TUFTS UNIVERSITY SCHOOL OF DENTAL MEDICINE

Location

Tufts University School of Dental Medicine is located in downtown Boston on the Tufts Health Sciences Campus. These thirteen acres encompass the Health Science Schools and the Jean Mayer USDA Human Nutrition Research Center on Aging. Adjacent to, and contiguous with the Tufts facilities, is the Tufts Medical Center Hospitals, Inc. Within this complex of buildings, TUSDM occupies the Dental Health Sciences Building, which was completed in 1973. The School of Medicine is housed primarily in the Center for Health Communications, the Medical and Veterinary Building on Harrison Avenue, and the Jaharis Family Center for Biomedical and Nutrition Sciences. The School of Graduate Biomedical Sciences enrolls doctoral candidates in the basic biomedical sciences and is located on the eighth floor of the Biomedical building. All basic science departments of the Tufts Boston Campus serve the two professional schools (dental and medical), the Sackler School or Graduate Biomedical Sciences, and the Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy.
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.
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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 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. TUSDM is further distinguished by sending the most dental students to the National Institute of Health Medical Research Scholars Program, and for having the most student presentations at the annual meetings of the American Association for Dental Research.

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

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

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

Mission

Education committed to clinical excellence

- Evolving comprehensive dental education that integrates science, technology, patient needs, and lifelong learning in a world-class environment
- Interdisciplinary, dynamic research to improve oral care and impact overall health
- Recruitment, development, support, and retention of a diverse group of exceptional students, faculty, staff, and alumni
- Civic engagement in service to our local, regional, national, and global communities

Values

- Professional excellence and integrity in living, learning, and practicing with the highest ethical and clinical standards
- Community to advance dentistry through the integration of education, research, and collaboration
- Respect for each other’s rights, opinions, and beliefs in a diverse, culturally sensitive, and supportive environment
- A culture of open communication that fosters a sense of community
Foreword

The handbook is published to acquaint you with the policies of the School of Dental Medicine and the post-doctoral programs 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. You should share this focus. While at Tufts, you will learn the science needed for patients’ care; the techniques required for procedural treatment of patients, and how to diagnose and plan treatment and then treat specific patient problems.

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

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

Tufts University School of Dental Medicine is proud to be able to offer the following advanced education certificate programs and fellowship programs, along with the Master of Science in Dental Research program.

**POSTDOCTORAL PROGRAMS (ACCREDITED ADVANCED EDUCATION CERTIFICATE PROGRAMS)**
- Advanced Education in General Dentistry (AEGD)
- Endodontics
- General Practice Residency (GPR)
- Master of Science in Dental Research
- Oral and Maxillofacial Surgery
- Oral Medicine
- Orofacial Pain
- Orthodontics and Dentofacial Orthopedics
- Pediatric Dentistry
- Periodontology
- Prosthodontics

**POSTDOCTORAL PROGRAMS (NON-ACCREDITED ADVANCED EDUCATION PROGRAMS)**
- Advanced Dental Technology (ADT)Fellowship Program
- Advanced Digital Prosthodontics and Implant Dentistry (ADPI) Fellowship Program
- Dental Education Learning and Teaching Academy (DELTA) Fellowship
- Dental Sleep Medicine Fellowship Program
- Esthetic and Operative Dentistry Certificate Program
- Advanced Education in Esthetic Dentistry Fellowship
- Implant Dentistry Program
- Implant Dentistry Fellowship
- Oral and Maxillofacial Surgery Internship

Additional information on the current curricular requirements both academic and clinical, and coursework for the certificate programs will be provided by each program. Additional information on the Master of Science (MS) in Dental Research can be found in the M.S Program manual.

Each Advanced and Graduate Education program is overseen by a Program Director. In turn, all are overseen by the **Office of Advanced and Graduate Education** (OAGE), which has charge of all matters and policies related to curriculum, and policies. The OAGE is also responsible for coordinating, organizing and evaluating postgraduate level core courses necessary for specialty certifications and other postgraduate clinical training programs. The OAGE assists as necessary the directors of the advanced education programs in developing the didactic and clinical curriculum for their respective specialty programs and has overall responsibility of coordinating the schedules of the advanced and graduate education curricula.

The **Advanced and Graduate Education Committee** (AGEC) consists of the directors of all existing advanced education programs (or their designate) and includes representation from all departments, and two student members from the advanced education programs. In addition, the committee includes three at-large faculty members elected by the Executive Faculty, at least two of whom are to be graduate faculty. Representatives from the Office of Student Affairs, and Academic Affairs who serve ex officio without vote.
Office of Enrollment Services: General Policies, Procedures, and Services

The Office of Enrollment Services 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 Enrollment Services 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 **SIS Student Portal** and updating any missing or incorrect personal information. Students are required to provide a total of four (4) addresses. These include the student's home address (considered the permanent address), current address (where the student will reside while enrolled at TUSDM), billing (where any paper billing statements should be sent), and mailing (where the student would like to receive mail). Additionally, students **MUST** provide an emergency contact. Students are required to make updates to these addresses throughout their enrollment at TUSDM if applicable.

The student is responsible for notifying the Office of Enrollment Services if any of the student’s biographical information changes from when they first applied to TUSDM. This information includes the following:

**Student’s Legal Name:** The university is required to use the student’s LEGAL name on university records. These include academic records such as transcripts, diplomas, certificates, and financial records including financial aid records.

Students are required to submit the following documentation to the Office of Enrollment Services if the student has a change in their legal name:

- Name Change Request Form and
- Signed copy of Social Security Card that reflects legal name (required for federal student aid recipients currently enrolled); or
- Copy of biography page of passport; or
- Copy of court issued document showing the new and old names; or MA-issued driver’s license

**Citizenship:** The student is required to inform the Office of Enrollment Services of any changes in citizenship status and submit appropriate documentation as proof of change in status. Documentation would include US Passport biographical page, Certificate of Naturalization, or Permanent Resident Card. Depending on the student’s status, there may be other forms of acceptable documentation.

**Marital Status:** Any changes in the student's marital status must be reported to the Office of Enrollment Services.

**Non-Citizen Information:** Foreign students are required to provide any changes to Visa information as mandated by Immigration Laws.
**Mobile Phone Number:** This number will be used for emergency purposes and to contact students who fail to respond to e-mail messages.

During Orientation, the student will be required to sign responsible use statements regarding their Tufts email account as well as the security of their student identification number which was provided to the student during the admissions process.

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 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 complete the registration process as described above, the student will not be fully registered.

Please note that any student not fully registered:

1. May be suspended or withdrawn from the program; and,
2. Forfeits all rights to obtain official transcripts or other documents requiring the Seal of the University or signature of a School Official.

**Certification of Enrollment**

The Office of Enrollment Services provides the following types of letters certifying student enrollment upon request:

**A. 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

**B. 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 office at dental_registrar@tufts.edu

**Deferment of Prior Educational Loans**

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 Office of Enrollment Services 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 Office of Enrollment Services complete a paper deferment form.
**Attendance Policy and Absence from the Program**

Students in a post-doctoral program at TUSDM are required to comply with the graduate programs’ attendance policies and with any attendance policies set by individual Program or Course Director. 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.

- Attendance at all clinical sessions, clinical rotations, seminars, and off-site and special assignments is mandatory. A student whose pattern of absence, tardiness, and/or failure to meet deadlines suggests a failure to follow attendance policies will be subject to disciplinary action that could include dismissal.
- Any student absent from the academic program for an extended period of time without prior approval from the Department Chair and Associate Dean for Student Affairs may be suspended from the school immediately based on a decision reached by the Associate Dean for Student Affairs in consultation with other administrators.

**Illness, Accident or Family Emergency**

In case of illness, accident, or family emergency, the student should inform his/her department administration, who will inform the appropriate faculty, and file 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” section under 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 your Department Administrator and/or Program Director. 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 and submit them to the Department 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 Program Director, 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 and not limited to Rosh Hashanah, Yom Kippur, Eid, 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.

**Participation in Student and Service Organizations**

Students who are in good academic standing (i.e., not on probation) are encouraged to participate in local, regional, or national student organizations (e.g., ASDA, ADEA, AADR) or in service-related activities for organized dentistry or TUSDM. Students intending to engage in such activities must obtain approval from their Program Director or Department Chair before participating.

**Extension of Time for Research Participation**

Individuals who participate in research programs such as the Clinical Research Training Program at the National Institute of Health (NIH) or the Howard Hughes Medical Institute-National Institute of Health Research Fellows Program while at Tufts will be classified as full-time students during their period of absence from the program. Participation in such programs requires pre-approval by Program Director or Department Chair.

**Leave of Absence**

**A) School Initiated 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 Associate Dean of Student Affairs or Post-Doctoral Ethics, Professionalism, and Citizenship Committee (PDEPC), in consultation with the Associate Dean for Academic Affairs and the Postdoctoral Program Director.

A decision to place a student on administrative leave of absence 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. 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.

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.
Medical Leave of Absence:
In instances of serious physical and/or psychiatric illness, wherein members of the faculty or Associate Dean of Student Affairs 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 Conditions of Re-Entry).

Temporary Medical Leave of Absence:
Students may be placed on temporary medical leave as a result of action taken by the Associate Dean for Student Affairs in consultation with the appropriate Department Chairs and Administrators. The Associate Dean for Student Affairs has the right to temporarily remove a student from a course, rotation, clinic or practice assignment pending a medical or psychiatric evaluation if remaining in the course, rotation, clinic 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.

B) Student Initiated Leave of Absence
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 to the Associate Dean for Student Affairs 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. Requests for leave should be identified as “Medical” or “Personal”:
   a. Medical Leave: The student must present a physician or counselor recommendation if he or she has been under treatment.
   b. Personal Leave: A student must present in writing 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.

Also see Appendix I for Maternity Leave of Absence Policy and request form.
3. Two types of leaves are granted:
   a. **Short Term Leave**: The short-term leave can be granted by the Program Director 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. Usually granted only for emergencies, such as illness, death in family, or other similar circumstances, and for personal reasons such as interviews, member of a wedding party, school business, or jury duty.

      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 for Student Affairs 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 no more than one year or to the point in the year when a student can resume participation in the curriculum from a reasonable beginning point. Consultation with the Program Director, the Associate Dean for Academic Affairs, and the Associate Dean of Student Affairs is required following a significant absence from the program (see **Conditions of Re-Entry**).

**Leave of Absence for Students Not in Good Standing**
Students must submit a written application for a leave of absence to the Program Director and Department Chair stating the general reason for the request and the proposed duration of the leave. The decision will be made in consultation with the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs after reviewing the student’s record and expectations for a return to TUSDM. 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 Postdoctoral Program Director, department chair, and the Associate Dean for Academic Affairs in consultation with Advanced and Graduate Education Committee if needed will determine the student’s entry point into the curriculum.

**Administrative Responsibilities and Implications**
1. Students on a leave of absence are required to inform the Program Director, Department Chair and Associate Dean for Student Affairs in writing of their intent to return at by the date listed in the leave of absence approval letter that is always 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 Advanced and Graduate Education Committee (AGEC) for consideration.
2. All students taking a leave of absence must administratively clear through the Office of Enrollment Services. Students who are on leave of absence are responsible for providing the Office of Student Affairs with current and accurate address information. (See Withdrawal).

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.

Financial aid that a student receives may be impacted if the student decides to withdraw or take a leave of absence. Please see Appendix II: Students Financial Aid Deferment and Refund Policies

4. 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 covered 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.

**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 is an option, if remaining in Massachusetts.
**Student Identification (ID) Cards**
The Tufts Campus Police initially issue Student Identification Card (ID) during orientation and registration. ID Cards should be safeguarded against loss or theft, as these cards provide access to many buildings, library resources, clinical instruments, and patients records at TUSDM. All recovered IDs shall be turned in to the Office of Student Affairs. If a replacement card is necessary, the student must report the loss or theft to the Tufts Campus Police for the initiation of a replacement ID.

Identification 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.

**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. See Appendix III: Minimum Technical Standards.

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 refer to the TUSDM HBV Guidelines.

**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 SIS Student Portal.

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 SIS Student Portal. Students may also request a copy of their unofficial transcript at any time using the SIS 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 SIS Student Portal. When a grade change results in a new average, the new average is computed.
Official and sealed envelope transcripts signed by a School Official are available to be sent directly to recognized third parties by either Tufts or the student if document integrity standards are maintained. Students must request their transcripts online using SIS Student Portal.

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

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

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

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

Criminal Background Check (CBC) Policy
Per Tufts University policy, TUSDM conducts criminal background checks (CBCs) on applicants who have been granted conditional admission. 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 notify the Associate Dean for Student Affairs of any felony or reportable misdemeanor conviction involving them in the United States since they completed their application to dental school. They further confirm that they will continue to do so promptly throughout their dental education at TUSDM. See Appendix IV: TUSDM Policy and Procedures for Use of Criminal Background Check Information for further details.

Payment of Fees
It is the policy of the University that all tuition and fees are payable in full when bills are rendered. Tuition payments in two installments are also possible for the convenience of the student. Any student who fails to make full payment of billed costs by the designated payment date will be assessed a late payment fine determined by the Bursar’s Office and will forfeit all rights and privileges of the University.

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.
Withdrawal
Students who wish to withdraw from a program must notify the Program Director, Department Chair, and Associate Dean for Student Affairs in writing and specify the date for withdrawal. The official date of withdrawal will determine the computation of costs and refunds. Those who fail to submit notification in writing will receive an official withdrawal date, which is the last known date that the student attended classes.

Non-Senior Administrative Clearance Process for Students Who Withdraw or Take a Leave of Absence:
In the case of a student who withdraws or takes a leave of absence, the student must administratively clear through the Office of Enrollment Services. Students who withdraw or take a leave of absence are responsible for providing the Office of Enrollment Services with accurate permanent address information and they must surrender their Student Identification Card when administrative clearance is complete. Unless there are extenuating circumstances, the student will be required to complete non-senior administrative clearance process within 10 business days from their withdrawal date or the effective date of their leave of absence.

The Office of Enrollment Services will determine if the student who is on a short-term leave of absence will be required to complete non-senior administrative clearance. The decision will be based on the expected length of the leave of absence, if the student is expected to resume their studies at the same point where they left off prior to their leave and other rules in which the school may be subject to follow. Failure to complete the non-senior administrative clearance process may jeopardize the student’s ability to return from leave.

Departments to be cleared:
Students will be required to obtain the non-senior administrative clearance form from the Office of Enrollment Services. They are then required to obtain signatures from Department Administration, Department Clinical Affairs, Health Science Bursar, Library, Office of International Affairs, Enrollment Services - Financial Aid, Student Advisory and Health Administration, Office of Student Affairs (depending on program) and Enrollment Services - Registrar’s Office. Signatures from these administrative areas must be obtained in the order listed on the non-senior administrative clearance form.

In order for the administrative department to provide their signature, the student may be required to complete certain requirements determined by the department. For instance, federal student aid recipients will be required to complete required student loan exit counseling. Once the Financial Aid Office has received confirmation that exit counseling requirements have been met, they will provide their signature. The administrative department will notify the student of what they will require of the student in order to obtain their signature on the non-senior administrative clearance form.

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 Refund Policy**

Students who have received federal financial aid or private education loans to support their educational costs will be subject the Student Financial Aid Refund Policy should they withdraw or take a leave of absence from the school. For more information regarding this policy, please see *Appendix II: Students Financial Aid Deferment and Refund Policies*

**Administrative Clearance Upon Completion of Program**

Students who have completed their academic requirements for their program will be required to complete the Advanced Graduate Education administrative clearance procedures for graduation. The student will be required to obtain signatures from various administrative departments within the dental school.

Administrative clearance **MUST** be completed before the student receives their degree or certificate or any other document that certifies the student has completed their academic program.

The departments that must be cleared include, but are not limited to departmental and clinical clearance, Enrollment Services – Financial Aid Office, Library, Health Science Bursar, Office of International Affairs, Development and Alumni Relations, Student Affairs Office and Enrollment Services-Registrar’s Office.
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 Center (I-Center) 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 I-Center provides annual orientation to all entering graduate students, travel authorization, practical training authorization and other support services. International students are welcome to contact the I-Center office for assistance and advice. In addition, the I-Center office provides immigration, orientation and adjustment services to international research scholars and faculty. The I-Center 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 Director, Tufts International Center 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: 200 Harrison Ave, Basement Level, Boston, MA 02111
Phone: 617-636-0355
Fax: 617-636-0356

Andrew Shiotani, Director, International Center
Ghenwa Hakim, Associate Director, International Center
Neriliz Soto-Gonzalez, Assistant Director

Initial Issuance of Visa Documentation
In order to obtain visa documentation from the I-Center 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 I-Center
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 I-Center 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 I-Center 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 I-Center of any changes so that the I-Center can assure compliance with Department of Homeland Security regulations.
Work Authorization for International Students
Work authorization for F-1 and J-1 students is strictly regulated; therefore, any student with questions about eligibility for work should call the I-Center directly.

Special Services - Office of Enrollment Services
Frequently, students require special letters or other documents which they need to present in their home countries. The Office of Enrollment Services 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 Academic Records section.

International students are required to inform the I-Center of any approved changes in anticipated graduation date or if the student should withdraw. The student may contact the Office of Enrollment Services – Registrar’s Office to provide I-Center the appropriate documentation necessary certifying the approved change.

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 Center to explore application for Practical Training. Since the application process is extensive, students should begin contact with the I-Center at least six months prior to the completion of their studies.
Tufts University School of Dental Medicine’s (TUSDM) graduate students register on-line through the Student Information Portal System (SIS) for all required and elective courses. After on-line registration has closed, any changes will need to be made via an Add/Drop Form that should be submitted to the Registrar. Continuing students are required to register during the scheduled registration period. Registration for the fall semester generally begins in April. Registration for the spring semester generally begins in November. For continuing students, the Office of Advanced and Graduate Education (OAGE) will email information regarding registration to Tufts email accounts.

It is the student’s responsibility to meet with his/her advisor and register for courses which meet the degree requirements.

Joint Master of Science in Dental Research
Postgraduate residents may elect to combine their residency studies with a Master of Science in Dental Research. Electing to add a Master of Science may result in an additional year of enrollment at Tufts University School of Dental Medicine.

Students have thirty (30) calendar days from matriculation to choose to add or withdraw from a joint Master of Science program. Students should consult with their program directors or advisors to decide whether a joint Master of Science program is right for them. Students may contact Liv Goold-Horne in the Office of the Registrar or consult the Master of Science handbook for further information regarding requirements.

Adding and Dropping Courses

Adding Courses
Students may add a course after online registration has closed until the week courses begin. To add a course after online registration has closed, students must complete an Add/Drop Form, available online on the Office of Advanced and Graduate Education page on Canvas or from the Office of Student Services. Students need to obtain permission from the instructor and corresponding program director. Completed forms should be submitted to the Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines.

Dropping Courses
If a course is dropped before the end of the Add/Drop window (14 calendar days after the start of the semester for full semester fall and spring courses or 7 calendar days after the start of a half semester course) the course will be removed in its entirety from the student transcript.
From that point until 8 weeks into the semester (two weeks for half-semester courses) a student may withdraw from a course and a grade of “W” will remain on the student transcript for the course. See course withdrawal policy.

To drop a course after classes have begun, students must complete an Add/Drop Form, available online on the Office of Advanced and Graduate Education page on Canvas or from the Office of Enrollment Services-Registrar's Office. Completed forms should be submitted to the Registrar for processing. Please refer to the Academic Calendar for specific add/drop deadlines. Notice of dropping a course given to an instructor, to the Program Director or faculty advisor does not constitute cancellation of course registration.

Failure to drop a course within the designated drop/add period will result in a failing grade on the student’s permanent record.

Cross Registration

To cross-register for courses outside of TUSDM, students must obtain a Cross Registration Form from the Office of Student Services, obtain the required signatures, and return the form to the Registrar. Program Director signature for cross registration is required. One course per term is the maximum allowed cross registration.

Cross-registration is on a space available basis and at the discretion of the registrar of the host institution. The calendar and start dates of courses at other universities and at other schools within Tufts University are frequently different, and it is the responsibility of the student to obtain this information and adhere to these schedules. Students will be held to the drop and withdraw deadlines and rules for TUSDM, regardless of the rules and deadlines of the Host Institution.

Within Tufts University

Students may cross-register for an approved course offered by other schools within Tufts University (i.e. School of Arts and Sciences, School of Medicine, Friedman School of Nutrition Sciences and Policy, etc). Students may only cross-register for Fall and Spring semester courses only. If a student would like to take a course in another school, he/she must obtain permission from the Program Director.

Through the Boston “Consortium”

A consortium agreement with Brandeis University, Boston College and Boston University permits Tufts students to register for fall and spring semester courses (not summer) offered by these institutions. Students may apply a maximum of 2 consortium credits toward the fulfillment of their degree requirements. It is the responsibility of the students to contact the Registrar of the host institution for details. Please note the institution may limit students to one course per semester.

Non-Matriculated Students

Non-matriculated students are not eligible to register for courses.

Audit

Auditing is not permitted for post-doctoral students enrolled in any certificate program or/and MS program. All courses must be taken for credit. Students who are attending the postdoctoral internship
programs may audit courses provided that the course director agrees to the student’s request. Audited courses will be notated with ‘audit’ on transcripts.

**Exemption**
A student is allowed to exempt from a course that he or she has taken previously in a commensurate degree program or higher, at another institution. To obtain the exemption status, the student should provide a syllabus of the course taken and a copy of his or her transcript to the registrar office and complete an Exemption request form. Upon approval of the course director, the student might be asked to take and pass an exemption exam for the course.

If the exemption is granted, the course will appear on the student’s transcript, and credit will not be given. The notation ‘EX’ will appear as the grade and credit will not be awarded. Students may place out of no more than 3 courses during their tenure at TUSDM.

**Course Transfer**
If the student completed a graduate program at TUSDM before enrolling in the current program, he/she will be allowed to transfer the core courses that have been completed in the previous program with a minimum grade of B- with approval from the program director.

Transfer credits are not included in calculation of the GPA.

**ACADEMIC ADVISING**
Students’ Program Director acts as the academic advisor. Students are expected to refer to their program director to determine registration and programming advice.

**Course Attendance and Requirements**
Students are required to attend all classes unless excused by the course director. Students should make every effort to notify the course director in advance in case they will be absent from class with and of the following **excused absences:**
- Emergencies such as serious illness or death in immediate family
- Serious personal illness
- Attendance at an approved meeting
- Interviews
- Wedding when member of the wedding party
- Jury duty
- Religious holiday

It is the student responsibility to arrange with course director for the make-up of the missed class work.

Any absence that exceeds one class has to be approved by the course director and program director in writing and arrangements for the make-up of missed course work during excused absence should be clearly stated.

All course requirements should be fulfilled as specified by the course director. Requirements may include exams, homework assignments, classroom participation, etc. Upon completion of the course requirements,
a quality grade for course participation will be given. This grade will be entered on the student’s permanent transcript.

If the course requirements have not been completed by the time final grades are submitted to the Registrar Office, the student will receive a grade of “I”, or Incomplete. Students have one academic term to resolve any Incomplete received. If not resolved, the “I” grade will automatically be changed to an “F” (failure). Details about the grade of “I” are in grade report section.

Students who miss 50% of classes owing to excused absence that was approved by the course director and the Associate Dean of Student Affairs will be given the grade of “I” or Incomplete. Students who miss 25% of classes owing to unexcused absences will be given the grade of “F” failed.
Grading Policies and Didactic Work Remediation/Reexamination

General Information

- It is the prerogative of the course director to determine the manner in which the final grade is developed. At the start of each program or course, the course director must inform students in writing of the criteria and mechanism used to determine the grade. Midcourse changes in grading policy must be approved by the Office of Advanced and Graduate Education (OAGE) and must apply to all students equally.
- Grades are submitted to the Office of Enrollment Services – Registrar’s Office within two weeks (10 business days) of the end of the course or clinical program. Any change in the time of reporting grades must be approved either by the Associate Dean for Student Affairs or the Associate Dean for Academic Affairs.
- Grades that are submitted to the registrar’s office must be the grades earned at the end of the semester – course instructors may not withhold initial final grades for the purposes of altering them via remedial grades.
- No final grade may be submitted that is based upon a single evaluation of the student unless permission to do so has been granted by the Associate Dean for Academic Affairs.
- Student grades on examinations will be shared through Canvas so as to maintain confidentiality.
- Final course grades are entered to student records on SIS and student can access these grades using their UTLN. Once entered to SIS, grades may not be changed except to correct clerical errors.

Grade Report

The AGE Core courses will be on P/F grading scale for the residents who are enrolled in the clinical certificate programs. The MS students will continue to need a letter grade as there is a GPA requirement for the MS programs. All department course will be on P/F grading scale as well.

All advanced and graduate education courses will result in a quality grade for each student receiving course credit. All courses are given for a letter grade, unless designated Pass/Fail. Clinic time will be evaluated by the program director or designate and be included in the student’s transcript with the notation “P” (pass) or “F” (fail). These grades will not factor into the grade point average, though credit will be given.

Other forms of grades might appear on transcript:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
<td>This grade is only given for certain designated courses. Credit for a course with a grade of “P” is counted, but the grade is not factored into the GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>This is a temporary grade, which must be replaced, by a quality grade within one year of receiving the Incomplete. Failure to complete the course by this time will result in the automatic conversion of the grade to F</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Used to note withdrawal from any course after the end of add/drop period</td>
</tr>
<tr>
<td>EX</td>
<td>Exempt</td>
<td>Student was exempt from the course</td>
</tr>
</tbody>
</table>
Incompletes (I):
An “I” (Incomplete) grade is assigned when, for a reason acceptable to the instructor, students engaged in passing work are unable to complete all class assignments.

- Incompletes are typically granted during the last three weeks of the semester when a substantial amount of work has been completed for the semester and when the student is otherwise in good standing. An “I” grade does not grant a student permission to repeat the course.
- Students who wish to receive an incomplete must request one from the course instructor. Incompletes are not automatically granted to students who do not complete course requirements by the end of the course. If the course instructor grants the incomplete, the instructor must submit an Incomplete Request Form to the Registrar’s office documenting the terms of the incomplete. Both the student and the instructor must sign the form.
- The recommended completion date for incomplete grades is two to four weeks from the final meeting date of the class. The actual date will be set in a contract between the course director and the student.

If no grade is submitted six weeks into the subsequent semester, a grade of “F” will be assigned without notification. If a student goes on an approved Leave of Absence with an outstanding Incomplete grade, the time spent on leave does not count toward this time limit.

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

Satisfactory Academic Progress
Federal regulations require the Tufts University School of Dental Medicine to establish Satisfactory Academic Progress Standards for students who are awarded federal financial aid funds. The following standards apply to all matriculated students, whether they are financial aid recipients or not.

Students who fail to maintain Satisfactory Academic Progress during any semester may be placed on Financial Aid warning, Financial Aid probation and/or academic plan, suspension or may be dismissed, in accordance with the policies of the AGE programs. Students who are terminated from financial aid eligibility may continue their studies if approved by the AGEC but are required to self-pay and make payment arrangements through the Bursar’s office.

The standards of Satisfactory Academic progress measure a student's performance in the number of courses with grades below B- and number of not remediated courses. The student’s academic progress shall be evaluated at the end of each semester by the program director and be presented to the Advanced and Graduate Education Committee.

SATISFACTORY ACADEMIC PROGRESS STANDARDS
At the Tufts University School of Dental Medicine (TUSDM), a grade of B- or 80% or above is considered a passing grade for a course, Grades of C+, C, or C- represent work below the standard expected for a
graduate student and requires course remediation. Grades of D or F or below 80% are considered failing grades and any failed courses must be retaken. To receive credit for a course and to graduate, students must have a minimum grade of a B- (For students in the MS programs) and P (for students enrolled in the certificate only programs) in every course taken. When a student receives a course grade below a B- or 80%, s/he will receive a warning letter from the program director informing them that receiving a second grade below a B- or 80% will result in Academic Probation and may result in dismissal from the program. Students who fail to remediate any C grades or failed courses will be subject to dismissal.

Students in the M.S. in Dental Research program must take courses required for graduation on a letter-grade basis. Students must obtain a minimum grade of B- in all required courses. Courses taken through the TUSDM Advanced and Graduate Education Programs with a grade lower than a B- are not counted toward the fulfillment of the M.S. degree requirements.

**Time Limit and Extension of Master Degree Time Policy**

Although it is expected that all work for a master’s degree must be completed within the allotted time listed in the admission letter, the degree can be completed under special circumstances within five consecutive years immediately prior to the award of the degree.

If a student expects to take more than the allotted time to complete the degree requirements, he or she needs to submit to the Associate Dean of Student Affairs a Request for extension. This request must be made before the expiration of the time limit and must include a detailed reason for the extension and a plan for completing the degree requirements within the extended time period. Both the student’s faculty advisor and program director must certify support for the extension.

**Course Remediation**

If a MS student receives a course grade of C+, C, or C-, or a certificate-only student receives a F, they will be required to take a remediation exam. If the certificate-only student passes the remediation exam, they will receive a P. The MS student has the highest grade they can receive for the course is a B-, regardless of what grade was earned on the remediation exam. If the certificate-only student fails the remediation exam, or the MS student gets C+, C, C- or lower grade in the remediation exam, the student will be required to retake the course.

Students are responsible for notifying the instructor if they will take a remediation exam. The remediation exam **cannot be scheduled later than 6 weeks** after the final examination. Course directors are required to offer a remediation exam if petitioned. In case of a delay in submission of the grades or other unanticipated events, the remediation exam will be scheduled on a date mutually agreed by the course director and the student(s). The Registrar’s office should be informed of the examination date.

The remediation exam will be considered only as a final exam and will cover the entire course. On the transcript, the course will be listed twice, once with the original grade and the credits cancelled, and again with the remediated grade.

The format of the remediation exam will be at the course director’s discretion; however, oral examinations require the presence of a member of the Advanced and Graduate Education Committee in addition to the examiner and the student. The format of the remediation exam for any given course can change from year to year at the course director’s discretion.
Course directors are encouraged, but not required to provide tutoring or any other assistance to the students requesting a remediation exam. Course directors should submit final grades to the Registrar in a timely fashion, for entering into the student’s official transcript.

**Course Re-take**

If a student receives a course grade below a C- (for MS student) or F (for certificate only), they will receive a failing grade and will be required to retake the course. The student will not be allowed to take a remediation exam. If a MS student retakes a course and passes it with a grade of B- or higher, they will receive credit for the course. For certificate-only student, if they pass the course, they will get a P. No more than 2 courses may be retaken in this manner.

On the transcript, the course will be listed twice, once with the original grade and the credits cancelled, and again with the retaken grade. Only retaken grades of B- will be counted towards any GPA computations. If the student does not retake the course, the initial failing grade will stand. Any given course may only be counted once toward the MS degree or certificate requirement.

Students may be subject to dismissal if:

1. the MS student receives a C+, C, or C- grade, or certificate-only student receives a F in the same course they previously failed, and also fails the remediation exam

2. the student needs to retake 3 or more courses due to failing grades

A decision about course remediation or retake should be discussed and approved by the program director in writing.

**Required Didactic Core Courses and Grading**

As part of the fulfillment of the M.S. degree, there are 6 core courses (a total of 7 credits) that are required for graduation. Students must achieve a minimum grade of B- to successfully pass the course. Courses with a grade lower than a C+, C, or C- must be remediated and passed with a grade of B- or retaken if the remediation exam is failed. Courses with a grade lower than a C- must be retaken and passed with a grade of B- to fulfill the course requirement.

**Elective Didactic Courses and Grading**

As part of the fulfillment of the M.S. degree, 5 elective graduate-level didactic credits must be taken in addition to the required core courses. The elective credits must be completed through the Advanced and Graduate Education courses and must be taken for a letter grade. Similar to the core courses, students must achieve a minimum grade of B- to successfully pass the course. Courses with a grade lower than a C+, C, or C- must be remediated and passed with a grade of B- or retaken if the remediation exam is failed. Courses with a grade lower than a C- must be retaken and passed with a grade of B- to fulfill the course requirement.

**Non-M.S./Certificate-Only Students and Residents**

Non-M.S. students who enroll in any of the AGE courses must take the course on a P/F basis and the guidelines specified for course remediation and course retake apply. If a student fails a P/F course, they must take a remediation examination. If the student fails the remediation examination, they must
remediate the course. Department specific courses will be taken on a Pass/Fail basis. If a student fails a P/F course, they must take the remediation examination. If a student passes the remediation exam, the P will replace the F. If the student fails the remediation exam, they will be brought forth to the Department Progress/Promotions Committee and may be subject to dismissal.

In some cases, e.g. year-long clinical courses, remediation may not be possible. These cases will be referred to the Department Progress/Promotions Committee and/or AGEC to decide on academic and clinical status, including the possibility of dismissal.

If raw scores are used in, a grade of 80* must be obtained to receive a passing grade. If a student obtains a raw score below 80, they will be subject to the course remediation and/or course retake procedures previously outlined.

*Equivalent to B- letter grade.

UNIVERSAL EXAMINATION AND QUIZ GUIDELINES FOR STUDENTS

Commitment of Integrity to TUSDM and the Dental Profession:

Students pledge to take examinations solely as a reflection of their own knowledge and honor. They will not give or receive unauthorized assistance. An attempt to recreate and/or circulate questions from examinations is unethical and are clear violations of TUSDM Code. Cheating gives an unfair advantage to certain individuals and may lead to a student’s dismissal from the School.

- Examination infractions are subject to a minimum 5-point deduction in exam grade, as well as additional sanctions as determined by the chair.
- Students are expected to be in school 30 minutes before the beginning of any test. PLAN ACCORDINGLY!
- All phones must be in the “off” position and are not allowed in or around seating area during the exam. If a student anticipates needing to be contacted for an emergency, they should give the “on” cell phone (labeled with the student’s name) to a proctor. In the event that a student’s cell phone rings during an examination, there will be a 5-point deduction for each incidence in the examination grade.
- All coats, hats, bags, laptop sleeves, and backpacks must be placed in the front/ sides of the room or on hooks located at the rear of the room, during the examination. Sweaters may be worn in your seat but no jackets or hoods, or hats.
- Students who appear after the official start time of the class on the day of an assessment will be allowed to begin the test, which they must submit at the time the test was originally scheduled to end. For their first tardy, students will receive a 5-point deduction. A second tardy will result in a 10-point deduction from the grade the student originally earned on the examination. A third tardy will result in a 20-point deduction from the grade the student originally earned on the examination. A fourth tardy will result in a zero on the test, and the student will be required to attend an EPC hearing to determine additional consequences. Students who fail to appear for an assessment and who have not been granted an excused absence will be charged an unexcused absence and they will receive a
verbal warning. They are entitled to a makeup examination and will receive the grade on the examination with a **15-point deduction** for a first time offense, a **20-point deduction** for a second occurrence and for a third occurrence, students will be required to attend an AGE hearing to determine with a motion for dismissal.

- No additional materials, papers, blank sheets are allowed in the room during examinations unless provided by proctors.

- No food is allowed during examinations; ONE drink is permitted.

Students must protect their own examinations, computers and answer sheets during examinations. Unprotected exams give the appearance of cheating and will lead to a hearing before the AGE Committee.

**Additional Virtual Examination Guidelines USING ExamSoft/ExamID & ExamMonitor:**

When you register for the Examplify testing application you acknowledge you have read, understand and agree with all the policies, procedures and warnings contained in this document. ExamID & ExamMonitor are Examplify features that allow for remote proctoring through the use of artificial intelligence software.

- All the exams are scheduled for 12PM EST in order to accommodate students in different time zones. The download deadline is one hour before the exam starts (11AM EST). Downloads that are delayed and subject to technology problems, could result in students not being able to take the exam.

- Make sure your computer is fully charged. Have your computer connected to the power cord and battery.

- It is the student’s responsibility to familiarize himself/herself with their equipment and the Examplify software and instructions provided by ExamSoft/ExamID & ExamMonitor on its website prior to the start of their exam. Any questions can be directed to Kristen.Diangelis@tufts.edu.

- Mock Exams will be given at the beginning of the semester to give students an opportunity to familiarize themselves with the software and test their laptop devices assuring that the microphone and camera are functioning properly.

- It is the student’s responsibility to have a functioning computer for every exam. Failure to have a computer for the exam is a violation. There will not be loaner laptops available. iPads, tablets or cell phones are not acceptable for examination.

- If a student was unable to fix the computer or notify anyone before the exam, they must immediately inform Kristen.DiAngelas@tufts.edu of the issue. If a student is unable to take the exam because they do not have a working laptop, they must request an excused absence through Student Affairs.

- Answers must be entered on one computer only.

- Commencement of the exam will not be delayed due to a hardware or download problem with a laptop.
Scratch paper will not be allowed during the exam administration using the remote proctoring. However, the Notepad function in the tool kit can be used by exam takers.

10 minutes prior to the start of the exam, all programs should be shut down and study materials put away to avoid problems that could delay start times.

All study materials should be put away before the password has been entered on the screen.

The password will be given the email provided before the official start of the exam. This will bring users to a screen that asks you to PLEASE WAIT which indicate that you should not begin the exam until the start time of the exam.

Exams are set to start and end within specified time limits. The time begins once a student logs in to the exam and the computer shows the clock counting down. At the 5-minute mark, you will see an alert across the top of your screen, from the clock icon in the upper right corner. When the clock counts down, it automatically shuts down and prevents the posting of last-minute answers.

There are no breaks (bathroom, or other) allowed during the exams administered using the remote proctoring.

Occasional audits of when students begin the examination using Examplify will be conducted. If any violations of this provision are uncovered, the individual students will receive a 5-point deduction from their exam, and if such incidents become chronic, the class will lose the privilege of receiving passwords five minutes prior to examinations.

During the exam, the students should focus their view on their laptop screen only. If students are observed to be repeatedly looking outside of their screen view the artificial intelligence software will flag this behavior as potential incidents. The flagged incidents will be reviewed as potential suspicious behavior and/or cheating. The decision for escalation will be made based on the guidelines from AGE committee.

Once you are finished with your exam, you will save and exit the exam. Do not close your laptop until you have uploaded your exam and you receive a message saying “Congratulations! Your exam has been successfully uploaded”. Failure to upload your exam before closing the computer may result in your exam not being graded.

If confirmation email for exam upload is not received, Kristen Diangelis must be notified immediately.

On occasion, an exam may be downloaded to your computer and not taken. In this instance, it is expected that students will complete a “reverse download” (returning the exam to ExamSoft) following instructions that are provided. Please contact Kristen.Diangelis@tufts.edu for assistance. While that exam is residing on a student’s computer, it is expected that the student will not try to open, access or tamper with it in any way.

Students will not receive additional time to take your exam if you experience computer or software problems. It is your responsibility to keep track of the time and to complete the exam in the allotted
time. Students that start late may not be allowed to take the exam. In the case that a late student has been allowed to start the exam, the student will be told when their exam will end by the proctor/Course Director and will not follow the timer on their computer. Students must submit their exam when the exam is called.
Academic Probation and Dismissal Policies

A. Probation:

I. Academic Probation:

Students in the Advanced and Graduate Education programs will be placed on academic probation when it is determined by their respective program directors, the Post-Doctoral Student Promotions Committee and the Advanced and Graduate Education Committee (AGEC) that their academic performance warns of any academic difficulties he/she may be facing.

Advanced graduate program students will be placed on academic probation if:

- The student receives a grade of F
- The student receives more than one grade less than B-

In addition, Master of Science (MS) candidates are placed on probation when any M.S candidate has:

- Failed to complete the milestones for their MS programs within the recommended timeframe.

When a student is placed on academic probation, it will be for a minimum period of one academic year. At the conclusion of the time period, the student’s progress will be reviewed, and academic probation will be ended or continued.

In collaboration with the Advanced and Graduate Education Committee and the Post-Doctoral Student Promotions Committee, the student’s program director or principal advisor (for MS candidates) will determine the conditions of academic probation on an individual basis for each student concerned, including the length of the probationary period and means by which performance may be improved.

The conditions and requirements of academic probation may include the following:

1. Expected attendance at all scheduled classes, laboratory periods, seminars, and clinics.
2. Restrictions on participation in school-related extracurricular activities or programs.
3. Restrictions on approved absences from the academic program
4. The student may be directed to seek counseling as reasonable and needed.
5. The student may be assigned to an advisor who will monitor the student’s academic progress.
6. In circumstances when a student on academic probation is repeating one or more previously failed courses, successful completion with a passing grade in the repeated course(s) must be achieved without right of remediation. Failure in such course(s) will automatically result in a hearing for possible academic dismissal.

If a student on Academic Probation receives no grades below a B (or P in the case of thesis work or other course graded P/F) in the semester subsequent to being placed on Academic Probation, that student will be removed from Probation. Otherwise that student will no longer be considered to be in good academic standing and will be reviewed again by the AGEC for possible dismissal.

At any AGEC Promotions Committee meeting where the possible dismissal of a student is to be discussed, the student will be notified ahead of time and invited to address the Committee. Final decisions on dismissal are made by the Advanced and Graduate Education Committee (AGEC). Any student who is reviewed by the AGEC has the right to appear before and address the committee. Any student who is denied advancement or dismissed by the AGEC has the right to appeal this decision to the TUSDM Appeals Committee.
During the probationary period, students may not be promoted, transfer to another advanced education program at TUSDM, and may not receive an academic degree.

II. Clinical Probation:
Students in Advanced Education programs will be placed on clinical probation when, as determined by their respective program directors, such an action will be beneficial to the student's professional progress since such probationary action will warn the student of any professional difficulties he/she may be facing within the clinic. The program director may consult with the Advanced and Graduate Education Committee before implementing a decision of clinical probation.

Post-doctoral students will be placed on clinical probation for:
- Unsatisfactory clinical performance, as determined by the appropriate program director(s);
- Lack of attendance for scheduled patients’ appointments and rotation;
- Lack of adherence to clinical policies including scheduling, financial policies, or practicing policies;
- Inability to handle clinical responsibilities, as determined by the program director or department chair.

In collaboration with the Advanced and Graduate Education Committee, the student’s program director will determine the conditions of clinical probation on an individual basis for each student concerned, including the length of the probationary period and means by which performance may be improved.

The conditions and requirements of academic probation may include the following:
1. Expected attendance at all clinics;
2. Restrictions on work with patients;
3. The student may be directed to seek counseling as reasonable and needed;
4. The student may be assigned to an advisor who will monitor the student’s clinical progress.

During the probationary period, students may not be promoted, transfer to another advanced education program at TUSDM, and may not receive an academic degree.

B. Withdrawal or Dismissal:
Withdrawal:
Students may be asked to withdraw or be dismissed from the Advanced and Graduate Education program under the following circumstances:
- Receiving three grades of less than B-
- Receiving more than one grade of F
- Failing to convert a grade less than B- to a passing grade. An un-remediated F on a student’s transcript will render that student ineligible for graduation.
- Upon recommendation of the student’s principal advisor and/or the Post-Doctoral Student Promotions Committee and the Advanced and Graduate Education Committee.
- Upon determination by the Post-Doctoral Ethics, Professionalism and Citizenship Committee (PDEPC Committee) and/or Tufts University School of Dental Medicine Executive Faculty of unethical behavior, on campus or off campus, while enrolled.
Dismissal:
Students in Advanced Education programs may be dismissed by their respective program directors. The program director may consult with the Advanced and Graduate Education Committee before implementing a decision for dismissal. Students may also be dismissed by the Post-Doctoral Ethics, Professionalism and Citizenship Committee if found guilty of unethical behavior.

* Please note that the PDEPC Committee Standards and Guidelines are listed in the Post-Doctoral General Information Handbook.
Appeals Procedure for Grades, Probation, Dismissal Decisions

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

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

Capricious grading is described as any of the following:
1. The assignment of a grade to a particular student on some basis other than his/her performance in the course;
2. The assignment of a grade to a particular student resulting from more exacting or demanding standards than were applied to other students in the course; or,
3. The assignment of a grade that reflects a significant departure from the instructor's previously announced standards.

The process of appeal regarding grades should be done within 10 business days from the date the grades released on Student Portal System (SIS). The grades will be published on SIS and it is the student’s responsibility to review the grade and request correction or appeal the grade.

The process of appeal regarding exams, and grades is in the following order:
1. Course Director
2. Department Chair
3. Associate Dean for Academic Affairs
4. Post-Doctoral Student Promotions Committee
5. Advanced and Graduate Education Committee

II. Appeal of academic demotion, suspension, probation or dismissal decision:
The process of appeal regarding academic demotion, suspension, and dismissal is in the following order:
1. Post-Doctoral Student Promotions Committee (for academic sanctions, comprised of faculty, administrators and program director)
2. Advanced and Graduate Education Committee (academic sanctions only)
3. TUSDM appeals Committee (only for decisions involving demotion, suspension, or dismissal)
4. Dean (only for decisions involving demotion, suspension, or dismissal)

Any student dismissed from an Advanced Education program or the Master of Science Program has the right of appeal.

Post-Doctoral Student Promotions Committee
The ad hoc Post-Doctoral Student Promotions Committee (PDSPC) will have responsibility for the development and implementation of all policies and procedures related to student promotions and will have the authority to promote postdoctoral students, to recommend students for graduation, and to deal with those cases of academic and professional deficiency presented to it by the Chairperson or other
administrator responsible for academic affairs. The PDSPC will assure that the course grading policies are consistent with school grading policy guidelines outlined in the Post-Doctoral Student Handbook.

The PDSPC will review the resident’s case and provide recommendations. If further involvement is needed, the resident’s case will be brought forth to the Advanced and Graduate Education Committee (AGEC).

**Committee Composition – Standing Members (3)**

- Associate Dean of Academic Affairs
- Chair, Ex-Officio with vote
- Associate Dean of Student Affairs (also resident representative)
- With vote
- Post-doctoral Faculty Representative (either program director or designee)
- With vote
- Rotating members (2) will be selected by the Associate Dean of Academic Affairs depending on the program the resident is enrolled in

The PDSPC will schedule a hearing for a remedial year, suspension, or dismissal. This meeting will be devoted to a review of the student’s entire academic record. The student will appear at the meeting and submit any pertinent information to the PDSPC.

*The student will be required to present a written copy of their testimony prior to the PDSPC meeting one week (7 days) before the scheduled meeting.*

**After the hearing:**

1. The PDSPC will communicate its recommendation to AGEC for approval.
2. The PDSPC will communicate in writing to the student within 10 business days.
3. If the AGEC decision confirms the decision of probation, suspension, or dismissal, the student has the right of further appeal to the TUSDM Appeals Committee.
4. If the Appeals Committee decision confirms the decision of probation, suspension, or dismissal, the student has the right of further appeal to the TUSDM Dean. (Refer to the appeal process below and also in the PDEPC Section).

**Appeals Committee**

The Appeals Committee shall act as the appeals board for any final decision ultimately made by the PDEPC, PDSPC or Advanced and Graduate Education Committee (AGEC) that entails demotion, suspension, or expulsion. The Appeals Committee will be comprised of the Associate Dean for Academic Affairs, who is a non-voting *ex officio* member of the AGEC, and three department chairs, all of whom are appointed *ad hoc* by the Dean. Because Appeals Committee members may not concurrently serve as voting members of either the PDEPC, PDSPC or the AGEC, any Chairs appointed by the Dean to sit on the Appeals Committee who serve on the PDEPC, PDSPC and/or AGEC must relinquish their membership on those committees.

A quorum of a minimum of three Appeals Committee members must be present at all hearings. Decisions are made by a majority vote of the members present for the meeting. If the vote is a tie, the Appeals Committee must reconvene with all members present to discuss the case and cast a final vote.

**Review and Decision by the Appeals Committee**

The process of appeal regarding academic actions is in the following order:

1. Appeal must be initiated by written request to the Associate Dean of Student Affairs within Ten (10) days following the student’s receipt of notification of the decision.
2. The Associate Dean of 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 there the 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 PDSPC. Explanations lacking in credibility will be denied.
2. The student filing the appeal clearly articulates procedural errors suggesting that the decision process set forth in the Student Handbook was not followed.
3. The student filing the appeal clearly articulates a sound argument that the sanction at issue is arbitrary and capricious or unfair.

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

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

If the appeal is found to have merit, the Appeals Committee will identify the conditions found to have a merit, then the PDSPC 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 PDSPC or AGEC 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 writing/email of (1) the decisions made by the Appeals Committee and the sanction(s) being imposed, and (2) the student’s right to submit within seven (7) 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.
Online Course Evaluation
Student evaluation of the curriculum provides feedback vital to the planning of TUSDM's educational program. Student feedback is extremely important for course, seminar, rotation, and workshop enhancement.

All online evaluations are administered by Tufts Technology Services via Blue.

Overview
- Didactic course evaluations will be available on Blue during the last week of the course and remain open for three weeks.
- An email with the link to the evaluation will be sent to you.
- Filling out evaluations is an important responsibility of being a student at TUSDM. It must be accomplished for every course/seminar/rotation/workshop.
- ONLINE EVALUATIONS ARE 100% CONFIDENTIAL. When you submit the form, user name and responses are sent to separate tables and stored in a secure server. Neither the evaluator, nor the faculty, chairs, nor deans have access to the data except through a final summary report.
- Blue tracks only who has or has not filled out the evaluation form. No multiple-choice answers or comments can be linked to an individual student.
- A final summary report and print out of all student comments may be given to the Course Directors and/or Seminar/Rotation/Workshop Heads, their Department Chair, the Curriculum Committee, and the Associate Dean for Academic Affairs.

Any questions about the online evaluation procedures should be directed to the Office of the Advanced & Graduate Education.
Standards of Ethical Conduct and Fair Process

Tufts University School of Dental Medicine is a complex community of students, staff, faculty, patients, 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, research, 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. See Appendix VI: Code of Principles of Ethical and Professional Conduct.

Adherence to the Code requires each student to:

- Demonstrate respect for the rights and wellbeing of others, including all students, faculty, staff, patients, 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.

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.

Students will sign the Ethics and Professionalism Conduct Code at the beginning of the academic enrollment.

The American Dental Education Association (ADEA) developed the Statement on Professionalism in Dental
Education. The statement includes personal and institutional values and behaviors that support academic integrity and professionalism in dental education that may be used as a guide for student behavior. See Appendix VII: ADEA Statement on Professionalism in Dental Education.
Post-Doctoral Ethics, Professionalism, and Citizenship Committee

The Post-Doctoral Ethics, Professionalism, and Citizenship (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 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 students;
3. Monitoring compliance with the code of ethics by post-doctoral students and imposing sanctions when violations of the Code occur.

The Post-Doctoral Ethics, Professionalism, and Citizenship Committee will be chaired by the Director of Ethics and Professional Development. The Committee will be composed of a representative from the Office of Advanced and Graduate Education, four faculty members from the post-doctoral certificate programs, a member of the Office of Student Affairs, and two post-doctoral students.

Proper Conduct and Standards to Follow

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

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

This Code does not list every ethical situation that might develop. General expectations listed below provide guidance in the following areas: Clinical standards, academic standards, safety protocol, and computer ethics.

Clinical Standards:

Patients may be unable to assess the character of adequate treatment. The student must exhibit appropriate judgment to ensure quality treatment in a safe environment and place the patient’s interest above the student’s his or her own self-interest.
In a clinical setting, the student will follow the standards of clinical care in a professional manner, including:

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

**Academic Standards:**

Cheating is a serious infraction of the School's Code of Principle of Ethical and Professional Conduct. It gives cause to doubt the offending student’s integrity and fitness to be entrusted with the oral health care of the public. Undetected or ignored cheating encourages dishonesty. It can give a student an unfair advantage over other students. It may also demoralize the majority of the students who do act fairly and honestly.

**Responsibilities:** Student responsibility includes the avoidance of even the appearance of cheating. Any student behavior that gives the appearance of cheating may be taken as a presumption of cheating. Upon observation of cheating on an examination or laboratory project, a student must report the incident immediately to an instructor as information, or later in writing as a complaint to the Chairperson of the EPC Committee.

**Safety Protocols**

The student will make every attempt to ensure safety:

- Be sober, clear minded, and healthy. Inform supervising faculty or staff if any condition or circumstance exists that could impair judgment and function, or place others at risk.
• Follow **infected health care worker protocols.**
• Do not carry or use any weapon.
• Follow **dress code guidelines.**
• Comply with clinic contracts, **health insurance**, and **immunization protocols.** *(Turn in appropriate documentation by due date)*
• Comply with required training including, HIPAA, CPR, Certifications, and CITI training.
• Comply with any required SIS updates.

**Computer Ethics**

Use of Tufts Computer Services’ facilities is a privilege extended to students of Tufts University. Tufts University cannot guarantee the privacy or security of users’ computer files, or the anonymity of any user. The person issued an account is responsible for all use made of that account. Users of these facilities agree not to violate any of the following rules:

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

Any such violation by a student may result in disciplinary action by the Associate Dean for Student Affairs through the aegis of the Post-doctoral Ethics, Professionalism, and Citizenship Committee.

For more information, see:

Appendix VIII: Tufts University Information Technology Responsible Use Policy
Appendix IX: Tufts University Information Stewardship Policy & Supporting Information Policies
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, cheating);
- Misrepresentation or falsification of data;
- Theft of an examination or of examination answers; an attempt to reconstruct an examination through recording remembered questions.
- Unauthorized imaging of an exam materials or attempts to reconstruct and exam.

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 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.).

For further information of what constitutes ethical (i.e., academic, administrative, professional, or research) misconduct and level of violation is presented in greater detail under Actionable Offenses

At all times, post-doctoral students will follow the policies and guidelines listed in the TUSDM Post-Doctoral Program Handbook, and Departments Manuals.

Reporting Violations of the Code of Ethics and Professional Conduct
A written statement providing details of the incident and the names of other individuals who may be involved should be submitted to the PDEPC Committee Chair, any other member of the PDEPC committee, including the Associate Dean of Student Affairs as soon as possible.

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 may be adjudicated through the formal or informal Sexual Misconduct Adjudication Process, found at Appendix XI: Tufts University Policy on Sexual Misconduct.
**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, any other member of the PDEPC, including the Associate Dean of Student Affairs as soon as possible.

The failure of student progress professionally or the failure to demonstrate sound professional judgment may lead to dismissal.

**MINOR VIOLATIONS**

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 investigation and may result in sanctions.

**ACADEMIC**
- Repeated arrival late or leave early from mandatory course lecture;
- Repeated missing due dates for assignments or incur unexcused absences.

**ADMINISTRATIVE**
- Failure to comply with immunization/influenza/TB test requirements;
- 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.
- Failure to monitor and respond to email correspondence in a timely manner.

**PROFESSIONAL**
- Repeated failure to start and end patient appointments punctually;
- Repeated failure to be prepared for planned procedure;

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. Cases that involve minor violations do not require a student hearing with the PDEPC Committee and may follow the Protocol for Select Violations. Possible sanctions are progressive and do not include repetition of a course or a year, suspension, or expulsion.
MAJOR VIOLATIONS

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; an attempt to reconstruct an examination through recording remembered questions.

ADMINISTRATIVE

- 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

- Failure to follow directions of supervising faculty;
- 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;
- Forge any signature;
- Fail to inform patients of findings and treatment options in a timely and appropriate manner;
- Fail to document patient appointment information and contacts in the electronic patient record;
- Fail to deliver regular, timely, and appropriate patient care;
- 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;
- Repeated failure to follow directives from faculty research team members.

Cases that involve major violations do require a student hearing with the PDEPC Committee as possible sanctions include repetition of a course or a year, suspension, probation, or expulsion. A student may be placed on immediate clinical suspension upon report of a major violation until investigation and hearing by the PDEPC occurs.
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.

Disciplinary Sanctions

The PDEPC Committee may impose the following sanctions upon post-doctoral students found to have violated the Code. 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.

**Verbal Reprimand**
The student will receive a verbal reprimand by the Chairperson. A written record of the reprimand will be included in the student’s record, but will not be referred to in correspondences from the school. (Upon graduation, the written record will be removed from the student’s file if no further violations of the Code occur.)

**Temporary Letter of Reprimand**
The student will receive a written reprimand by the PDEPC Committee, signed by the Chair. 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 by the Committee, signed by the Chair. A copy of the written reprimand will be included in the student’s record, and will be referred to in correspondences from the school.

A student, who incurs any permanent reprimand will not be eligible for awards and/or honors.
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. A violation incurred during probation will warrant consideration for dismissal.

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 or until compliance with conditions for re-enrollment. At the expiration of this time period or satisfactory compliance with conditions, 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.

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

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 be 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.

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

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

Initial Review and Assessment
A written allegation will be reviewed by the PDEPC Committee Chair. Upon review, the PDEPC Chair may take the following actions:

1. Determine, after consultation with the Associate Dean Student Affairs or other committee member, that the report has no merit. The PDEPC Committee is notified.
2. Determine the report is a minor or select violation and imparts a sanction following the Disciplinary Protocol for Select Violations. Other committee members may be consulted and additional investigation may or may not be conducted. The student is advised to respond if any information is inaccurate or questions the violation. This information is shared at the next committee meeting.
3. Determine the violation reported is serious/egregious. The student will be notified by email and a hearing is scheduled. An investigation will occur as described below. Additional violations may be found upon investigation that were not reported in the initial notification. The student will be notified as additional information arises.
4. All other reports are investigated and assessed as deemed appropriate by chair in consultation with associate dean student affairs or another committee member in order to determine the appropriate course to follow.

For violations that do not fall into one of the above categories, the following additional procedures may be followed:

a. Information from the investigation will be brought to the committee and presented without a hearing. The student will be advised to submit written statement to present.
   b. Issues reported may be kept “For the Minutes” of the Committee, if deemed the issues have been appropriately addressed outside the Committee. This information will be brought forth for consideration in any future report of a violation.

Notice of Charges
A student who is charged with ethical misconduct will be so notified in writing/email by the PDEPC Chair of the allegation, and the student will also be notified at that time to refer to his/her rights included in this handbook.

Immediate Clinical Suspension
Whenever the student’s actions or behaviors are considered either to be a potential risk to the well-being of a patient or the integrity of TUSDM’s clinical operations, the Dean, the academic dean, the clinical dean, or their designee have the obligation and the right to immediately place the student on a clinical suspension that restricts the student from patient care and access to patient records. Before the decision of a clinical suspension may be made, the dean making the decision must first meet with the student and give the student the opportunity to address the concerns. Another administrator or a faculty member, preferably the Associate Dean for Student Affairs or his designee, should witness this meeting. The decision for a clinical suspension will be reported to the Chair of the PDEPC who will initiate an investigation. The clinical suspension will continue uninterrupted for any reason until the PDEPC hears the case, renders a decision, and throughout any appeal process.
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 shall be sent via email. Refusal by the Respondent to meet with the interviewers within seven (7) days, either through an explicit refusal or a failure to respond to the emailed request, shall be taken as confirmation of the allegation(s).

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 (5) days from the date of notification).
2. The location of the hearing.
3. The violation(s) reported thus far. Additional violations may be found during investigation and during the hearing.
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 except in cases: a. Where the complainant has accused the respondent of bullying, harassment, or intimidation; b. Investigated by the OEO or SMAP; or c. When the complainant is from an off-site location such as an externship or rotation site.
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.

The hearing is mandatory. Failure of the Respondent to be present at the hearing will be taken as a confirmation of the allegations and may be considered an additional violation.

**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.

**Note:** Decisions of violations are based upon the preponderance of evidence. Lack of honesty is a violation of the code. Lying at any stage of the EPC Committee process will lead to a motion for dismissal.
Appeals Process

Appeals Committee
The Appeals Committee shall act as the appeals board for any final decision ultimately made by the PDEPC Committee or Advanced and Graduate Education Committee (AGEC) that entails demotion, suspension, or expulsion. The Appeals Committee will be comprised of the Associate Dean for Academic Affairs, who is a non-voting ex officio member of the AGEC, and three department chairs, all of whom are appointed ad hoc by the Dean. Because Appeals Committee members may not concurrently serve as voting members of either the PDEPC or the AGEC, any Chairs appointed by the Dean to sit on the Appeals Committee who serve on the PDEPC and/or AGEC must relinquish their membership on those committees.

A quorum of a minimum of three Appeals Committee members must be present at all hearings. Decisions are made by a majority vote of the members present for the meeting. If the vote is a tie, the Appeals Committee must reconvene with all members present to discuss the case and cast a final vote.

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 dismissal made either by the PDEPC or AGEC.
2. A student must submit the appeal in writing/email 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 or AGE 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 with Associate Dean of Student Affairs to discuss the merits of the appeal.

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

If the appeal is found to have merit, the Appeals Committee will identify the conditions found to have a merit, then the PDEPC 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 or AGEC 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 writing/email of (1) the decisions made by the Appeals Committee and the sanction(s) being imposed, and (2) the student’s right to submit within seven (7) 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 University School of Dental Medicine (TUSDM) General Policies, and Resources

Clinical Safety and Protocol Policies

Infection Control
The main purpose of Infection Control is to break the chain of cross-contamination (the transfer of pathogens from one to another to reduce exposure to any infectious diseases). All Clinicians and students are required to read Protocols and Procedures for Infection control at TUSDM, which 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/TRUNK) 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 Blood-borne Pathogens.
- **Exposure Control** is followed for preventing any reasonably anticipated eye, skin, mucous membrane, or parental (injected) contact with blood or other potentially infectious fluids during the performance of one’s 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 using 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 the Infection Control Administrator at (617) 636-6960, in person at the Infection Control Office in DHS-417D, or by email at Julianna.Posada@tufts.edu.
Medical Emergency Protocol

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
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.
TUSDM Medical Emergencies Protocol Summary

Provider assumes charge of the emergency & calls for help

If ABCs Present then 1st Responder will have other responders assistant with:
- Calling Oral Surgery at 6-6995 & alerting Floor Faculty to come to emergency site
- Inform Oral Surgery about floor and operatory #
- Inform front desk or Practice Assistants (PAs). They will call Tufts Police. Call 1st goes to Medford & Medford alerts Boston campus Police
- Get Code Cart with oxygen, AED, HealthFirst Emergency Medical Kit, stethoscope, BP cuff from dispensary
- Station person at front elevator & stairway to directoral surgery team
- An assistant also notifies Tufts Police at 6-6911. State that you are calling from TUSDM Boston Campus

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

If ABCs Absent then 1st Responder will have other Responders Assistant with:
- Dialing 6-5555 for Code Blue Team
- State that the Emergency is "IN THE DENTAL BUILDING" Indicate floor & operatory # Inform if patient is adult or child
- Or Page TMC runner at Beeper # 1358. State level of urgency for transportation.
- During an Emergency Tufts Police will arrange for all forms of Transportation.
- Call Oral Surgery at 6-6995. Alert Floor Faculty, Front desk &/or PAs
- Call Campus Police at 6-6911. Call 1st goes to Medford & Medford alerts Boston campus Police
- Get Code Cart with oxygen, AED, HealthFirst Emergency Medical Kit, stethoscope, BP cuff from dispensary
- Stay near the phone used, as TMC Operator will call back in 1 minute to check on the code Blue team arrival

Keep area clear
**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.
Needle-stick/percutaneous Incident Protocol

**During Day Clinic**

- Report incident to instructor or supervisor AFTER washing affected area with soap & water or splashing thoroughly at eye station for splash exposure. The faculty will inform the patient about our Protocol & the exposure that has occurred. Dr. Ganda’s office (DHS-323), should be informed of the incident AFTER completion of care.
- Contact Dr. Ganda at 6-4655 or Ms. Patty DiAngelis at 6-6814, if the injured person or faculty/supervisor have any questions.

**During Evening Clinic**

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

**During Vacation Period**

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

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**The designated Faculty or the O.S. R.N. or the Dept. Administrator will...**

- The designated faculty will direct you in proceeding to Tufts Medical Center (TMC) Employee Health (EH) or TMC Emergency Room (ER), dependent on if the exposure occurred between 8:00am-4:00pm or AFTER 4:30pm.

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**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 6-5480. 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 number at Farnsworth 6 itself.
- The student/employee will leave the patient at EH and proceed to Froger-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, 8:30 AM to 4:00 PM. The potentially exposed person & the source patient will receive exposure assessment, medical attention & counseling (if deemed necessary) at TMC EH Service Infections disease (ID) consultations are available through the Employee Health Service. TMC ID will always be contacted if deemed necessary by TMC EH.

**For NSIPs during Evening Clinic**

- The designated person will contact the TMC Emergency Room (ER) attending physician at 6-5566 and inform him/her about the accident. The student/employee AND source patient will proceed to the TMC Emergency Room.

**The student/employee and source patient will register at the Emergency Department. Exposure assessment, medical attention & treatment will be provided by the ER attending physician designated for that day.**

**Subsequent to the Emergency Department visit, test results of student/employee and source patient will be sent to TMC Employee Health Service at Farnsworth 6.**

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**The Employee Health Service will contact the student/employee to convey test results. The source patient’s test results will be sent to Dr. Ganda’s office. Dr. Ganda will, in turn, direct the test results to the source patient’s physician with a cover letter. In the event that the source patient has no primary care physician, Dr. Ganda will contact the patient directly. Ms. Debbie Quinn, Counselor, will be contacted if necessary, should counseling be needed.**

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

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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, Farnsworth Hall 1, Boston Campus. The names of the source patient and student will not be included on 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.

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**Any accident requiring medical treatment is logged as an OSHA 210 reportable incident. This is done by the Risk Management Office in Medford.**

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

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

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

**Needle-stick 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 needle-stick 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.
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 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.

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.
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.

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, and 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.
Student and Faculty Dress Code

The personal appearance and demeanor of students, residents, and patient-facing faculty and staff affects the care and management of patients, both directly and indirectly. The image communicated to patients through the behaviors, interactions, personal appearance, and attire of people they encounter in the TUSDM Dental Building and clinical settings influences their perceptions of the quality of care they will receive at TUSDM and their confidence in the person providing the care. A presentation of professionalism is essential to uphold the standards of excellence set by TUSDM and the dental profession.

TUSDM expects all predoctoral students, postgraduate residents, and patient-facing faculty and staff to adhere to standards for appropriate professional attire and personal grooming while they are on campus and, in particular, in the preclinical and clinical areas. These standards serve a dual purpose; they ensure all TUSDM representatives present a professional appearance to our patients; and adhere to best practices in infection control and patient safety set forth by the Occupational Health & Safety Administration (OSHA).

Patient-facing means anyone who has either direct or indirect involvement in the delivery of patient care on the clinical floors. This includes student dentists, residents, dental assistants, faculty supervisors, dispensary assistants, and central sterilization assistants.

A. Personal Hygiene and Grooming

TUSDM personal hygiene and grooming standards are primarily infection control and health and safety related measures; everyone is expected to maintain personal cleanliness by bathing daily and using deodorant/antiperspirant to minimize body odors, especially when working in close personal proximity to patients. Other requirements are:

- Hats and headscarves are prohibited with the exception of religious headwear (e.g., hijabs, yarmulkes, Sikh turban). Religious headwear should be laundered on a regular basis.
- Shoulder-length or longer hair, including bangs, must be tied or pinned back and completely restrained.
- Beards and moustaches are allowed but must be well groomed.
- Fingernails must be clean, short, and well-rounded; well-groomed nail polish is allowed.
- Artificial nails are not allowed as they are highly flammable and a breeding ground for bacteria.
- Scented perfumes, colognes, aftershaves, body sprays, or lotions are not allowed, as overpowering scents may trigger headaches or allergic reactions in colleagues and patients with fragrance sensitivity.

  - In the preclinical laboratory and clinical operatories:
    - You should consider leaving all jewelry at home. Or, it should be removed from hands and wrists (i.e., rings, bracelets). Watches and wedding bands may be worn during procedures; however, infection control measures must be applied once patient interaction is completed.
    - Any jewelry that dangles or hangs should be removed.
    - All wounds on hands/fingers must be covered with a protective bandage and/or finger cots.
    - Socks/stockings must always be worn and must fully cover calves and ankles during seated clinical procedures as bare legs and ankles are not allowed under OSHA regulations.
B. Professional and Clinical Attire

We expect everyone to exercise good judgement and strongly encourage all students, residents, faculty and staff to wear neat, business casual attire while they are on the TUSDM campus. Students and residents are allowed to wear clean jeans in the non-clinical areas. Staff and faculty may not wear jeans at any time. Scrubs are allowed following specific guidelines described below.

Scrub Guidelines. Following the COVID-19 Pandemic during 2019–20, TUSDM has instituted a new policy surrounding scrubs. All patient facing workforce members MUST arrive and depart from TUSDM in street clothes. Upon arrival at the school, screening and ID verification, you will be escorted to the Mezzanine level of the school where you will change out of street clothes and shoes and into a different pair of shoes and scrubs that will be provided for you by TUSDM. Predoctoral students who already have exiting colored scrubs are encouraged to wear these scrubs, however, you must bring them with you, change into and out of them at TUSDM and leave in street clothes upon your departure. If you opt to wear your own scrubs, you must abide by the following guidelines:

- Scrubs may not be worn during medicine rotations at Tufts Medical Center.
- Laundering of scrubs is a personal responsibility. Personal scrubs must be laundered separately after each wear in accordance with OSHA requirements (see Protocols and Procedures for Infection Control @ TUSDM for laundering instructions). School distributed scrubs should be returned for cleaning in the proper receptacle upon completion of your day in the area designated on the Mezzanine.
- Clean undergarments must be worn under the scrubs.
- Scrubs must be clean and non-wrinkled in appearance.
- Scrub pant waist may be either elastic or drawstring; pant leg must be hemmed or pinned to an appropriate length that prevents scrub pants from dragging on the ground/floor and creating an infection risk.
- Scrubs must be worn as a complete color matched set with no substitution allowed (e.g., T-shirts with scrub pants).
- Students must wear whatever scrub color is designated to their specific class (predoctoral students only) if you bring in your own scrubs to wear.
- Scrubs must be solid in color with no patterns or logos, except the TUSDM logo.
- Scrub tops must be short sleeved and have V-neck styling.
- Community-Wide Events.
- All members of the TUSDM community should dress in professional business attire for community-wide events such as the White Coat Ceremony, Commencement, and award ceremonies.

Prohibited Attire. Workforce members may not wear the following types of clothing while on campus for scheduled classes and clinic:

- In the preclinical and clinical areas:
  - Opened toed/open backed shoes (e.g., sandals, flip flops, mules, Crocs).
  - Shorts and miniskirts that fall more than 1 inch above knee.
  - Jeans (clinical areas only).
- Torn, stained, or excessively wrinkled clothing.
- Any form of clothing that is mesh, sheer, or see-through.
- Skirts or dresses with no stockings; All bare skin must be covered in the clinic.
- Skin-exposing tops (e.g., low-cut, halter, or spaghetti strap tops, muscle T-shirts).
• Pants or tops that expose the midriff, underwear, or buttocks.
• Sweat pants/jogging pants.
• Shorts (including bike or gym shorts).

**Location and Activity-Specific Required Attire.**

• White Coats are required for medicine rotations at Tufts Medical Center and the preclinical area; they may not be worn when seeing patients in the clinical setting. Patient-facing staff are to wear TUSDM appointed white coats when greeting patients. They will be supplied for you and must be laundered daily.
• Yellow Gowns are required for the Preclinical Simulation Laboratory and while performing lab work in the clinical setting.
• Protective clothing is mandatory whenever staff members are working in a dispensary, an operatory, or another patient treatment area on the clinical floors. Protective clothing includes: green gowns, protective, eyewear, gloves, masks, and appropriate footwear.
• Blue Gowns, Green Gowns are restricted to patient treatment areas. Blue gowns (Student dentists and Residents) and green gowns (Faculty/Teaching Assistants) must be worn over appropriate clothing when treating patients. Gowns should be tied behind neck high enough to cover clothing.
• **Gowns may not under any circumstances be worn in non-clinical areas (i.e., restrooms, food areas, offices, waiting rooms, libraries, seminar rooms, laboratories, administrative floors, or out of the TUSDM building).**
• The [Protocols and Procedures for Infection Control](#) provides additional guidance on the wearing of personal protective equipment in the preclinical and clinical areas.

**Tufts University Identification Cards.**

All workforce members must always wear their official Tufts University Student ID while on the TUSDM campus. When providing clinical care, please take your ID or make a color copy of your ID and place it in a plastic badge holder which you will affix to your protective gown with a pin or tape. **Please remember to remove your ID upon completion of your clinical responsibilities! This is why we suggest making a color copy of your ID if convenient.** Upon completion of your clinical responsibilities, you may throw the badge holder away. Failure to wear your ID during clinical care will be considered a violation of the Professional Appearance and Attire Standards. As an infection control measure, TUSDM prohibits use of ID lanyards (i.e., chains, ropes, or ribbons) unless they are made of rubber and can be disinfected. When wearing yellow, green or blue gowns with your lanyard and ID, the lanyard and ID should be worn under the gown, but available when necessary. The IDs may also be clipped to the waist of pants, skirts, or scrubs.

**Violations and Enforcement of the Professional Appearance and Attire Standards.**

Workforce members should support and encourage each other in adhering to the Professional Appearance and Attire Standards. Our motto is “**If you see something, say something.**” We want all our TUSDM community to be free of concern about infectious diseases spreading because of lack of adherence to standard precautions. Continued violations should be reported to the Infection Control Administrator and/or appropriate supervisor. The Infection Control Administrator will regularly audit adherence to the [Protocols and Procedures for Infection Control](#), including aspects of professional appearance or attire that pose potential health and safety risks.

1. If it is determined that a student or resident is inappropriately dressed for any activity, the student may be dismissed or restricted from the classroom, laboratory, or clinic; the resident from the clinic. If it is
determined that a patient-facing faculty or staff member is inappropriately dressed for any clinical activity, a verbal or written warning may be issued, and repeated offenses will be forwarded to the Compliance and/or Risk Management Committees.

2. The Associate Dean of Clinical Affairs (Mary_Jane_Hanlon@tufts.edu) and Director of Ethics and Professional Development (Kathryn_Ragalis@tufts.edu) within the Department of Comprehensive Care jointly will have ultimate responsibility for assuring these standards are followed, but may delegate the responsibility to a class advisor, group leader, or supervisor. Habitual offenders in any and all categories will be referred to the Office of the Dean and/or the relevant Ethics, Professionalism and Citizenship Committee for appropriate disciplinary action, including lowered clinical grade, suspension, or dismissal from the TUSDM Comprehensive Care Clinic or Specialty Care Clinics.

**Snow Emergency/Clinical Guidelines**

Tufts University School of Dental Medicine operates 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 school's 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.
Tufts University General Policies, Resources, and Facilities

The Office of Equal Opportunity (OEO)
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 bias, discrimination and harassment, to resolve reasonable accommodation issues, and to set for University policies and guidelines in these areas through education and training. See Appendix XIII: Office of Equal Opportunity (OEO) Policies and Procedures.

While all OEO policy statements are located in Appendix B, the full text of the OEO policies and procedures are located on the official OEO website at http://oeo.tufts.edu/policies-and-procedures/.

The OEO Policies and Procedures include the following university-wide policies, which are also in the following appendices:
- Non-Discrimination Policy (Appendix XIV: Tufts University Non-Discrimination Policy)
- Sexual Misconduct Policy (Appendix XI: Tufts University Policy on Sexual Assault)
- Consensual Relationships Policy (Appendix XV: Tufts University Policy on Consensual Relationships)
- Working with One Another Policy

The OEO website also lists on-campus and off-campus resources as well as reporting flowcharts that show the process each student should follow in cases of violation of university OEO policies.

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 XVI: Family Educational Rights and Privacy Act of 1974.

Privacy Practices
For information concerning privacy practices for tufts.edu or other Tufts University websites please go visit https://www.tufts.edu/about/privacy for further information.

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,
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.

Refer to Appendix XVII: Tufts University Press Policy for Graduate and Professional Schools.
Violence Free University Policy and Public Safety

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](http://publicsafety.tufts.edu).

**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/](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.

See [Appendix XVIII: Tufts University Weapons Policy](#).

**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.

**Tufts Guidance on Use and Possession of Marijuana on University Property**
On November 8, 2016, Massachusetts voters passed Question No. 4, a ballot initiative legalizing the use of marijuana by adults 21 years of age or older. As of December 15, 2016, adults in Massachusetts can grow or possess small quantities of marijuana for personal recreational use.

As a recipient of federal funding, however, Tufts must comply with current federal drug laws, which still classify marijuana as a controlled substance. Accordingly, Tufts continues to prohibit the use, possession, cultivation and sale of marijuana on all university property and at all university-sponsored events, whether on or off campus. With the limited exception of approved academic research, use of marijuana in any form (including medical marijuana) remains prohibited on Tufts property.

For more information regarding the university’s medical marijuana policy see: http://legal.tufts.edu/tufts-university-medical-marijuana-policy/

For more information, please see Appendix XIXL Tufts University Drug-Free Campus Program.

**Smoke Free In-Door 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.
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.

Reporting Crimes
The most recent copy of the Tufts Public Safety crime report can be found at the following internet address: http://publicsafety.tufts.edu/asr/

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.

**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.
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.

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 thirty (30) 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 enroll or waive 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
Students are not required to enroll in 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/administration/SAHA/student-health-insurance.

To waive the student plan during Open Enrollment, complete a Waiver at: http://go.tufts.edu/sis. 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 thirty (30) 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 thirty (30) 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 thirty (30) 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 comply with Massachusetts State Law and University policy, all students must submit immunization and testing documentation to the Student Advisory & Health Administration Office by their given program deadline. Either the Tufts University School of Dental Medicine Form must be completed and signed by a Health Care Professional, or equivalent medical documentation must be submitted. The form can be printed from the following website: https://medicine.tufts.edu/administration/SAHA/immunizations.

Immunization waiver requests for religious or health reasons should be procured from Johny Lainé, Accommodation Specialist in the OEO at Johny.Laine@tufts.edu or at 617.627.3298. Please see the

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 (for antibody tiers laboratory reports are required):

- **Tetanus Diphtheria Acellular Pertussis (Tdap):** One dose of the adult Tdap vaccine is required in lieu of Td booster. If Tdap booster is greater than 10 years old a Td booster is required.
- **Measles, Mumps and Rubella (MMR):** Two doses of measles, mumps and rubella vaccine or positive antibody titers.
- **Tuberculosis Test:** Test given within one year prior to start date and updated annually. If tuberculin positive, a chest X-ray is required within one year prior to start date (report must be submitted).
  - History of BCG vaccine is not acceptable as proof of positive tuberculin status. 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 flu vaccine documentation or signed Declination Form (Declination Form will be emailed in the fall by the Dental School)

**Student Wellness Advising**

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

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

This service is provided at no additional charge to matriculated students. Consultation is strictly confidential and no information will be released without the student’s written consent. Payment for outside services is the responsibility of the student.

Appointments are available by calling the Student Advisory & Health Administration Office at 617-636-2700 or emailing Sharon Snaggs Gendron, Sharon.Snaggs@tufts.edu
Advising of students is a major focus in TUSDM. A diverse student body of 800 students, ranging in age from 21 to 49 years, representing 25 to 30 countries and varied economic circumstances, generates numerous requests for personal, academic, financial, and career advising, and less frequently, psychiatric consultation. Students in need of information or advising frequently contact one of the individuals listed below who are designated by their positions to play a primary role in student advising. These individuals may provide advising themselves or may refer the student to the most appropriate resource, either to a faculty or staff member for informal advising or to the SAHA office, Out-Patient Adult Psychiatric Services, or the emergency room (if critical situations arise).

Tufts has a large number of faculty and administrators who are receptive to discussing problems with students when the need arises. A list of suggested contacts is provided below.

**Personal/Crisis Advising and Guidance**

**Advising/Guidance**

- Sharon Snaggs Gendron, Student Wellness Advisor, Student Advisory and Health Administration Office
  4th Floor Posner Hall, 617-636-2700
- Dr. John Van Pruitt, MD, Faneuil Hall Market Place, 1 South Market Building, Fourth Floor, Boston MA, 02109, 617-357-5542
- Dr. Noelle Roop, Social-Cognitive Coach, Dental School Building, 15th floor - Room 1511, 617-636-6765
- TalkOne2One Student Assistance Program, facilitated by AllOne Health Resources.
  TalkOne2One is available to all Dental School students free of charge and provides confidential access for students to counselors both on-campus and by telephone. Students can contact TalkOne2One counselors at any time 24/7 by calling their 1-800 number (1-800-756-3124) for “in the moment” support by a master’s level licensed counselor or can schedule a future in-person (or telephone) appointment. In-person appointments with TalkOne2One counselors are available at designed hours in their Boston Campus location. Students may also visit Talk One2One counselors at an off-campus site that is located closer to their residence or site rotation.

**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. Andrea Zandona, Chair of Comprehensive Care Department, 617-636-0927

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

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

All accidents/incidents involving students, even those that seem minor, must be reported to the faculty supervisor. In addition, the Accident/Incident Report Form should be completed to report any accident that resulted in bodily injury/illness, an incident that could have resulted in bodily injury (a near miss) or an incident that resulted in property damage that occurred on Tufts property or on a Tufts sponsored/approved activity off campus. For more information, visit the TEHS website at [https://publicsafety.tufts.edu/ehs/accident-and-incident-reporting-at-tufts-university](https://publicsafety.tufts.edu/ehs/accident-and-incident-reporting-at-tufts-university).
University Chaplaincy
The Tufts University Chaplaincy is a dynamic hub supporting religious, spiritual, ethical, and cultural life for the whole Tufts community. Together the chaplains provide pastoral care, support religious and philosophical communities, educate about spiritual and ethical issues in society and the world, and promote multifaith engagement.

The University Chaplaincy consists of the University Chaplain, who leads Tufts’ spiritual and ethical life overall and supports individuals and communities not served by Tufts’ associate chaplains and staff. Associate chaplains and staff are appointed to serve the Buddhist, Catholic, Humanist, Jewish, Muslim, and Protestant communities, and they work together with the University Chaplain to serve the whole Tufts family.

The University Chaplaincy is eager to work with students, faculty, and staff on Tufts’ Boston campus to expand opportunities for religious, spiritual, philosophical, ethical, and interfaith life at Tufts’ Boston campus schools. Potential opportunities include: campus religious and philosophical communities; regular opportunities for meditation, prayer, worship, and holiday observances; educational programming about the intersections of spirituality, ethic, and healthcare; wellness, leadership, and community building opportunities, religious diversity and literacy initiatives, and community services and social justice initiatives. More information about campus religious and philosophical communities, weekly gatherings and worship service times, and other University Chaplaincy programs and services is available on our website at http://chaplaincy.tufts.edu. Please also feel free to contact the chaplaincy at 617-627-327 or chaplaincy@tufts.edu or follow us on Facebook.

CHAPLAINS
❖ The Reverend Greg McGonigle, University Chaplain
   Goddard Chapel, 3 The Green, Medford, MA 02155, 617-627-3427

❖ The Venerable Priya Sraman, Buddhist Chaplain
   Tufts Interfaith Center, 58 Winthrop Street, Medford, MA 02155, 617-627-0544

❖ Lynn Cooper, Catholic Chaplain
   Tufts Interfaith Center, 58 Winthrop Street, Medford, MA 02155, 617-627-2044

❖ Walker Bristol, Humanist Chaplain
   Tufts Interfaith Center, 58 Winthrop Street, Medford, MA 02155, 617-627-0544

❖ Rabbi Naftali Brawer, Jewish Chaplain and Executive Director of Tufts Hillel
   Granoff Family Hillel Center, 220 Packard Avenue, Medford, MA 02155, 617-627-3242

❖ Dr. Celene Ibrahim, Muslim Chaplain
   Tufts Interfaith Center, 58 Winthrop Street, Medford, MA 02155, 617-627-2065

❖ The Reverend Daniel Bell, Protestant Chaplain
   Tufts Interfaith Center, 58 Winthrop Street, Medford, MA 02155, 617-627-2097
Health Sciences Bursar’s Office

Tufts University bills students electronically using Tufts eBill. Tufts eBill is only accessible through the SIS portal. You may invite other individuals to view or pay the eBill by adding them as an "invited viewer" in the SIS portal (http://go.tufts.edu/inviteviewers).

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 through SIS under the “Bills and Balances” tab. If you choose not to pay online, payments should be mailed with the payment coupon (included in your bill) 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 with either cash or check. The Bursar's office does not accept credit cards.

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, distribution of petty cash, 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 Thursday and 10am-4pm on Fridays. For questions about your bill, please contact the Bursar's Office directly. You may also visit our website 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

Staffed Hours - Academic Year 2019/20

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<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>
<td>10:00 a.m. - 7:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 noon - 10:00 p.m.</td>
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</tbody>
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For additional information on IT Support hours, holidays and changes, please consult [https://hirshlibrary.tufts.edu/about-us/hours](https://hirshlibrary.tufts.edu/about-us/hours).

Facilities:

**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 walk up IT Services Desk, the *Data Lab*, circulating book collection, a large classroom, two computer labs, study spaces and seven collaboration rooms that can be reserved. The two computer labs are available for teaching and individual or group study. The lab facilities provide access to internet applications, a variety of standard word-processing, spreadsheet, database and presentation-graphics programs and other software that support the curricula of the health sciences schools. This floor also has fast book scanning stations. The IT Service Desk, staffed by full-time employees and student workers, provides support for students’ personal computers and email accounts.

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

The seventh floor houses the print journal collection, study rooms, classrooms, study carrels, and a variety of other seating options for quiet study.

Policies
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 silence your 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 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 inquire at the Library Service Desk (617-636-6705).

Students are eligible to receive support for their personal computers and mobile devices at the 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 https://hirshlibrary.tufts.edu/it-support for more information. IT support is available 24/7 at 617-627-3376 or emailing it@tufts.edu.

Mac and PC laptops are available for students to borrow for use within the library. There are also a variety of chargers and adaptors available for checkout. They may be checked out from the Library Service Desk on the fourth floor from 7:45 to closing. Please see the policy for overdue items, which is strictly enforced.

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
Tisch Library (Arts, Sciences & Engineering, Medford Campus) 617-627-3460 (or 73460 internally)
Ginn Library (Fletcher School, Medford Campus) 617-627-5021 (or 75021)
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:

- Bentley University
- Boston College
- Boston University
- Brandeis University
- Marine Biological Laboratory
- Northeastern University
- State Library of Massachusetts
- Tufts University
- University of Connecticut
- University of Massachusetts – Amherst, Boston, Dartmouth, Lowell, Worcester (Medical)
- University of New Hampshire
- University of Rhode Island
- Wellesley College
- Wesleyan University
- Williams College

For more information on the BLC, please consult https://hirshlibrary.tufts.edu/get-started/access/blc 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. 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 hhsl-docdel@tufts.edu.

Library Computers
There are public computers on floors 4 and 5 of the library. The labs within the Library are open for student use when they are not reserved for classes.

Printing, Copying & Scanning
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 is also available. Details are available for PC and Mac.

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 https://hirshlibrary.tufts.edu/services/print-copy-scan.

Reference and Educational Services
Research and Instruction Librarians are available 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 EndNote and help obtaining
full-text articles via the library’s website. You can connect with the Research and Instruction Librarians through AskUs.

**Jumbo Search** lists books, journals, databases, other materials held by the Tufts Libraries in Boston, Grafton and Medford. The catalog links directly to a large collection of electronic books and full-text journals. Begin your search online at HHSL. Full text can also be accessed through the FindIt@Tufts link located on the results screens of our licensed resources.

To arrange for consultations regarding your research needs, please contact **Research and Instruction**.

Suggestions for book purchases and journal subscriptions may be made using the online form at [https://hirshlibrary.tufts.edu/find/recommend](https://hirshlibrary.tufts.edu/find/recommend).

**Wireless Computing**
Tufts faculty, staff and students can connect to the wireless campus network on all Tufts campuses.

**Tufts University Health Sciences Campus Bookstore**
116 Harrison Avenue
617-636-6628
sm730@bncollege.com

**Regular Academic Calendar Hours**
Monday-Thursday 10:00am-6:00pm
Friday, 10:00am-4:00pm
Saturday, 11:00am-2:00pm

**Summer Hours** (Memorial Day to Labor Day)
Monday- Friday, 10:00am-4:00pm
Saturday and Sunday-CLOSED

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 onto www.tuftsmedicalbookstore.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.
- All teeth are **final sales**. There are **NO REFUNDS** for teeth at any point after purchase.
- Teeth however are exchangeable with a receipt. The receipt can not be longer than one year from the time of purchase.
- You can only exchange Kilgore teeth for other Kilgore teeth.
- Acadental teeth can only be exchanged for other Acadental teeth, there are no cross exchanges for the different styles.

Payment
The bookstore accepts cash, checks, Visa, MasterCard, American Express, Discover, Traveler’s Checks, Apple Pay 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.
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.

PARKING

Tufts Shared Services Parking Office
274 Tremont Street
Boston, MA 02116
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 items of 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 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 you lose your decal, you must come to the parking office and receive a temporary pass every week until the new school year.

If at anytime 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 at both 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 **$30.00 (6.00 per day)**. The parking office accepts cash and credit cards (MasterCard, Visa, Discover & 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 five (twenty-five coupons). When you run out of coupons, you can come back to the parking office during our normal business hours to purchase more books. The student parking coupons never expire.

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

**20 Herald Street**
Monday through Friday 5:00 am – 2:00 am; Saturday and Sunday 6:00 pm to 8:00 am
Shuttle service Monday-Friday 5:00 am – 2:00 am

**5 Travelers Street,**
Monday through Friday from 6:00 am to 1:00 am. No Weekends.

Shuttle service Monday - Friday 6:00 am to 1:00 am

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

There is NO overnight or weekend/hospital holiday parking. Long term car storage is strictly prohibited and subject to fine of $38/day, termination of parking or both.

If you need to park on the weekend or on a hospital holiday you can park in the Tremont Street Garage using one of your student coupons UP TO 24 hours (or you can pay with $9.00 cash if you have no coupons at that time). You are allowed to park in the Tremont garage starting after 10:00 pm Friday; you have to be out of the garage by 9:00 am Monday or after the holiday ends.
IMPORTANT: If you are not out of the garage by 9:00 Monday, after the hospital holiday ends, or are parking the Tremont garage when you are not supposed to, you will be charged the full day commercial rate of $38.00.

**Temporary Pass**

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

**Bicycle**

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

**Special Notes:**

**Tremont Street Garage Student Weekday Parking Policy**

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

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

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

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

In case of a medical emergency, students may park at the Tremont Street Garage. The parker should notify the garage screener upon entering the facility so that the parker will be granted access to the desired location.

**Parking Contract**

Please note that regardless of what parking facility you are assigned to, management does not guard or assume any responsibility for your vehicle or its contents; park at your own risk.

**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.
Nursing Mothers' 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 winging 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. For access, questions or concerns about the Nursing Mother's Rooms please contact Katherine Vosker at TUSDM, Katherine.Vosker@tufts.edu or Nadra Sultan in OEO, Nadra.Sultan@tufts.edu.

Requesting Access
Access to the room can be requested through Office of Student Affairs, and is generally granted in one to two business days. To ensure timely completion of this request, please contact Katherine Vosker at TUSDM, Katherine.Vosker@tufts.edu or Nadra Sultan in OEO, Nadra.Sultan@tufts.edu before returning from maternity leave. If you are in need of immediate assistance and are unable to reach Katherine or Nadra, 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.
Appendices List

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Appendix XX: Disciplinary Protocol for Select Violations
Appendix I: Parental Leave of Absence Policy

To request parental leave students must complete a parental leave of absence form at least three months prior to the beginning of parental leave. Exemption is provided under unusual circumstances only.

Before leaving school, students going on parental leave must meet with Program Director, and the Associate Dean for Student Affairs, and if they are providing patient care, they must inform their patients. 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 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.

Students can request parental leave if adopting a child by simply following the same process as for standard parental leave. Male students can also request parental leave for the birth or adoption of children. The length of parental leave is four weeks.

Note that a student’s tuition and fees and, if applicable, their financial aid, can be affected by maternity or paternity leave. Students who have questions regarding maternity or paternity leave should contact the Office of Enrollment Services.

**Summary of the Process:**
Before going on parental leave:
1. Submit the request form to the Associate Dean for Student Affairs three months before your leave begins. The form is included and can also be found on TRUNK. You may also request a copy from the Registrar Office.
2. Inform your patients
3. 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 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.

**Withdrawal**
A student who wishes to withdraw voluntarily from the program after parental leave may do so by notifying the Associate Dean for Student Affairs 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, s/he 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.

Parental 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 parental leave.
- **What happens with my courses/exams while on parental leave?** Depending upon the time and length of your parental leave, you may be allowed to keep up with your courses through TRUNK 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 or child?** You must contact your health insurance plan at the beginning of your pregnancy or adoption placement process to learn how to enroll your newborn child or child.
- **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](http://www.childcareservices.org)
- **Can I request parental leave if adopting a child?** Yes. You follow the same process as for standard parental leave.
- **Can a student still see and treat patients while on medical leave?** No. Students on leave are not able 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 parental 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 Student Affairs for access.
Appendix II: Student Financial Aid Deferment & Refund Policies

Deferment of Prior Education Loans

Students who are enrolled at least half time are eligible to defer payment of their federal student loans while in attendance at any program offered at TUSDM. Students who borrowed private education loans, loans borrowed directly from a college or university, Health Professions Student Loan (HPSL) or Loans for Disadvantaged Students (LDS) will usually be required to complete a paper deferment form obtained from the lender or their loan servicer or submit an Enrollment Certification letter to their lender or loan servicer. In the case of HPSL and LDS, borrowers will need to obtain a deferment form from the school in which they received the loan or their loan servicer and submit it to the Registrar’s Office for processing. Students must be enrolled full-time in order to obtain deferment of either these loans. Private education loans from a college or university, bank or other type of lending institution may or may not eligible for deferment. The student must contact their loan servicer for further information and the type of documentation that is needed. All forms or requests for Enrollment Certification letters can be sent to Dental.Registrar@tufts.edu or submitted to the Registrar’s Office for processing. Note that it may take up to 5 business days for requests to be processed and only on or after the student has been formally registered as a student at TUSDM.

Federal student loans, such as Federal Perkins Loan, Federal Direct Loans and Grad PLUS loans and loans received through the Federal Family Education Loan Program (FFELP) are eligible for deferment provided the student is considered enrolled at least half time. The student's borrowing and enrollment history is tracked by the US Dept. of Education through the National Student Loan Data System (NSLDS). Borrowers can access their federal student loan information at www.NSLDS.ed.gov using their FSA ID. Note that private education loans, HPSL and LDS loans are not included in the borrower's NSLDS data. Tufts University sends enrollment data, and subsequent changes to enrollment, to NSLDS on a monthly basis via the National Student Clearinghouse. Federal loan servicers will utilize enrollment data reported to NSLDS to automatically place their loan servicing accounts into deferment. As a result, students are usually not required to complete a paper loan deferment form for these types of federal student loans since enrollment data is sent electronically. However, if the student is in ACTIVE repayment of a student loan(s), before enrollment data will become available in NSLDS, then students are advised to obtain an education loan deferment form from their loan servicer and submit it to the Registrar's Office for processing. For example, if a borrower enrolls at TUSDM and is considered at least half time on July 1, the student's enrollment data will most likely not be available in NSLDS until the first 5 days of August. If the student has PAYMENTS DUE between July 1 through August 15th, the student should contact their loan servicer or visit the loan servicer's website to obtain an education deferment form. The student must complete the form submitting it to the Registrar's Office for certification. If the student's loan payments come due AFTER AUGUST 15th, enrollment data would normally be available in NSLDS and loan servicers will use this information to place the student's loan accounts in deferment status.

It is the student’s responsibility to review the status of their prior student loan accounts with their loan servicer(s) to ensure the appropriate deferment has been applied within 45-60 days of their initial enrollment at TUSDM. Note that neither paper deferment forms nor Enrollment Certification letters will be processed for an incoming student until they have fully matriculated. Contact the Office of Enrollment Services for any questions or concerns.
Leave of Absence and Withdrawal – Effects on Financial Aid

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 TIV Refund Policy determines the amount of federal student financial aid that the school and, in some cases, the student, is required to return to the student's lender(s). The funds are returned to repay the federal student aid programs received by the student in the following prescribed order:

1. Federal Direct Loan
2. 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.
Appendix III: Minimum Technical Standards

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

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

The awarding for the Doctor of Dental Medicine degree certifies that the individual possesses a broad base of knowledge and skills requisite for the practice of dental medicine. The dental education process must prepare the individual to be a competent general dentist. Therefore, a comprehensive dental education, rooted in common knowledge, skills, and behaviors, is the prerequisite for general practice, as well as for entry into specialized postgraduate training programs. TUSDM must act to protect the health and safety of patients and others, and therefore must ensure that the TUSDM graduate has the ability to function in a variety of clinical situations and to render a wide spectrum of patient care.

The acquisition of scientific knowledge must be accompanied by the development of technical skills and basic intellectual attitudes, ethical and professional attitudes and behaviors, and humanistic and moral principles that are essential for a responsible dentist to possess. The goal of our faculty and curriculum is to produce a competent general dentist. As such, every student must satisfactorily complete all aspects of the required curriculum as determined by the faculty.

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

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

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

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

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

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

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

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

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

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

INFORMATION FOR APPLICANTS AND CURRENT STUDENTS
In recent years, health care institutions and members of the health care professions have come under increasing scrutiny by various legal and regulatory agencies. In the course of obtaining licensure, hospital privileges, and insurance qualifications, dentists are routinely asked to respond to queries regarding aspects of past and current behavior (including criminal histories). The majority of institutions hosting clinical placements for students of TUSDM now require that students undergo certain prequalifying reviews and almost all of them 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 laws. In addition, applicants and currently enrolled students are required to report certain convictions that may have occurred subsequent to the CBC.

CBCs will be conducted with the 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 permission for the CBC to be conducted will not be admitted to TUSDM. Current students who do not give 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, students may be subject to professional discipline under the School’s Code of Principles of Ethical and Professional Conduct, p. 1 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.

The Criminal Background Check Process
TUSDM sends the required information of conditionally admitted and current 3rd year dental 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. 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) because of information contained in the CBC.

**Criminal Background Checks on Enrolled Students at TUSDM**

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

The Associate Dean will determine whether the criminal conduct at issue, even if unrelated to the School of Dental Medicine, violates standards of professional conduct expected of TUSDM students or otherwise adversely reflects on the fitness of the student to become a health care professional. If so, the Associate Dean will determine whether the matter warrants handling under the School’s Student Code of Principles of Ethical and Professional Conduct.
Annual Update on Professional Behavior

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

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

The Associate Dean will determine whether the criminal conduct at issue, even if unrelated to TUSDM, violates standards of professional conduct expected of TUSDM students or otherwise adversely reflects on the fitness of the student to become a dentist. If so, the Associate Dean will determine whether the matter warrants handling under the TUSDM Student Code of Principles of Ethical and Professional Conduct (The Code).

PLEASE CHECK ONE:

___At the present time, I have nothing to report.

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

Name: _____________________________________________________________
Signature: __________________________________________________________ Date:________________________

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

The Director of Admissions will conduct an individual review of each conditionally admitted student’s CBC while the Director of Student Affairs Office reviews the CBCs for enrolled 3rd-year students. The guidelines listed below are intended to assist 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 the student appears on the CBC with this type of derogatory, the nature and existence of these non-reportable convictions will not be taken into consideration when reviewing the student for admission and the Director of Student Affairs will work with the 3rd-year students for compliance in their externship and CHC rotation documentation.

Process for Evaluation of Criminal History Information

Each applicant/student CBC report is reviewed by either the Director of Admissions or the Director of Student Affairs, who focus 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 or other sexual misconduct
• 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
When the Director of Admissions considers derogatory information on a CBC report for a conditionally accepted applicant, the Director will bring the report to the Advanced Graduate Education Committee for their review. The focus of this consideration is on whether or not to finalize the conditional offer of acceptance tendered by the post graduate department. 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 Committee may decide that the acceptance decision should be deferred pending reconsideration of the applicant after final adjudication of the offense.

When the Director of Student Affairs considers derogatory information on an enrolled student, 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.

Criminal Background Checks Records
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 period set below.

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

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.

Record Retention Policies and Scope of Criminal History Information Access for Accepted Applicants and Enrolled Students
Retention of Criminal History Information
In all circumstances, criminal history information is to be kept in a locked file, separate from all other TUSDM records and documents, and is not to be disseminated beyond the parties charged with evaluating and managing this information.

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

2. Enrolled students:
   • Maintain criminal history information until one year after graduation or a maximum of three years.
Appendix V: National Student Loan Clearinghouse

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

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

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

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

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

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

Student Honor Code
Academic Misconduct and Professional Misconduct are defined below:

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

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

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

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

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

I understand the procedures that will be followed if I do not uphold the TUSDM Student Honor Code.

The Tufts University School of Dental Medicine reserves the right to make changes, without notice, to the curriculum, policies, procedures, regulations, dates, and financial or other information contained in this handbook.
Appendix VII: ADEA Statement on Professionalism in Dental Education

The American Dental Education Association (ADEA) is committed to developing and sustaining institutional environments within the allied, pre-doctoral and postdoctoral dental education community that foster academic integrity and professionalism.

The ADEA Task Force on Professionalism in Dental Education was charged by the ADEA Board of Directors with the development of a Statement on Professionalism for the dental education community. All seven ADEA Councils endorsed this effort and were represented on the Task Force. Through its work, the Task Force sought to identify and clarify those personal and institutional values and behaviors that support academic integrity and professionalism in dental education and that are aligned with the existing values and codes of the dental, allied dental and higher education professions.

The Task Force intends for this Statement on Professionalism to help define the expectations for professional behavior in dental education institutions, including the values and behaviors that should guide students as they enter the dental and allied professions, and faculty and administrators as they continuously improve their educational programs.

The Task Force acknowledges and respects that each dental education institution has its own unique culture, institutional values, principles and processes, and in some cases, codes of conduct for community members.

The ADEA Statement on Professionalism is not intended to replace or supersede these codes. Rather, it is intended to serve as a touchstone upon which the entire dental education community can build a shared understanding and definition of professionalism. We invite our colleagues, individual and institutional, to use this statement to develop their own codes of professionalism.

The Task Force also recommends that advisory opinions be developed to provide "real-life applications" of these values and that best practices in developing and advancing a culture of professionalism within dental education be documented and disseminated. It is our belief that through these illustrative stories, the concept of professionalism will be more easily understood and applied by individuals and institutions.

The Task Force hopes that this Statement on Professionalism stimulates broad discussions about professional behavior in dental education, provides guidance for individual and institutional behavior within dental education, and in so doing, supports professionalism across the continuum of dental education and practice.

Values Defining Professionalism in Dental Education

The Task Force identified and developed the following six values-based statements defining professionalism in dental education:

**Competence**

Acquiring and maintaining the high level of special knowledge, technical ability and professional behavior necessary for the practice of dentistry and for effective functioning in the dental education environment.

**Fairness**

Demonstrating consistency and even-handedness in dealings with others.
Integrity  Being honest and demonstrating congruence between one’s values, words, and actions.

Responsibility  Being accountable for one’s actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.

Respect  Honoring the worth of others.

Service-mindedness  Acting for the benefit of others, particularly for the good of those the profession serves, and approaching those served with compassion.

A discussion of each of these values follows and includes a more full definition of each value and a description of the behaviors that enactment of the value requires and to which all members of the dental education community can aspire.

In developing the ADEA Statement on Professionalism, the Task Force sought to align the Statement with existing codes of ethics and conduct within the allied, pre-doctoral and post-doctoral dental communities. To illustrate the continuity of these values between the dental education community and the practicing community, the discussion of each value includes a reference to the ethical principles espoused by the American Dental Association (ADA Principles of Ethics and Code of Professional Conduct) and the American Student Dental Association (ASDA Student Code of Ethics), and the values expressed in the American Dental Hygienists' Association (ADHA Code of Ethics for Dental Hygienists).

Finally, examples of how the value applies to different constituencies within the dental education community are provided.

Detailed Definitions of the Six Values

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 undo 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 VIII: Tufts University Information Technology Responsible Use Policy

General Statement
As a part of the institutional infrastructure, Tufts University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for University-related purposes, including direct and indirect support of the University’s instruction, research, and service missions; of University administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the University community and between the University community and the wider local, national, and world communities.

The use of University computing resources, like the use of any other University-provided resource and like any other University-related activity, is subject to the normal requirements of legal and ethical behavior within the University community. Thus, permitted use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

Applicability
This policy applies to all users of University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University. Consult the operators or managers of the specific computer, computer system, or network in which you are interested for further information.

The University may also take action relating to a student’s use of University or non-University computer resources, either on campus or elsewhere, when such behavior may involve the commission of a crime or poses a danger to others.

Policy on the Use of University Computing Resources
- Users must comply with all federal, Commonwealth of Massachusetts, and other applicable laws; as well as generally applicable University rules and policies. Examples of such potentially applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking”, “cracking”, and similar activities; the Massachusetts Computer Crime Law; The University’s Eligibility Policy for Information Technology, the University’s code of student conduct, The University’s Business Conduct Policy, and the University’s sexual harassment policy. Users who engage in electronic communications with persons in other states or countries or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies or those other systems and networks. Users must be sure that the use of any downloaded materials (including print, audio and video) stored on University or personal computers are not in violation of copyright laws.

- Users are responsible for complying with the requirements of the contracts and licenses
applicable to the software files and other data they install on University or personal systems. Proof of legal licensing should be available upon request.

- Users may utilize only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computer resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University, not even with family members or a partner.

- Users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so.

- Users must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonable with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all users of University computer resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all the relevant circumstances.

- Tufts computing and network resources and services may be used only by authorized personnel for Tufts University-related purposes, including those listed in the General Statement above. For definition of authorized persons, refer to Eligibility Policy for Information Technology at Tufts University. These resources may not be used for other purposes except as authorized by Tufts University. For example, the reselling of network services or other uses of computer resources for personal financial gain is not permitted. Use of computers and networks for personal purposes such as email and web access is allowed, as long as it does not interfere with work responsibilities and does not place a burden on resources. Users are expected to respect the priority of University business and keep personal use to a minimum. Mass emailing or spamming of sub-populations in the Tufts community are not allowed, except as authorized by appropriate administrators. The use of automated scripting programs to generate address lists for mass mailings is not allowed, except for staff and faculty who secure permission for the mailing from Human Resources, or for student organizations, which secure permission for their school’s Dean for Student Affairs. Please refer to the Tufts University Email Policy.

- Individuals may not state or imply that they speak on behalf of the University and may not use University trademarks and logos without authorization to do so. Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos on University computing resources must be obtained prior to their use. The use of appropriate disclaimers is encouraged, e.g. “the thoughts expressed here are my personal opinion and do not represent the position of Tufts University in any way”
Enforcement
The University may temporarily suspend or block access to an account, prior to the initiation or completion of an investigation, when it reasonable appears to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies. Users who violate this policy may be subject to disciplinary action, and may be denied further access to University computing resources.

Security and Privacy
The University employs various measures to protect the security of its computing resources and of their users’ accounts. Users should be aware, however, that the University cannot guarantee such security. Users should therefore engage in “safe computing” practices by establishing appropriate access restrictions or their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their used of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. The University may also specifically monitor the activity and accounts of individual users of University computer resources, including individual login sessions and communications, without notice, when:

- The user has voluntarily made them accessible to the public, as by posting to Usenet or a webpage.
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources; or to protect the University from liability.
- There is reasonable cause to believe that the user has violated, or is violating, this policy.
- An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
- It is otherwise required or permitted by law.

The University, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records or individual communications, to appropriate University personnel and/or State or Federal law enforcement agencies and may use those results in appropriate University disciplinary proceedings or in litigation.

Implementation and Revisions
University Information Technology (UIT) is responsible for implementing this policy, in cooperation with the following:

- Information Technology Council
- Dean(s) of Faculty and the Dean of Students for each school
- Vice President of Human Resources
- University Counsel
The University has the right to change this policy as necessary; the Information Technology Council will oversee and approve changes to the policy in consultation with the aforementioned groups and individuals. The Provost and Executive Vice President must jointly approve changes to policy; final authority rests with the President.

For useful information about the terms used in this policy, please refer to "An Overview of Your Rights and Responsibilities Online" on the Tufts website at https://it.tufts.edu/rightsresp-pol. Note that while the overview may be helpful in understanding the Policy, it is not necessarily part of the Policy.
Appendix IX: 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**

**Policy Statement**

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.

**Confidentiality Level**

<table>
<thead>
<tr>
<th>Confidentiality Level</th>
<th>Description</th>
<th>Consequences of Unauthorized Disclosure</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level A: Confidential Institutional Data</strong></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><strong>Level B: Sensitive Institutional Data</strong></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><strong>Level C: Public Institutional Data</strong></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.

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 institutional data 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 X: 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 XI: Tufts University Policy on Sexual Misconduct

Sexual Misconduct Policy

*Warning: Please note that this policy addresses issues of sexual violence and uses descriptions and examples of this conduct which can be triggering. This policy, along with Title IX and VAWA rights and responsibilities, applies to students, faculty, staff, patients, visitors, third parties and other community members. For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.*

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:
- Sex and/or Gender Discrimination
- Sexual and/or Sex/Gender Based Harassment (including a hostile environment based on sex and/or gender)
- Sexual Assault (including Non-Consensual Sexual Contact; Forced Sexual Contact; Non-Consensual Sexual Intercourse; Forced Sexual Intercourse)
- Sexual Exploitation
- Stalking
- Relationship Violence (including dating and domestic violence)
- Retaliation (for reporting any of the above)

Our Commitment

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.

Reporting and Processes

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. Learn More About Reporting ([https://oeo.tufts.edu/reporting/sexual-misconduct/](https://oeo.tufts.edu/reporting/sexual-misconduct/))

- View the Sexual Misconduct Adjudication Process (for students, alum, patients, community members and third parties)
- View about the Discrimination Complaint Resolution Guidelines (for employees, patients and third parties)

Tufts Sexual Misconduct Policy

Unlawful discrimination has no place at Tufts University. It violates the university’s core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. Sex and gender based discrimination and harassment are prohibited by Tufts University policy and can constitute violations of state and/or federal law. State and federal law, including Title IX of the 1972 Education Amendments, prohibits sex and gender based discrimination in all of the University’s programs and activities, and Title VII of the 1964 Civil Rights Act, and its state counterpart, M.G.L. c. 151B, prohibits sex and gender based discrimination in employment. Tufts University policy, the Violence Against Women Act (VAWA), as amended, and other state and federal laws prohibit sexual assault, stalking and relationship violence (including dating and domestic violence). For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.
Prohibited Conduct

Tufts is committed to providing a campus environment free of sex and gender based discrimination, and sex and gender based harassment. To that end, Tufts prohibits sexual misconduct, that, under this policy, can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). Under Tufts University policy, sexual misconduct can occur in any sex or gender configuration (i.e., between the same sex or different sex or gender) and regardless of actual or perceived sex, gender, gender identity, gender expression, and/or sexual orientation. Tufts also prohibits retaliation.

Sexual misconduct is not limited to the workplace or the educational environment. It can extend beyond university property and could occur at any university sponsored program, activity, or event regardless of the location. It can occur out of state or country, such as at a conference, off-site project, study abroad, field placement, or at an externship. Sexual misconduct can occur between students, employees and third parties such as patients, visitors, vendors, contractors and other community members. Tufts’ Sexual Misconduct Policy applies broadly and in many different circumstances. Tufts will consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus.

University Response to Allegations of Sexual Misconduct

The university takes all allegations of sexual misconduct seriously and is committed to providing information, education, resources, support, interim measures, and clear direction to Tufts community members to prevent and address such conduct.

The university will always respond to sexual misconduct that it knows or should know about in order to stop prohibited conduct, prevent the recurrence of any conduct of concern, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such prohibited conduct. Tufts University is committed to addressing and working towards preventing crimes of sexual violence that are never acceptable and will not be tolerated.

Violations of this policy are subject to disciplinary action. Depending on the nature of the violation, disciplinary consequences for violations of this policy may include denial of privileges, disciplinary probation, suspension and expulsion for students, and may include warnings (verbal or written), demotions, suspensions, and termination for employees. The conduct discussed in this policy may also constitute violations of the law, to which other laws and regulations may apply beyond the scope of this policy and Tufts’ disciplinary measures. Criminal definitions under state and federal law for some of the conduct described under this policy such as relationship violence (including dating and domestic violence) and stalking can be found in Important Definitions (Section I of this Appendix). Tufts University will abide by court ordered restraining orders and orders of protection, and will assist individuals seeking these or other law enforcement options. Tufts will honor a complainant's/victim's/survivor’s decision either to pursue a law enforcement remedy or to decline to pursue that avenue of remedy.

It is the responsibility of the Tufts' Office of Equal Opportunity (OEO) to make inquiries into reports of sexual misconduct on behalf of the university. Violations of this policy can be filed through the applicable internal procedures and guidelines. The procedure that applies to complaints against students is called the Sexual Misconduct Adjudication Process (SMAP).

The Discrimination Complaint Processing Guidelines (Guidelines) apply to complaints filed against employees and third parties. OEO will conduct investigations for matters brought under the SMAP and the Guidelines. All violations of this policy will be decided by the preponderance of the evidence standard (whether it was more likely than not that university policy has been violated by the conduct alleged). For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.
**Support and Interim Measures**

Tufts is committed to assisting and supporting complainants/victims/survivors, accused students, patients and witnesses through many resources [https://oeo.tufts.edu/resources](https://oeo.tufts.edu/resources).

Tufts seeks to empower complainants/victims/survivors by informing them that there are options to address sexual misconduct, both through our disciplinary process and/or through the legal system. Complainants/victims/survivors can use any or all of these options simultaneously to address sexual misconduct. The university affirms the right of complainants/victims/survivors to decide whether they wish to be involved in any process to address sexual misconduct — or not. However, should the conduct at issue pose a threat to campus safety (which includes but is not limited to threats of further violence, the use of weapons and/or repeat offenders), the university must take action regardless of whether the complainant/victim/survivor wishes to proceed with their individual employee or student complaint.

The university will provide interim measures in response to sexual misconduct in order to stop prohibited conduct, prevent the recurrence of any conduct of concern, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such prohibited conduct.

Interim measures and other support options are available regardless of whether disciplinary or criminal claims are pursued. In some instances, interim measures may lead to a person’s immediate removal from campus. Various available and appropriate interim measures and support options include, but are not limited to: health and counseling services, stay away orders, no-contact orders, no trespass orders, schedule and housing changes, academic supports or adjustments, and information about financial aid and visa/immigration related issues. Tufts will make efforts to implement interim measures in a manner that will minimize the burden on the complainant/victim/survivor whenever possible.

**Prohibition Against Retaliation**

Retaliation against anyone who makes a good faith report or complaint of an incident of sexual misconduct, or in any way participates in an inquiry or investigation of sexual misconduct under this policy is strictly prohibited. The prohibition against retaliation applies to a reasonable objection to conduct an individual believes, in good faith, to be a violation of law or policy. A person engaged in retaliatory conduct will be subject to disciplinary action by the university. Depending on the nature of the retaliation found, discipline may include denial of privileges, disciplinary probation, suspension and expulsion, for students, and may include warnings (verbal or written), demotions, suspensions, and termination for employees. The university will also provide interim measures in response to retaliation-related concerns in order to stop prohibited conduct, prevent its recurrence, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such conduct. In some instances, these measures may lead to an accused person’s immediate removal from campus or other various available and appropriate interim measures.

**Reporting Obligations of Responsible Employees**

All employees of the university - with a few limited exceptions - are considered “Responsible Employees” under this policy and as a result are required to promptly report allegations of sexual misconduct that they observe or learn about to the Executive Director of the OEO and Title IX Coordinator, Jill Zellmer (email oeo@tufts.edu or call 617-627-3298) or to any Title IX Liaison (list of TUSDM Title IX Liaisons below). The Title IX Coordinator is charged with the responsibility of coordinating Tufts’ efforts to comply with its obligations under Title IX, including addressing complaints of sexual misconduct, coordinating investigations and providing appropriate interim measures for the Tufts community.

Although Responsible Employees are required to report conduct under this policy to OEO, they will otherwise maintain the privacy of the information related to the matter reported. For more information visit the Office of Equal Opportunity (OEO) website at [www.oeo.tufts.edu](http://www.oeo.tufts.edu).
Responsible Employees may also report such conduct online through the Ethicspoint reporting portal, providing all known details of the situation. All Responsible Employees are required to report any incident of sexual misconduct, even if the person(s) concerned about or affected by the misconduct is unsure about pursuing a disciplinary complaint. Reported allegation(s) will be reviewed by OEO staff who will assess the report and consult with the complainant. Responsible Employees who knew about but did not report allegations of sexual misconduct may be subject to disciplinary action.

Only employees of Tufts’ Counseling and Mental Health Services, Tufts’ Student Advisory and Health Administration, Tufts’ Health Service, Tufts’ Chaplains and the EAP, all of whom have legally defined confidentiality privileges, are exempt from these reporting requirements. The Tufts University CARE Office employees have limited confidentiality privileges and, as such, are still required to report non-identifying information to OEO and TUPD about violations of policy and criminal conduct, respectively. CARE’s records may also be subpoenaed in a civil or criminal legal matter.

Tufts University School of Dental Medicine Title IX Liaisons
Robert Kasberg
Associate Dean, Admissions & Student Affairs
617-636-6539

Katherine Vosker
Director of Student Affairs
617-636-0887

Margaret Dwyer
Associate Director, Patient Experience
617-636-3900

I. Important Definitions

Consent
To be effective, consent must be an informed, deliberate and voluntary decision to engage in mutually acceptable sexual activity. Consent is an affirmative process. It is the responsibility of the person who wants to engage in sexual activity to make sure that they have received consent from any other person(s) involved. If an individual initiating sexual activity is not sure if they have received consent, they have an obligation to seek additional clarification. Failure to do so could violate this policy and lead to disciplinary action. Consent cannot be based on assumptions. Tufts policy always requires that individuals obtain consent before engaging in sexual activity.

What Is Consent?

Consent occurs when individuals willingly, unambiguously and knowingly agree to engage in sexual activity in a clear and affirmatively communicated way that is understood by all of the parties involved.

- Consent is active not passive.
- Signals of consent must be part of a mutual and ongoing process, offered freely and knowingly.
- Consent can be given by words or actions as long as those words or actions create clear, mutually understandable permission regarding the conditions of sexual activity.
- Relying solely on non-verbal communication can lead to misunderstandings and harmful consequences for all of the parties involved because this form of communication may be unclear.
- Individuals should be able to clearly articulate why and how they knew that they had received consent and what they considered to be indications of consent before they engaged in sexual activity.
It is important to remember:

- Consent to one sexual act does not constitute or imply consent to another act
- Previous consent cannot imply consent to future sexual acts
- Consent is always required and cannot be assumed based on the parties’ relationship status or sexual history together
- Consent can be withdrawn at any time before or during sexual activity by either party

**What Is Not Consent?**

Consent may not be inferred from silence, passivity or a lack of objection. Individuals who do not physically oppose or verbally refuse sex are not necessarily giving consent. The absence of a negative response, such as silence or a failure to resist does not equal consent. It is the responsibility of the person initiating each stage of sexual activity to make sure that they have received consent at each of those stages from all person(s) engaged in the sexual activity. If a person is not sure, they have an obligation to seek additional information to make sure that they have received consent. The use of alcohol or other substances does not relieve an individual of their obligation to obtain consent before initiating and/or engaging in sexual activity.

Some behaviors and comments that do not indicate affirmative consent include (but are not limited to):

- Silence
- “I don’t know.”
- “Maybe”
- A head shake
- Lack of objection
- Not fighting back
- Ambiguous responses such as “uh huh” or “mm hmm” without more
- A verbal “no,” even if it may sound indecisive or insincere

If an individual receives an unclear response, they have an obligation to get additional information before engaging in this sexual activity. Consent must be received for each individual sexual act that an individual wishes to engage in with another person(s). Without knowledge of what is happening, such as a state of incapacity, an individual cannot consent.

Consent can never be obtained by use of force, which includes physical force, violence, threats, intimidation, abuse of power/authority, coercion and/or duress.

**Consent Can Never Be Given By:**

1. Someone who is incapacitated: A person can be incapacitated through the use of drugs, alcohol or any other intoxicating substance, or when they are unconscious, asleep or otherwise unaware the sexual activity is occurring. It is a violation of the Sexual Misconduct Policy to engage in sexual activity with someone an individual knew or should have known was incapacitated.

2. Someone under the legal age of consent: The legal age of consent in the Commonwealth of Massachusetts is sixteen (16). Sexual activity with a person who is under the age of consent (16) is an automatic or per se violation of the Sexual Misconduct Policy, regardless of whether or not the person under the age of 16 was a willing participant in the conduct.

3. Someone who is mentally disabled or cognitively impaired: Certain mental disabilities or cognitive impairments can cause a person to be unable to knowingly consent to sexual activity. It is a violation of the Sexual Misconduct Policy to engage in sexual activity with a person whose mental disability or cognitive impairment renders them incapable of giving consent and the disability/impairment is known or should have been known to the non-disabled sexual partner. Under these circumstances, the conduct is non-consensual regardless of whether or not the person appeared to be a willing participant.
Consent and the Use of Alcohol or Drugs

Engaging in sexual activity while under the influence of alcohol or drugs can impair an individual’s ability to make sure they have received consent. A person who has consumed alcohol and/or drugs still has a responsibility to obtain ongoing consent for any sexual activity with another person(s).

The use of alcohol and/or other drugs by the person initiating sexual activity will never be an excuse for failing to obtain consent. A complainant/victim/survivor that was using alcohol and/or drugs is never responsible for being subjected to sexual misconduct.

Witnesses and complainants/victims/survivors should be assured that the focus in matters of sexual misconduct is always on the reported behavior, not on whether a complainant/victim/survivor or witness was using alcohol or drugs at the time. To the extent allowed by applicable laws and University policy, Tufts will exercise leniency regarding secondary conduct violations (e.g. underage drinking/drug use that does not endanger the safety of other individuals) and these issues will not be subjected to adjudication against a complainant/victim/survivor as part of the Sexual Misconduct Adjudication Process (SMAP).

As discussed in more detail below (see Incapacity), once a person has reached the point of incapacitation by alcohol or drugs, they can no longer consent to sexual activity under this policy. Because it can be difficult to know when someone has passed from the state of intoxication to a point of incapacitation, if you have any doubt about a person’s ability to consent, you should not engage in sexual contact with them.

Incapacity

Incapacity is a state in which someone cannot make a decision because they lack the ability to fully understand what is happening and therefore cannot consent even if they appear to be a willing participant. An individual who is intoxicated may be able to consent to sexual activity. However, when an individual passes from intoxication to a state of incapacitation, they no longer have the ability to give consent under this policy. When incapacitated, an individual moves from being simply drunk and/or under the influence of drugs and/or alcohol and becomes physically and/or mentally debilitated due to their drug or alcohol consumption. Individuals can also be incapacitated because they are unconscious or asleep.

It is important to remember that an individual’s response to alcohol, medication and other substances can vary over time and circumstances. It is often difficult to tell when someone has moved from being intoxicated and become incapacitated. Therefore, engaging in sexual activity while under the influence of alcohol and/or other substances can impair an individual’s ability to assess whether someone has moved from intoxication to incapacitation. If there is any question or doubt about whether an individual has become incapacitated, it is best not to engage in sexual activity with them.

Some indications of incapacity include (but are not limited to):

- Slurred speech or other difficulty communicating
- Difficulty walking or standing
- Vomiting
- Glassy or bloodshot eyes;
- Unable to keep eyes open
- Unusual behavior
- Unconsciousness
- Confusion or lack of understanding
- Disorientation to place, time and/or location
These signs alone do not necessarily indicate incapacitation. An individual can be incapacitated without displaying any of these signs. For instance, in some circumstances, a person in a blackout state can appear to be conscious when they are actually incapacitated and unable to consent.

Engaging in sexual activity with someone a person knew or should have known was incapacitated is a violation of this policy regardless of whether the person appeared to be a willing participant. It is the responsibility of the individual who wants to engage in sexual activity to make sure that the other individual(s) involved are able to consent. Failure to do so could lead to disciplinary and/or legal action.

**Force**

The use of force to cause someone to engage in sexual activity is by definition, non-consensual contact. Force is not limited to physical violence, but also includes threats, intimidation, abuse of power, coercion, duress or any combination of these behaviors. The use of force is never acceptable in any circumstance and could also violate other university codes of conduct. The presence of force negates any indications of consent and is automatically or per se sexual misconduct.

**Physical Force, Violence**

Physical force is the use of power, violence or strength upon another person's body. An individual’s use of physical force or, violence, or threat of physical force or violence to make another person participate in or perform a sexual activity they might not have otherwise agreed to, or did not want to engage in, is a violation of this Sexual Misconduct Policy.

Physical force and violence includes (but is not limited to):
- Restraining someone
- Laying on top of someone
- Not allowing someone to leave
- Imposing on someone physically
- Using a weapon
- The presence or suggestion of a weapon
- Hitting or pushing someone

**Threats**

A threat often occurs when someone says or implies that there will be negative consequences from failing to acquiesce to or comply with sexual activity. It is a violation of this policy if an individual uses threats to make another person participate in or perform a sexual activity that they might not have agreed to engage otherwise.

This behavior can include (but is not limited to) threats to:
- Inflict harm or injury
- The presence or suggestion of a weapon
- Hurt or kill themselves or someone else
- Expose some secret or embarrassing information
- Hurt someone’s reputation
- Inflict negative social consequences
- Commit another hostile action in retribution for something done or not done

Threats can be implied, veiled and/or non-verbal.

**Intimidation or Abuse of Power/Authority**

Intimidation or abuse of power/authority occurs when individuals use their real or perceived authority to influence other people to acquiesce or submit to sexual activity. Intimidation happens through a real or
perceived display of superior wealth, status or power that someone uses to make another do what they want them to do. Real or perceived power can come from things such as class, social status, a teaching position, a mentorship, membership in a team or group and/or an individual's status within a team or group. It implies a power imbalance between the parties. When an individual uses this power/authority/control to influence another to participate in or perform a sexual activity that they might not have agreed to engage in otherwise, they have used force.

Tufts has a Consensual Relationship Policy which prohibits relationships between those in authority and their subordinates, including teachers/professors and their students, because such relationships can create an automatic or per se power imbalance. Under certain circumstances a violation of the Sexual Misconduct Policy may also apply.

**Coercion or Duress**

Under this policy, coercion and duress occur when continual pressure is used to compel someone to engage in sexual activity. The use of this pressure violates the free will of another. Coercion and/or duress can be bullying an individual into sexual activity that they did not and/or would not have wanted to participate in but for the coercion and/or duress.

Coercion or duress can also be physical or verbal and often involves persistently badgering someone. Coercion can be a process that happens over a period of time. In assessing whether coercion was used, the frequency, duration and intensity of the pressure applied will be taken into consideration.

**Defining and Recognizing Sexual Misconduct**

Sexual Misconduct is a broad term used in this policy to encompass unwelcome or unwanted sex or gender based conduct and/or behavior of a sexual nature that is prohibited by Tufts University and may also be prohibited by federal and state law, including Title IX.

**Sex and/or Gender Based Discrimination**

Sexual misconduct is, in many instances, a form of sex and/or gender discrimination and sex and/or gender based harassment. However, sex and gender discrimination and harassment that is not sexual in nature is also prohibited by Tufts policy. For instance, Tufts' Non-Discrimination Policy prohibits the unequal treatment of an individual (or group) based on sex or gender or sex/gender based harassment — even when the conduct is not sexual in nature. The Non-Discrimination Policy also prohibits sex or gender discrimination resulting from the application of a neutral policy or procedures.

**Sexual or Sex and/or Gender Based Harassment**

Sexual harassment is a form of sex and gender discrimination that involves unwelcome or unwanted conduct of a sexual nature. It can include unwelcome or unwanted sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature. Sexual harassment can include conduct directed at a person because of their real or perceived gender. Similarly, sex and/or gender based harassment that is not sexual in nature is prohibited by this policy and can also include conduct directed at a person because of their real or perceived sex and/or gender. This conduct is harassment when:

- It is made a condition of academic status or employment; or
- Refusing or submitting to the conduct is used as a basis for academic or employment decisions; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

Sexual and sex and/or gender based harassment has the purpose or effect of unreasonably interfering with an individual's work or academic performance if, for example, it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, discriminatory or sexually offensive working, academic, residential or social environment under both an objective (i.e. a reasonable person's view) and subjective (the complainant's view) standard.
Some examples of unwelcome or unwanted conduct that could constitute sexual and/or sex and/or gender based harassment include (but are not limited to):

- Sexual propositions
- Sexual advances – with or without touching
- Sexual jokes or describing sexual conduct
- Comments on an individual's body and/or appearance
- Comments about sexual activity, experiences, deficiencies or prowess
- Displaying sexually suggestive objects, pictures, cartoons and other images
- Sexual gestures, leering, whistling or innuendos of a sexual nature
- Unwelcome or unwanted contact – touching, hugging, brushing against a person’s body, impeding or blocking movement
- Hostile or intimidating conduct such as yelling or screaming at an individual based on sex/gender
- Sexist statements and behavior
- Taunting slurs or other hostility for failing to conform to expected notions of masculinity or femininity
- Persistent requests for dates
- Inappropriate gifts or communications (letters, telephone calls, emails, texts)
- Other sexual misconduct such as domestic or intimate partner/relationship violence and sexual assault (covered elsewhere in this policy)
- Use of pet names, nicknames or terms of endearment
- Intentionally and/or repeatedly refusing to adhere to a person's expressed and preferred gender pronoun or otherwise intentionally and/or repeatedly disrespecting the same

Sexual and/or sex and gender based harassment can occur between and/or among students, staff, faculty and/or third parties. Sexual and/or sex and gender based harassment can occur between people of unequal power or between peers. A complainant/victim/survivor does not have to be the direct recipient of the conduct; anyone affected and/or offended by the conduct may file a complaint. Sexual and/or sex and gender based harassment neither restricts itself to the workplace or the educational environment nor must it take place on University property. Sex and gender based discrimination and harassment that is not sexual in nature is prohibited under Tufts’ Non-Discrimination Policy. OEO is also responsible for investigating and addressing concerns raised under Tufts’ Non-Discrimination Policy.

**Sexual Assault**

Sexual assault is the act of committing unwelcome or unwanted physical contact of a sexual nature toward someone else. There are many types of sexual assault, including rape. As explained above, such contact is unwelcome or unwanted when it occurs (1) without the consent of the other individual(s) involved (2) when the other individual(s) involved is incapacitated or otherwise incapable of giving consent, or (3) when it occurs with the use of force.

Sexual assault can be committed by anyone including an acquaintance or a stranger. An acquaintance may include close friends, intimate partners, coworkers, classmates, friends of friends or may be someone you just met. The parties involved can be of any actual or perceived sex/gender, gender identity, gender expression and/or sexual orientation. Under this policy, sexual assault includes, but is not limited to the following: (1) non-consensual sexual contact; (2) forced sexual contact; (3) non-consensual sexual penetration; and (4) forced sexual penetration. These terms are discussed in further detail below.

I. Non-Consensual Sexual Contact is:

- Any intentional sexual touching, however slight,
- By a person upon another person(s),
• Without consent or upon an individual who is incapacitated or otherwise incapable of giving consent.

Sexual contact includes, but is not limited to: touching of a person's intimate parts, such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering those parts; touching a person with one's own intimate parts; making a person touch you or another; or any intentional bodily contact in a sexual manner, including but not limited to, unwelcome or unwanted hugging, even if that contact does not involve intimate body parts. If this contact occurs with the absence of consent, it is a violation of this policy.

II. Forced Sexual Contact is:

Any intentional sexual touching, however slight
• By a person upon another person(s)
• Committed against the will of another or by force

Sexual contact includes but is not limited to: touching of another person's private parts, such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering those parts; touching a person with one's own intimate parts; making a person touch you or another; or any intentional bodily contact in a sexual manner, including but not limited to, unwelcome or unwanted hugging, even if that contact does not involve intimate body parts. Force is not limited to physical violence but also includes threats, intimidation, abuse of power, coercion and duress, or any combination of those behaviors.

III. Non-Consensual Sexual Intercourse is:

• Any sexual intercourse or penetration (anal, oral or vaginal), however slight
• With any object or body part
• By a person upon another person(s)
• Without consent or upon a person unable to consent

Sexual intercourse includes (but is not limited to): penetration (oral, anal or vaginal), however slight with any object or body part, including (but not limited to) fingers, tongue and/or penis; or making someone penetrate another person(s). This includes but is not limited to penetration of a bodily opening or cavity and performing/receiving oral copulation (vaginal, anal or penile).

IV. Forced Sexual Intercourse is:

Sexual intercourse or penetration (anal, oral or vaginal), however slight
• With any object or body part
• By a person upon another person(s)
• Committed against the will of another or by force

Sexual intercourse or penetration includes (but is not limited to): penetration (oral, anal or vaginal) with any object or body part, including (but not limited to) fingers, tongue and/or penis, or making someone penetrate another person(s). This includes but is not limited to penetration of a bodily opening or cavity and performing/receiving oral copulation (vaginal, anal or penile). Force should never be used to make someone participate in or submit to sexual activity. Force is not limited to physical violence, and also includes threats, intimidation, abuse of power, coercion and duress, or any combination of those behaviors.

**Sexual Exploitation**

Sexual exploitation occurs when a person(s) takes non-consensual sexual advantage of another, for any purpose. Sexual exploitation can take many forms including those noted below. However, sexual exploitation may go beyond just the behavior listed here. If a person believes that they may have
experienced something that could be considered sexual exploitation, they are encouraged to report that
conduct.

I. Inducing Intoxication/Incapacitation for the Purpose of Sexual Activity

Providing drugs, alcohol or other substances to a person(s) with or without their knowledge, with the
intent to impair their ability to withhold consent or their ability to knowingly consent to sexual contact or
intercourse is a violation of this policy. This type of conduct constitutes sexual exploitation regardless of
whether sexual contact actually occurred. If sexual contact does occur, it may also be a violation of other
sections of this policy, including sexual assault.

II. Photographing or Video/Audio Taping of Sexual Activity

Photographing or taping someone (via audio, video or otherwise) involved in sexual contact, or in any
state of undress, without their consent constitutes sexual exploitation and is a violation of this policy. The
act of taking those images/recordings without consent is one form of sexual exploitation. Even if a person
consented to the sexual contact or being in a state of undress, photographing or taping someone without
consent goes beyond the scope of that original consent. Remember, consent to one act or behavior does
not imply consent to other activities.

The act of sharing images such as photographs or video/audio of someone involved in sexual contact or in
a state of undress, without their consent, constitutes an additional act of sexual exploitation that is
separate from the act of taking the images/audio. This additional act of sexual exploitation can be
committed by anyone in possession of the images, even if that individual was not responsible for the
creation of the original images and was not engaged in the recorded sexual contact. Sharing those images
or audio can be done by digitally forwarding and/or posting copies of the materials or by simply showing
someone else those images without relinquishing possession. If an individual is interested in sharing
these types of photographs or video/audio, they must obtain the consent of all persons involved in those
images/recordings before showing or disseminating the images or recordings.

If a person consented to the taking of the images/recordings, but now has concerns that they may be
shared without their consent, they may contact their Dean's office and/or the Title IX Coordinator and
Director of the OEO, Jill Zellmer (617-627-3298 or jill.zellmer@tufts.edu) to discuss options available to
prevent the disclosure of this material.

III. Voyeurism

Voyeurism is the act of intentionally observing, spying on or listening to a person(s) involved in sexual
contact or in any state of undress, without their consent. Voyeurism also occurs when an individual
allows others to observe this behavior without the consent of all the person(s) involved.

IV. Indecent Exposure

Indecent exposure is exposing one's intimate parts, such as genitalia, groin, breast and/or buttocks to
someone without their consent. This behavior is the deliberate showing of parts of the body and may, but
does not necessarily have to, include a sexual act. Engaging in sexual activity in public, witnessed by a
non-consenting person(s), is also a form of indecent exposure.

Stalking

Stalking is prohibited under this policy when the conduct involves a Tufts student, staff, faculty and/or
other community member regardless of sex or gender.

Under this policy, stalking is defined as persistent, unwanted or unwelcome and repeated course of
conduct that would cause a reasonable person to become fearful for the person's safety or the safety of
another, or suffer substantial emotional distress. A “reasonable person” means a reasonable person under
similar circumstances and with similar identities to the complainant/victim/survivor. Stalking includes the concept of “cyber stalking,” a particular form of stalking that may be over an electronic medium such as the internet, social networks, blogs, cell phones, texts or other similar devices. Such modes of contact may be used to pursue or harass someone when it is unsolicited, unwelcome and/or unwanted conduct from the stalker.

Examples of stalking include, but are not limited to, the following unwelcome or unwanted conduct:

- Following a person(s)
- Appearing at a person’s home, work or class
- Making frequent phone calls, emails, texts etc. to a person(s)
- Leaving written messages or objects for a person(s)
- Vandalizing a person’s property

Anyone can be stalked, regardless of sex or gender. While a few targets of stalking are selected at random, most individuals who are stalked know their stalker and have usually had some type of interactions or relationship with them. A stalker can be an intimate partner or former partner, classmate, roommate, a teacher, professor, co-worker, or any acquaintance or a stranger. An individual can be stalked for several days or many years. The stalker’s actions also can affect the family, friends and co-workers of the person being stalked.

**Relationship Violence (including dating/domestic violence)**

Under this policy, relationship violence is intentionally violent and/or controlling behavior by a person who is currently or was previously in a dating, sexual romantic, domestic or other intimate relationship with the complainant/victim/survivor. This conduct is prohibited by Tufts policy regardless of the sex/gender of the individuals involved. Relationship violence can also involve domestic violence committed by a person with whom the complainant/victim/survivor shares a child and/or domicile in common.

Relationship violence is used to gain or maintain power and control over another person. Relationship violence includes actual or threatened physical injury, sexual assault or other sexual violence, economic control and psychological and emotional abuse. Relationship violence includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Relationship violence can occur in all types of romantic, intimate and/or sexual relationships (e.g. those in same sex/gender or different sex/gender relationships). Relationship violence can occur at any stage in a relationship, including after its termination.

Relationship violence can include, but is not limited to:

- Physical/sexual abuse – sexual assault, physical violence and injury, threats of violence to self and others, displaying and/or threatening to use weapons
- Psychological/emotional abuse – controlling behaviors like requiring a person to dress or behave a certain way, social isolation
- Economic control – limiting access to funds, interfering with employment

**Retaliation**

Retaliation is an adverse or negative action taken against an individual for raising good faith concerns about conduct or otherwise reporting behavior that may be prohibited by law or policy. Any member of the University community has the right to file a good faith complaint of sexual misconduct without fear of retaliation. It is unlawful and it is a violation of University policy to retaliate against an individual for filing a complaint of sexual misconduct or for cooperating in a sexual misconduct investigation. Retaliation against anyone who reports an incident of sexual misconduct or who in any way participates in an inquiry or investigation of sexual misconduct is strictly prohibited. The prohibition against retaliation protects an individual who raises a reasonable objection to conduct that individual in good faith to be a violation of
law or policy. Any person who retaliates against an individual reporting sexual misconduct, for filing a sexual misconduct complaint or for participating in a sexual misconduct investigation is subject to disciplinary action up to and including expulsion or termination by the University.

Retaliation can include but is not limited to:
- Hostility
- Intimidation
- Threats
- Exclusion
- Different treatment because of the sexual misconduct complaint
- Harassment because of an individual’s participation in the investigative process

**Reporting Sexual Misconduct**

If you have experienced any of the behaviors described in this policy, the University encourages you to seek help and support by reporting this conduct. If the University becomes aware through a third-party report that you were subjected to any behaviors under this policy of which you were not aware at the time, the University will make reasonable attempts to contact you and inform you of this information. In that situation, this policy and related procedures would apply as if you had reported the situation yourself. In this regard, you may wish to proceed with disciplinary, criminal or other legal process to address the conduct as is further described here. **The University will provide individuals with the support options detailed in Part A of this section, as appropriate, regardless of whether or not the individual chooses to file a disciplinary or a criminal complaint.**

Reporting sexual misconduct can be difficult and complainants/victims/survivors (or witnesses to such behavior) may experience a multitude of emotions when considering whether or not to report the conduct. The University encourages complainants/victims/survivors (or witnesses to such behavior) to prioritize their personal safety and physical/emotional well-being to maintain health and safety. It is also important to consider reporting the conduct so that steps can be taken to prevent this conduct from happening to anyone else. Tufts University seeks to empower complainants/victims/survivors to know that there are multiple options to address this conduct, both through our disciplinary process and/or through the legal system. These various options are detailed in the sections that follow.

There are several options on campus for individuals to discuss an incident of sexual misconduct:

1. **Confidential Resources**
   Confidential resources include medical providers, mental health providers, rape crisis counselors and ordained clergy, all of whom have privileged confidentiality that is recognized by law. These individuals will maintain the confidentiality of a complainant/victim/survivor’s disclosures unless (i) they are given permission to share information by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order.

2. **Limited Confidential Resource**
   Information about available resources and interim measures can be obtained from CARE Office at 617.627.5140 or by confidential email appointment at oeo.tufts.edu/care/. An individual need not disclose any information or personal details to access information from CARE. CARE will maintain a complainant/victim/survivor’s disclosures as confidential unless: (i) they are given permission to share
information by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order. Because CARE employees do not have statutorily defined confidentiality, their records may be subpoenaed in civil or criminal litigation and/or subject to search warrant. Also, while the CARE office will otherwise keep the details of a complainant/victim/survivor’s confidential information, CARE employees are required by law (as a “Campus Security Authority” or CSA) to provide information to OEO and TUPD about policy violations that are also crimes, including crimes of sexual violence. However, CARE can fulfill that obligation without disclosing identifying information of the complainant/victim/survivor.

3. Reporting Options
A number of non-confidential but private reporting options are available on campus and include, but are not limited to, OEO staff, OEO/Title IX Liaisons and TUPD. While these reporting options will handle all disclosures with appropriate privacy and discretion, they are required to share disclosed information about the incident with the Title IX Coordinator in the OEO. They are also required to report all criminal conduct to TUPD. Anyone who is not listed as a confidential resource should be considered to have the obligation to disclose information to OEO.

The following pages provide a number of confidential resources (on and off campus) and reporting options (including university and criminal justice) available to Tufts community members. Any or all of these options can be used simultaneously by complainants/victims/survivors to address sexual misconduct regardless of whether a disciplinary and/or criminal claim is pursued.

A. Immediate Confidential Reporting/Support Options

1. Physical Well-Being (Medical Services) – CONFIDENTIAL

- Tufts Health Service  
  (students affiliated with the Medford Campus) 617.627.3350  
  http://ase.tufts.edu/healthservice

Tufts Health Service clinicians are trained to provide initial care for sexual misconduct complainants/victims/survivors during regular business hours of operation. They can also make referrals for evidence collection and can provide HIV and other sexually transmitted infection testing and prevention free of charge. More information about evidence collection can be found below.

- Students affiliated with the Boston and Grafton Campuses

The following off-campus centers offer the services of a Sexual Assault Nurse Examiner (SANE) who has special training in medical examinations as well as the legal, forensic and psychological needs of a complainant/victim/survivor of sexual misconduct.

  o Beth Israel Deaconess Medical Hospital (Medford/Boston)  
    617.667.7000  
    http://www.bidmc.org

  o UMASS Memorial Medical Center (Grafton Campus)  
    508.334.1000  
    http://www.umassmemorial.org/

  o Milford Regional Medical Center (Grafton Campus) 508.473.1190  
    http://www.milfordregional.org/site/index.cfm
One of the roles of the SANE procedures is to assist in the gathering of legal, physical and forensic evidence. Gathering of physical evidence can provide important evidence in support of criminal charges.

Complainant/victim/survivors who may wish to pursue criminal action (or wish to keep that option available) should be aware of the importance of immediately reporting the incident so that physical evidence can be preserved at the scene, as well as on the person. However, complainant/victim/survivors should know that while a delay in reporting could limit the amount of physical and other evidence available which could impact a criminal investigation, they can always report the incident days, weeks, months or even years after the sexual misconduct occurred.

It may be difficult to know in the immediate aftermath of a sexual assault whether or not an individual will want to pursue legal charges. Having evidence collected does not commit an individual to reporting or prosecuting the assault; the evidence can be sent to the crime lab anonymously and held for a period of months. Evidence can usually be collected up to five (5) days after an assault, though likelihood of capturing evidence decreases with time. Showering, urinating and brushing teeth may destroy evidence. Clothing and bedding may contain evidence and can be taken to the ER in a paper bag (not plastic). Drugs used in a sexual assault often leave the body very quickly. Individuals suspecting they may have been drugged should attempt to collect urine to take to the ER if urination is necessary before arriving in the ER.

It is also important to consider preserving other forms of evidence, including but not limited to: text messages, emails, social media postings, photographs and/or video.

2. **Emotional Well-Being (Counseling Services) – CONFIDENTIAL**

- Tufts Counseling and Mental Health Service (SMFA and Medford Campus)
  
  617.627.3360 or [http://ase.tufts.edu/counseling/](http://ase.tufts.edu/counseling/)

An emergency counselor-on-call is available through TUPD for immediate, confidential emotional support and assistance after hours. During normal business hours, the Counseling Center staff can provide counseling and support for students to help complainants/victims/survivors understand, cope with and recover from the effects of trauma. All contact with the Counseling Center is confidential and is available regardless of whether an individual is prepared to report the misconduct to police or the University.

- Student Advisory and Health Administration (SAHA) (Boston and Grafton Campuses)
  
  617.636.2700 or [http://medicine.tufts.edu/Student-Services-and-Campus-Life/Student-Advisory-and-Health-Office](http://medicine.tufts.edu/Student-Services-and-Campus-Life/Student-Advisory-and-Health-Office)

An emergency counselor-on-call is available, through TUPD, for immediate, confidential emotional support and assistance afterhours. During normal business hours, this office provides short-term
confidential counseling for personal problems, academic concerns, stress management, anxiety and family/interpersonal issues. Referrals can also be made for long-term confidential counseling services.

3. **Tufts Chaplaincy – CONFIDENTIAL**
   - All campuses
     617.627.3427 or [http://chaplaincy.tufts.edu/](http://chaplaincy.tufts.edu/)

The Tufts’ Chaplaincy offers confidential pastoral care that is a type of care and counseling provided by religious professionals. It involves non-judgmental and compassionate listening that allows people to share their deepest joys, concerns and hopes in the context of their full humanity, and for many, their spirituality. It can be a way to think through a relationship or a concern and it provides a space for confidential sharing in the context of a holistic network of support.

**B. Reporting Options**

1. **Tufts University Police Department – Internal Reporting Option**
   If you have concerns regarding your safety or the safety of another, you should contact 911 or the Tufts University Police Department (TUPD).
   
   - Medford/Somerville: 617.627.6911 or x66911 (emergency)  
     and SMFA 617.627.3030 (non-emergency)
   - Boston: 617.636.6911 or x66911 (emergency)  
     617.636.6610 (non-emergency)
   - Grafton: 508.839.5303 or x66911 (emergency)  
     508.887.4900 (non-emergency)

You can also contact TUPD by activating one of the blue light phones on campus. TUPD will assist a complainant/victim/survivor with filing a criminal complaint, obtaining a restraining order, order of protection, transportation to the hospital, identifying safe housing on campus, issuing a no-contact order and connecting the complainant/victim/survivor to other resources. Outside of business hours, TUPD can page a trained professional **confidential counselor-on-call** who is available to provide immediate, confidential emotional support and assistance. A complainant/victim/survivor can request a counselor-on-call without providing identifying information or making a police report. Tufts University has police officers specially trained to work with complainants/victims/survivors of sexual misconduct and they can explain the individual’s rights and options.

**It is important to note that reporting sexual misconduct to TUPD or any other law enforcement does not require filing criminal charges or pursuing an investigation under University policy.** Should a complainant/victim/survivor wish to pursue criminal charges in a sexual misconduct case, TUPD can assist in the investigation. Tufts will honor a complainant/victim/survivor’s decision to either pursue a law enforcement remedy (i.e. investigation, order of protection) or to decline to do so.
2. Office of Equal Opportunity (OEO) – Internal Reporting Option
http://oeo.tufts.edu/ or oeo@tufts.edu  617.627.3298

The Office of Equal Opportunity (OEO) is a University-wide resource available to the Tufts community to report incidents of sexual misconduct. OEO can provide students, employees and third parties with information regarding available resources, the disciplinary options available as well as information regarding possible civil or criminal action. OEO is responsible for making inquiries into sexual misconduct on behalf of the University and for acting as an independent fact-finding body for Tufts. OEO does not have authority to take disciplinary action but shares its findings with the appropriate administrators who will determine what actions, if any, should be taken in response to OEO findings. OEO also facilitates training and educational events to address campus concerns about or resulting from sexual misconduct. In addition, CARE is also available to conduct educative trainings such as healthy relationship trainings, bystander intervention and other sexual misconduct prevention trainings. Tufts University offers a number of training, education and awareness programs each year, many that are overseen by OEO.

Investigations and the OEO
It is the responsibility of Tufts’ OEO to make inquiries into reports of sexual misconduct on behalf of the University. OEO has the responsibility– not the parties to a complaint – to gather information as part of an investigation. Although OEO will make inquiries into matters it knows or reasonably knows about without a complaint being filed, Tufts has procedures for students, employees and third parties that provide for a prompt and equitable review of complaints. However, it should be noted that OEO and Responsible Employees at Tufts are not required to report information about violations of this policy by students learned through public awareness events such as “Take Back the Night” or other forums at which students disclose experiences with sexual violence. OEO will proceed with an inquiry or investigation in these circumstances if the disclosing student wishes to file a complaint.

OEO will only use investigators who are trained or otherwise knowledgeable about investigating and analyzing sexual misconduct complaints and have been trained on applicable law. OEO investigators are trained on issues of confidentiality and privacy such as how to respond to requests for confidentiality, how to evaluate factors when a complainant requests confidentiality and where to refer parties for on and off-campus confidential and other resources. Investigators as well as any panel members involved in adjudicatory and appeal panels shall be impartial and free from any conflicts of interest. Concerns about any potential conflicts of interest should be reported promptly to the Title IX Coordinator, to the appropriate Dean of Students (for student-related matters) or to Human Resources (for employees).

Complaint and Adjudication Process for Students
Complaints under this policy against students can be addressed under the Sexual Misconduct Adjudication Process (SMAP). A copy of the SMAP can be found on the OEO website:

Violations of the policy brought under the SMAP will be investigated and decided by the preponderance of the evidence standard (that is whether it is more likely than not that University policy has been violated by the conduct alleged). Mediation will not be used as a means to address or resolve cases of sexual assault or other sex or gender based violence and those who have reported/experienced sexual misconduct are not required to resolve the matter directly with the respondent/accused or to confront respondent(s)/accused. There is no time limitation for filing disciplinary complaints under the SMAP,
however the University can only exercise jurisdiction over a student enrolled (as defined by the Dean of Students) at Tufts and may be limited in its ability to respond if a respondent is not enrolled. Under those circumstances, the University will assist a complainant/victim/survivor in identifying external reporting options and will provide reasonably available support measures. Disciplinary consequences for violations of this policy may include denial of privileges, disciplinary probation, suspension and expulsion, among others.

Additional details regarding disciplinary sanctions for students in the School of Arts & Sciences and the School of Engineering are provided in: http://uss.tufts.edu/studentaffairs/documents/judicial_SJPhandbook.pdf. Students at other schools should consult their Dean of Student’s office for information regarding disciplinary sanctions. Individuals who bring forward sexual misconduct claims under this process will be informed by the assigned investigator with whom information will be shared during the investigation and why.

Complaint and Adjudication Process for Employees and Third Parties
Complaints under this policy against employees or third parties can be addressed under the Discrimination Complaint Processing Guidelines. A copy of these Guidelines can be found at: http://oeo.tufts.edu/wp-content/uploads/Complaint-Resolution-Guidelines-050614.pdf. Violations of the policy that are brought under the Guidelines will be investigated and decided by the preponderance of the evidence standard (that is whether it is more likely than not that University policy has been violated by the conduct alleged). Mediation will not be used as a means to address or resolve cases of sexual assault or other sex/gender based violence and those who have reported/experienced sexual misconduct will not be required to resolve the matter directly with the respondent/accused or to confront respondent(s)/accused(s). There is no time limitation for filing complaints under the Guidelines, however, the University can only exercise jurisdiction over a current employee and may be limited in its ability to respond if a respondent/accused is no longer employed. Under those circumstances, the University will assist a complainant/victim/survivor in identifying external reporting options and will provide reasonably available support measures. Disciplinary consequences for violations of this policy for employees may include verbal or written warnings, a memorandum of concern, denial of a promotion, demotion, suspension or termination, among others.

Individuals who bring forward sexual misconduct claims under this process will be informed by the assigned investigator with whom information will be shared during the investigation and why.

As set forth in more detail in the disciplinary procedures for students and employees, these proceedings are expected to take up to 60 days but, depending on the complexity of the investigation and/or the severity and extent of the alleged conduct, more or less time may be required. In those cases where the adjudication process will exceed 60 days, OEO will contact the parties in writing and advise them of the delay and the reason(s) for the delay. Individuals are also welcome to contact OEO for periodic status updates. OEO will make every effort to try and conduct investigations during school breaks or between school years unless doing so would sacrifice witness availability or otherwise compromise the process.
Anonymous Complaints
OEO will accept anonymous reports. However, anonymous complainants and/or reporters should understand that while the University will do its best to address anonymous complaints and reports, it may be limited in its ability to investigate and otherwise respond to or address them. Subject to any limitations in its ability to contact an anonymous source, OEO will inform an anonymous reporter and/or complainant of the information that OEO will need in order to investigate and the information that OEO will need to disclose in order to address the information reported or the complaint filed. Anonymous reports of sexual misconduct may be made using Ethicspoint: [http://tufts-oeo.ethicspoint.com](http://tufts-oeo.ethicspoint.com) (anonymous reporting hotline) or by calling Ethicspoint at 1.866.384.4277.

Requests to Remain Anonymous
Note that if a complainant/victim/survivor requests that their name not be revealed to the respondent/accused/or asks that the University not investigate or seek action against the respondent/accused, the Title IX Coordinator, in consultation with other administrators, will consider a number of factors in determining whether or not the University can honor this request. If the University determines that it can honor this request, the University’s ability to respond fully to the incident, including pursuing disciplinary action against the alleged respondent/accused, may be limited. However, Tufts may be able to take steps to limit the effects of sexual misconduct and prevent sexual misconduct such as providing increased monitoring, supervision, or security at a location or under conditions where sexual misconduct occurred.

In some instances, a respondent/accused may be spoken to without the complainant being identified. In other cases, issues of privacy must be balanced against the University’s need to investigate and take appropriate action. Although the University affirms the right of the complainant/victim/survivor to decide whether they wish to be involved in any process to address sexual misconduct, individuals should understand that if the conduct at issue poses a threat to campus safety (which includes but is not limited to the involvement of further violence, the complainant/victim/survivor’s status as a minor, the use of weapons or potential repeat offenders) the University must take action regardless of whether the complainant/victim/survivor wishes to proceed with their individual complaint. Under these circumstances and whenever possible, the University will inform the complainant/victim/survivor of its needs to move forward prior to commencing an investigation and of its intent to disclose the identity of the complainant/victim/survivor. A complainant/victim/survivor may receive interim measures, support and safety services regardless of the level of participation or engagement with applicable procedures or guidelines.

OEO Privacy Statement
Tufts will respect the privacy of individuals involved in a sexual misconduct investigation to the fullest extent possible. While privacy cannot be guaranteed, as a means of honoring the privacy of individuals involved in an investigation, the University will advise individuals that they, and those with whom they share information, also have a responsibility to consider and respect the privacy of other individuals involved. While discretion remains important and is critical to preserving the integrity of the investigative process and the privacy of the individuals involved, the parties are not restricted from discussing or sharing information related to their complaint with others who may support them or their case (such as legal counsel and/or support persons).
Failure to maintain discretion in the sharing of complaint related information can have a number of negative consequences, including the creation or exacerbation of a hostile environment, and/or acts of retaliation. These privacy obligations are intended to help protect the privacy of all participants as well as to maintain the integrity of the investigatory and disciplinary processes. For example, it may be difficult or impossible for an investigator to find true and accurate factual information if participants in an investigation are talking about details and facts of the case with other parties involved in the matter. Sharing facts and details of the case with witnesses may also damage the integrity and/or credibility of the evidence and/or witnesses. Also, failure to maintain appropriate discretion during an investigation could lead to misunderstanding or mischaracterizations of information shared that could result in additional claims.

In an effort to manage the privacy and integrity of the adjudication procedures, please note that parties involved in a complaint process and all witnesses to an investigation will be required to review and sign a Privacy/Non-Retaliation Acknowledgement form. This form requires an individual to acknowledge that the importance of privacy involved in this process has been reviewed with them and that they understand the importance of this principle. If the parties choose to disclose information related to the matter, the parties must disclose the names of any person to whom such information will be shared with the assigned investigator. The investigator may use this information to monitor the integrity of the investigation as well as to address any potential concerns about retaliation and/or the creation of a hostile environment. Participants should also be aware that the University maintains the discretion to share private information, if necessary, to investigate allegations, comply with its obligations to take appropriate disciplinary action, provide appropriate interim measures, maintain campus safety, and to adhere to Title IX and other applicable laws or legal requirements. Individuals receiving private information will be advised of the expected privacy and discretion required. OEO will maintain its investigative files (including policy related decisions, if any) for purposes of Title IX and other compliance related reasons consistent with the University’s record keeping policies. Any and all documents retained at the conclusion of a formal or informal complaint will be maintained by Tufts University in a safe and confidential manner.

Parties to complaint processes should understand that any and all documents provided to and maintained by OEO – including complaints, responses and witness statements, investigative reports, documents provided by the parties, and other evidence examined as part of an investigation such as video, photographs, etc. – may be subject to disclosure by subpoena or court order at any time. The University will take reasonable steps to advise the affected party of such a request unless otherwise prohibited by law.

Resources/Interim Measures
Tufts will provide support services or “interim measures” for students and employees with sexual misconduct concerns, as appropriate. These support services or interim measures are available to individuals even if they choose not to file or pursue a disciplinary complaint or if the status of a respondent/accused to the University is unclear (un-enrolled student, non-employee, etc.). Some of these interim measures include but are not limited to: health and counseling services, stay away requests, no-contact orders, no trespass orders, schedule changes, housing changes, academic support or adjustments, information about financial aid and visa/immigration related issues. These support services and interim measures will be available to them at any time, including through an investigative process and after the conclusion of the
adjudication process. Interim measures will be implemented in a manner that will minimize the burden on the complainant/victim/survivor whenever possible.

The Tufts University Title IX Coordinator and Executive Director of the OEO is Jill Zellmer, MSW (jill.zellmer@tufts.edu 617.627.3298). She is responsible for ensuring the implementation of support services and interim measures, and can provide information regarding available options in consultation with other relevant Tufts administrators (Deans of Students, etc.). CARE employees may also assist with interim measures and information related to reporting options resources and support for all parties. Interim measures will be reported to the Title IX Coordinator for tracking purposes.

**Focus on Sexual Misconduct in Disciplinary Matters**

Individuals may be concerned about reporting sexual misconduct, believing that their own behavior might subject them to disciplinary action (e.g. a victim or witness is underage and was using alcohol or drugs at the time of the incident). Witnesses and complainant/victim/survivors should be assured that the focus in the University’s review of sexual misconduct is always on the reported behavior, not on whether someone was, for example, using alcohol or drugs at the time. Individuals are encouraged to come forward and report such conduct regardless of the surrounding circumstances. In situations involving allegations of sexual misconduct, Tufts University will, to the extent allowed by applicable laws and University policy, seek to make the sexual misconduct allegation the primary focus of any investigation or disciplinary action. In such circumstances, the University will exercise leniency regarding secondary conduct violations (e.g. underage drinking) and those issues will not be subjected to adjudication. It should be noted that the use of alcohol or drugs does not excuse sexual misconduct and a person who has been incapacitated through the use of alcohol and drugs (or by any other means) cannot give effective consent to sexual activity.

**Cooperation with Law Enforcement**

OEO will conduct its own investigation and adjudication of a disciplinary complaint regardless of whether the alleged sexual misconduct is also being pursued through the criminal justice system. OEO will comply with law enforcement requests for cooperation. At times, that cooperation may require OEO to temporarily suspend its fact-finding investigation while law enforcement gathers evidence. OEO will promptly resume its fact-finding investigation as soon as it is notified that doing so will no longer impede any law enforcement activities.

3. **Sexual Misconduct/Title IX Reporting Liaisons – Internal Reporting Options**

Several individuals from various schools within the University have been identified and trained to act as Title IX Liaisons. The Title IX Liaisons are University employees who are available to receive reports of sexual misconduct. The Liaisons can provide information regarding support resources and the disciplinary options available within the University. Title IX Liaisons are not charged with making inquiries or conducting investigations, but rather, will direct the information they receive to OEO and the Title IX Coordinator. TUSDM Title IX Liaisons are as follows:
4. **Dean’s Offices – Internal Reporting Options**  
The Dean’s Office at each school as well as CARE employees in collaboration with the Title IX Coordinator/Executive Director of OEO, can help arrange for support services and interim measures such as safe housing, stay away requests, no contact orders, schedule changes and academic support for students. They can also provide information about other helpful resources available to students including disability services and leave options (i.e. medical and personal leave). Dean’s Offices and the CARE staff also can provide information about the Sexual Misconduct Adjudication Process (SMAP), should you wish to pursue disciplinary action. The Dean’s Office’s can initiate disciplinary action independently under the SMAP, called an administrative complaint, should they determine that the sexual misconduct at issue poses a threat to campus safety.

5. **Human Resources – Internal Reporting Option**  
Human Resources, in collaboration with the Title IX Coordinator, will provide support services and interim measures for employees with concerns about sexual misconduct. Support services include assistance with accessing the Employee Assistance Program (EAP), a confidential employee counseling option, and appropriate workplace adjustments (http://hr.tufts.edu/benefits/employee-assistance-program/ or 800.451.1834). Human Resources can also assist with exploring other available support options, including leave available for individuals under Tufts policy and job protected leave (i.e. leave under the Family and Medical Leave Act and leave under the Massachusetts Domestic Violence Leave Act).

6. **Ethicspoint**  
http://tufts-oeo.ethicspoint.com/ or 1.866.384.4277  
Ethicspoint, a third party secure web tool is also a reporting option. Any member of the Tufts community can file a report or complaint of sexual misconduct on Ethicspoint. Ethicspoint offers an anonymous reporting option providing individuals the option to report anonymously if they choose.

7. **Community Resources – External Reporting and Support Options**  
Outside of Tufts University there are many local organizations that provide support services educational programs and other resources for complainant/victim/survivors. While these groups are not affiliated with the University, they are included here since they can provide valuable support for members of our community.
• **Boston Area Rape Crisis Center (BARCC)**  
  www.barcc.org  617.492.8306 (business line)  
  1.800.841.8371 (24 hour hotline)

• **Rape Crisis Center of Central Massachusetts – Worcester**  
  www.rapecrisiscenter.org  508.852.7600 (business line) 1.800.870.5905 (24 hour hotline)

• **Center for Violence Prevention and Recovery**  
  www.bidmc.org/violenceprevention  617.667.8141

• **Fenway Community Health Violence Recovery Program**  
  www.fenwayhealth.org  617.927.6250 (business line) 1.800.834.3242 (hotline)

• **Victim Rights Law Center**  
  www.victimrights.org  617.399.6720

• ** Victims of Violence Program – Cambridge Health Alliance**  
  www.challiance.org/Services/VictimsofViolenceProgram.aspx  
  617.591.6360

• **Rape, Abuse and Incest National Network (RAINN)**  
  www.RAINN.org  1.800.656.HOPE (hotline)

• **Respond, Inc.**  
  respondinc.org  617.623.5900

• **Casa Myrna Vazquez**  
  www.casamyrna.org  
  1.877.785.2020 (safe link hotline) 617.521.0100 (business line)

• **GLBT Domestic Violence Project**  
  www.gmdvp.org or  www.glbtqdv.org  1.800.823.1901

• **The Network for Battered Lesbians/LA Red**  
  http://tnlr.org  617.742.4911

8. Administrative Agency Resources – External Reporting Options

**Massachusetts Commission Against Discrimination (MCAD)**  
John M. McCormack Building  
One Ashburton Place, Sixth Floor, Room 601 Boston, MA 02108  
617.994.6000  
The MCAD prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days from the last date of discrimination.

**Equal Employment Opportunity Commission (EEOC)**  
JFK Federal Building 475 Government Center  
Boston, MA 02203  
1.800.669.4000  
The EEOC prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days from the last date of discrimination.
While OCR complaints should generally be filed within 180 days of the last date of the alleged discrimination, OCR may extend this filing deadline in a variety of circumstances.
Appendix XII: Meaningful Use Statement and National Provider Identifier

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.

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 without 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](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 XIII: Office of Equal Opportunity (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. For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.

Non-Discrimination Statement
Tufts does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, 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, Executive 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.

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. For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.
Accommodation Policies

Tufts University is committed to providing reasonable accommodations with regard to:

- People with qualified disabilities
- People with sincerely held religious beliefs
- Nursing mothers
- Qualified service animal requests
- Immunization waivers for sincerely held religious beliefs or health reasons
- For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.

1. **Americans with Disabilities Act Policy**

   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 program or mission. View the ADA Policy (https://oeo.tufts.edu/wp-content/uploads/ADA-Policy-July-2014.pdf)

2. **Religious Accommodation Policy**

   As part of Tufts' commitment to provide an academic and work environment that is respectful of religious beliefs, Tufts will make good faith efforts to provide reasonable religious accommodations to students and employees whose sincerely held religious beliefs conflict with a university policy, procedure, or other academic or employment requirement unless such an accommodation would create an undue hardship. Tufts and the employee or student with the sincerely held religious belief shall engage in an interactive dialogue to determine if the requested accommodation is reasonable. View the Religious Accommodation Policy (https://oeo.tufts.edu/wp-content/uploads/Religious-Accommodation-Policy-100915.pdf)

3. **Nursing Mother’s Policy**

   To support and meet the needs of nursing mothers returning to work, school, or visiting the campus, lactation rooms are available on all Tufts campuses. Employees are entitled to reasonable breaks to express breast milk as well as sufficient time to get to the lactation room. View the Nursing Mother’s Policy (https://oeo.tufts.edu/policies-procedures/accommodation-policies/nursing-mothers/)

4. **Pets, Service and Assistance Animals on Campus Policy**

   Tufts welcomes service and assistance animals on all of our campuses to accommodate an individual with a disability but may exclude an animal from campus if it causes disruption, threatens the health or safety of others or otherwise fails to meet the criteria set forth in this policy. View the Animals on Campus Policy (https://oeo.tufts.edu/policies-procedures/accommodation-policies/animals/)

**Sexual Misconduct 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. The Sexual
Misconduct Policy for Tufts has been reviewed here in a prior appendix. For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.

**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 XIV: Tufts University Non-Discrimination Policy

Policy Statement
Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and any other characteristic protected under applicable federal or state law, herein called “protected categories.” The University expects all Tufts employees, students, patients, third parties and community members to join with and uphold this commitment.

Tufts University also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim. Any witness, complainant or respondent involved in an investigation ought not to be retaliated against for their participation in the fact-finding process.

All Tufts personnel at the exempt level who are responsible for hiring, promoting, and managing employees and/or University programs are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617.627.3298 or to EthicsPoint by using the hotline at 866-384-4277 or by internet at Tufts-OEO.ethicspoint.com.

Tufts University's OEO is also responsible for planning and implementing the University's affirmative action program and monitoring affirmative action-related decisions and activities in accordance with state and federal law. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women, individuals with disabilities, and all protected veterans.

Defining and Recognizing Discrimination
Unlawful discrimination occurs when a person is harassed or treated arbitrarily or differently because of their real or implied membership in a "protected category" such as race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status; genetics; retaliation; and any other characteristic protected under applicable federal or state law. For the purposes of this policy, protected veteran status includes (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

In the employment context, discrimination may begin with an adverse employment action, which is something an employer has done that is unfair to an employee (for example: terminating the employee or not selecting him or her for hire or a promotion, harassing the employee, denying the employee’s request for a reasonable accommodation, etc.). If OEO determines, through fact-finding, that the employee or applicant’s membership in a protected category was the reason for the adverse employment action, this may lead to a policy violation of the non-discrimination policy and/or any other policy herein.

Personality differences or conflicts, general mistreatment not based on the above protected categories, or a response to poor performance are usually employee relations issues, not discrimination matters. To contact your Human Resource Business Partner (HRBP) to discuss an employee relations matter, please
call the Human Resources Department on your campus. HR can also help you determine what type of issue you may be experiencing and will refer you to the appropriate resources. For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.

**Tufts University Human Resources:**

Similarly, if a student or community member believes that s/he was treated differently in their education program or activity because of their real or implied membership in a protected category as defined above, the appropriate Dean’s Office (or OEO, if asked) will conduct a fact finding investigation to determine whether or not the Complainant’s protected class was the reason for the different treatment and if that treatment violated the non-discrimination policy and/or any other policy herein.

Contact OEO immediately at 617-627-3298 or the EthicsPoint anonymous hotline at 866-384-4277 if you feel that you are being retaliated against for filing a complaint, participating in a complaint or speaking out against a potential discriminatory practice. Retaliation is prohibited by Tufts University policies and by state and federal anti-discrimination laws. Retaliation at Tuft University is also subject to disciplinary action up to and including termination from employment for employees or expulsion for students from Tufts.

**Processes and Procedures**

OEO Complaint Procedures  If you have questions about the Processes and Procedures after filing a complaint, or if a complaint has been filed against you, please contact the Executive Director of OEO, Jill Zellmer at 617-627-3298 or at jill.zelmer@tufts.edu.

**Rights and Responsibilities**

As a member of the Tufts community you have the right to work, learn, and live in an environment free from discrimination and harassment. You have the right to equal opportunity and equal access to all University programs and activities.

**Duty to Report**

Managers, supervisors, faculty, and other agents of the University are required by law to report any known or alleged incidents of discrimination or harassment to OEO. Please contact us at 617-627-3298 or at http://oeo.tufts.edu/ or please contact EthicsPoint at 1.866.384.4277 or at http://tufts-oeo.ethicspoint.com/

Failure to report a known or suspected incident of discrimination or harassment to OEO may result in disciplinary action.

**Duty to Cooperate**

Faculty, staff, and students must cooperate with University investigations concerning allegations of discrimination or harassment. Refusal to cooperate with an investigation may result in disciplinary action. Please contact us at 617-627-3298 or at http://oeo.tufts.edu/ if you have any questions or concerns about your cooperation.

**Freedom from Retaliation**

Any member of the University community has the right to raise concerns or make a complaint regarding
discrimination or harassment under this policy without fear of retaliation. It is a violation of University policy to retaliate against an individual for filing a complaint of discrimination or harassment or for cooperating in an investigation of alleged discrimination or harassment. Any person at Tufts University found in violation of this policy is subject to disciplinary action up to and including termination of employment or expulsion from Tufts. If you have any questions or concerns about this, please contact the Executive Director of OEO, Jill Zellmer at 617- 627-3298 or at jill.zelmer@tufts.edu.

Confidentiality
The University recognizes the importance of confidentiality and understands that some individuals filing complaints of harassment/discrimination or who are otherwise involved in an investigation may want their identity to remain anonymous and/or confidential. In all cases, issues of confidentiality must be balanced against the University’s need to investigate and take appropriate action. The University will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible. If you have concerns about this please call the Executive Director of OEO, Jill Zellmer at 617-627-3298 or at jill.zelmer@tufts.edu. To file an anonymous complaint you can use the hotline at Tufts-OEO.ethicspoint.com.

Reporting Resources

Where can I file a complaint if I am an employee (staff or faculty member) or a student?
The Office of Equal Opportunity (OEO) for Tufts University
http://oeo.tufts.edu/ or 617-627-3298
Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity, veteran status (special disabled veterans, disabled veterans and Vietnam era veterans); genetics; retaliation; or any other characteristic protected under applicable state and federal law.
There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.
You may also contact us using the Tufts University anonymous hotline, EthicsPoint, at 866-384-4277 or at http://tufts-oeo.ethicspoint.com/Tufts-OEO.ethicspoint.com. For more information visit the Office of Equal Opportunity (OEO) website at www.oeo.tufts.edu.

Massachusetts Commission against Discrimination (MCAD)
John McCormack Building Worcester City Hall One Ashburton Place 455 Main Street Sixth Floor, Room 601
Room 101 Boston, MA 02108 Worcester, MA 01608 617-994-6000, 508-799-8010
The MCAD prohibits employment discrimination based on race, color, religion, national origin, ancestry, sex, gender, age, criminal record (applications only), disability, retaliation, sexual harassment, sexual orientation, a transgender identity, genetics, and military personnel. Any employee in a work environment with six or more employees can file a complaint with the MCAD. The statute of limitations for filing a complaint is 300 days.

Equal Employment Opportunity Commission (EEOC)
The EEOC prohibits employment discrimination based on race, color, religion, sex, age, disability, retaliation and national origin. The statute of limitations for filing a complaint is 300 days.

U.S. Department of Education (DOE) Office for Civil Rights (OCR) 5 Post Office Square Eighth Floor Boston, MA 02109-3921 617-289-0111
The DOE and the OCR prohibit discrimination based on race, color, national origin, sex, disability, and age. The statute of limitations for filing a complaint is 300 days.

Where can I file a complaint if I am a community member or patient?
The Office of Equal Opportunity (OEO) for Tufts University http://oeo.tufts.edu/ or 617-627-3298
Tufts University prohibits discrimination based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status (special disabled veterans, disabled veterans and Vietnam era veterans); genetics; retaliation; or any other characteristic protected under applicable state and federal law.
There is no statute of limitations to file a complaint in OEO. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report of the incident.

Frequently Asked Questions
What is the goal of equal opportunity?
The goal of equal opportunity is to ensure equal access in all phases of the employment and educational processes. Employment decisions are based solely on merit and qualifications related to the specific job. These employment decisions should not be made on the basis of someone’s real or implied membership in a protected class. Similarly, for students educational program decisions are based solely on merit and qualifications related to the program and should not be made on the basis of someone’s real or implied membership in a protected class. Equal opportunity is hiring the most qualified person for the job or selecting the most qualified student(s) for the educational program without regard for status in any protected category.

What is unlawful discrimination?
Unlawful discrimination is the unfair or unequal treatment of an individual or group based on certain characteristics that are specifically protected by law or the University. Specifically, at Tufts, discrimination is prohibited based on race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans); or any other characteristic protected under applicable federal or state law. In addition, Tufts prohibits retaliation against a person or group for reporting about discrimination or for participating in the investigation of such a complaint.

What is affirmative action?
Affirmative action refers to programs that promote equal opportunity and the commitment to apply a good faith effort to eliminate the present effects of past discrimination or to prevent discrimination against minorities, women, individuals with disabilities, and all covered veterans (special disabled veterans, disabled veterans and Vietnam-era veterans). It is not a numerical quota system or program of preferential treatment.
Where do I go if I have questions about this policy?
Tufts University’s Office of Equal Opportunity (OEO) is responsible for enforcing the University’s nondiscrimination policy. Please contact the Executive Director of OEO, Jill Zellmer, at 617-627-3298 or visit http://oeo.tufts.edu/.
Appendix XV: Tufts University Policy on Consensual Relationships

Policy Statement
Tufts University seeks to maintain a professional work and educational environment. Actions of faculty members, academic administrators, and staff that are unprofessional, or appear to be unprofessional, are inconsistent with the University’s educational mission. It is essential that those in a position of authority do not abuse, nor appear to abuse, the power with which they are entrusted.

Faculty members, academic administrators, and sometimes staff exercise power over students, whether by teaching, grading, evaluating, or making recommendations for their further studies or their future employment. Amorous, dating, or sexual relationships between faculty members, academic administrators, and staff with students are impermissible when the faculty members, academic administrators, and staff have professional responsibility for the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental nature of the relationship. Moreover, other students may be affected by such behavior because it places the faculty member, academic administrator, or staff in a position to favor or advance one student’s interest to the potential detriment of others. Therefore, it is a violation of University policy for a faculty member, academic administrator, or staff member to engage in an amorous, dating, or sexual relationship with a student whom s/he instructs, evaluates, supervises, or advises, or over who s/he is in a position to exercise authority over in any way.

Defining Consensual Relationships
As used in this policy, the terms faculty or faculty member include all those who teach at the University and other instructional personnel, including graduate students with teaching responsibilities. Academic administrators include all staff in a position to counsel, direct or influence the academic performance of students. Staff include all those who work for the University and who may supervise or direct the work of students and/or student employees.

Policy Violation
A violation of this policy may result in disciplinary action. A violation of this policy could also violate other University policies such as the Sexual Harassment Policy or the Sexual Misconduct Policy.

Reporting
If the person involved in a possible policy violation is a faculty member, the issue should be brought to the attention of the appropriate dean of the college/school. If the person involved is a staff member or academic administrator, the issue should be brought to the attention of the Director of OEO, the Vice President for Human Resources or the dean of the college/school employing the staff member or administrator.

In addition, you may also report such conduct through the University’s anonymous hotline, EthicsPoint, at 866-384-4277 or at http://tufts-oeo.ethicspoint.com/.
Appendix XVI: 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.

| Enrollment Records | Office of Student Affairs | Sandra Pearson  
|                   | 15th Floor  
|                   | 1 Kneeland Street  
|                   | Boston, MA 02111 | Director of Enrollment Services  
|                   | (617) 636-0922 |
| Career Services Records | Office of Academic Affairs | Mary Ellen Marks  
|                        | 15th Floor  
|                        | 1 Kneeland Street  
|                        | Boston, MA 02111 | Academic Affairs Administrator  
|                        | (617) 636-6544 |
| Counseling and Testing Records | Student Advisory and Health Administration Office (SAHA) | Sharon Snaggs Gendron  
|                                 | 4th Floor  
|                                 | 200 Harrison Avenue  
|                                 | Boston, MA 02111 | Director  
|                                 | (617) 636-2700 |
| Cumulative Academic Records (grades, transcripts) | Office of Student Affairs | Kelsey Simonson  
|                                                           | 15th Floor  
|                                                           | 1 Kneeland Street  
|                                                           | Boston, MA 02111 | Associate Registrar  
|                                                           | (617) 636-0970 |
| Disabled Student Service | Office of Student Affairs | Katherine Vosker  
|                                                           | 15th Floor  
|                                                           | 1 Kneeland Street  
|                                                           | Boston, MA 02111 | Director of Student Affairs  
|                                                           | (617) 636-0887 |
| Disciplinary Records | Office of Student Affairs | Robert Kasberg  
|                                                           | 15th Floor  
|                                                           | 1 Kneeland Street  
|                                                           | Boston, MA 02111 | Associate Dean for Student Affairs  
|                                                           | (617) 636-6539 |
| Financial Records | Health Sciences Bursar’s Office | David Fera  
|                                                           | Posner Hall – Suite 101  
|                                                           | 200 Harrison Avenue  
|                                                           | Boston, MA 02111 | Health Sciences Bursar  
|                                                           | (617) 636-2141 |
| Financial Aid Records | Financial Aid Office | Sandra Pearson  
|                                                           | 15th Floor  
|                                                           | 1 Kneeland Street  
|                                                           | Boston, MA 02111 | Director of Enrollment Services  
|                                                           | (617) 636-0922 |
| Health Records* | Student Advisory and Health Administration Office (SAHA) | Gianna Vroom  
|                                                           | 4th Floor  
|                                                           | 200 Harrison Avenue | Director  
|                                                           | (617) 636-4073 |
(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 records a statement commenting on the contested information in the record of the reason(s) the student disagrees with the decision of the School.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Personally identifiable information from the education records of a student will be disclosed by TUSDM upon the prior written consent or request of the student. The written consent or request must (a) specify the records that may be disclosed; (b) state the purpose of the disclosure; and (c) identify the party of class of parties to whom the disclosure may be made.

However, the School may disclose information without the prior written consent of the student in the following circumstances:

1. To school officials with a legitimate educational interest in the records.
2. To certain officials of the U.S. Department of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the University.
5. To accrediting organizations to carry out their functions.
6. To either of two parents when at least one parent has claimed the student as a dependent for income tax purposes. A certified copy of the parents' most recent Federal Income Tax Form may be required to verify dependency.
7. To comply with a valid court order or subpoena or to comply with federal law (e.g., the USA Patriot Act).
8. To appropriate parties in a health or safety emergency.
9. To a victim of an alleged perpetrator of a crime of violence or a 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 XVII: Tufts University Press Policy for Graduate and Professional Schools

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 XVIII: Tufts University Weapons Policy

Policy Statement
Tufts University is committed to maintaining a safe and secure environment where students, faculty, staff, visitors, and contractors can live, work, and learn. In support of this commitment, Tufts University expressly prohibits the possession, manufacture, transfer, sale, or use of weapons by anyone on university property or at any university-sponsored event, except as authorized by this policy.

Scope
This policy applies to all university students, faculty, staff, visitors, and contractors on all campuses and on all property owned, leased, and/or controlled by Tufts University, including but not limited to buildings, grounds, parking lots/garages, roadways, and vehicles, and at any university-sponsored event.

Policy
Tufts University strives to comply with all relevant and applicable federal, state, and local laws and ordinances. In relation to firearms on Tufts campuses, Massachusetts General Law prohibits carrying a firearm on the grounds or any elementary or secondary school, college, or university without the written authorization of the board or officer in charge of such elementary or secondary school, college, or university, under Chapter 269, Section 10, Paragraph (j).

Tufts University further regulates firearms and other weapons. Except as expressly authorized within this policy, no individual may manufacture, sell, possess, carry, store, use, or have in his or her custody and/or control, a firearm or other weapon defined within this policy anywhere on any Tufts University campus, grounds, in any university facility, or at any university-sponsored event. This prohibition exists whether or not a federal or state license to possess the weapon has been issued to the possessor. Prohibited weapons include, but are not limited to: firearms of any nature, including shotguns, rifles, pistols, and revolvers; paint ball guns; BB/pellet guns; firearm replicas; ammunition; components of ammunition including bullets, cartridges, shell casings, primers, igniters, and gun powder; martial arts-type weapons such as nunchaku, zoobow, also known as klackers or kung fu sticks; or any similar weapon consisting of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or any armband, made with leather, which has metallic spikes or points or any similar device made from any other substance; or a cestus or similar material weighted with metal or other substance and worn on the hand; or a manrikigusari or similar length of chain having weighted ends; explosives, including fireworks; spears; bows; crossbows; arrows; slingshots; blowguns; blackjacks; metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; stiletto; dagger or a device or case which enables life with a locking blade to be drawn at a locked position; any ballistic knife; or any knife with a detachable blade capable of being propelled by any mechanism; dirk knife; any knife having a double-edged blade; or a switch knife; or any knife having an automatic spring release device by which the blade is released from the handle; a folding knife having a blade of over three inches in length; double-edged knives; hunting (fixed-blade)-style knives of any length; throwing knives; swords; axes; mace; pepper gas/spray; and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily harm or to damage property.

Nothing in this policy shall be construed to create regulation that is less restrictive than any applicable code, statute, law, regulation, or ordinance. When a conflict arises, determination of an object or article as a
weapon is subject to the sole discretion of the Director of Public and Environmental Safety or his/her designee.

University departments, units, or schools may promulgate standards governing weapons that are more restrictive than those contained within this policy, but not less restrictive.

**Authorized Activities**

*Exceptions to this policy are:*

- Authorized law enforcement officers or military personnel, in performance of their official duties, and to the extent that they are legally permitted to possess weapons in the Commonwealth of Massachusetts. Weapons on display as objects of artistic, decorative, historical or cultural value, provided that such weapons are secured in such a way as to prevent access to the weapon or removal of the weapon by unauthorized persons, and in the case of mechanical, electronic, or chemical weapons, rendered inert and inoperable. The Director of Public and Environmental Safety must approve such use in writing.

- University-sanctioned employee groups or events where a weapon is required as a part of the curriculum or activity, including dramatic performances, sanctioned athletic competitions such as fencing, and official military ceremonies. Such weapons must be inert replicas, working weapons rendered inert, or military ceremonial swords carried in conformance with applicable branch of service regulations. Such use must be approved by the Director of Public and Environmental Safety at least two weeks before the event is to take place, and authorization must be in writing from the Director or designee.

**Obligation to Report**

Any member of the university community who observes an individual possessing, manufacturing, transferring, selling, or using a weapon and who reasonably believes that the individual is doing so without the consent of the university as set forth in this policy, should immediately report this activity to the Tufts University Police Department.

Likewise, any member of the university community who observes unattended items that they reasonably believe to be weapons should immediately notify the Tufts University Police Department and provide the location and description of the item, remaining with the item until the police arrive.

**Requests for Exceptions**

Exceptions to this policy will be rare, and granted only under extraordinary or unusual circumstances. Exception requests must be made in writing to the Director of Public and Environmental Safety or his/her designee. The Director or his/her designee will review the request in consultation with appropriate university officials and will respond with his/her decision.

Exceptions cannot be lawfully granted for those weapons described as dangerous weapons unlawfully carried under Massachusetts General Law (MGL) Chapter 269, Section 10.

**Sanctions**

University Police will confiscate weapons and violators may be subject to criminal prosecution and/or referral for university disciplinary actions, up to and including suspension, termination, or expulsion.

**Questions about the Applicability of this Policy**

Questions about the applicability of this policy should be directed to the Director of Public and Environmental Safety, or his/her designee; or to the department/division’s Human Resources business
partner. This action must take place before the item in question is brought onto university property or to a university sponsored event.
Tufts University reserves the right to modify this policy in whole or in part, at any time, at its sole discretion.
Appendix XIX: Tufts University Drug-Free Campus Program

The Drug-Free Schools and Communities Act Amendments of 1989 require that colleges and universities, as a condition of receiving federal funds or any other form of financial assistance under any federal program, certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Federal regulations implementing this statute require that Tufts University provide the 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.

Massachusetts’s law prohibits the sale or delivery of alcoholic beverages to persons under age 21 with a fine of up to $2,000 or twelve months’ imprisonment, or both. Misrepresenting one’s age or falsifying an identification to obtain alcoholic beverages is punishable by fine. Included among penalties for the first conviction of driving under the influence of alcohol under Massachusetts law are a $5,000 fine, a one-year revocation of driver’s license, up to two and one-half (2 ½) years in prison, and mandatory alcohol rehabilitation.

Massachusetts imposes criminal penalties for the possession and/or distribution of controlled substances, or drugs, without valid authorization, with penalties varying as to the type of drug. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.

Under both Massachusetts and federal law, penalties for possession, manufacture, and distribution are greater for subsequent convictions, including mandatory prison terms and the full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin.

Persons convicted of drug possession under state and federal law are ineligible for federal student grants and loans for up to one year after the first conviction and up to five years after the second. The penalty for unlawful distribution of drugs is loss of benefits for five years after the first conviction and for a longer period after the second.

Under federal law, penalties may be doubled when a person at least 18 years old distributes drugs within 1,000 feet of a public or private elementary or secondary school, or a public or private college to persons...
under age 21 and include a mandatory one-year prison term.

See the enclosed chart on FEDERAL TRAFFICKING PENALTIES and the description of FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE for additional information.

**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.
Appendix XX: Disciplinary Protocol for Select Violations

Examples of select violations include the following transgressions:

- Failure to comply with immunization/influenza/TB test requirements
- Failure to comply with criminal background check policy by the deadline
- Late arrival, early departure, or absence from scheduled appointments or rotations
- Unexcused absence from mandatory/required workshops, seminars, competencies, etc.
- Failure to complete assignments by deadlines
- Inappropriate behavior, such as using restricted study rooms in the Medical School
- Repeated infection control violations
- Required paperwork not completed by:
  - Noncompliance with site policies, such as dress code and grooming standards

All of the transgressions noted above are considered unprofessional behavior. Grievances will be filed with the Post-Doctoral Ethics, Professionalism, and Citizenship (PDEPC) Committee, usually by the Associate Dean for Student Affairs.

When a student commits one of the selected violations the progressive discipline as follows:

- First Offense: A temporary letter from the PDEPC Committee will be placed in the student file.
- Second Offense: A permanent letter from the PDEPC Committee will be placed in the student file, and the student will not be eligible for OKU, Graduation and Senior Dinner Honors, or the Incentive Program.
- Third Offense: The student will appear before the PDEPC Committee for a hearing to consider dismissal.

Additional requirements intended for remediation may be added such as counseling or written assignments.

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 to consider dismissal.

*NOTE: More egregious transgressions, such as cheating, lying stealing, and issues related to patient care, will not follow the protocol noted above. In such instances, the PDEPC Committee will mete out sanctions deemed appropriate to the severity of the infraction.