursing mothers?* Yes. A nursing room is located on the 4th floor room 418. Please see Katherine Vosker for access.

Withdrawal
A student who wishes to withdraw voluntarily from the program may do so by notifying the Director of Advanced and Graduate Education or his/her program director in writing. The student will be withdrawn as of the date the letter is received. It should be noted that if the student should wish to return to the Master of Science program at a later date, he or she will have to petition the Advanced and Graduate Education Committee for re-admission.
The official date of withdrawal will determine the computation of costs and refunds. Those who fail to notify the Director in writing will receive an official withdrawal date, which is the last known date that the student attended classes.

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.
Maternity/Paternity Leave Form (Short-Term Medical Leave)

Name ________________________________________ School ID#: ___________________________

Local address
________________________________________________________________________________
Street, Apt#
________________________________________________________________________________________
.City, State, Zip Code

Day Telephone # ( ) ____________________________

Current Enrollment Term: ___________________ Leave Requested For: ___________________________

Expected Due Date: _______________________________

Requested Time-off period: _______________________  Expected Return Date: _______________________ 

Course(s)/Exam(s) you will be missing during the requested time-off period:

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

Course/Exam Name:
____________________________________________________________________________

I have met with the Office of Academic Affairs to inform them of my request for maternity leave and to arrange my return back into the curriculum/clinic, scheduling of make-up exams & quizzes, etc. missed in my absence.

Student’s Signature: ______________________________ Date: __________

Academic Affairs Signature: ____________________________ Date: __________

Office of the Registrar Signature: ____________________________ Date: __________

Dean of Student Affairs Signature: ____________________________ Date: __________
APPENDIX G: ADEA

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:

<table>
<thead>
<tr>
<th>Values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence</td>
<td>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.</td>
</tr>
<tr>
<td>Fairness</td>
<td>Demonstrating consistency and even-handedness in dealings with others.</td>
</tr>
<tr>
<td>Integrity</td>
<td>Being honest and demonstrating congruence between one's values, words, and actions.</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.</td>
</tr>
<tr>
<td>Respect</td>
<td>Honoring the worth of others.</td>
</tr>
<tr>
<td>Service-mindedness</td>
<td>Acting for the benefit of others, particularly for the good of those the profession serves, and approaching those served with compassion.</td>
</tr>
</tbody>
</table>

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

I. 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.

II. **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.

III. 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 undue conflicts.

IV. 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.
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.

V. 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.

VI. **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 H: Meaningful Use Statement and NPI

Tufts University School of Dental Medicine has begun the process of applying for federal funds available through the 2009 HITECH (Health Information Technology for Economic and Clinical Health) Act to incentivize the adoption and "meaningful use" of certified electronic health records (EHRs) by providers, including dentists. The amount of federal funds available through this process is considerable and will greatly aid the dental school in the fulfillment of its mission.

To assist the school in this initiative, all incoming PG residents must:

- Possess a DMD or DDS degree at the time of matriculation.
- If an incoming resident holds a degree from a dental school outside of the United States or Canada, he/she must meet the educational requirements established and evaluated by the Commonwealth of Massachusetts prior to matriculation. Specifically, he/she must have a dental degree earned from a dental school in which the curriculum was taught in English, or must satisfy one of the following requirements:
  - Achieve minimum scores on the internet based Test of English as a Foreign Language (TOEFL) as follows:
    - Achieve an overall score of 90 with the following individual section minimums:
      - 25 Written
      - 24 Spoken
      - 21 Reading
      - 17 Listening
  - Achieve minimum test scores of 7.0 on the Academic format of the International English Language Testing System (IELTS)
  - The TOEFL must be completed no more than 2 years before the application deadline. A TOEFL score more than 2 years old on the date of the application deadline will no longer be valid. The requirement is mandatory, and any decisions made by the postgraduate department or Admissions Office may be rescinded if the required documentation is not provided by the requested date. To have your scores sent to Tufts University School of Dental Medicine use institution code 3902 and department code 38 on the TOEFL registration form. For more information regarding the TOEFL contact: TOEFL Educational Testing Services, Box 6151, Princeton, NJ 08541-6151, or telephone 609-771-7760. You may also visit the website at http://www.ets.org.
- After matriculation, residents must submit proof of licensure or apply for a limited license through the Massachusetts Board of Registration in Dentistry.
- As an Eligible Professional (EP), as defined by the Centers for Medicaid and Medicare Services, you are expected to apply for and receive a National Provider Identifier (NPI). Please see the attached directions for obtaining an NPI.

The Medicare and Medicaid EHR Incentive Programs provides incentive payments to eligible professionals and eligible hospitals including dental schools as they adopt, implement, upgrade or demonstrate meaningful use of certified EHR technology. If you are an Eligible Professionals (EP) who has received a National Provider Identifier (NPI), you will support TUSDM in the acquisition of Medicare and Medicaid Electronic Health Records (EHR) Incentive Program funds through your enrollment in the Massachusetts eHealth Institute (MeHI) and MAPIR systems while enrolled in a TUSDM residency program. All payments of funds out of these programs will be used to support the TUSDM's EHR infrastructure and are not part of your compensation. Please note that participation in this program is mandatory for all postgraduate residents enrolled at Tufts University School of Dental Medicine.
Should you have any questions, please contact Dr. Robert Kasberg, Associate Dean for Admissions and Student Affairs.
APPENDIX I: The National Provider Identifier (NPI)

The National Provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) administrative standard. It is simply a unique identification number for covered health care provider, health plans and health care clearinghouses who use the NPIs to complete administrative and financial transactions.

The NPI is a 10 digit, intelligence free, numeric identifier that does not carry other information about healthcare providers, such as tax or Visa status.

All incoming Residents are now required to have a documented NPI before participating in a TUSDM Residency Program.

Residents with Social Security Numbers

You may apply for an NPI by submitting a paper (hard copy) or electronic Application with all of the required information listed below. For the most efficient application processing and the fastest receipt of an NPI, use the web-based electronic application process. You may complete an electronic application for an NPI by visiting:

https://nppes.cms.hhs.gov/NPPES/Welcome.do

2. Login to NPPES with your I&A Username and password.
3. Complete the NPI application. Estimated time to complete the NPI application form is 20 minutes.

Below is a list of information that you must have to complete the NPI Application Form. You will not be able to save your work if you quit before you have completed the application form.

- **Information Required for Individual Providers:**
  - Provider Name
  - SSN (if you do not have an SSN, you cannot apply for an NPI electronically) Provider Date of Birth
  - Country of Birth
  - State of Birth (if Country of Birth is U.S.)
  - Provider Gender
  - Mailing Address
  - Practice Location Address and Phone Number

**Taxonomy (Provider Type)**

- Taxonomy Code: 390200000X (for students w/o license)
- If you have a license, choose the most appropriate Dentist Taxonomy code that begins “1223…”
  - The codes are listed at: http://www.wpc-edi.com/codes/taxonomy
- Taxonomy Code: 122300000X (for residents with DDS or DMD license)

**State License Information**

- If you have a license, enter the appropriate information.
- If you don’t have a license, you would have already entered the Student Taxonomy code in the previous “Taxonomy- Provider Type” field and will be allowed to skip this field.

Contact Person Name
Contact Person Phone Number and E-mail
If you wish to obtain a copy of the paper NPI Application/Update Form (CMS-10114) and mail the completed, signed application to the NPI Enumerator located in Fargo, ND, whereby staff at the NPI Enumerator will enter the application data into NPPES. This form is now available for download from the CMS website (CMS-10114 NPI Application/Update Form [PDF, 159KB]) or by request from the NPI Enumerator. Health care providers who wish to obtain a copy of this form from the NPI Enumerator may do so in any of these ways:

- Phone: 1-800-465-3203 or TTY 1-800-692-2326
- E-mail: customerservice@npienumerator.com
- Mail:
  - NPI Enumerator
  - P.O. Box 6059
  - Fargo, ND 58108-6059

**Residents without Social Security Numbers**

To apply for a National Provider Identifier (NPI) without furnishing a social security number (SSN), you must complete a paper NPI Application/Update form and mail it to the NPI Enumerator. In order to fill out the paper NPI Application/Update form, complete the steps below:

- In Section 1A Reason for Submittal of this Form, select the ‘Initial Application' box
- In Section 1B Entity Type, select ‘Type 1'.
- Complete:
  - Section 2A Identifying Information,
  - Section 3 Business Addresses and Other Information,
  - Section 4A Individual Practitioner's Signature, and
  - Section 5 Contact Person.

**** For Taxonomy-Provider Type instructions, please see details above

You must furnish two proofs of identification with the NPI Application/Update form. Acceptable forms of identification include: Passport, U.S. Issued Driver's License, Birth Certificate, or U.S. State Issued Identification. In order to process the application, the two proofs of identification must be translated into English.

Also, you must provide a Letter of Explanation stating (see the sample letter below):

- Why you need the NPI.
- Your Residency Start Date.
- Your Residency End Date (if known)

Failure to provide all necessary information may delay processing of the application.

Once you complete the paper NPI Application/Update form, you must submit it to the NPI Enumerator via mail at the address provided on the third page of the application.

NPI Application/Update forms received via email or fax will not be processed.

If you have any further questions regarding this message, please do not hesitate to send an email to customerservice@npienumerator.com or contact the NPI Enumerator at 1-800-465-3203 between the hours of 9 a.m. and 5 p.m. Eastern Time.
RESIDENT NAME ADDRESS

[Current Date]

NPI Enumerator
P.O. Box 6059
Fargo, ND 58108-6059

RE: REQUEST FOR NPI NUMBER FOR DENTIST WITHOUT SSN
[NAME OF DENTAL RESIDENT]

Dear NPI Enumerator:

I am requesting an NPI number and my completed CMS10114 application is attached with all supporting documents. Please note that I do not have a US Social Security Number as I have not yet met the immigration requirements needed to obtain one.

I will be a Resident/Fellow with Tufts University School of Dental Medicine’s [NAME OF RESIDENCY/FELLOWSHIP PROGRAM]. The program will begin on July 1, [YEAR] and end on June 30, [YEAR]. A brief description of the residency program is below:

[ADD BRIEF DESCRIPTION OF RESIDENCY/FELLOWSHIP PROGRAM HERE]

As a provider, I fully understand that I will need to keep the NPI Enumerator informed of any changes to the information provided on the NPI Application within 30 days of the date the changes take effect. I also understand that I must provide the NPI Enumerator with my SSN within 30 days of the date it is received.

Thank you for your favorable review of my NPI application and supporting documents. Please feel free to contact me should you have additional questions or concerns.

Sincerely yours,

[NAME OF INTERNATIONAL DENTAL RESIDENT]
APPENDIX J: Computer Ethics Policy

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. No one may use, access, alter, or copy the accounts, passwords, directories, files, or programs of any other user without that person’s consent.
3. 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.
4. No one may copy copyrighted software or run illegally copied software at Tufts.
5. 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.

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 Standards for Ethical Conduct and Professionalism on page 15 for additional information.

MASSACHUSETTS COMPUTER CRIME LAW

The Massachusetts law, MA Gen. Law 226.33A:

- 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 makes electronic copies of computer and data files admissible in court, thus allowing a business to maintain use of its original systems and files during proceedings. The new law 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 were 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 K: PRESS POLICY

Tufts University and Tufts University School of Dental Medicine 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 Tufts University School of Dental Medicine, for example, is not in Somerville, or that you are a resident 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 with whom they collaborate about such inquiries. If and when you are contacted by a reporter, and before you are interviewed or send materials, please contact Jennifer Kritz or Siobhan Gallagher in the Office of Public Relations on the Boston campus. Either of these public relations professionals can be of assistance, so please do not hesitate to contact them.

- Jennifer Kritz, Deputy Director of Public Relations, Tufts University
  Jennifer.kritz@tufts.edu or 617-636-3707
- Siobhan Gallagher, Associate Director of Public Relations, Tufts University
  siobhan.gallagher@tufts.edu or 617-636-6586
PRINCIPLES OF USE OF TUFTS UNIVERSITY NAME AND INSIGNIAS

- 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 the affiliation with the University.

- 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.

- 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.

- Will Tufts be able to realize a fair and reasonable gain (through image enhancement or through 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
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 Senior Vice President for University Relations, who will make the final decision. Specific questions or requests for approval can be emailed to nameuse@tufts.edu

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 Senior Vice President for University Relations.

In considering any proposed use, University officials will be guided by the principles outlined above.

Use of the official Tufts logo will follow these guidelines and additionally must adhere to the graphic standards outlined 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.

Guidelines for Use of Name by Faculty, Staff, Students and Alumni
Faculty members and staff may use the Tufts name or the name of the appropriate school to identify themselves on stationery, business cards, publications in research or educational journals and other materials used in the course of their university-related activities (e.g. John Smith, Professor of
Mathematics, Tufts University). Students and alumni may wish to identify themselves as students or graduates of the University in biographical information. In using or authorizing use of the Tufts name to identify themselves in connection with activities conducted with outside individuals or entities (e.g. authoring a book), members of the Tufts community should be sure that the Tufts name is used in a manner that does not imply University endorsement or responsibility for the particular activity, project or product. For example, when authoring a book, a faculty member may describe his or her affiliation with Tufts University on the inside of the book or book jacket. The name of the University should not appear on the cover of the book. Likewise, the name of Tufts University may not be used in the title of any journal or other publication without the expressed permission of the University. Such permission will not normally be given in any circumstance where the University does not retain exclusive editorial control over the publication. Use of the University name or logo is NOT permitted for cards, stationery, signage, promotional literature, web sites or other communications used in connection with an individual’s private practice or business.

All other proposed uses of the Tufts name by faculty and staff and any use of the name by students and alumni should be submitted to the Office of University Counsel.

Guidelines for Use of Name by Individual Schools and Units
Schools or units may use the name of Tufts University or the name of their school or unit in the following activities:
- stationery, business cards and other materials used by the schools or other units in the course of their university-related activities;
- content in printed or multimedia form in which the University, school or unit involved regularly communicates with its constituencies, including course catalogues and related materials, web pages within the tufts.edu domain and similar publications issued by the schools and other units;
- course materials and any materials prepared for use in connection with courses conducted at the University, whether in printed or digital form.

In any such uses, the school or unit involved should take care that its use does not adversely affect other schools or the institution as a whole. Ultimately the Senior Vice President for University Relations has the right to review and determine the appropriate use of the Tufts University name.

Any other use of the University's name or the name of the individual school or unit will require approval as outlined above in Item 2 of "General Guidelines and Procedures." In particular, prior approval is required if the use of name involves the sale or distribution for financial consideration of a product or service or the granting of a license for use of the name on merchandise, including but not limited to apparel, software or electronic media.

Any news, marketing and/or publicity materials designated for dissemination to media channels and extended audiences of elected/appointed officials, investors, donors, and others concerning official University or School matters require up-front involvement (at the planning stages) with the University's Public Relations Department and, as appropriate, the Community Relations and Publications departments. The Public Relations Department, working with the mandate and approvals of the University's administrative leadership team, must review any materials and information targeted at the media. The Public Relations, Publications and/or Community Relations departments should be an
integral part of any continuing external publicity or marketing outreach by other parties if it involves the use of the Tufts name, insignias, or affiliation, etc.

**Guidelines for Use of Name by Third Parties**

In general, use of the University's name or the name of an individual school or unit requires written approval by the Office of University Counsel as outlined above. However, certain uses by third parties are generally permitted and do not require written approval:

A third party may use the University name when reporting a transaction internally or reporting a transaction to regulatory authorities as required by applicable law.

- For example, a corporation that has made a grant to the University may report the amount of such grant in internal documents summarizing its charitable activities, or on its tax returns.

A non-profit or government entity that has funded research or programming at the University may disclose that it has provided such funding. In addition, if such funded research is published, the source of the funding should be indicated along with the University affiliation of the researcher.

If a third party receives a license to use or distribute material written or developed by the University, the material should include a written acknowledgment that the copyright is owned by Tufts University and that the material is being used or distributed under the terms of a license with the University (with all other rights being reserved).
APPENDIX L: Miscellaneous

ELIST – SENDING MESSAGES TO STUDENT EMAIL LIST SERVS

Messages to all D.M.D students:
If you are requesting that a message be sent to all D.M.D Students, which includes the Class of 2017, 2016, 2015, 2014, International Class of 2015, 2014, you must send the message to:
- dentalpredocs@elist.tufts.edu, and
- Complete the subject line with a recognizable subject of your message, type the message text in the body, and add any cc: or bcc: individuals and send;
- If you wish to receive a copy of the sent message, please cc: or bcc: yourself on the message.

Please note that the postings to class lists are set up as "Announcement" and "No Moderated-Edit". This means that the list owner, in this case the Office of Student Affairs, will receive a copy of the message for approval or discard. If there are any concerns with the content of the message, the message may be sent back for a request for modification, which has previously occurred, in rare cases. The message that is sent to the class will appear as if it is coming from your email address.

Messages to Individual Classes:
If you are requesting that message be sent to individual classes you must use the following email addresses:
- The Class of 2017 d17@elist.tufts.edu
- The Class of 2016 d16@elist.tufts.edu
- The Class of 2015 d15@elist.tufts.edu (includes the DIS Class of 2015)
- The Class of 2014 d14@elist.tufts.edu (includes the IS Class of 2014)
- International Class of 2014 IS14@elist.tufts.edu
- International Class of 2015 DIS15@elist.tufts.edu

If you have any questions or concerns regarding Dental School Class List servs, please contact the Office of Enrollment Services @ 6-0814.

Messages to all Post-Doctoral Students:
- dentalpostdocs@elist.tufts.edu

Messages to Entire Dental Community:
If you are requesting that a message be sent to all students, faculty and staff, use:
- tusdm@elist.tufts.edu

If you need to email only Dental Faculty and Staff, then use:
- Dental_all@elist.tufts.edu

If you have any questions or concerns regarding the dental faculty and staff list, please contact the IT department at Kevin O’Dea at X 6-0328.
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

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. 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 $25.00 ($5.00 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 amount 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 coupon 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 occasion to leave the garage, 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.

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 (or you can pay with $7.50 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 a 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 outside of the allowed hours, you will be charged the full day commercial rate of $34.00.

**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.

**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 parker 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**  
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/.