TUFTS UNIVERSITY SCHOOL OF DENTAL MEDICINE

CODE OF PRINCIPLES OF ETHICAL AND PROFESSIONAL CONDUCT

ETHICAL BEHAVIOR AS A STUDENT

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

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

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

STUDENT HONOR CODE

Academic Misconduct and Professional Misconduct are defined below:

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

**Professional Misconduct**: Encompasses such actions as, but not limited to, infractions of the ADA Principles of Ethics and Code of Professional Conduct and falsifying or altering clinical documents and conduct that 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.
TO: All students enrolled in the 2018-19 academic year

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

A COPY OF THE APPROPRIATE ACCREDITATION STANDARDS AND/OR THE COMMISSION'S POLICY AND PROCEDURE FOR SUBMISSION OF COMPLAINTS MAY BE OBTAINED BY CONTACTING THE COMMISSION AT 211 EAST CHICAGO AVENUE, CHICAGO, IL 60611-2678 OR BY CALLING 1-800-621-8099, EXTENSION 4643.
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MISSION STATEMENT

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

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

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

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

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

Global Leaders in Oral Health

MISSION

Education committed to clinical excellence

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

VALUES

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

As part of the registration process, new students are required to provide certain information 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), local (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. Each year, students are required to confirm their emergency contact information. To ensure students update their information, a hold is placed on each student’s account on August 17th, freezing the student’s SIS account and academic record. Students will not be able to request transcripts or register until they update their information; additionally, students may be subject to disciplinary action should they not update their information in a timely manner.

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 that 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 in order to register. Financial clearance requires that the student have fulfilled all financial obligations prior to registration.

Although students are permitted to complete their Registration forms without financial approval, they will not be fully registered until the Bursar’s Office has cleared them. Students not registered because of this condition must see the Bursar to make satisfactory arrangements to pay their bill. Failure to make full and timely payment of tuition and fees may result in a financial penalty being assessed to the student by the Bursar.

2. A student must have submitted proof of health insurance and immunization to the Student Advisory and Health Administration Office.

If the student fails to complete the registration process as described above the student will not be fully registered. Please note that any student not fully registered:

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

b. May be suspended or withdrawn from the program.

The student is responsible for notifying the Office of Enrollment Services if any changes in 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 including transcripts and diplomas or certificates and financial records including financial aid records.
Students are required to submit documentation to the Office of Enrollment Services if the student has a change in their legal name. The documentation is as follows:

- Name Change Request Form (https://dental.tufts.edu/sites/default/files/pdf/registrar_nameChangeForm.pdf) AND one of the following documents:
  - 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

Preferred name: Students may elect to use a preferred name on certain University systems—including the White Pages and @tufts.edu email, as well as on class and grade rosters—in place of their legal name in a variety of circumstances, including: to select a name that better reflects their gender identity, to select a name that better reflects their current marital status (married name, maiden name, hyphenated name, etc.); and/or to select a nickname, professional name or other variant that better reflects their personal identity. Students may change their preferred name by contacting the Office of the Enrollment Services. Note that legal names and not preferred names are required to appear on all official University documentation, including ID cards, transcripts, and financial aid records.

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 student’s marital status must be reported to the Office of Enrollment Services.

Non-Citizen Information: Foreign students are required to provide 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.

CERTIFICATION OF ENROLLMENT

The Office of Enrollment Services – Registrar’s Office will provide enrollment certification letters to students upon their request. These letters are available to students usually within five business days of their request. These letters will provide proof of enrollment at TUSDM, the student’s enrollment status (full-time, half-time or less than half-time), educational program, current academic year enrollment dates and expected graduation date.

The Office of Enrollment Services – Registrar’s Office will also provide a certifying letter with educational costs. This letter is similar to the standard enrollment certification letter but also provides the student’s educational costs for the current academic year. Educational costs include billed costs and payment deadlines, estimated cost of books and supplies and other indirect costs associated with the student’s educational program for the current academic year. Enrollment certification letters can be modified to include statements of good academic standing, satisfactory academic progress and absence of school-funded financial assistance. These letters are signed by the appropriate school official and embossed with school seal. To request these letters, contact the Office of Enrollment Services - Registrar’s Office via email (Dental_Registrar@tufts.edu).

DEFERMENTS

Deferment of Prior Educational Loans

Students enrolled at TUSDM are usually eligible to defer payments of most education loans received prior to attendance at TUSDM. In order to defer most federal student loans, the student must be
enrolled as at least a half-time student. Borrowers of Health Professions Student Loan (HPSL) and Loans for Disadvantaged Students (LDS) must be considered enrolled full-time in an advanced training or residency training program. Deferment of private education loans received prior to attendance at TUSDM may or may not be eligible for deferment. Students are urged to contact their private education loan servicer or lender as it depends on the lender’s provisions for deferment. If the lender states that the loan has no deferment provisions, the student should inquire if postponement of payment is available through other means, such as forbearance, if payment presents financial hardship for the student.

Tufts University reports enrollment status effective the first date the student is considered enrolled and subsequent changes in enrollment status to the National Student Clearinghouse (NSC). As a result, NSC will update enrollment status through a data match process with the US Department of Education’s National Student Loan Data System (NSLDS) that loan servicers will access to update their borrowers’ records. Tufts University will submit NSC enrollment reports on a monthly basis beginning in August (for DMD students) and in July (for PG students) and monthly thereafter. Unless the student is in active repayment of their student loans prior to when the initial enrollment reports are sent, it is not usually necessary for students to obtain paper deferment forms from their loan servicers. The only exception to this rule is in the case of HPSL, LDS and private education loans in which case paper deferment forms or enrollment certification/verification letters would be required. Students who have questions regarding the deferment process may contact the Office of Enrollment Services for additional direction. (Please see Appendix I: Student Financial Aid Deferment & Refund Policies, p. 81, for further details).

ATTENDANCE POLICIES AND ABSENCE FROM THE PROGRAM

Students pursuing the DMD program at TUSDM are required to comply with the school’s attendance policy in all phases of their education and training. As a professional school, TUSDM expects attendance and active participation in all components of the curriculum, including lectures, tutorials, laboratories, patient clinics, externships, and other course and rotation activities. Students must submit assignments and projects on the due date. A reduction of grade will be applied to assignments and projects that are not submitted by the due date. Instructors will specify in their syllabi the grade deduction for late work.

1. Attendance at all clinical sessions, clinical rotations, seminars, and off-site and special assignments is mandatory. Absent students must arrange to attend substitute sessions to make up for the absences. Unexcused absences will be addressed by the EPC (See Appendix II: Disciplinary Protocol for Select Violations, p. 83).

2. Except during days on which TUSDM is closed, we expect students to be available to attend classes, tests and clinics Monday thru Friday throughout the school year. However, sometimes due to weather, students’ votes, and sometimes because TUSDM is a large and complex organization, schedules do change. Students are STRONGLY advised not to plan trips, holidays or excursions during days in which school is session. If you do and the schedule changes to a day or time that conflicts with your arrangements, you must change your travel plans. The Associate Dean for Student Affairs will not grant any excused absences for students who made such plans.

3. A student whose pattern of absence, tardiness, and/or failure to meet deadlines suggests a failure to demonstrate professional growth and hence will be subject to disciplinary action that could include dismissal.

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

In Case of Illness, Accident or Family Emergency
If you will be unable to attend scheduled tests, clinics, or rotations or submit assignments or projects on time because of an illness, accident or family emergency, you must contact Dr. Kasberg before 10 am via email (robert.kasberg@tufts.edu). When you report an absence, you must complete an absence request form and submit it electronically to the Dr. Kasberg. After you return to school, you are required to provide documentation of your absence either through a doctor’s note, discharge paperwork from the hospital (for either the individual or their family member), or other relevant sources.

If Dr. Kasberg grants the request, 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 extended periods of absence, please review the section entitled Student Initiated Leave of Absence, p. 7.

A report of an absence does not relieve you of the assignment obligation. You must consult with the Academic Affairs Programs/Schedule Administrator, course director, rotation, workshop or seminar head as soon as possible to determine your obligation regarding missed assignments, tests, etc.

Attendance and Religious Holidays

TUSDM respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students who are unable to attend a class or participate in any examination, study, or course requirement on some particular day because of their religious beliefs will be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original assignment or examination. Students on clinical assignments involving patient care must arrange in advance to have their assignments covered by a classmate while they observe the holiday. Students should notify the Academic Affairs Programs/Schedule Administrator and instructors of known conflicts well in advance so that accommodations may be arranged. Last minute requests may not be accommodated. While TUSDM policy requires instructors to make reasonable accommodations for missed assignments or examinations because of religious beliefs, it is not TUSDM policy for faculty to make accommodations when students wish to travel to share a holiday with family or friends.

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.

Tufts University is committed to providing an academic and work environment that is respectful of the religious beliefs of its students and employees. As part of this commitment, Tufts will make good faith efforts to provide reasonable religious accommodation to students and employees whose sincerely held religious beliefs conflict with University policy, procedure, or other academic or employment requirement unless such an accommodation would create an undue hardship.

Please see the following link for the Office of Equal Opportunity’s Religious Accommodation Policy and Religious Accommodation Request Form: http://oeo.tufts.edu/wp-content/uploads/Religious-Accommodation-Policy-100915.pdf. Completed request forms should be sent to Brian Edgar (brian.edgar@tufts.edu) and Sara Weaver (sara.weaver@tufts.edu).

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, HDA, SND, AADR) or in service-related activities for organized dentistry or TUSDM. Students intending to engage in club activities need approval from the Office of Student Affairs, and must inform the Office of Academic Affairs and all appropriate faculty members before participating. Arrangements should be made at least two weeks in advance and the Office of Academic Affairs should be notified if a student will miss a special clinic assignment or rotation.
Extension of Time for Research Participation

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

LEAVE OF ABSENCE

School Initiated Leave of Absence

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

Medical Leave of Absence: In instances of serious physical and/or psychiatric illness, wherein members of the faculty believe that a student should not continue studies, and wherein the student cannot or will not request a leave of absence, the Dean may also elect to place the student on Medical Leave of Absence after consultation with the appropriate administrators. Medical Leave of Absence should not exceed one calendar year. When a student placed on leave requests termination of the leave and reentry into the curriculum, the Dean will obtain written verification from the Student Advisory and Health Administration Office and/or the administrative psychiatric consultant that the student’s health permits the resumption of studies. The Dean may extend an administrative leave for up to one calendar year upon the recommendation of the physician(s) referred to above. If the student’s health does not permit the resumption of studies at the end of the second full year, and he or she still wishes to return to the program, an application for readmission may be made at a later time (Conditions of Re-Entry, p. 8). A decision to place a student on medical 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.

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

Student Initiated Leave of Absence

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

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

b. **Long Term Leave:** Usually granted for one week to one year or to the point in the year when a student can resume participation in the curriculum from a reasonable beginning point. Consultation with the Associate Dean for Student Affairs is required following a significant absence from the program (see Conditions of Re-Entry, p. 7). A decision to place a student on long term 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.

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

a. **Medical Leave:** The student must present a physician or counselor’s recommendation if he or she has been under treatment. Also, see Appendix III for Maternity Leave of Absence Policy & Request Form, p. 84.

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

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

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

**Leave of Absence for Students Not in Good Standing**

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

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

**Conditions of Re-Entry**

Only under very exceptional circumstances will students ever be allowed to return to TUSDM from a long-term leave of absence and begin in the curriculum where they left. Prior to a student’s return to TUSDM after a long-term leave of absence, the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs will determine the student’s entry point into the curriculum, which will almost
always require enrollment either in a semester-long refresher course (see Appendix IV: Preclinical Skills Refresher Course, p. 77 for details), the International Student program, which begins in the spring, or repeating the semester or year as a part-time or full-time student.

**Administrative Responsibilities and Implications**

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

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

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

4. Financial aid that a student receives may be impacted if the student decides to withdraw or take a leave of absence (see Appendix I: Student Financial Aid Deferment & Refund Policies, p. 81).

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

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

**STUDENT IDENTIFICATION CARDS**

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

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

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

**SERVICES FOR STUDENTS WITH DISABILITIES**

Tufts University is committed to providing reasonable accommodations for qualified individuals with disabilities, including chronic illness, in a fair and equitable manner, and in accordance with applicable federal and state
law. Tufts University School of Dental Medicine will work to ensure that equal access to facilities, programs and services are available to students with disabilities, and will provide appropriate academic accommodations unless doing so would compromise the health and safety of members of the University community, fundamentally alter the nature of the University’s academic program, create an undue hardship, or violate the Dental School’s Minimum Technical Standards (please see Appendix V: Minimum Technical Standards, p. 87).

When a disability requires that accommodations related to coursework or to campus facilities be made, students should meet with the Director of Student Affairs who will engage in the interactive process to determine what accommodation options may be possible. To be eligible for accommodations, a student must have a documented disability as defined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

In requesting accommodations, Tufts University School of Dental Medicine requires that students submit relevant medical documentation as well as their request in writing. Students with documented visual or hearing problems will be assigned preferential seating for the preclinical courses provided the Director of Student Affairs has verified the necessary documentation prior to admission.

Students chronically infected with HBV can find the TUSDM HBV Guidelines on p. 58.

STUDENT MAILBOXES

Assigned student mailboxes are located on the 7th floor of the Dental Health Sciences building. Mailboxes are assigned by class. The Student Mailbox System is one of the primary mechanisms for faculty and administrators to communicate with students. This mailbox is strictly used for intra-University communication; outside mail should not be delivered to the school. Students are expected to check their mailboxes several times a week. Mailboxes are accessed via combination locks. Students are urged to safeguard their combinations, which are issued at registration time. Please be sure to retain the email that indicated the combination. Students should report any issues with their student mailbox to the Office of Enrollment Services – Registrar’s Office.

ACADEMIC RECORDS

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

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

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

Access to Academic Records (Transcripts): Grades for each term are reported to the student via the SIS Student Portal. Students may also request a copy of their official transcript at any time using the SIS Student Portal. Unofficial transcripts may be printed or saved as a PDF at any time using the SIS Student Portal. These unofficial transcripts may be emailed to faculty members providing evaluations. When a Course Director issues a grade change or a re-examination grade is submitted, the student’s academic record is altered to reflect this change/addition, and the student may view the new grades online via the SIS Student Portal or view an unofficial transcript if desired. When a grade change results in a new average, the new average is computed automatically by SIS. Academic rank is determined after
all challenges and grade changes have been resolved. In the rare case that a grade must be changed after rank has been calculated for an academic year, a new rank for the student is calculated by tying the student with another student whose average is closest. The new standing will not affect the existing standings for the student’s classmates.

Official and sealed envelope transcripts signed by a School Official are available to be sent directly to recognized third parties by either Tufts or the student if document integrity standards are maintained. Students must request their transcripts online using 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. Additionally, any copies of external test scores provided to the University for the purposes of admission or graduation will not be provided to students. These scores must be requested directly from the testing agency.

Tufts University now provides an integrated university transcript for students who have attended multiple schools or 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 POLICY

Per Tufts University policy, TUSDM conducts criminal background checks (CBCs) on applicants who have been granted conditional admission and on current dental students after they have completed the second year of the curriculum. All CBCs are conducted in accordance with applicable state and federal law. In addition, applicants and currently enrolled students are required to report certain convictions that may have occurred subsequent to the CBC. So long as an admitted student remains at TUSDM, the student is required to promptly inform the Associate Dean for Student Affairs if the student is convicted of a felony or reportable misdemeanor while enrolled at TUSDM. On an annual basis, all TUSDM students are required to sign a document stating that they have notified the Associate Dean for Student Affairs of any felony or reportable misdemeanor conviction involving them in the United States since they completed their application to dental school. They further confirm that they will continue to do so promptly throughout their dental education at TUSDM.

PAYMENT OF FEES

It is the policy of the University that all tuition and fees are payable in full when bills are rendered. Students can expect to be charged tuition and fees twice per academic year, for the fall term and spring term. 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.
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 health insurance waiver which must be submitted by that office’s specified due date. The Health Administration fee cannot be waived. Students who have been approved for waiver will have a credit for this charge posted to their account. Students will be emailed the required information on how to enroll or waive the student plan with the deadline date.

Students who withdraw or take a leave of absence from the University after the start of the term are responsible for the total instrument fee for that year. Students who withdraw or are considered on a leave of absence are subject to the University’s tuition refund policy. Please note that students who withdraw or who are considered on a leave of absence who receive financial aid are subject to the Financial Aid Refund Policy (Please refer to Appendix I: Student Financial Aid Deferment & Refund Policies, p. 81).

WITHDRAWAL

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

All students who withdraw must complete the administrative clearance process through the Office of Enrollment Services – Registrar’s Office. After completing the administrative clearance process, the student is responsible for providing the Office of Enrollment Services – Registrar’s Office with accurate permanent address information via the SIS Student Portal (http://go.tufts.edu/SIS). Additionally, students must surrender their student identification card upon completion of the administrative clearance process.

Tuition Refund Policy

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Proration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st – 12th</td>
<td>8</td>
</tr>
<tr>
<td>12th – 19th</td>
<td>6</td>
</tr>
<tr>
<td>20th – 26th</td>
<td>4</td>
</tr>
<tr>
<td>27th – 33rd</td>
<td>2</td>
</tr>
<tr>
<td>34th</td>
<td>N</td>
</tr>
</tbody>
</table>

For Financial Aid Policies, please see Appendix I, Student Financial Aid Deferment and Refund Policies, p. 81.

CLEARANCE UPON DEPARTURE FROM TUSDM

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

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

**STANDARDS OF ETHICAL CONDUCT AND FAIR PROCESS**

**Preamble**

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

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

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

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

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

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

CITIZENSHIP

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

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

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

ETHICS, PROFESSIONALISM, AND CITIZENSHIP (EPC) COMMITTEE

The EPC Committee shall have responsibility for:

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

Members of the ETHICS, PROFESSIONALISM, and CITIZENSHIP Committee – 2018-2019

• Chair: Dr. Kathryn Ragalis, Comprehensive Care and Student Affairs
• Associate Dean Robert Kasberg, Admissions & Student Affairs
• Dr. Joanne Falzone (2019), Comprehensive Care
• Dr. Ruby Ghaffari (2018), Comprehensive Care
• Dr. Steven Kaminsky (2019), Endodontics
• Dr. Mark Nehring (2018), Public Health & Community Service
• Dr. Carole Palmer (2018), Comprehensive Care
• Dr. Michael Thompson (2018), Academic Affairs
• Dr. Alberto Sarmiento, Comprehensive Care, ex officio with vote
• One student member each from Y1, Y2, Y3, and Y4
• Assistant Dean Mary Jane Hanlon, Clinical Affairs, ex officio without vote
• Dr. Eric Weinstock, Co-Course Director-PELD, ex officio without vote
• Katherine Vosker, Director of Student Affairs, ex officio without vote
Any report or suspicion regarding issues of Sexual Misconduct, which include sexual assault, sexual harassment, sexual exploitation, sexual and/or gender discrimination, stalking (when gender based), and relationship violence (when gender based), must be brought to the attention of the TUSDM Intake Officer and Title IX Liaison, Katherine Vosker, in the Office of Student Affairs (Room 1511D, Katherine.Vosker@tufts.edu). Such cases are adjudicated through the Sexual Misconduct Adjudication Process, found at http://oeo.tufts.edu/wp-content/uploads/Sexual-Misconduct-Adjucation-Process-12182015.pdf.

CODE OF PRINCIPLES OF ETHICAL AND PROFESSIONAL CONDUCT

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

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

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

Unprofessional Behavior and Actions to Reject

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

- Pressure, threaten, abuse, intimidate, or disparage others
- Show disrespect or be discourteous. Disagreements should be addressed in a private setting, away from others, including patients.
- Harass or discrimination because of sex, race, color, religion, age, national origin, disability, medical condition, or sexual orientation (see Appendix XV: Tufts University Nondiscrimination Policy, p.117).
- Steal, damage, or procure anything in an unauthorized manner.
- Sell, lend, give, or receive unauthorized materials or give access or aid inappropriately.
- Cheat, lie, or falsely represent oneself or one’s work.
- Withhold or give false information.
- Plagiarize.
- Aid another in an inappropriate behavior.
- Attempt to receive credit, points, requirements, or grades in an unacceptable manner including grade grubbing.
- Interfere with any school function including teaching, research, administration, patient care, or social events.
- Fail to follow directives of instructors, faculty, or staff members. Department Chair or designee shall be consulted if disagreement arises.
- Fail to comply with protocols involving externship sites and other rotations.
- Violate any school policy or department guideline.
- Violate any state or federal laws.
- Miss due dates for assignments, miss assigned rotations, or incur unexcused absences.
- Fail to monitor Tufts email account and respond to requests in a timely manner.
Clinical Standards to Follow

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

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

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

Safety Protocols to Follow

The student will make every attempt to ensure safety:

- Be sober, clear minded, and healthy. Inform supervising faculty or staff if any condition or circumstance exists that could impair judgment and function, or place others at risk.
- Follow infected health care worker protocols (see Infected Health Care Worker (IHCW) Protocol, p. 56).
- Do not carry or use any weapon.
- Follow dress code guidelines (see Student and Faculty Professional Dress Code, p. 61).
- Comply with clinic contracts, health insurance (p. 66), and immunization protocols (p. 68). Turn in appropriate documentation by due date.
- Comply with required training and documentation including CPR certification, HIPAA and CITI Research training.

Computer Ethics

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

1. Tufts’ computer facilities (computers, printers, networks, software, etc.) may only be used by authorized persons for legitimate purposes relating to teaching, course work, clinical patient care, research, and administration at Tufts University.
2. Do not share passwords.
3. No one may use, access, alter, or copy the accounts, passwords, directories, files, or programs of any other user without that person’s consent.
4. Do not forward your Tufts email messages to a third party email provider such as gmail.com.
5. No one may use Tufts’ computer facilities for inappropriate purposes such as the playing of practical jokes, deliberate breaching of security, the sending of abusive or offensive material, deliberate interference with the work of other users, or the introduction of computer viruses.
6. No one may copy copyrighted software or run illegally copied software at Tufts.
7. All students wishing to obtain access or use Tufts computer facilities are required to sign a statement agreeing to comply with the Information Technology Responsible Use Policy at the time of initiation.
8. Students are expected to adhere to the University Social Media Policy (http://webcomm.tufts.edu/social-media-best-practices). Any such violation by a student may result in disciplinary action by the Associate Dean for Student Affairs through the aegis of the Ethics, Professionalism, and Citizenship Committee. See Appendix IX: Tufts University Information Technology Responsible Use Policy, p. 98 for additional information.

See Appendix X, p. 102 for Digital Millennium Copyright Act.

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

Reporting Violations of the Code of Ethics and Professional Conduct

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

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

Ethical and professional development are key objectives of the TUSDM curriculum and ethical and professional progress are part of the academic mission. TUSDM considers ethics and professionalism to be just as important as clinical skills and knowledge of the basic sciences. A failure to progress professionally or the failure to demonstrate sound professional judgment may lead to dismissal.

POLICIES AND PROCEDURES RELATIVE TO STUDENT CHEATING

Cheating is a serious infraction of the School’s Code of Principle of Ethical and Processional Conduct. It gives cause to doubt the offending student’s integrity and fitness to be entrusted with the oral health care of the public. Undetected or ignored cheating encourages dishonesty. It can give a student an unfair advantage over other students in comparative rankings and can lead to improper assessment of the student’s readiness to progress to more advanced study or to provide direct patient care. It may also demoralize the majority of the students who do act fairly and honestly.
1. **Responsibilities**: Student responsibility includes the avoidance of even the appearance of cheating. Any suspicious behavior that gives the appearance of cheating will be a presumption of cheating. Upon observation of cheating, a student must report the incident within 24 hours to the instructor as information or later in writing as a complaint to the Chairperson of the EPC Committee.

2. **Examination Administration**: The following measures are mandatory for all examinations within TUSDM.

**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 a clear violation of TUSDM Code. This type of cheating gives an unfair advantage to certain individuals and may lead to a student's dismissal from the School.

- Examination guideline infractions are subject to a **5-point deduction** in examination grade, as well as additional sanctions as determined by the chair of the EPC or by the EPC.
- 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, s/he should give the “on” cell phone (labeled with the student’s name) to a proctor. In the event that a student’s cell phone is heard during an examination, there will be a **5-point deduction** 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 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 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 EPC hearing to consider a motion for dismissal.
- No blank sheets are allowed in the room during examinations unless provided by proctors.
- No headphones are allowed.
- No food is allowed during examinations; one drink is permitted.
- Students must protect their own examinations, computers and answer sheets during examinations. Unprotected items give the appearance of cheating and will lead to a hearing before the EPC Committee.
- No communication between students is allowed during examinations.
- Students must immediately stop working on the examination when the Course Director announces that the examination time is over.
- Students are not to congregate outside of the examination room before or after an examination, as it is distracting to those still taking the examination.
• In the seating area, students are not allowed to have, use, or wear any kind of device that can provide information or record/capture information (cellphones, calculators, “Smart watches,” “Google glasses” etc.).
• In order to visit the bathroom, students must cover their answers or close their computers ¾ way and ask permission from a proctor for a bathroom break.

ADDITIONAL EXAMINATION AND QUIZ GUIDELINES FOR STUDENTS USING EXAMSOFT

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.

• The download deadline is 11:55 pm the night before the exam. Downloads that are attempted on the day/at start of exam and subject to technology problems, could result in students not being able to take the exam.
• Make sure your computer is fully charged.
• Bring your power cord and battery (in the event of power loss).
• It is the student’s responsibility to familiarize himself/herself with their equipment and the Examplify software and instructions provided by ExamSoft on its website prior to the start of their exam. Any questions can be directed to Jennipher.murphy@tufts.edu or sara.weaver@tufts.edu.
• It is the student’s responsibility to have a functioning computer for every exam. If for any reason your computer is broken/not functioning or not available, please send email to Jennipher.murphy@tufts.edu or sara.weaver@tufts.edu at the time issue becomes apparent, and a loaner laptop will be made available to you.
• If a student was unable to fix the computer or notify anyone before arriving to the exam, they must immediately inform proctor, test administrator or Course Director of the issue.
• There will be assigned seats at each exam. These will be randomly assigned and the list will be emailed to the students beforehand and posted in the examination room.
• 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.
• Scrap paper will be distributed at the beginning of the exam, after the password has been given, and must be turned in to proctor before exiting the examination room.
• 10 minutes prior to the start of the exam, all programs should be shut down and study materials put away to avoid technical problems that could delay start times.
• All study materials should be put away before the password has been posted on the screen. Students that are observed to have their notes open after the instruction to put them away has been given will receive a 5-point deduction from their examination score.
• The password will be given a few minutes 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
verbally instructed to do so by the test administrator. Students are expected to monitor one another and report any student who begins the examination early.

- 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. The clock does not stop if you hide the exam for breaks.

- 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, DO NOT look at other computer screens in front or to the side of you. Exam questions will be scrambled so you will not be answering the same questions as those around you. If students are observed to be repeatedly looking at other screens, they will be reported by the proctors as engaging in suspicious behavior or cheating and will be reported to the EPC.

- Once you are finished with your exam, you will save and exit the exam, your computer will automatically reboot, and it will then take 90 seconds for your exam to automatically upload. This is to ensure your wireless connectivity is enabled first. If there is no wireless connection within 90 seconds, it will prompt you to hit the upload button. Do not leave the exam room until you have uploaded your exam and you receive a message saying “Congratulations! Your exam has been successfully uploaded” or checking in with a proctor for further instructions. Failure to upload your exam before leaving the exam room may result in your exam not being graded.

- In order to be “checked” out of the exam, you must show your “completed exam screen” (green screen) to a proctor to be allowed to leave the room.

- 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. Immediately contact jennipher.murphy@tufts.edu or sara.weaver@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 who continue to work on an examination after the test administrator announces the conclusion of the test will receive a **5-point deduction** from their exam, and anyone who argues with or disregards the test administrator, proctor or Course Director will be reported to the EPC.

- 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 show up late/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.

**IMPLEMENTATION OF THE CODE OF ETHICS AND PROFESSIONAL CONDUCT**
Disciplinary Action and Fair Process: The policy and procedures described in this section ensure fair process, that a fair hearing has taken place and that the student's position has received full consideration.

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

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

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

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

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

DISCIPLINARY PROCEDURAL GUIDELINES

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

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

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

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

**Initial Assessment and Investigation of the Allegation**

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

1. **Dismiss the case.**
2. **Implement the Disciplinary Protocol for Select Violations** (see Appendix II, p. 88).
3. **Further investigate the grievance.** Investigation may include interviewing the respondent, the complainant, witnesses, and gathering and reviewing pertinent documents and any other evidence. The EPC Chairperson and/or individuals selected by the Chairperson will investigate the charges. Depending on the severity of the allegation and/or possible sanctions, they will make a decision to:
   a. Present without a hearing.
   b. Schedule an EPC hearing.

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

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

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

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

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

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

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

**Cases for EPC Committee Student Hearing**

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

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

The respondent must appear to testify at the hearing and is given additional options to:
1. Present evidence at the hearing through testimony of witnesses, provided that written notice of the identities of these witnesses is provided to the Chairperson of the EPC Committee at least 24 hours before the scheduled hearing.

2. Submit further written or documentary evidence for the consideration of the EPC Committee, provided that he/she does so at least 24 hours before the scheduled hearing.

3. Cross-examine any witness who testifies except in cases:
   a. Where the complainant has accused the respondent of bullying, harassment, or intimidation;
   b. Investigated by the OEO or SMAP; or
   c. When the complainant is from an offsite location such as an externship or rotation site.

4. Orally argue his or her position(s) to the EPC Committee after all evidence is presented.

5. Be accompanied by an advisor who is a current member of the faculty. Written notice is required at least 24 hours before the hearing and must include the name of the faculty advisor. The advisor will be present for advice to the respondent only. Advisors will not be allowed to address the EPC Committee. The advisor cannot be a member of the EPC or Appeals Committees and must sign a confidentiality agreement that prevents disclosure of any information from the student hearing.

The EPC Hearing

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

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

EPC Deliberation and Decision

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

1. Its determination of each violation, if any has occurred, which will be based upon the preponderance of evidence.

2. Its decision of an appropriate disciplinary penalty(ies), if any.

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

Actions and Penalties

The following are the actions and penalties that the EPC Committee may impose. A more severe penalty will be considered for those with a history of repeated violations which may or may not have been previously addressed by the EPC Committee, including those violations handled in-house by faculty or administrators and reported to the EPC for inclusion in the official EPC meeting minutes, or who have had previous hearings with the EPC Committee. If the EPC Committee decision involves repeating the year/semester, suspension, or expulsion, the respondent may appeal the decision to the Appeals Committee (see p. 25). Lesser penalties will be considered final. If the student fails to fulfill the directives and penalties imposed, the EPC Committee will reconvene and consider additional sanctions.
Counseling: The student will be counseled by members of the Committee, or by some person(s) appointed or authorized by the Committee. Counseling is not considered a punishment or penalty, and is designed to help the student understand his/her reasons for violating the Code, and to avoid further violations. Counseling may take a variety of forms and assignments such as research reports, reflections, participation in specific programs and/or courses, attendance at the Board of Registration in Dentistry meetings, etc.

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

Verbal Reprimand: The student will receive a verbal reprimand from the Chairperson. A written record of the reprimand will be included in the student’s record, but will not be referred to in correspondence from the School.

Temporary Letter of Reprimand: The student will receive a written reprimand by the Committee, signed by the Chairperson. A copy of the written reprimand will be included in the student’s record, but will not be referred to in correspondence from the school. Upon graduation, the letter will be removed from the student’s file if no further violations of the Code occur.

Permanent Letter of Reprimand: The student will receive a written reprimand by the Committee, signed by the Chairperson. A copy of the written reprimand will be included in the student’s record, and will be referred to in correspondence from the school. The student will not be eligible for OKU, Graduation Honors and Awards, or the Incentive Program.

Repeat Course or Academic Year (Demotion): The student will be required to repeat the course or year in which the violation of the Code occurred. The student cannot advance to a subsequent year’s curriculum while repeating a course. This action will be noted in the student’s permanent record, and will be referred to in correspondence from the School. This penalty imposed by the EPC Committee may be appealed to the Appeals Committee.

Probation: The student will be placed on probation for a specified period of time. During such time, the student will remain under the continuing observation and supervision of the Chairperson of the EPC Committee. The Committee may take appropriate steps, including requiring the student to appear regularly before the Committee or designated member(s), to assure that the student is acting in accordance with the Code. A violation incurred during probation will warrant consideration for dismissal. Probation will be noted in the student’s permanent record, and will be referred to in correspondence from the School.

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

Definite Suspension: The student will not be permitted to continue as a registered student for a specified period. At the expiration of this time period, the student shall be re-enrolled upon his/her request. The student will receive credit only for those courses that have been completed and passed prior to the suspension. At the discretion of the EPC Committee, the student may be permitted to complete courses in progress, the current semester, or the current academic year before beginning the term of suspension. Suspension will be noted in the student’s record and will be referred to in correspondence from the School. This penalty imposed by the EPC Committee may be appealed to the Appeals Committee.

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

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

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

**Repeated Violations**

All future violations will warrant progressive discipline. Violations are considered cumulative across
categories; hence a pattern of multiple transgressions may warrant an appearance before the
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.

**Review and Decision by the Appeals Committee**

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

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

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

The following general provisions for appeals will be followed:

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

An appeal is found to have merit only if it meets at least one of the following conditions:
1. The student filing the appeal presents substantive information not previously available to the student during the original deliberations (EPC or SPC). This information must be presented along with the written appeal. Furthermore, the student filing the appeal must provide a detailed and credible explanation of why the new information was not available and presented to the EPC Committee or SPC. Explanations lacking in credibility will be denied.

2. The student filing the appeal clearly articulates procedural errors suggesting that the decision process set forth in the Student Handbook was not followed.

3. The student filing the appeal clearly articulates a sound argument that the sanction at issue is arbitrary and capricious or unfair.

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

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

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

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

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

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

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

The originating committee will be notified of all decisions of the Appeals Committee.

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

**Review of the Appeal by the Dean**

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

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

**ACADEMIC AFFAIRS POLICIES AND PROCEDURES**

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

Examination Date Changes

This policy encompasses all examinations, quizzes, papers, practicals or other projects.

Individual Student Request for Examination Date Change

Students occasionally request permission to take examinations at times other than the scheduled examination time. Although each request should be judged on its own merits, changing of scheduled examination dates for individuals (or the whole class) should be avoided. If a student must be absent from an examination date they must complete the absence request form and provide supporting documentation reason. If it is due to an emergency situation, we ask they notify us 24 hours in advance. If the Course Director decides to change the examination date for an individual student, the Course Director should consult first with the Associate Dean of Academic Affairs and the Associate Dean of Student Affairs. Some students have taken advantage in the past. After consulting with the Associate Deans of Academic and Student Affairs, if an examination date is changed, the “make-up” should be given AFTER the scheduled exam. This insures there is only one make-up version and protects examination security.

Entire Class Request for Examination Date or Time Change

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

Please note that requests for examination date/time changes are not typically granted due to the complexity of the schedule and the fact that Academic Affairs administers and conducts more than 100 examinations each academic year. Additionally, rescheduling an examination can disrupt multiple schedules and affect already scheduled course lectures and timelines.

The examination schedule, over time and with input from numerous classes at TUSDM, has been developed and has evolved to address the concerns students may have over the course of the academic year. The schedule is published at the start of the academic year allowing plenty of time to prepare for examinations. Typically, changes to the examination schedule are only granted when requested by the Course Director for reasons of inclement weather or other unforeseen events. Students may not request a date/time change to an examination due to meetings, social events, or holiday travel. If circumstances arise and there is a valid reason for a class to request that the scheduled date for an examination be changed the following protocol must be followed:

Step 1a: The Class Officers must submit a Request for Examination Date/Time Change form to the Associate Dean for Academic Affairs, Dr. Nadeem Karimbux at least four (4) weeks prior to the examination date. This is intended to make sure that there are no other conflicts with other courses or scheduled events. It also ensures that there is an appropriate examination room available and that there is plenty of time to make the necessary preparations with ExamSoft.

Step 1b: The Course Director must be made aware of the desire to change the examination date. The Course Director can refuse to change the scheduled date or time. Class Officers can ask the class to state their proposed options, e.g., will the examination be moved to an earlier or later date. This time period must be within the examination period or week.

Step 2: With the Course Director’s approval, the students will take a vote using the Qualtrics survey system. Students will use the Qualtrics survey software to take a class vote. Results will be shared with
the Office of Academic Affairs. 75% of the class must vote, 75% of that group must vote in favor of the examination date change in order for the proposed change to pass.

Step 3: When the vote is concluded, the Office of Academic Affairs will confirm the outcome via email to the class and the Course Director. The Course Schedule will not be altered or restructured in any way in order to accommodate a change in the date of an examination. If an examination date change results in a student missing an examination for any approved reason the student will make arrangements and set a make-up date directly with the Course Director upon return to the school.

ONLINE CURRICULUM EVALUATIONS

Student evaluation of the curriculum provides feedback vital to the planning of TUSDM’s educational program. Student feedback is extremely important for course, seminar, rotation, and workshop enhancement. The Office of Academic Affairs administers all online evaluations via the Blue evaluation platform linked through Canvas.

Student On-Line Course, Rotation, Seminar and Workshop Evaluation Guidelines

1. Evaluation forms can be accessed by logging in to Canvas at canvas.tufts.edu.
2. On the CANVAS home page, enter your Tufts username (UTLN) and password.
3. Once logged into Canvas, click on the desired course. Click on the “Course Evaluation” link within the course.
4. Evaluations may also be accessed through an individual link that is sent via email when the evaluation becomes available.
5. Filling out evaluations is an important responsibility of being a student at Tufts University School of Dental Medicine. Your constructive feedback is always welcome; we encourage you to be frank, but also expect you to be respectful in your comments. The Academic Dean and the Academic Affairs will delete unprofessional comments Administrator before distribution to Department Chairs and their faculty.
6. **ON-LINE EVALUATIONS ARE 100% CONFIDENTIAL AND ANONYMOUS.** Upon completion of the evaluation, you will be asked to re-enter your user name. This is a security measure to ensure that a student can only complete one evaluation for any particular course, seminar, workshop or rotation. When you submit the form, user name and responses are sent to separate tables and stored in a secure server. Neither the evaluator, faculty, chairs nor deans have access to the data except through a final summary report.
7. 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.
8. Evaluations will be available on the Canvas the day after the end of the course, seminar, rotation or workshop and will remain available for another 2 weeks after the last class session.
9. Student course evaluations are critical to Curriculum Committee discussions and conversations with Course Directors to improve our curriculum.
10. Students will not be able to access final grades on SIS until the evaluation completion rate has reached 85%, or until otherwise released by Academic Affairs after at least two weeks after the last class session.
11. Final didactic/theory grades are viewable only after a student has completed the applicable course evaluation. When a student logs into TUSK to view their final grades, if the course evaluation has not been completed there will be a link saying “Pending Evaluation”. Students can click the link to go directly to the course evaluation, fill it out and then be able to see their final grade.
12. The Academic Affairs Administrator will provide a written summary of each student course evaluation to the Curriculum Committee.
13. Reports are reviewed by the Curriculum Committee on a 3-year rotating basis.
14. Upon review/approval of the findings, the Academic Affairs Administrator sends an electronic copy of the final report to the Course Director, Rotation/Seminar/Workshop Head, the Department Chair and the Associate Dean of Academic Affairs. If there are substantial negative comments or remarks of a sensitive nature on the evaluation, the e-mail accompanying the evaluation findings will so indicate. Evaluation reports with substantial negative comments or remarks of a sensitive
nature will also be forwarded as a hard copy to the Dean. It is the responsibility of the Department Chair to schedule a meeting to discuss the report with the Course Director or Rotation/Seminar/Workshop Head. Department Chairs should discuss the results of the reports individually with each of the respective faculty members. All reports are confidential and cannot be copied or distributed.

15. Negative evaluations trigger meetings with faculty to improve the program.

16. It is the responsibility of the Deans, Course Directors and/or Seminar/Rotation/Workshop Heads to explain the importance of evaluations to students and the expectation of the school that students must evaluate every course, seminar, rotation and workshop.

17. Questions about on-line evaluation procedures should be directed to the Director of Educational and Faculty Support in the Office of Academic Affairs.

GRADING POLICIES AND DIDACTIC REMEDIATION/REEXAMINATION

Didactic Final Grade Process:

- Grade change requests must be formally submitted to the Course Director for approval via email, with a detailed explanation justifying the change.
- Challenges must be made within 10 business days of grade post.
- Course Directors should submit any corrections to the Associate Registrar.
- Students who did not complete the course evaluation within the two week evaluation period will not be allowed to challenge the final course grade.

Clinical Grade Process:

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

2. Student grades on examinations will be shared through Canvas to maintain confidentiality.

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

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

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

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

1. When a student has failed a course and is required to take a re-examination, the new grade achieved will be recorded via a note on the transcript below the failing grade. The original failing grade will be used in computing averages and class standings.

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

Failure on Re-examination

Should a student fail a re-examination, options available to the SPC are:
1. Require the student to repeat the course or part of the academic year in which the failed course occurred.
2. Consider the student for academic dismissal.
3. Recommend or require a leave of absence (not in good standing).

**Failure to Remove an Incomplete**

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

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

**Didactic Grading Remediation/Re-examination**

Passing grades for all coursework undertaken at TUSDM are a prerequisite for graduation. Students earning a failing grade may be offered a chance to remediate the failure by reexamination or be directed to repeat the course.

**Grade Reports**

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

<table>
<thead>
<tr>
<th>Prior Grade Numbers</th>
<th>New Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;100</td>
<td>A+</td>
</tr>
<tr>
<td>94, 95, 96, 97, 98, 99, 100</td>
<td>A</td>
</tr>
<tr>
<td>90, 91, 92, 93</td>
<td>A-</td>
</tr>
<tr>
<td>87, 88, 89</td>
<td>B+</td>
</tr>
<tr>
<td>83, 84, 85, 86</td>
<td>B</td>
</tr>
<tr>
<td>80, 81, 82</td>
<td>B-</td>
</tr>
<tr>
<td>77, 78, 79</td>
<td>C+</td>
</tr>
<tr>
<td>73, 74, 75, 76</td>
<td>C</td>
</tr>
<tr>
<td>70, 71, 72</td>
<td>C-</td>
</tr>
<tr>
<td>65, 66, 67, 68, 69</td>
<td>D</td>
</tr>
<tr>
<td>Less than 65</td>
<td>F</td>
</tr>
</tbody>
</table>

Students are required to maintain a minimum GPA of 2.25. Students falling below this minimum will automatically be placed on academic probation and will be expected to earn a 2.25 or better during the next academic year and thus be removed from probationary status. Students earning a GPA of less than 2.0 will be required to appear before the SPC for repeat the year/dismissal consideration.

Students earning a D grade are required to take a remedial exam and if they pass, the D grade will change to a C- on their transcript. The idea behind this proposal is to incentivize the student to study the material more rather than just accept the D grade. If students do not pass the remedial exam, the D grade will remain on their transcript. A student is allowed a maximum of four D grades per academic year.

**Grades**

NOTE: Didactic grades in years 1-3 are letter grades. Grades in preclinical portions of courses are P/F. Clinical competencies and clinical grades in years 3 and 4 are H/P/F.

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

Grade of Incomplete

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

Please see page 8, Academic Records, for information on how to access your academic record and how to request transcripts.

Didactic Grade Change Policies

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

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

- Once FINAL grade, including changes made by instructors, are prepared, they will be sent to the Office of the Registrar on the appointed grade roster spreadsheet and posted on SIS; students have ten business days to appeal their grades to the Course Director via email.
  - Grade change requests must be submitted to the Director of Academic Affairs and Assistant Registrar for approval, via email, with a detailed explanation justifying the change. If approved, the changes will be made in SIS.
  - If the student’s requested grade change is not approved, students may appeal the decision to the Associate Dean for Academic Affairs via email.

- The decision by the Associate Dean for Academic Affairs or his designee and the registrar may be appealed by the student or the Course Director to the SPC. The decision of the SPC is final and cannot be appealed.
  - Except for Year 4, rank and standing will only be run once per year, after final summer grades have been vetted. Only under extraordinary circumstances will rank and standing be re-run. For Year 4, rank and standing will be run, but not posted prior to commencement. Final rank and standing will be run and posted in mid-August.

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

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

Year 3 and 4 Clinical Grading Policies

All clinical competencies and final clinical grades will be Honors/Pass/Fail.
Year 3:
1. The deadline for completion of required year 3 clinical competencies is June 1. For those required competencies that are not completed by that time, an “Incomplete” grade will be given.
2. Students will have until August 1 to complete the missing requirements at which time the incomplete grade will be replaced with a grade based on the average of their competency grades.
3. Students failing to complete their year 3 requirements by August 1st will receive a failing clinical grade, will have to appear before the SPC, and may not be promoted to year 4 status.
4. Once the students have completed the missing competencies successfully, a new grade will be calculated and placed on the transcript next to the original failing grade.
5. Class rank and standing will be posted to transcripts in August for the entire class.

Year 4:
1. Year 4 grades are due May 1 of Year 4.
2. **Failure to complete competency examinations required for Year 4 Clinical Grade (before May 1):** For any competency examination or course that has not been completed on time (by May 1 of Year 4), a grade of Incomplete (I) will be recorded.
3. Class rank and eligibility for honors to be recognized during commencement will be run at this time only for students with a complete record.
4. **Effect on failure to complete required competency examinations on Year 4 transcript grade (after May 1 up to the last scheduled day of the DMD program in August):** This policy applies only to students who have an incomplete (I) grade in a clinical discipline as of May 1. Students have from May 1 to August 1 to make up any missed competency examinations (that they failed to take) or to retake any failed competency examinations. Students with an Incomplete grade will not be eligible for consideration for academic honors during commencement ceremonies. Students completing competencies after August 1st will receive a maximum grade of 70.
5. After the final week of the summer trimester in early August, rank and standing will be finalized and posted on the transcript, and students whose grades and rank qualify them for academic honors will be recognized in the Alumnae Magazine. They will also receive a letter of recognition and a new diploma with the notation “Graduated with Honors”. Students who do not complete their degree by the end of the summer trimester will not be eligible for academic honors.
6. **Graduation Clearance:** In order to clear for graduation, all I, D, and F grades and/or failed competency examinations must be completed with a passing grade.

**Honors and Awards**

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

**Academic Honors**
Students who are in the top 10 percent of the class, who have attended TUSDM for at least two years, and whose professionalism and standards of conduct are judged exemplary by a joint meeting of the EPC and the SPC will be nominated for honors. In addition, students who have transferred from another dental school or have repeated the year or been demoted due to SPC action are not eligible for honors. All graduation requirements must be completed in order to be eligible for academic honors.

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

Honors will be recognized in two stages:

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

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

**Omicron Kappa Upsilon National Dental Honor Society**

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

**GUIDELINES FOR ACADEMIC EVALUATION AND PROGRESS**

See Appendix XI, p. 104, for details on Satisfactory Academic Progress Standards, including ramifications for financial aid.

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

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

**Didactic Components of Pre-doctoral Curriculum**

**Didactic Progress**

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

**Didactic Tutorial Assistance**
Tutorial sessions may be made available at the discretion of the Course Director, in consultation with the Chair of the Student Promotions Committee, while courses are in progress. These tutorial sessions may be limited to those students identified by the Course Director as being in danger of failing the course.

If a student has failed a course, the SPC determines how that failure can be corrected. It may be done by re-examination if approved by the SPC.

**Clinical Components of Pre-doctoral Curriculum**

**Clinical Progress**

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

Students who are significantly below the suggested number of points, minimum procedural experiences, and/or competency examinations by the checkpoint dates listed in the MCP document may be placed on clinical probation. Clinical promotion status is defined in more detail in the section below entitled “Guidelines Used to Evaluate Academic Progress” under “Promotion to the Fourth Year of the Pre-doctoral Program, Clinical Requirements.” Also see Academic and Clinical Probation, p. 37.

**Decisions Regarding Academic Status**

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

a. Promotion (for evaluations conducted at the end of the academic year).

b. Re-examinations, if a student fails a course or courses.

c. Repetition of all or part of a year, if a student fails multiple courses or reexaminations in failed courses.

d. Academic dismissal, if a student fails multiple courses or reexaminations in failed courses

e. Recommend leave of absence, if a student does not maintain good standing.

A. **Promotion**

   **Minimum Criteria for Promotion:**

   1. Successful completion of all courses and successful completion of re-examination in failed courses presented during that year.

   2. Completion of clinical procedures specified by each department at a level deemed satisfactory by the clinical departments. (See the “MCP” document: Minimum Procedural Experiences, Department Competency Examinations and the Point Program).

B. **Re-examination**

   Re-examination is granted only by the Student Promotions Committee, and students will be notified if they have been approved for re-examination in a failed course. Upon notification, students should contact the Course Director to review their exams to help determine the cause of the failure, and discuss content, format, and scheduling of the re-exam. Remediation and re-examination should be completed promptly following completion of the course and must be completed successfully prior to the succeeding academic year.
C. **Repetition of all or part of a year**
   A student may be required to repeat a course(s) or all or part of a year, semester, or trimester. Multiple failures in any course or courses may result in repetition of a year or dismissal. Students may be required to repeat courses they previously passed. During repetition, the student is on academic probation.

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

D. **Academic Dismissal**
   Academic dismissal occurs when the student's academic and clinical deficiencies are of such a nature to indicate that successful completion of the curriculum may not be possible.

**Guidelines Used to Evaluate Academic Progress**

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

**First Year of the Pre-doctoral Program**

Students who fail a single course during their first year must successfully undergo re-examination in order to be promoted to the second year. A GPA less than 2.0 or two or more failures during the first year may lead to granting of re-examinations, to the student being required to repeat the first year, or to a hearing for academic dismissal. Failure of the reexamination in a course may lead to repetition of the year or dismissal. If the student is directed to repeat the year, they may be required to take additional courses during a period of leave to strengthen their academic preparation in advance of returning to TUSDM for study. In addition to the number of failures incurred, overall GPA will also be taken into consideration in SPC decisions.

**Second Year of the Pre-doctoral Program**

A GPA of less than 2.0 or two or more failures in the second year may lead to granting of re-examinations, repetition of the year, or a hearing for academic dismissal.

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

2. **Promotion to the Third Year of the Pre-doctoral Program**
   **Clinical Requirements**: Students must achieve 30 clinic points to be promoted to the third year of the pre-doctoral program.

**Third Year of the Pre-Doctoral Program**

A GPA of less than 2.0 or two or more failures in the third year may lead to granting of re-examinations, repetition of the year, or a hearing for academic dismissal.
CUMULATIVE FAILURE PRIOR TO THE BEGINNING OF THE FOURTH YEAR OF ATTENDANCE OR PROGRAM:

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

Promotion to the Fourth Year of the Pre-doctoral Program

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

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

National Board Policies

National Board Part I Examination:

Passing National Dental Boards Part I examination (NBI) is a requirement for graduation from the pre-doctoral program. All eligible pre-doctoral students are required to sit for NBI by January 31st of the second year. It is recommended that students who fail NBI sit for this examination again no later than 110 days from the date of initial administration of the examination. This allows students to have the maximum number of chances to pass National Boards in order to meet graduation requirements. Students who fail NBI are placed on academic probation, subject to the constraints identified on page 34. Students who have not passed NBI are not blocked from the clinic, but they could be put on a reduced clinic schedule under the direction of their Practice Coordinators. Students failing to take NB1 by the deadline will be blocked from entering the clinic until they have provided appropriate documentation that they have taken NB1.

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

National Boards Part II Examination:

Passing the National Boards Part II (NBII) examination is a graduation requirement of the pre-doctoral program. Students must sit for the NBII prior to January 31st of the fourth year of the pre-doctoral program. It is recommended that students who fail NBII sit for this examination again no later than 110 days from the date of initial administration of the examination. This allows students to have the maximum number of chances to pass National Boards in order to meet graduation requirements. Students are not blocked from the clinic after the first failure, but after subsequent failures, they could be put on a reduced clinic schedule under the direction of their Practice Coordinators, and those who fail NBII a second time are placed on academic probation, subject to the constraints identified on page 34 in this section of the handbook.

Students have 6 academic years or 7 calendar years, whichever expires first, to complete all academic and clinical requirements to receive their degree. As passing National Boards Part 1 and Part 2 is a degree requirement, students failing to pass National Boards by this time limit will be subject to a hearing for academic dismissal.
Eligibility to Receive the DMD Degree

Requirements for Graduation: The appropriate degree is conferred by Tufts University upon persons who have successfully completed all competencies and complied with the following requirements:
1. Attendance for 8 semesters and any required summer semesters (or equivalent) of the curriculum at TUSDM. An advanced standing student's individualized curriculum will be determined by the faculty and may be shorter than 8 semesters.
2. Completion of all coursework and examinations with passing grades.
3. Successful completion of the competency examination/exercises.
4. Successful completion of the National Board Examination.
5. Payment in full of all fees due to Tufts University.
6. Ethics and behavior consistent with acceptable professional standards.

Fifth Year Dental Student Policy

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

ACADEMIC PROBATION AND CLINICAL PROBATION

Academic Probation

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

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

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

1. Restrictions on participation in school-related extracurricular activities or programs.
2. Restrictions on approved absences from the academic program (see also Attendance Policies and Absence from the Program, p. 5).
3. In circumstances when a student on academic probation is repeating one or more previously failed courses, successful completion with a passing grade in the repeated course(s) must be achieved without right of re-examination. Failure in such course(s) will automatically result in a hearing for possible academic dismissal.
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. 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.
7. A student has two calendar years to complete one year of the curriculum, i.e., the student may not repeat one year more than once. During a repeat of the year, a student is subject to the same guidelines regarding the number of failures allowed, and, in addition, cannot fail a previously failed course.

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

1. Point totals earned in relation to the class average number of points and the suggested point guidelines detailed in the MCP.
2. Competency examinations and minimum procedural experiences completed in all departments.
3. Attendance for scheduled patient appointments and rotations.
4. Adherence to clinic financial policies.
5. Record management.
6. Patient scheduling.

Those students deemed to be significantly behind in clinical progress may be required to meet with their Practice Coordinators to discuss their clinical progress and may be placed on clinical probation.

Starting in Academic Year 2016-2017, the D18 class will receive updates on their clinical progress using the Assistant/Associate/Senior criteria. Selective/elective choices might be based on achievement of “clinical senior status”.

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

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

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

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

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

**Appeal of Grades**

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

Capricious grading is described as any of the following:

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

The process of appeal regarding exams, grades, and academic actions is in the following order:
1. Course Director
2. Department Chair
3. Associate Dean for Academic Affairs
4. Student Promotions Committee
5. Appeals Committee (only for decisions involving demotion, suspension or dismissal)
6. Dean (only for decisions involving demotion, suspension or dismissal)

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

A. The SPC will schedule a hearing for a remedial year, suspension, or dismissal. This meeting will be devoted to a review of the student’s entire academic record. The student will appear at the meeting and submit any pertinent information to the SPC. The student will be required to present a written copy of their testimony prior to the SPC meeting. The SPC will communicate its decision in writing to the student as soon as possible.

B. SPC decisions may be appealed by the student to the Special Appeals Committee. If the SPC decision involves repeating a year or semester, suspension, or dismissal, refer to Review and Decision by the Appeals Committee, p. 25, for more information. An appeal of an SPC ruling is subject to the limitations previously delineated in the section of the Handbook under Disciplinary Procedural Guidelines, p. 21.

C. Pending the outcome of an appeal, implementation (i.e. disenrollment or remedial year) shall be stayed, and the student will retain all rights to continue in the academic program, with two exceptions: students may not participate in re-examinations of failed courses until the appeal process is completed, and students may not deliver patient care, should faculty consensus be that the student is unfit to provide care (for example, students that have not yet passed the preclinical fixed prosthodontics technique course in the second year will not be allowed to see such patients in the pre-doctoral clinic until successfully remediating their failure in this course). Should the decision be upheld on appeal, implementation of the SPC decision may be retroactive to the beginning of the term preceding the decision. Coursework undertaken or completed beyond that date shall not be entered in the student’s official record.

**STUDENT ACTIVITIES AND STUDENT GOVERNMENT**

**STUDENT ACTIVITIES**

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

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

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

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

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

Student organizations at TUSDM are established and run by those students who wish to participate. Student groups are maintained based upon the general level of student interest. If a student would like to establish a new organization, he or she must submit a formal mission statement along with a general overview of the proposed activities associated with the organization, a list of proposed student members, and planned methods for maintaining continuity over subsequent years. This proposal must be submitted to the Office of Student Affairs for review and approval. Every student organization must also annually submit a set of bylaws to the Office of Student Affairs. The bylaws provide a clear guideline of how the organization will pursue its mission, including through elections and succession planning. Organizations may consult Karen Alexander (karen.alexander@tufts.edu) regarding the creation of bylaws.

Student organizations may, upon written request, receive an annual budget allocation. Organizations interested in receiving funding from the University must submit an annual budget proposal by September 1st to the Office of Student Affairs. The amount of funding allocated for each organization will be determined based upon the proposal submitted and the availability of funds at the time of submission. In order to receive funds, each student group must also meeting with Karen Alexander and a representative from Dental Central to review their proposal and plans for the year. Organizations requiring additional funds are expected to raise funds in order to supplement their budget.

Student organizations must have a selected faculty advisor who serves for guidance, assistance, and support of their group. The Office of Student Affairs should be notified when an advisor is selected or if assistance is needed in finding one. Organizations must also keep the Office of Student Affairs informed of the election of new leadership positions each year.

General Responsibilities of Student Organization Representatives

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

The following is a list of currently active student organizations. Please note that this list is subject to change throughout the course of the 2018-19 year.

- Academy of General Dentistry (AGD)
- Academy of LDS Dentists
- Aesthetics Club
- Alpha Omega (AO)
- American Academy of Developmental Medicine and Dentistry (AADMD)
- American Association of Pediatric Dentistry (AAPD)
- American Academy of Public Health Dentistry (AAPHD)
- American Association of Women Dentists (AAWD)
- American Dental Education Association (ADEA)
- American Student Dental Association (ASDA)
- Asian Dental Organization
- Bates Student Research Group
- Bridge Over Trouble Waters/Project Bridge
- Christian Medical and Dental Association (CMDA)
Delta Sigma Delta (DSD)
Dental Entrepreneurship Club
Endodontic Society of TUSDM
Global Health Student Association (GHSA)
Head and Neck Cancer Organization (HANCO)
Health & Wellness Club
Health Professions Scholarship Program (HPSP)
Hillel
Hispanic Dental Association (HDA)
Implant Dentistry Club
Italian Club
Korean American Dental Association (KADA)
Left-Handed Dentistry Organization
Lesbian, Gay, Bisexual, Transgender, Queer and Allies Student Organization (LGBTQA)
Middle Eastern Dental Society
Muslim Student Association (MSA)
New England Hellenic Medical and Dental Society (NEHMDS)
Oral and Maxillofacial Surgery Journal Club
Orthodontic Study Club
Periodontology Study Club
Persian Association of Student Dentists and Dentists (PASDAD)
Practice Management Club
Prosthodontics Club
Sharewood Clinic
Smile Squad
Social Justice Literacy and Advocacy Club
South Asian Medical-Dental Association (SAMDA)
Student National Dental Association (SNDA)
Student Professionalism and Ethics Association (SPEA)

RESEARCH SOCIETIES

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

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

Membership

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

The Robert R. Andrews Research Honors Society

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

Criteria for Membership

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

History of Bates-Andrews Research Day

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

Bates-Andrews Day also features displays by commercial exhibitors, and gives our students an opportunity to share their accomplishments in fields of special interest with the rest of the Tufts community. Bates Day helps to promote student research, and thereby enhance the opportunities for professional growth of our students, alumni, and faculty. Several prizes are awarded, including funded travel to meetings of the American Association for Dental Research and the Greater New York Dental Society.

Who participates/is expected to participate?

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

UNIVERSITY POLICY ON CAMPUS GATHERINGS

Tufts believes free inquiry and expression are indispensable in attaining the goals of the University. Without freedom of expression, Tufts community members cannot fully share their knowledge or test ideas through open debate and criticism. Without freedom of inquiry, community members cannot search for new knowledge or challenge conventional wisdom.

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

Tufts University has long recognized that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the university’s operations or endangers the safety of others. Tufts expects its members to be respectful of the rights of fellow students, faculty, staff and others so that everyone can participate in the life of the community free from disruption, interference or harassment.

Prohibited Behavior

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

- **Interference with students, faculty, staff, or visitors** to the campus who are seeking to perform their various duties. Blocking, directly or by crowding, an entry to a university building and/or creating excessive noise that interferes with the sanctioned activities constitutes disruption.
- **Intimidation** of students, faculty, staff, or visitors to the campus. Examples of intimidation include but are not limited to: causing or attempting to cause physical injury; physically preventing or attempting to prevent use of a University facility; or threatening, by words or actions, either of the above. Picketing outdoors that allows free access to the facility is 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 religious services** being conducted inside Goddard Chapel or at other facilities.
- **Failure to identify oneself** when asked by a University official or University police officer or refusing to present proper ID when asked.
- **Disregarding requests by a University official to disperse or relocate**, or preventing an official from carrying out their responsibilities to enforce University rules.
- **Aiding and abetting others in violating any of these rules.**

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

**LUNCH AND LEARNS**

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

1. All Lunch and Learn requests from external presenters seeking to present to students must be completed at least three weeks in advance of the presentation using the Application to Present at TUSDM form found here: [https://dental.tufts.edu/application-present-tusdm](https://dental.tufts.edu/application-present-tusdm).
2. The requestor is required to review the school’s conflict of interest policy, explain why they feel the information is important to share with the TUSDM community, and attach any PowerPoint or other materials that will be presented. The request will then be forwarded to the relevant departments and to the Associate Deans of Student Affairs and Academic Affairs for approval.
   
a. Internal Lunch and Learn requests hosted by student organizations must be presented to Karen Alexander ([Karen.alexander@tufts.edu](mailto:Karen.alexander@tufts.edu)) for approval, room reservations, and any additional room set-up required.
   
b. External career related presentations must be presented to Marguerite Moore ([marguerite.moore@tufts.edu](mailto:marguerite.moore@tufts.edu)) for approval. These presenters should also consult the Career Services policy (found here: [https://dental.tufts.edu/application-present-tusdm](https://dental.tufts.edu/application-present-tusdm)) to determine if their presentation meets eligibility.

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

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

Class Officers and Representatives

A. Elections:
1. At the end of each academic year (except in the cases of the entering D.M.D. and International classes which will hold elections after their matriculation), general elections shall be held, in conjunction with the Office of Student Affairs, to elect Class President, Vice President, Treasurer, and Secretary; Student Library Advisory Committee, American Student Dental Association (ASDA), and American Dental Education Association (ADEA) representatives (see Section IV); Curriculum, Ethics Professionalism and Citizenship, Risk Safety and Infection Control, Outcomes Assessment, Patient Care Quality Assurance, Student Promotions, and Research standing committee representatives; and two Community Service Officers per class. The International Class will select a Class President and Vice President annually. The International Class President will also serve on the Curriculum Committee.

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

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

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

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

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

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

2. The Class Vice President
   - Acts as the executive officer of the class in absence of the President.
   - Works in conjunction with the President regarding all executive functions.
   - Serves as the official liaison to the Alumni Office.
• Coordinates all sub-committees and other student leadership positions including course liaisons and social chairs.
• Performs additional duties as delegated by the Class President.

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

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

Student Representation on the Standing Committees of TUSDM

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

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

B. The Standing Committees

General Responsibilities of Student Representatives on the Standing Committees:

All Representatives:
1. Are voting members of their respective Committees.
2. Shall observe implicit and explicit proprieties in matters of confidentiality.

I. Scope and Purpose

a. The Admissions Committee

Shall have the responsibility for developing pre-doctoral admissions policies and procedures for approval by the Executive Faculty, and shall have the authority to implement these policies and procedures.

b. The Curriculum Committee

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

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

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

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

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

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

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

f. **Student Promotions Committee**

Shall have the authority to promote pre-doctoral students, to recommend students for graduation and academic honors, and to deal with cases of academic deficiency. Elected student representatives shall not serve in closed sessions as determined by the Chair. Please see p. 38 for more information.

g. **Outcomes Assessment Committee**

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

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

C. University Committees

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

Election of Student Representation to ADEA and ASDA

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

Additional Student Positions

Community Service Officers
Community Service Officers are student leaders committed to fostering civic engagement, enhancing community service, and strengthening cultural awareness at TUSDM. They are responsible for setting short-term and long-term goals for their class around community engagement, organizing community service outreach events, identifying other students who want to participate in oral health education and prevention, and serving as liaisons to Dental Central. This position works closely with, and receives support from, Nancy Marks, Community Service Coordinator in the Department of Public Health. Two students will be elected to a one-year term at the beginning of each class’ first year and elected representatives in the second year will serve a three-year term to encourage collaboration and continuity.

Health and Wellness Representatives
The Health and Wellness Committee is comprised of students, faculty, and staff who are invested in developing and promoting a range of activities and resources to support the health and wellness of the TUSDM community. Student participation is highly valued by its members, as they recognize that student input and ideas are critical to broadening and promoting wellness initiatives at TUSDM. Two representatives will be elected annually from each class.

STUDENT RESOURCES

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

Class Email List Servs
To contact all DMD classes, use the email address: dentalpredocs@elist.tufts.edu
To contact all postgraduate students, use the email address: dentalpostdocs@elist.tufts.edu
Please use the email addresses below to contact the various classes:

**The Class of 2022:** d22@elist.tufts.edu
**The Class of 2021:** d21@elist.tufts.edu
**The Class of 2020:** d20@elist.tufts.edu
**The Class of 2019:** d19@elist.tufts.edu *(includes IS Class of 2019)*

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

**International Class of 2020:** is20@elist.tufts.edu
**International Class of 2019:** is19@elist.tufts.edu

### Student Activity Fee

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

### Extraction of Funds

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

Major expenses over $5,000 need to be paid by Purchase Order. In order to obtain a Purchase Order, you must have an itemized invoice. The invoice must be sent directly to the Office of Student Affairs for approval and processing. Please note, it will take at least 2 weeks to create a Purchase Order, and the University’s payment terms are 45 days.

### Student Activities Reimbursement Guidelines

**For purchases under $50, you are eligible to receive a petty cash reimbursement.** Bring the original, itemized receipt to Karen Alexander (Office 1511C). She will fill out a petty cash slip for you to take over to the Bursar’s Office, located at 200 Harrison Avenue. The Bursar will be able to reimburse you in cash at that time.

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

1. Retain all original, itemized receipts and credit card receipts from vendor.
2. Provide a list of all students and guests in attendance. Pass around sign-up sheet or make note of all students present at event.
3. Fill out Business Expense for Students & Non-Employees form. This form can be downloaded and printed from the Tufts Shared Service website here: [https://tuftstss.force.com/apex/ArticleDetail?id=kA050000000P0xi&object=Tufts_Support_Services__kav](https://tuftstss.force.com/apex/ArticleDetail?id=kA050000000P0xi&object=Tufts_Support_Services__kav).


4. Be sure to fill in all the necessary criteria: Payee name, Prepared by, Preparer phone, Student ID, Send check to, Type of expense (meal or business), where the meeting was held, and a list of people in attendance (can be attached separately to the back of form).

5. Sign your name at the bottom of the form under Payee.

6. Submit to Karen Alexander in the Student Affairs Suite, Office 1511C.

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

**Student Organization/Class Fundraising Guidelines**

- All fundraising ideas must be cleared by the Office of Student Affairs in advance.
- All donations and funds raised must be deposited to your on-campus account.
- All donations from outside companies must be communicated to the Office of Student Affairs so that this information is appropriately reported to Advancement, Corporate, and Foundation Relations.
- If possible, funds should be collected in check form rather than cash. Checks should be made payable to “Trustees of Tufts College”.
- For certain fundraising activities, such as bake sales, cash can be collected but should be tallied and turned in to Karen Alexander or Katherine Vosker in the Office of Student Affairs before the end of the school day.
- The Office of Student Affairs will not accept money collected using Venmo or other apps for sending and receiving money. Please see Karen Alexander regarding alternative methods of collecting money through fundraisers.

**Contracts/Deposits**

Students are not authorized to sign contracts on behalf of the University and should not use their personal credit card for payment of an event requiring a contract. For events requiring a contract or deposit, students must contact either Karen Alexander or Katherine Vosker in the Office of Student Affairs. They will forward the contract to the University Purchasing Office, which will review the contract and send any necessary changes to the vendor. Please allow at least two weeks for this process. Students should also keep in mind that it can take approximately two weeks to get a deposit check cut for an event. Prior planning is imperative.

**Student Travel Guidelines**

Students must request approval to travel for school-related meetings/conferences from the Office of Student Affairs. If a student is in good academic standing and has been approved to travel, they must follow the appropriate steps to request an excused absence from school (p.134). Additionally, students must sign a student travel contract confirming that they understand the school restrictions on reimbursement. This form may be retrieved from Karen Alexander. Flight itineraries and receipts must be emailed to Karen in advance of travel and all original boarding passes and receipts must be turned in within two weeks of students’ return. An additional form will need to be filled out in order to process the travel reimbursement.

**Lockers**

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

1. Lockers are secured by a University assigned combination lock. The Office of Student Affairs will not disclose the number, lock combination, or location of a student's locker, except to University personnel who have a reasonable need to know such information. **Do not leave your locker unlocked.** Tufts University is not responsible for any lost or stolen items from either your assigned lockers or your pre-clinical drawer and leaving patient information unsecured on a clinic floor is a violation of HIPAA regulations.

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

3. Do not keep any chemicals in your locker. In the past, chemical spills have occurred and it has been necessary to contact Campus Police, whereby access to the locker was necessary. If such an event occurs, you will be referred to the Safety and Security Office and will be required to attend a 1-hour information session.

4. It is required that the lock that is assigned by the Office of Student Affairs remain on your assigned locker. **Do not** purchase your own lock and replace the assigned lock. **Do not** remove the assigned lock from the dental school at any time. Student Affairs reserves the right to remove any unassigned lock and discard the locker contents of anyone who does not comply with this policy.

5. Please report problems with a locker’s operation to Karen Alexander (Karen.alexander@tufts.edu), Assistant Director of Student Affairs.

6. Posting stickers or writing on lockers is prohibited. During an administrative clearance of lockers coordinated by the Office of Student Affairs, you will be required to remove the contents of your locker in its entirety, including garbage.

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

1st Year Students – 6th Floor or 7th Floor
2nd Year/ 1st year IS Students – 7th Floor or 8th Floor
3rd & 4th Year and 2nd year IS Students – 2nd, 3rd, or 4th Floor

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

**Room Requests**

All requests for space in the dental school (including 14th and 15th floor) should be completed using the online form at: https://roomscheduling.tufts.edu/VirtualEMS/default.aspx.

Please note:

- The Continuing Education department will have priority and final approval of all events booked in CE rooms (CE Classroom and Rachel’s Amphitheater). Requests received for this space will be sent to the department via email for approval prior to booking. Use of room 1411 (Simulation Clinic) will be handled by Dorothy Vannah.
All student requests require the approval of Karen Alexander (karen.alexander@tufts.edu) in Student Affairs. She will automatically receive a copy of all online room requests and will reply for additional information from the student requestor if necessary.

Room requests will also be sent to Dental Central for promotional purposes. Please remember to contact Dental Central (tuftsdcentral@gmail.com) with information regarding your event in order to advertise it to the student body on tuftsdentalcentral.com.

TUFTS UNIVERSITY POLICIES, RESOURCES, & FACILITIES

POLICIES

Family Educational Rights & Privacy Act of 1974

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

A detailed description of the student’s rights under the act, the location of all pertinent records, and the procedures for requesting access and invoking the right to control access are contained in Appendix XII, p. 107.

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.

Snow Emergency/Clinical Guidelines

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

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

Infection Control

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

- **Standard Precautions** are used for ALL patients, since it is not possible to tell which patient is infectious. All potentially infected materials, such as blood or saliva, are considered infectious for Bloodborne Pathogens.
Exposure Control is followed for preventing any reasonably anticipated eye, skin, mucous membrane, or parenteral (injected) contact with blood or other potentially infectious fluids during the performance of one's duties.

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

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

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

Surface Disinfection of cleaned surfaces is done by the utilization of Wipe/Discard/Wipe technique using EPA registered, intermediate-level disinfectant wipes.

Barrier Protection is used on cleaned and disinfected surfaces that may be touched or contaminated.

Disinfection of non-sterilizable patient contact items is done by the student with the Wipe/Discard/Wipe technique with EPA registered, intermediate-level disinfectant wipes. (Examples include impressions, dentures, curing lights, and ultrasonic scaler units).

Waste disposal must conform to the guidelines provided by local, state, and governmental regulatory agencies and as designated by Tufts University Environmental Health and Safety Office.

If you have any questions, please contact the Infection Control Administrator at 617-636-6960 or in person at the Infection Control Office in DHS-417D.

Medical Emergency Protocol Summary

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

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

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

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

Then, begin to assist the victim:

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

2. Get someone to help you. CALL OUT FOR HELP. You should stay with the victim, and have another person at hand to assist you. This assistant, the FIRST RESPONDER, will be responsible for getting a medically qualified person (Oral Surgery Team [OMFS Team is the primary response team on the clinical floors, between the hours of 9:00am-4:00pm], clinic instructor, TMC code Blue team [called at any hour for a collapsed patient on one of the clinical floors and one who has no ABCs present], equipment, etc. to assess and care for the victim).
3. Remove the victim from harm. If the victim is light-headed, assist him/her to a horizontal position in the chair. If bleeding, apply pressure to the site. If attached to an electrical cord, pull the cord out from the receptacle. If seizing, assist to the floor unless seated in a dental chair.

4. FIRST RESPONDER STAYS AT THE EMERGENCY SITE AND DELEGATES THE FOLLOWING RESPONSIBILITIES: HELP & EQUIPMENT

HELP:

a. Call Oral Surgery (1st Team to call between 9:00am-4:00pm. OMFS Team will contact Tufts Police), floor faculty and/or Code Blue (Tufts Medical Center/TMC Code Team called at any hour when ABCs are absent) and indicate if the victim is an adult/child. Provide the floor location. Indicate if the patient is conscious, unconscious (with/without ABCs) or seizing. Send a person(s) to the front/Dental elevators & Dental stairwells and back/Proger elevators, if TMC Code Blue Team called. Have TMC team meet you at Proger 3 for Dental 2 emergencies and Proger 8 for Dental 11-14 emergencies. Then guide them to the appropriate locations.

b. Contact the floor faculty and Practice Assistant. Floor faculty will take charge of emergencies occurring after 4:00pm. Floor faculty will request Tufts Police assistance and Ambulance service, when needed. If you call Tufts Police after 4:00pm, inform that you are calling from the Dental School, and indicate if the patient is an adult/child, conscious/unconscious/seizing, and indicate if ambulance is needed.

c. Provide crowd control.

EQUIPMENT:

a. Get the Code Cart plus grab and go oxygen tank & the AED. The siren will sound when you pull the handle to grab open the case holding the AED. This siren also alerts Tufts Police of the emergency.

b. Get the Red Emergency Box and BP monitoring equipment from the Dispensary.

Oral Surgery is contacted by dialing: 617-636-6995. Be clear as to the location (floor and bay number). The Oral Surgery Resident (and staff) is generally present from 9:00 am to 4:00 pm. For evening clinic, there is no oral surgery coverage. Call the floor faculty for the conscious victim and floor faculty may call 911 for further assistance. If you call the TMC operator at 617-636-5555, please indicate that the victim is unconscious and that the ABCs are absent.

Check for pulse at the wrist and/or the neck, watch the chest rise and fall to check for breathing. If the patient does not have a pulse or is not breathing, TMC Code Blue should be called at any hour and you should initiate Cardiopulmonary Resuscitation (CPR).

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

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

Get the AED from the AED box which is located on the wall near or above the code cart. Also bring the zip-lock bag found in the AED box. This plastic bag contains a razor, sterile gauze and alcohol wipes.

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

The Faculty will assist in patient care and will use the medications from the Red Box, when needed.
Campus Police should be notified at 617-636-6911. The Police will assist with crowd control and will also call an ambulance service when needed. The Practice Assistant (PA) will also ensure that all paperwork that needs completion post emergency, gets completed.

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

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

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

For all emergencies: An incident report must be completed online at the following link: http://publicsafety.tufts.edu/ehs/accident-and-incident-reporting-at-tufts-university/. Click on “Link to Form: Tufts University Accident Incident Report Form”. Complete & submit online.

If the victim is a patient, a case note should be entered in the clinic electronic record. Patient follow-up is conducted via next of kin/emergency contact and outcomes of the emergency are conducted by the Director of Medicine. Feedback is given to the individuals involved, if alternate steps should have been implemented or if the emergency could have been handled more appropriately given the circumstances.

**Medical Emergencies Summary**

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

2. State: “There is a medical emergency on the floor, operatory number.” Indicate if adult/child; conscious/unconscious/seizing.
3. Call Campus police, 617-636-6911. State the emergency is in the Dental Tower.
4. Notify the reception desk, PA, and faculty of your location.
5. Station someone by the front and back elevators to direct the emergency team(s) to the emergency area.
6. The AED, code cart, Red Medical Emergency Box, oxygen delivery system, stethoscope, and sphygmomanometer should be available at the operatory.

**OR**

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

1. Dial 617-636-5555.
2. State: “Code Blue, there is an emergency on the ______ floor, Dental Tower. Adult/Pediatric patient.” The Team will be directed to the site by a person stationed at the door connecting Proger Hospital building to the Dental Tower.
3. Keep your phone clear- the Code operator in the hospital will call back to confirm the location, and also check on the arrival of the team within one minute of your first call.
4. Call Campus Police, 617-636-6911 and state that the call is from the Dental Tower.
5. Also alert Oral Surgery, 617-636-6995 if the emergency is occurring between 9:00am-4:00pm.
RAPID RESPONSE ALGORITHMS

Posted at all Telephones & pinned to all IDs

**PATIENT FLOORS**
1-6, 8, 11-14

- WEEKDAYS *between 9:00AM-4:00PM*:
  - CALL OMFS @ 617-636-6995
  - STATE FLOOR, ADULT/CHILD, AWAKE/COLLABORATED/SEIZING

**PATIENT FLOORS**
1-6, 8, 11-14

- WEEKDAYS *after 4:00PM, ALL FLOORS except FLOOR 1*:
  - CALL TUFTS POLICE @ 617-636-6911
  - CALL CODE BLUE @ 617-636-5555 *only if ABCs ARE ABSENT*
  - FLOOR 1: Call TUPD @ 6-6911 & REQUEST FOR AN AMBULANCE

**NON-PATIENT FLOORS**
7, 15, CSF

- WEEKDAYS or WEEKENDS AT ANY HOUR:
  - CALL TUFTS POLICE @ 617-636-6911
  - ASK FOR AN AMBULANCE
Infected Health Care Worker (IHCW) Protocol*

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

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

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

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

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

**During Day Clinic: 8:00am-3:00pm**

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-319) should be informed of the incident AFTER completion of care.

Contact Dr. Ganda at 6-4055 or Ms. Patty DiAngelis at 6-6814 if the injured person or faculty/supervisor have any questions.

**The designated Faculty or the Dept. Administrator will...**

The designated faculty will direct you to proceed to Tufts Medical Center (TMC) Employee Health (EH) or TMC Emergency Room (ER), dependent on if the exposure occurred between 8:00am-3:00pm or AFTER 3:00pm, respectively.

**For NSIPs during Day Clinic or Vacation Period**

Student/Employee AND source patient proceed to the NEMC Employee Health Service (E.H), located at Farnsworth 6, extension, 6-5480. The employee health attending or nurse practitioner, Ms. Patricia Pezzella, will complete all incident report forms AND will obtain the patient’s consent for blood draw to test for HIV, Hepatitis B & Hepatitis C. Please note that TMC EH will provide the patient with a TMC RED CARD # at Farnsworth 6 itself.

EH business hours are Monday through Friday, 8:00 AM to 3:00 PM. Potentially exposed person & the source patient will receive exposure assessment, medical attention & counseling (if deemed necessary) at TMC EH Service. Infectious disease (ID) consultations are available through the Employee Health Service. TMC ID will always be contacted if deemed necessary by TMC EH.

The Employee Health Service will contact the student/employee to convey test results. The source patient’s test results will be sent to Dr. Ganda’s office. Dr. Ganda will, in turn, direct the test results to the source patient’s physician with a cover letter. In the event that the source patient has no primary care physician, Dr. Ganda will then contact the patient directly. Director of the Student Health Advisory Office, will be contacted @ 617-636-4073 should there be any need for counseling.

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

A copy of the Incident Report and the source patient’s blood test results will be kept on file at Dr. Ganda’s office. The student/employee MUST COMPLETE & SUBMIT an online Incident Report to the Bio-safety Office, Dept. of Environmental Health & Safety, Medford, ASAP (http://publicsafety.tufts.edu/ehs/accident-and-incident-reporting-at-tufts-university/). Click on “Link to Form: Tufts University Accident Incident Report Form”). The Safety Office will forward the report to Dr. Ganda for outcomes assessment and will use the information only for summary and presentation of frequencies, types, and procedures involving accidents to the Dental School Risk Management Committee.

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

Referrals to additional resources for counseling or treatment purposes can be made through Dr. Ganda’s office.

**During Evening Clinic: 3:00pm**

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.

**For NSIPs during Evening Clinic**

The designated person could contact the TMC Emergency Room (ER) attending physician at 6-5566 and inform them 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 and 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.

Wash affected area with soap & water or splashing thoroughly at eye station for splash exposure. Follow protocols for Day or Evening clinic, dependent on time of occurrence of incident.

**During Vacation Period**

Wash affected area with soap & water or splashing thoroughly at eye station for splash exposure. Follow protocols for Day or Evening clinic, dependent on time of occurrence of incident.
Payment Policies and Procedures Following Accident or Needlestick Injury

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

For billing purposes, when seeking treatment for accidents or injuries incurred while completing clinical requirements, you must present your own health insurance information. Accidents or injuries include 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 Director of Student Affairs. **NOTE:** The $500 reimbursement is NOT per incident but per student. Once TUSDM has reimbursed a student $500 for needle-stick injuries, TUSDM provides no additional financial support.

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

Students are not eligible for Workers’ Compensation benefits from Tufts University or any affiliated teaching hospital or clinic in which they are assigned while completing clinical requirements. **You must be an employee in order to receive Workers’ Compensation benefits.** Hospital personnel sometimes misinform students regarding eligibility for Workers’ Compensation. You should note on any accident report form that you are a student and not eligible for Workers’ Compensation. This will facilitate the correct processing of the claim. When medical claims for students are submitted to Workers’ Compensation, the process often takes several weeks or months before they are properly submitted to the student’s health insurance company. As a result of the delay, your insurance company may refuse to pay a claim that was not submitted within the required 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 Dr. Kanchan Ganda, Director of Medicine at 617-636-4055.

**HBV Guidelines**

- Per the new CDC & ADA guidelines, individuals with chronic HBV infection can be admitted to TUSDM or can continue to work at TUSDM, supervised or unsupervised dependent on the type of practice, but using standard universal precautions.
- TUSDM will require all incoming candidates to provide the 3-dose hepatitis B immunization documentation along with anti-HBs titer > 10 mIU/ml, a documentation of immunity.
- Pre-vaccination testing for chronic HBV (HBsAg and anti-HBc levels) is only required for those performing Category 1 procedures associated with Oral and Maxillofacial Surgery,
Pediatric Dentistry, General Practice Residency and Tufts Dental Facilities; and to those “born to mothers in or from endemic countries* and sexually active men who have sex with men”.

- TUSDM will annually require all current students, residents, faculty, and staff directly involved with patient care to provide hepatitis B immunization documentation and/or anti-HBs titer to show immunity.
  - If anti-HBs is negative or low, the individual will be referred to the primary care physician for revaccination with the 3 doses and will subsequently be required to document anti-HBs titer.
  - If anti-HBs level is suboptimal after the second series, HBsAg and anti-HBc levels will be checked by the primary care physician to determine the presence of chronic HBV infection.
- Positive HBsAg and anti-HBc serology demonstrates chronic infection and the individual will be cared for by the primary care physician to further assess and/or treat the chronic infection.
  - The primary care physician will use HBV DNA levels and not HBeAg status to establish and monitor infectivity.
  - "Below threshold" values or HBV DNA <1,000 IU/ml or < 5,000 CE/ml are considered "safe" for practice.
  - HBV DNA titer> >1,000 IU/ml or >5,000 CE/ml increases the risk of infection transmission through exposure-prone procedures (EPPs).
  - Chronic HBV infection is monitored and treated with antiviral therapy which can decrease and maintain HBV DNA to below threshold level.
  - Student Health (SH) will not request HBV DNA serum levels nor will the office collect any HBV DNA serum data.

**Category 1 Procedures**
- 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 providing 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.

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

**Public Safety and Related Policies and Procedures**

**Mission Statement**

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

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

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

Who We Are

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

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

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

The Tufts University Police Department receives its authority from the Commonwealth of Massachusetts. All Tufts Police officers are 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.

Smoke Free Indoor Air Policy
Massachusetts State Law requires that all public areas be designated non-smoking areas. Tufts University has implemented a smoke-free environment. The no-smoking policy affects all indoor spaces, all university facilities, residences, fraternities, and sororities.

**Student and Faculty Professional Dress Code**

**I. Purpose And Scope**

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 as well as adhere to best practices in infection control and patient safety set forth by the Occupational Health & Safety Administration (OSHA) and the Centers for Disease Control and Prevention (CDC).

**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:
- Jewelry 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 be worn at all times 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. Scrubs are 
allowed following specific guidelines described below.

1. **Scrub Guidelines**

TUSDM allows and encourages predoctoral students, postgraduate residents, and patient-facing 
faculty and staff to wear scrubs. Predoctoral students are assigned a color to each class which 
they are expected to maintain for the four years of their predoctoral program. Students, 
residents, faculty, and staff are responsible for purchasing, wearing, and maintaining additional 
scrubs according to the following guidelines:

-Scrub tops must be short sleeved and have V-neck styling.
-Scrubs must be solid in color with no patterns or logos, except the TUSDM logo.
-Students must wear whatever scrub color is designated to their specific class (predoctoral 
  students only).
-Scrubs must be worn as a complete color matched set with no substitution allowed (e.g., T-
  shirts with scrub pants).
-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 clean and non-wrinkled in appearance.
-Clean undergarments must be worn under the scrubs.
- Laundering of scrubs is a personal responsibility. Scrubs must be laundered separately 
after each wear in accordance with OSHA requirements (see Protocols and Procedures for 
Infection Control @ TUSDM for laundering instructions).
-Scrubs may not be worn during medicine rotations at Tufts Medical Center.

OSHA guidance describes scrubs as a uniform worn similar to street clothing; therefore, TUSDM 
allows students and residents to wear their scrubs while commuting to and from the TUSDM 
campus. (OSHA Directive Number CPL 02-02-069, Enforcement Procedures for the Occupational 
Exposure to Bloodborne Pathogens, effective November 27, 200, updated March 1, 2017)

2. **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.
3. Prohibited Attire

Students, residents, patient-facing faculty and staff may not wear the following types of clothing while on campus for scheduled classes and clinic:

- Shorts (including bike or gym shorts)
- Sweat pants/jogging pants
- Pants or tops that expose the midriff, underwear, or buttocks
- Skin-exposing tops (e.g., low-cut, halter, or spaghetti strap tops, muscle T-shirts)
- Any form of clothing that is mesh, sheer, or see-through
- Torn, stained, or excessively wrinkled clothing

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)

4. 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.

- **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 other 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).

- Gloves, protective eyewear, and masks may not under any circumstances be worn in nonclinical 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 @ TUSDM* provide additional guidance on the wearing of personal protective equipment in the preclinical and clinical areas.

C. Tufts University Identification Cards

All students, residents, faculty and staff must wear their official Tufts University Student ID at all times while on the TUSDM campus. Failure to do so 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.

II. Violations and Enforcement of the Professional Appearance and Attire Standards
Patient-facing faculty, staff, residents, and students should support and encourage each other in adhering to the Professional Appearance and Attire Standards. 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 @ TUSDM, including aspects of professional appearance or attire that pose potential health and safety risks.

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.

The Interim 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.

**Version History: (in reverse chronological order)**

The TUSDM Professional Appearance and Attire Standards supersede all previous versions and all documents entitled “Dress Code.”

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<th>Version #</th>
<th>Date:</th>
<th>Author(s)/Editor(s)</th>
<th>Major Revisions</th>
<th>Reviewer(s)/Approved By:</th>
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<td>Official 1</td>
<td>September 2017</td>
<td>MJ Hanlon</td>
<td>Clarification of Scrubs as uniform</td>
<td>Executive Faculty: Approved August 16, 2017</td>
<td>September 2018</td>
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<td>Draft 5</td>
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<td>Draft 4</td>
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<td>MJ Hanlon D. Carney S. Balletto</td>
<td>Defined patient-facing staff; added protective clothing</td>
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<td>August 2016</td>
<td>MJ Hanlon</td>
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RESOURCES

Career Services

TUSDM Career Services aims to educate and prepare its students and alumni for the dental profession. The office also interacts with alumni and employers to provide career opportunities and information to current students. The resources available to students and alumni stem from the following core tenets:

**Develop:** The office assists with document review (i.e. resume, CV, cover letter), interview preparation, and job search skill refinement needed to enter or advance within the profession.

**Employ:** Career Services manages Career Link, the free online career management system available exclusively to students and alumni to assist in their job search. With this resource, applicants can look for job postings and practices for sale, while alumni can also recruit for openings.

**Network:** Students will have the opportunity to connect with alumni and employers to gain a better sense of the job market at events such as the annual Spring Career Fair.

**Transition:** The office provides guidance to students as they transition from dental students to healthcare professionals, including resources for the various licensure examinations.

**Advise:** Staff is available to meet individually with students and alumni to discuss their career goals and the best steps to attain them.

**Learn:** Students still determining their career path will have the opportunity to learn about various career options and possibilities available to them.

Please contact Marguerite Moore, Assistant Director of Student Affairs and Career Services (marguerite.moore@tufts.edu, 617-636-6543) for more information regarding career services at TUSDM.

Student Advisory and Health Administration Office

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

**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 private and no information will be shared without the student’s written consent. Payment for outside services is the responsibility of the student.
Health Insurance

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

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

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

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

Students are not eligible to apply for coverage or add a dependent(s) at any other time of the academic year, unless there is a qualifying event. Eligible dependent(s): spouse, domestic partner, and children under the age of 26 must first enroll online as an Individual, then contact SAHA for further instructions. Those adding a domestic partner should contact the SAHA Office. Qualifying events include change in marital status; birth or adoption of a child; or loss of alternate insurance through no fault of the student or dependent. Enrollment Form must be submitted within thirty (30) days of the qualifying event. Students should contact the Student Advisory & Health Administration Office at 617-636-2701 for information on applying for coverage and the prorated payment amount.

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

Waiving the Student Health Insurance

The Commonwealth of Massachusetts and Tufts University Health Sciences Schools require all matriculated students of higher education to participate in a health insurance plan. Students may enroll in the student insurance plan offered by Tufts University or maintain private coverage as long as it meets or exceeds the minimum state requirements set forth by the Commonwealth of
Massachusetts. To determine if your coverage meets the minimum state requirements, visit the Student Health Insurance page at http://medicine.tufts.edu/saha or at Mass.Gov.

To waive the student plan during Open Enrollment, complete the online waiver at https://sis.uit.tufts.edu. Use your insurance card to answer all the questions on the waiver. Students who submit an approved Waiver Form will have a credit for this charge posted to their account.

Students who do not take action to either waive or enroll by August 31st, or whose waiver has been denied, will be automatically enrolled in the HPHC/UHCSR insurance plan. The online waiver option is not available after August 31st. Students are able to waive the school health insurance plan at any time during the academic year. For waiver instructions after August 31st, please contact the SAHA Office at 617-636-2701.

**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](http://www.mahealthconnector.org).

**Disability Insurance**

All TUSDM students are required to be enrolled in the school offered disability insurance plan. Students are automatically enrolled and billed for a group disability insurance plan through the AMA Med Plus Advantage Program. The policy is underwritten by Standard Insurance Company. Students are not able to waive the disability insurance coverage through Tufts University.

Additional information and materials can be found at [http://medicine.tufts.edu/Student-Services-and-Campus-Life/Student-Advisory-and-Health-Office/Disability-Insurance/Dental-Students](http://medicine.tufts.edu/Student-Services-and-Campus-Life/Student-Advisory-and-Health-Office/Disability-Insurance/Dental-Students).

**Immunization Requirements**

To comply with Massachusetts State Law and University policy all students must either submit the School of Dental Medicine Immunization Form, completed and signed by a healthcare professional, or equivalent medical documentation to the Student Advisory & Health Administration Office by the immunization documentation deadline. The form is available on the following website, [http://medicine.tufts.edu/saha](http://medicine.tufts.edu/saha).

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

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

As a condition of matriculation, the following immunization and testing documentation is
required prior to the program start date (note, for any blood work complete copies of laboratory
report(s) are required):

- **Tetanus Diphtheria Acellular Pertussis (Tdap):** One dose of the adult Tdap vaccine is
  required in lieu of Td booster. If current Tdap booster is ten years old or older a Td booster
  is required.
- **Measles, Mumps and Rubella (MMR):** Two doses of measles, mumps and rubella vaccine
  or positive antibody titers.
- **Tuberculosis Test:** TB test given within one year prior to start date and updated annually.
  If tuberculin positive, documentation of a past positive test must be submitted in addition to
  a chest x-ray report dated within one year prior to the student’s start date. (history of BCG
  vaccine is not acceptable as proof of a positive TB 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 quadrivalent (Menactra or Menevo) vaccine within five years
  prior to start date or a signed State Waiver Form.
- **Influenza:** Annual Seasonal Influenza vaccine or signed Declination Form required for all
  students.

**Advising Contacts**

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

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

**Personal/Crisis Advising and Guidance**

- Sharon Snaggs Gendron, Wellness Advisor, Student Health & Advisory Office, 4th floor
  Posner Hall, 617-636-2700
- Dr. John Van Pruitt, M.D., 294 Washington Street, Suite 352, Boston, MA 02111 617-357-
  5542
- Dr. Robert Kasberg, Associate Dean for Student Affairs, 617-636-6539
- Katherine Vosker, Director of Student Affairs, 617-636-0887

**General Academic Advising**

- Dr. Robert Kasberg, Associate Dean for Student Affairs, 617-636-6539
University Chaplaincy (Spiritual Life)

The Tufts University Chaplaincy is a dynamic hub supporting religious, spiritual, ethical, and cultural life for all members of the Tufts community. We provide pastoral care, support religious and philosophical communities, educate about spiritual and ethical issues in society and the world, and promote multifaith engagement.

Reporting to the university president, the university chaplain leads the chaplaincy team, which currently includes, Buddhist, Catholic, Humanist, Jewish, Muslim, and Protestant colleagues who serve the whole Tufts family as well as their particular communities. The team also includes chaplain interns; music, program, and administrative staff; and student interns. The university chaplain serves individuals and communities beyond those served by the associate chaplains and residents, and the office supports tradition-specific and interfaith organizations, programming, and services university-wide.

The University Chaplaincy is eager to work with students, faculty, and staff on Tufts’ Boston campus to expand opportunities for religious, spiritual, ethical, and interfaith life. Potential opportunities include: campus religious and philosophical communities; opportunities for meditation, prayer, and holiday observances; educational programming about the intersections of spirituality, ethics, and health care; wellness, leadership, and community building opportunities; religious diversity and literacy programs; and community service and social justice initiatives.
A sacred space for Tufts’ Boston campus is the Marjorie Hanna Cleveland Meditation Room, located on the Floating Hospital’s 6th floor.

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

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

Priya Sraman, M.Div., Buddhist in Residence
Goddard Chapel
3 The Green, Medford, MA 0215,
617-627-3427
priya.sraman@tufts.edu

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

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

Rabbi Dr. Naftali Brawer, Jewish Chaplain and Executive Director, Tufts Hillel
Granoff Family Hillel Center
220 Packard Ave., Medford, MA 02155
617-627-3242
naftali.brawer@tufts.edu

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

The Reverend Daniel Bell, Protestant Chaplain
Interfaith Center
58 Winthrop St., Medford, MA 02155
617-627-2097,
daniel.bell@tufts.edu

Health Sciences Bursar’s Office

Tufts University bills tuition and fees electronically via Tufts eBill. New students will receive preliminary information in May or June through the Admissions Office, outlining the Tufts eBill enrollment and billing process. Beginning in June, new students will receive an email notice with instructions on how to set up a Tufts eBill account. Once a student’s account has been set up, others (i.e. parents) may be invited by the student to view and/or pay the bill.
Fall semester bills are issued the first week of July and are due the first week of August. Spring semester bills are issued the first week of November and are due the first week of December. The exact due date for each semester will be noted on the bill.

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

Other services provided by the Bursar's Office include the issuance of student account refunds via BankMobile, sale of MBTA semester passes and distribution of petty cash. Please visit the Bursar's website for further details on how to purchase a semester pass, [http://finance.tufts.edu/controller/bursar/mbta-passes/](http://finance.tufts.edu/controller/bursar/mbta-passes/).

The Bursar's Office is located on the first floor of Posner Hall at 200 Harrison Avenue, Boston, MA. Office hours are from 9 am to 4 pm, Monday through Thursday and 10 am to 4 pm on Friday. For questions about your bill, please contact the Bursar's Office directly. You may also visit our website at [http://finance.tufts.edu/controller/bursar/generalinfo/](http://finance.tufts.edu/controller/bursar/generalinfo/) for answers to most frequently asked questions and full contact information.

**Tufts University Health Sciences Library**

Eric D. Albright, MLS, Director

Arthur M. Sackler Center for Health Communications 145 Harrison Avenue
Boston, MA 02111

<table>
<thead>
<tr>
<th><strong>Homepage:</strong></th>
<th><a href="https://hirshlibrary.tufts.edu">https://hirshlibrary.tufts.edu</a></th>
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<tbody>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:hhs1@tufts.edu">hhs1@tufts.edu</a></td>
</tr>
<tr>
<td><strong>Library Administration:</strong></td>
<td>617-636-2481</td>
</tr>
<tr>
<td><strong>IT Service Desk:</strong></td>
<td>617-636-2947</td>
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<tr>
<td><strong>Circulation:</strong></td>
<td>617-636-6706</td>
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<tr>
<td><strong>Fax:</strong></td>
<td>617-636-4039</td>
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<tr>
<td><strong>Reference/Education:</strong></td>
<td>617-636-6705</td>
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**Staffed Hours**

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<tr>
<th><strong>Library Service Desk</strong></th>
<th><strong>IT Service Desk</strong></th>
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<tr>
<td>Monday-Wednesday 7:45 a.m. – 11:00 p.m.</td>
<td>Monday-Friday 9:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Thursday Closed</td>
<td>Saturday-Sunday Closed</td>
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<tr>
<td>Friday 7:45 a.m. – 7:00 p.m.</td>
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<td>Saturday 10:00 am – 7:00 pm</td>
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<td>Sunday 12 noon – 10:00 p.m.</td>
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Closed for holidays and changes, please consult [https://hirshlibrary.tufts.edu/about-us/hsr](https://hirshlibrary.tufts.edu/about-us/hsr).

**Facilities**

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

The fifth floor houses the circulating book collection, a large classroom, study carrels and the walk-up IT Service Desk. Two computer labs are available for teaching and individual or group study. In addition, seven collaboration rooms may be reserved for groups of 2 or more. To reserve a collaboration room, please go to https://hirshlibrary.tufts.edu/services/room-reservations. The lab facilities provide access to a variety of standard word-processing, spreadsheet, database and presentation-graphics programs as well as other statistics software that support the curricula of the health sciences schools. This floor also has a fast book scanning station. The IT Service Desk, 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). A house phone is located on this floor in the central library staircase.

The seventh floor houses the print journal collection, study rooms and study carrels.

Policies

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

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

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

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

Library policies can be found at https://hirshlibrary.tufts.edu/about-us/policies. Suggestions or comments regarding the library’s policies, services and collections are welcome. Send them by email to hhsl@tufts.edu from a Tufts email account, and the library will respond promptly.

Privileges

If not pre-registered at orientation, students should register in the library’s system without delay at the Library Service Desk by presenting a Tufts ID, which may be obtained from the Tufts Police Department at 136 Harrison Avenue. Upon registration, the Tufts ID card is activated as a library card, which is required for borrowing items and certain library services. The activated ID card is valid for access and borrowing at all Tufts University libraries. For further information on other Tufts libraries, please 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.

Thirty laptops and eight iPads are available for students to borrow for use within the library. They can be checked out from the Library Service Desk on the fourth floor during library hours for four hours at a time.
As a user of the Tufts University Hirsh Health Sciences Library, you accept responsibility for the return of all materials borrowed from any of the Tufts University Libraries or from other libraries through document delivery. The complete policy can be found at https://hirshlibrary.tufts.edu/about-us/policies/responsible-use. All fees incurred for lost, damaged or late items must be paid, and failure to pay such fees may result in a loss of library privileges, an attachment of wages, or additional charges on term bills. You agree to abide by all HHSL policies and you are responsible for copyright compliance as well as Tufts University policies concerning the responsible use of resources.

Other Tufts Libraries

Tisch Library (Arts, Sciences & Engineering, Medford Campus) 617-627-3460 (or 73460)
Ginn Library (Fletcher School, Medford Campus) 617-627-5021 (or 75021)
Webster Family Veterinary Library (Grafton Campus) 508-839-7958 (or 87958)

Boston Library Consortium

Tufts University is a member of the Boston Library Consortium (BLC), an association of research and academic libraries in New England. While only a Tufts ID is required for admittance to most Consortium libraries, Consortium cards are necessary for access to certain restricted libraries and for borrowing at most institutions. Tufts faculty, staff and students may apply at the Library Services desk for these cards at no cost. Member institutions include:

- Bentley University
- Brandeis University
- Boston College
- Boston 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
- Williams College

For more information on the BLC, please consult https://blc.org/members 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.
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. Outside library bills are sent directly to the Bursar’s Office for collection.

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

**Document Delivery & Interlibrary Loan**

Members of the Tufts community can obtain books, audiovisual materials and journal articles from other libraries through interlibrary loan by registering for ILLiad, Tufts’ web-based document delivery system, at https://hirshlibrary.tufts.edu/get-started/access/illiad. 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.

**Printing & 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 laptops that have been registered is also available. Downloading a driver that will send your job to the print queue is required.

- For PCs: https://hirshlibrary.tufts.edu/services/print-copy-scan/instructions-windows
- For Macs: https://hirshlibrary.tufts.edu/services/print-copy-scan/instructions-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, Research and Educational Services**

Librarians are available 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 Mendeley and EndNote and help obtaining full-text articles via the library's website. Research & Instruction librarians can be reached by calling 617-636-6705 or through AskUs.

JumboSearch lists books, journals, databases, and other works held by its libraries in Boston, Grafton and Medford and can be accessed from the library home page, https://hirshlibrary.tufts.edu/. For more information about electronic journals, please consult https://hirshlibrary.tufts.edu/find/ejournals. To arrange for consultations regarding your research needs, please contact Research & Instruction by phone at 617-636-6705 or by email at hhsl@tufts.edu.

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

Public Computers and Wireless Computing

In addition to public computers available on the 4th and 5th floors and computer labs on the 5th floor, there are three wireless networks are available in the library. For more information see https://hirshlibrary.tufts.edu/it-support/internet-access.

Liability Insurance

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

Parking

Tufts Shared Services, Inc. (TSS)
Parking and Transportation Department
274 Tremont Street Garage, 1st Floor, Boston, MA 02111
(617) 636-5580

Monday – Thursday from 7:00 A.M. – 6:00 P.M.
Fridays from 7:00 A.M. – 4:00 P.M.

Parking For Visitors

Parking in Boston can be tricky. Parking around TUSM is forbidden or limited by one-hour meters, and meter maids are very conscientious. There is no legal parking in one spot for longer than two hours anywhere in Boston. Unpaid tickets are listed in computer files, and cars with Massachusetts or out-of-state registration have been towed or rendered immobile with the “Denver Boot.” We suggest that visitors park in the Tufts Medical Center Parking Garage at 274 Tremont Street, next to the Citi Performing Arts Center Wang Theatre.

Parking for Tufts University Students

Parking decals are required to use the TSS parking facilities. They are available at no charge to students upon presentation of a Tufts student I.D. and car registration to the Parking Office located on the first floor of the 274 Tremont Street Parking Garage.

Please Note: Students are issued only one decal per school year. Lost decals will not be replaced.
**Weekdays:** Student parking is available on Monday through Friday in the Herald Street Parking Garage from 5:00 a.m – 2:00 a.m. and the Traveler Street Parking Lot from 6:00 a.m – 1:00 a.m. Payable by coupon only upon vehicle entry.

**Weekend:** Student parking is available in the 274 Tremont Street Garage from Friday at 10:00 p.m. – Monday at 9:00 a.m. Payable by coupon per every 24 hours. Students must leave the garage by Monday at 9:00 a.m. or will be penalized a $34.00 fee per day.

**Rate:** One coupon (worth $5.25) per vehicle entry on weekdays and one coupon (worth $5.25) per every 24 hours on weekends. Cash will not be accepted.

**Coupons:** Coupons booklets are available for purchase in the Parking Office located at 274 Tremont Street. Individual coupons are not available to purchase. Each coupon booklet contain five coupons; a booklet of five coupons cost $26.50 ($5.25 per vehicle entry). The maximum amount of booklets that can be bought at one time is five (totaling 25 coupons). A maximum of five booklets can be made every 30 calendar days. The parking coupons never expire. The parking offices accepts cash, in-state check and credit cards (MasterCard, Visa, Discover and AMEX). Booklets are not sold at actual daily parking facilities.

**Shuttle Service:** Free shuttle service to the main entrance of the Tufts Medical Center is available at the Herald Street Garage (runs Monday through Friday from 5:00 a.m. to 2:00 a.m.) and at the Travelers Street Lot (runs Monday through Friday from 6:00 a.m. to 1:00 a.m.). The locations are always staffed during operational hours.

**Parking Regulations for Tufts University Students**
- Parking is permitted only with a currently valid TTS parking sticker and parking coupon.
- Vehicle registration to prove ownership and Tufts identification card must both be presented to the Parking Office in order to obtain a sticker for one car per school year.
- No in and out parking is allowed on the same parking ticket. If you do have occasion to leave the garage, a new ticket must be used on re-entry.
- Parking stickers are not transferable. Anyone who uses a lost, stolen or fraudulent sticker will be subject to loss of parking privileges.
- Questions regarding parking should be directed to the Parking Office at (617) 636-5580.

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

**Bicycles**

Bicycles must be registered with the Boston Campus Police Office located in the lobby of the Biomedical Research and Public Health Building (M&V Wing) at 136 Harrison Avenue, Boston, MA 02111. After completing the registration form, the serial number is entered into a database and can be used in the event the bike is stolen and an insurance company requests the information. Students pay a $3.00 deposit for a key for the bicycle room, which is refunded when the key is returned. Please note there is no long term storage available for the bicycles.

**Facilities Services**

Facilities Services is located on the first floor (dorm side) of Posner Hall. This department is responsible for operation and maintenance of the buildings and grounds of the Boston campus, including Posner Hall. Maintenance requests can be generated online at https://fsrequest.tufts.edu/webmaint. Any maintenance emergencies during normal work hours (8:00 am to 5:00 pm) should be reported to the Facilities Services Work Control Desk at 617-636-3535; after hours and on weekends, please call the Campus Police at 617-636-6911. The department website is http://operations.tufts.edu/facilities/.

**Environmental Health and Safety**

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

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

**Directory of State and National Dental Associations**

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

**American Dental Education Association**
655 K Street NW, Suite 800
Washington, DC 20001
202-289-7201
Website: www.adea.org

**American Student Dental Association**
Tufts University Health Sciences Campus Bookstore

Arnold Building First Floor 116 Harrison Avenue

617-636-6628

Store Hours

Our store hours vary during the year. Please visit our website for our store hours.

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

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

**Bookstore Return Policy on Textbooks**

- A full refund will be given in your original form of payment if the textbooks are returned within the first two weeks from the first day of class with a receipt.
- With proof of a schedule change, a full refund will be given in your original form of payment during the first thirty (30) days of classes.
- No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
- No refunds on Digital Content once accessed.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

**Bookstore Forms of Payment**

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

Tufts University contracts with the National Student Clearinghouse (NSC) to report enrollment status and subsequent changes in enrollment status to the US Department of Education’s National Student Loan Data System (NSLDS). Federal student loan servicers have access to NSLDS and uses the data provided to update their loan account records. Enrollment data provided includes the student’s enrollment status (full-time, three-quarter time, half-time, less than half-time, withdrawn or graduated. Enrollment files are sent monthly beginning in August each year.

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

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

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

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

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

Students on a Leave of Absence – A student who has received federal student financial aid who is considered on an approved leave of absence may be required to be treated as though they have withdrawn from school. In this case, the policy outlined under “Withdrawn Students” is applicable. Federal financial aid regulations dictate whether the leave of absence must be treated as though a student has withdrawn. The leave of absence must meet certain federally prescribed conditions in order for the student to be considered enrolled. If the leave meets all prescribed conditions, the student is considered on a “federally-approved leave of absence” and the student is able to retain financial aid received and their student loan payments will continue to be placed in an in-school deferment status.

Students who are considered on a federally approved leave of absence may not receive any additional financial aid for the term in which the leave is taken nor would they be entitled to receive any additional financial aid disbursements during their period of leave. Upon their
return, the student may be eligible for financial aid based on a revised cost of attendance. Student loans, however, will continue to receive in-school deferment during the federally approved leave of absence.

A student who fails to return from a federally approved leave of absence when scheduled will be considered to have withdrawn from the school effective the date their leave of absence began. Both the Tuition Refund Policy and the Financial Aid Refund Policy will be applied in accordance with university policy and federal financial aid regulations.

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

Student Financial Aid Refund Policy

Federal Refund Policy

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

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

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

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

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

Treatment of Private Education Loans and Institutional Financial Aid

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

Similarly, outside scholarships or loans awarded to a student are subject to the awarding organization’s policies. Institutional financial aid such as grants, loans or scholarships may or may not be prorated or require 100% reversal depending on the circumstances.

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

APPENDIX II: DISCIPLINARY PROTOCOL FOR SELECT VIOLATIONS*

Examples of select violations include the following transgressions:

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

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

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

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

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

APPENDIX III: MATERNITY LEAVE POLICY & REQUEST FORM

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

Before leaving school, students going on maternity leave must meet with the 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 stating that they are able to return to school studies and to perform patient care.

Students can request maternity leave if adopting a child by following the same process as for standard maternity leave. Male students can request paternity leave for the birth of their newborns using the standard maternity leave request process, but the length of paternity leave is four weeks.

Summary of the Process

Before going on maternity leave:

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

While on leave:

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

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

Withdrawal

A student who wishes to withdraw voluntarily from the program after maternity 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, he or she will have to petition the Advanced and Graduate Education Committee for re-admission.

The official date of withdrawal will determine the computation of costs and refunds. Those who fail to notify the Director in writing will receive an official withdrawal date, which is the last known date that the student attended classes.

Nursing Mother’s Room

DHS-418 is the designated Nursing Mother’s Room for use to all nursing mothers. The room is outfitted with a lounge chair with a swinging tablet arm, a standard sink, cabinetry, a small refrigerator, electrical outlets, a hospital grade-nursing pump, and black out shades. Authorized students may access the room using their student ID cards.

Requesting Access

Access to the room can be requested using the online work order placement system, https://fsrequest.tufts.edu/WebMaint/, or by calling 617-636-3535 and is generally granted in one to two business days. To ensure timely completion of this request, please complete the work order before returning from maternity leave.

Usage Protocol

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

Maternity Leave Frequently Asked Questions

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

- **What happens with my courses/exams while on maternity leave?**
  Depending upon the time and length of your maternity leave, you may be allowed to keep up with your courses through 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?
You must contact your health insurance plan at the beginning of your pregnancy to learn how to enroll your newborn 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

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

Can a student still see 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 to provide patient care, or return back to their studies.

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

Are there rooms for nursing mothers?
Yes. A nursing room is located on the 4th floor, room 418. Please see Student Affairs for access.

APPENDIX IV: PRECLINICAL SKILLS REFRESHER COURSE

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

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

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

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

1. Success completion of specific preclinical exercises similar to those taught in the preclinical Operative Dentistry, Fixed Prosthodontics, Implant Dentistry, Removable Prosthodontics, Endodontics, Periodontics and Pediatric Dentistry courses.
2. Refreshment of knowledge in local anesthesia and management of the medically compromised patient.
3. Review of principles of diagnosis and treatment planning.
4. Retraining in aXium.
5. Work with the supervision of a student teaching assistant.
6. Depending upon the time of re-entry or at the direction of the SPC, the student may be directed to satisfy the preclinical skills refresher course requirement by successful participation in the IS preclinical curriculum.

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

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

APPENDIX V: MINIMUM TECHNICAL STANDARDS

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

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

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

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

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

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

**Sensory/Observation** - The candidate must be able to observe and participate in lectures, demonstrations, and experiments in the basic and clinical sciences. The candidate must be able to observe a patient accurately. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation.
Communication - The candidate should be able to communicate effectively and accurately, in English, with patients and observe patients in order to elicit information; describe changes in mood, activity, posture, and status; and perceive nonverbal communications. The candidate must be able to communicate effectively and sensitively with patients, caregivers, peers, staff, and faculty. Communication includes not only speech, but also reading and writing in English. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

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

Behavioral and Social Attributes - The candidate must possess the mental and emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all course responsibilities and responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, faculty, staff, and colleagues. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to withstand the rigors of dental education and practice, adapt to changing environments, display flexibility, and function in the face of uncertainties inherent in dental education. He/she must be able to learn the clinical problems of many patients and be able to interact with a diverse community of patients, students, faculty, and staff. Compassion, integrity, concern for others, cultural competency, interpersonal skills, interest, and motivation are all personal qualities that should be assessed during the admissions and education process. Both dental education and practice may entail physical, mental, and emotional stress such as long hours, close patient contact, and treating seriously ill patients; and requires the candidate to maintain composure throughout engaging in these experiences.

Ethics and Professionalism - The candidate must maintain the standards of conduct for ethics and professionalism as set forth in the American Dental Association’s Principle of Ethics and Code of Professional Conduct (Appendix XVII, p. 109) and the TUSDM Student Handbook (Code of Principles of Ethical and Professional Conduct, p. i). 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 integrity in their interactions with all students, faculty, staff, patients, and the public. The candidate must also refrain from actions that detract from the professional atmosphere or orderly appearance of TUSDM or Tufts University. This expectation would also apply when attending any school-sponsored or related activities, such as externships and rotations, as well as outside public activities.

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

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

INFORMATION FOR APPLICANTS AND CURRENT STUDENTS

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

Some of the institutions hosting clinical placements for students of TUSDM now require that students undergo certain prequalifying reviews. Several facilities require formal criminal background checks. TUSDM conducts criminal background checks (CBCs) on applicants who have been granted conditional admission and on current dental students after they have completed the second year of the curriculum. CBCs for applicants and current students are conducted through a vendor selected by TUSDM. The current vendor is 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 only be conducted with the written consent of the applicant or the student, and only convictions, guilty pleas, and no-contest pleas will be considered; arrests will not be considered. Although a criminal record will not automatically disqualify an applicant or current student, TUSDM will review all criminal background information reported by the vendor. That information will inform TUSDM’s decisions in admissions, continued enrollment, and TUSDM’s compliance with the Tufts University Code of Conduct Involving Interactions with Minors. Included in this appendix is a list of convictions that will not be considered as part of this evaluation. Applicants who do not give written permission for the CBC to be conducted will not be admitted to TUSDM. Current students who do not give written permission for the CBC to be conducted will not be permitted to advance in the dental school program.

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

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

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

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

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

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

Criminal Background Checks on Enrolled Students at TUSDM

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

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

Annual Update on Professional Behavior

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

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

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

PLEASE CHECK ONE:

___ At the present time, I have nothing to report.

___ I provided a report to the Associate Dean for Student Affairs on____________[insert date].

Name: _____________________________________________________________

Signature:_________________________________________________________Date:___________________________________

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

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

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

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

Process for Evaluation of Criminal History Information

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

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

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

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

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

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

4. Indicators that the applicant/student may not be eligible for licensure
   - [Depends on state-specific licensure rules]

5. Indicators that the applicant/student would not be an appropriate member of the dental profession:
   - Crimes set forth above
   - Fraud crimes, including Medicare or Medicaid
   - Selling, manufacturing, or possession with intent to sell a controlled substance
Unlicensed possession of a deadly weapon

Administrative Structure for Management of Criminal Background Checks

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

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

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

Records of the Criminal History Review Committee

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

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

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

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

These guidelines state “access to CORI is limited to the authorized personnel who have signed an Agreement of Non-Disclosure and who are approved by the CHSB. Therefore, unless TUSDM is given permission to do so by the CHSB, TUSDM should not report CORI to clinical placement sites.

Record Retention Policies and Scope of Criminal History Information Access for Accepted Applicants and Enrolled Students
Retention of Criminal History Information

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

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

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

Record Keeping Requirements for Massachusetts CORI Checks

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

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

APPENDIX VII: TUFTS UNIVERSITY SEXUAL MISCONDUCT POLICY

Warning: Please note that this policy addresses issues of sexual violence and uses descriptions and examples of this conduct that can be triggering.

Purpose: To establish a work, educational and living environment at Tufts University that is free from sexual misconduct, including sex and gender discrimination; sexual and sex and gender based harassment; sexual assault and rape; sexual exploitation; stalking; relationship violence (including domestic and dating violence), and retaliation, through guidelines to promote and foster safe campus climate.

Applicability: Sexual misconduct is prohibited by University policy and may also be prohibited by state and federal law, including Title IX and the Violence against Women Act (VAWA), as amended. Title IX and VAWA rights and responsibilities apply to students, faculty, staff, visitors, third parties and other community members.

Resources to address sexual misconduct are available at http://oeo.tufts.edu/sexualmisconduct.
This section provides a brief summary of issues covered in more detail by the Sexual Misconduct Policy. The full text of the policy can be found on the Office of Equal Opportunity (OEO) website http://oeo.tufts.edu/sexual-misconduct-student/.

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).

**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 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. More information about what constitutes prohibited conduct please refer to the full text of the Sexual Misconduct Policy http://oeo.tufts.edu/sexual-misconduct-student/.

**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 the Sexual Misconduct 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 Appendix A to this Policy. 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). A copy of the SMAP can be found at http://oeo.tufts.edu/sexual-misconduct-student/. The Discrimination Complaint Processing Guidelines (Guidelines) apply to complaints filed against employees and third parties. A copy of these Guidelines can be found at http://oeo.tufts.edu/sexual-misconduct-policy-faculty-staff/. 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). Additional information about OEO’s adjudication process can be found at http://oeo.tufts.edu/.

Information about how to file criminal and disciplinary claims is detailed in the full text of the Sexual Misconduct Policy http://oeo.tufts.edu/sexual-misconduct-student/.

Support and Interim Measures: Tufts is committed to assisting complainants/ victims/ survivors, accused students, and witnesses through many resources available to support them. Information about those resources can be found on the Tufts’ Sexual Misconduct Resources website: http://oeo.tufts.edu/sexualmisconduct and through the CARE Office (Center for Awareness, Resources and Education) and the CARE Director, Alexandra Donovan. An individual reporting a matter need not disclose any information or personal details to access information at CARE. Alexandra Donovan may be reached by telephone at 617-627-5140 or via email at Alexandra.Donovan@tufts.edu. To schedule an online appointment with someone in CARE please go to http://oeo.tufts.edu/care/.

The University encourages those who wish to receive confidential support services regarding sexual misconduct to seek assistance from: (1) the University’s Counseling Centers (for students) or any other mental health services provider; (2) the University Health Services (for students) or any other medical care provider; (3) the Student Advisory and Health Administration Office (for students); or (4) any Chaplain in the Tufts’ Office of the Chaplaincy or any other member of the chaplaincy. The Employee Assistance Program (EAP) provides confidential counseling for employees and employees are free to seek confidential assistance from other health or mental health services providers as well as the University Chaplaincy or any off campus religious or spiritual resource. Additional resources with different confidentiality and reporting requirements can be found on the Tufts’ Sexual Misconduct Resources website: http://oeo.tufts.edu/sexualmisconduct and in the full text of the Sexual Misconduct Policy: http://oeo.tufts.edu/sexual-misconduct-student/.

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. More information about Reporting Options can be found in the full text of the Sexual Misconduct Policy http://oeo.tufts.edu/sexual-misconduct-student/ or at http://oeo.tufts.edu/reporting-resources/.

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. More information about
available interim measures and how to seek them can be found in the full text of the Sexual

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. Conduct prohibited
by this section is further described in the full text of the Policy http://oeo.tufts.edu/sexual-
misconduct-student/.

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 found on the OEO website
http://oeo.tufts.edu/tufts-university-title-ix-liaisons/. 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.
Responsible Employees may also report such conduct online through the Ethicspoint reporting
portal, providing all known details of the situation: http://tufts-oeo.ethicspoint.com/. 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 Sexual Misconduct Resource Specialist (SMRS) and the Sexual Misconduct
Prevention Specialist (SMPS) have limited confidentiality privileges and, as such, is still required
to report non-identifying information to OEO and TUPD about violations of policy and criminal
conduct, respectively. The SMRS and SMPS’s records may also be subpoenaed in a civil or
criminal legal matter. Information about confidential and other reporting requirements and
supporting options are available on the Tufts’ Sexual Misconduct Resources website:
http://oeo.tufts.edu/sexualmisconduct.
Resources - Boston Campus

(Additional resources can be found on the Tufts’ Sexual Misconduct Resources website: http://oeo.tufts.edu/sexualmisconduct)

Tufts University Police (TUPD): 617-636-6911

Counselor-On-Call or Chaplain-On-Call: Via Tufts Police: 617-627-3030 (confidential)

Student Advisory & Health Administration: 617-636-2700 (confidential)

Tufts University Chaplaincy: 617-627-3427 (confidential)

CARE Office (Center for Awareness, Resources and Education)

Director of CARE
Alexandra Donovan, 617-627-5140 (confidential) Alexandra.donovan@tufts.edu

Reporting Options for Sexual Misconduct include:

Office of Equal Opportunity: 617-627-3298 oeo@tufts.edu
Online: http://tufts-oeo.ethicspoint.com/

Sexual Misconduct Reporting Liaisons (Title IX) – Boston Campus (additional reporting liaisons can be found at http://oeo.tufts.edu/tufts-university-title-ix-liaisons/):

- Friedman School of Nutrition & Policy
  Matthew Hast, Assistant Dean of Student Affairs
  617.636.6719

- Sackler School of Graduate Biomedical Science
  Elizabeth Storrs
  Director of Enrollment Services
  617.636.2180

- School of Dental Medicine
  Robert H. Kasberg, Jr., Associate Dean of Admissions and Student Affairs
  617-636-6539
  Robert.Kasberg@tufts.edu

- School of Dental Medicine
  Katherine Vosker, Director of Student Affairs
  617-636-0887
  Katherine.Vosker@tufts.edu

- School of Medicine
  Amy Kuhlik, Dean of Student Affairs
  617-636-6534
  Amy.Kuhlik@tufts.edu

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

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

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

**Implementation and Revisions**

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

- Information Technology Council
- Dean(s) of Faculty and the Dean of Students for each school
- Vice President of Human Resources
- University Counsel

The University has the right to change this policy as necessary; the Information Technology Council will oversee and approve changes to the policy in consultation with the aforementioned groups and individuals. The Provost and Executive Vice President must jointly approve changes to policy; final authority rests with the President.

For 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 SCHOOL OF DENTAL MEDICINE EMAIL ACCOUNT RESPONSIBLE USE POLICY**

As a student enrolled at Tufts University School of Dental Medicine, you have been provided a Tufts email account. You are required to review the Tufts University Information Technology Policies (https://it.tufts.edu/univ-pol). In addition to abiding by these policies, Tufts University School of Dental Medicine requires all students to adhere to the following rules:

A) You must activate your Tufts email account by no later than the first day of orientation by going to https://tuftstools.tufts.edu/. You will establish your password using the username provided to you by the Office of Admissions. Please be sure to keep this password secure and do not share with anyone.
B) Your Tufts email address is considered your primary (preferred) email address and will be used to electronically communicate with you by faculty and staff throughout your enrollment at TUSDM. Your Tufts email account has been established to provide relevant information throughout the duration of your program. Such information may include curriculum changes, room scheduling changes, career opportunity postings, financial aid and scholarship information, student employment opportunities, changes in rules and regulations including clinic policies and special event information.

C) You are required to read your Tufts email daily responding to email, if appropriate, within 24-48 hours. Failing to read your email does not preclude you from adhering to deadlines or changes in rules or policies. Failure to read and respond appropriately to email may be considered a violation of the TUSDM Code of Ethical and Professional Conduct.

D) As an enrolled student, you are required to utilize ONLY your Tufts email address when communicating with Tufts University staff, faculty and patients. For security purposes, you are not allowed to correspond with members of the Tufts community, including patients, using your personal email address.

E) You are not allowed to forward your Tufts email account to any other email account as it could lead to a violation of HIPAA policies (https://dentalpolicies.tufts.edu/).

F) Your Tufts email account will be disabled within four weeks of your graduation, withdrawal or leave of absence.

APPENDIX X: DIGITAL MILLENNIUM COPYRIGHT ACT

DMCA stands for Digital Millenium Copyright Act. A summary is available at: http://www.copyright.gov/legislation/dmca.pdf. It is U.S. federal law that allows a holder of a copyright to inform an entity that it has violated the copyright and that the offending entity must take certain action. (“You’re sharing the music I sell for money. Cut it out, now!”)

When a copyright holder or their representative determines that a Tufts owned IP address is the source of a violation, they will send a complaint to Tufts University's DMCA Agent. Tufts has registered University Counsel, Akiyo Fujii, who can be contacted at (617) 627-3336 or akiyo.fujii@tufts.edu. All DMCA complaints are directed to University Counsel but they are processed by TTS Service Desk or by TTS Information Security. Everyone who processes DMCA complaints at Tufts does so on behalf of University Counsel.

How It Works

A company working on behalf of the copyright holder tries to download the copyrighted material in the same way that a random person might attempt to do so. When they are able to locate the copyrighted material on the internet, they record the IP address and the date/time where they located the copyrighted material. They consult the IP address ownership information, and they determine the entity responsible for the IP address in question. They locate the DMCA agent for that entity, and they send the notice including the IP address and the date/time of the violation. Usually they include information detailing the method of the file sharing as well as information about the copyrighted material that was located.

Types of DMCA Notices

Tufts receives two kinds of DMCA Violation Complaints on a regular basis. They are Takedown Notices and Settlement Letters. Two other kinds of DMCA-related communications are Preservation Requests, and Subpoenas. These last two are not routinely received.
1. **Takedown Notice**: A takedown notice directs Tufts to remove content (such as movies or music) from the network, and from the offending computer.
   - The representative of the copyright holder sends the takedown notice to the registered DMCA agent responsible for the IP address that was illegally sharing the copyrighted material.
   - When Tufts receives a takedown notice we are to do the following:
     - Inform the copyright holder that the university has received their notification and is taking action. This is done through an automated response email system.
     - Locate the computer which was doing the sharing.
     - Remove the copyrighted content from the computer.
     - Remove the software that was sharing the content illegally.
     - Inform the user that they should not be sharing copyrighted content illegally.

2. **Settlement Letter**: A settlement letter threatens further legal action if a violator does not make a payment to settle the issue with the complainant.
   - Although a settlement letter implies that a complaint is finished, a careful reading of the letter usually reveals that further legal action may still be pursued by the complainant. The copyright holder maintains their right to take legal action even if the settlement is paid.
   - Settlement letters are usually received from holders of copyrights for pornographic material that is socially unacceptably and extreme in nature. It is assumed that these copyright holders send settlement letters demanding payment because they believe that the offending person would prefer to pay a fee rather than let anyone know about the potentially offensive material that they had on their computer.
   - When Tufts receives a settlement letter we are to do the following:
     - Inform the copyright holder that the university has received their notification and is taking action. This is done through an automated response email system.
     - Locate the computer which was doing the sharing
     - Inform the user of the copyright violation and give them the settlement letter
     - A settlement letter, unlike a takedown notice, does not require the university to remove the copyrighted content from the user's computer.

**DMCA FAQ**

1. **How can sharing music get me in trouble?**

   Filesharing of music, movies, and other media which you do not own the copyright of can put you at risk for loss of network connectivity, disciplinary action through the Dean of Students office or worse, you may find yourself named in a takedown notice or settlement letter by a copyright holder. Average out of court settlements for settlement letters are between $3,000 and $5,000 nationwide.

2. **How does Tufts find out about my filesharing? Do you monitor what I’m doing on the Internet?**

   Nearly every day, Tufts receives a number of "takedown notices". These are issued by the copyright holder or their agents. These notices require that we disable internet access to the offending file sharer and remove the offending file. Tufts Technology Service (TTS) does not actively monitor your internet traffic for content. The only time attention may be drawn to your machine would be if you are passing large amounts of data out of the network, your computer is reported to us as launching malicious activity, or if your machine is reportedly serving out copyrighted material. In all of these cases, we only confirm the information given to us is correct by matching your machine to logs which are created automatically. You will then be restricted from the network and instructed what to do in order to be reinstated.

3. **What happens if I’m caught filesharing?**
The first time an offense is reported, your machine will be restricted from using the Tufts network. Your web browser will be redirected to a page instructing you to call the Customer Support Center for more information. The Dean of Students (for the appropriate school) will be notified of your offense. Please refer to your student handbook for more information about disciplinary matters regarding filesharing. You will be instructed to go to a website from a machine in the public labs where you will need to watch a short video about filesharing, you will be supplied with links to Tufts’ policy regarding copyright and highlighting important information you should know about copyright and DMCA. Once you’ve completed the video and slideshow you will be directed to an online quiz. The quiz contains 10 questions from the video and slideshow. You must answer 8 out of 10 questions correctly to pass. Once you’ve completed and passed the quiz, your internet connectivity will be restored within 1 business day.

The second time your machine is reported to be filesharing your connection will be restricted. TTS will lodge a formal written complaint with the Dean of Students’ office. This offense carries a penalty of disciplinary probation level 1 and loss of network connectivity from your personal machines for one semester.

The third time your machine is reported to be filesharing, your connection will be restricted and will not be reinstated. A formal complaint to the Dean of Students will once again be issued. This offense carries a penalty of disciplinary probation level 2 and permanent loss of network access from any personally owned machines.

For more information about judicial proceedings relating to copyright infringement, please consult the Academic Integrity Handbook or the Student Affairs website.

4. What if I didn’t know I was sharing files?

As a user of the Tufts data network, you are responsible for all traffic to and from computers registered in your name. If you allow a visitor or friend to use your computer and they install and use filesharing programs and an infringement is reported, you are still responsible and accountable for the violation. A good rule of thumb here is to never allow others to use your computer or prohibit guests from installing anything on the machine. If you are not sure what is running on your computer or have reason to believe that your machine may be sharing files and need help please contact the Tufts Technology Support Center at 617-627-4865 or visit the Tufts Technology Services walk-in center, located on the Medford campus in Eaton Hall (Google Maps). One of our Student Computing Consultants would be happy to take a look at it for you!

APPENDIX XI: SATISFACTORY ACADEMIC PROGRESS STANDARDS

Definition

Students must meet specific academic progress requirements. These include completing academic requirements (e.g., the satisfactory completion of courses as well as clinical objectives) in a timely manner. Unsatisfactory academic progress may include but is not limited to course repetition, repetition of the year, academic probation, and academic dismissal. In addition, students who are not considered to be making satisfactory academic progress toward the degree will be regarded as ineligible to receive financial aid until the student is deemed to be making satisfactory academic progress.

Meeting satisfactory academic progress guidelines does not preclude the Student Promotions Committee (SPC) from rendering academic decisions based on an analysis of the total academic record.
For additional detail on the academic review policies, processes, and procedures used by the SPC, please refer to Academic Affairs Policies and Procedures, p. 26.

TUSDM evaluates satisfactory academic progress at the end of the student's academic year.

**Universal Application of Policy**

TUSDM’s policy of satisfactory academic progress is applied universally to all students regardless of whether or not they receive financial aid, and is applied consistently to all students regardless of the student's academic program or course load. The standards of satisfactory academic progress for students receiving financial aid are the same as those required for students who receive no financial aid.

**Quantitative Measures**

The normal timeframe required to complete the Doctor of Dental Medicine (DMD) graduation requirements is four years. TUSDM pre-doctoral students have six academic years, or seven calendar years, to complete the DMD degree, whichever assessed time period concludes first. Students enrolled in the Advanced Standing Program for Dental International Students (DIS) complete their DMD requirements for graduation in two and one half years. DIS students have a maximum of five academic years or six calendar years to complete their degree program.

If the school determines that the student will not complete their degree within the allowable timeframe, the student is deemed as not making satisfactory progress and will be ineligible to receive financial aid including federal, institutional and private financial aid programs. The details of the implementation of this policy can be found in the “Reestablishing Satisfactory Academic Progress” section of this Handbook.

**Qualitative Measures**

A student must receive a minimum passing grade or better in each course in order to be considered making satisfactory academic progress. Should the student obtain this grade through reexamination or repetition of a course, the student will still be regarded as making satisfactory academic progress. Students are required to maintain a minimum cumulative grade point average (GPA) of 2.0.

**Academic Probation**

A student on academic probation may still be considered making satisfactory academic progress for eligibility for financial aid and therefore can receive Federal Student Aid and/or private education loans. A student on academic probation may be precluded from certain extracurricular activities that may interfere with the students’ academic success.

In the event a student does not successfully meet the academic requirements (in terms of qualitative and quantitative measures) during the period of academic probation, the student will be determined as not making satisfactory academic progress and may be dismissed from the program. In the event that the student fails to complete the academic requirements during the repeated year yet is allowed to remain in the program, they will not be eligible to apply for financial aid until such time as the student can be promoted to the next year in the curriculum. If the SPC makes this favorable determination, the student will regain their eligibility to apply for
financial aid. However, the student is ineligible to apply for financial aid for the period of time not making satisfactory academic progress.

**Repetition of Coursework**

Students directed to complete or repeat coursework are reviewed to determine their enrollment status during the relevant academic time period. This review will be conducted to determine the enrollment status of the student for the Office of Enrollment Services which includes the Financial Aid Office and Registrar’s Office. The enrollment status for the student in this time period is maintained by both offices and is communicated to external reporting agencies, like the Department of Education’s National Student Loan Data System (NSLDS). Note that students must be regarded as enrolled at least halftime in order to receive financial aid and to continue to receive deferment benefits of prior education loans. If it is determined that the student is considered enrolled less than half time, the student is ineligible to receive financial aid or deferment of prior education loans. In this case, the student will be required to complete student loan exit counseling.

As noted previously, most often, students (in these specific situations) will be on academic probation, as defined by the SPC, but will be considered as making satisfactory academic progress towards degree requirements. These students can be considered as making satisfactory academic progress towards degree requirements because: (1) it is anticipated that they will complete their DMD degree in the allowable timeframe and (2) they have achieved a minimum passing grade in all courses and (3) maintained a cumulative GPA of at least a 2.0

**Treatment of Remedial Coursework and Course Reexamination**

If a student completing a remedial program has maintained satisfactory academic progress in all other courses and achieved a minimum passing grade or above in all other coursework and is expected to graduate within the acceptable time frame, the student will maintain satisfactory academic progress. The student will retain eligibility for financial aid if the student has maintained the appropriate enrollment status in order to receive financial aid during the period they are matriculated in additional coursework providing credit towards the degree. No student who falls below half time status can receive financial aid.

When the student is reexamined, the student will be said to be making satisfactory academic progress as long as they successfully pass the exam. Should they fail the reexamination, depending on the actions of the SPC, the student may or may not be declared making satisfactory academic progress.

**Treatment of Incomplete Courses**

The student who has received a grade of incomplete has until the start of the next academic year to complete the course and receive a satisfactory grade in the course. The student who fails to remediate a grade of Incomplete will receive a failing grade. The student may then be directed to repeat a course, a portion of the academic year in which the incomplete/failure occurred, the entire academic year, or be considered by the SPC for academic dismissal. (Repetition of the year will be counted as noted in the Quantitative Measures section of this Handbook.) If any of the above sanctions are taken (except for academic dismissal), and the student is within the allowable time frame for anticipated degree completion, has passed all courses and maintains a cumulative GPA of 2.0, the student will be considered as making satisfactory academic progress. (In exceptional circumstances, a student may receive an extension of time to remove an incomplete grade.)
Course Withdrawal

Because all courses in the pre-doctoral program are required courses to be eligible to obtain the degree, course withdrawals are not permitted. The two options available to the student are (1) completion of a course in which an incomplete grade was initially achieved, as explained below, or (2) repetition of the course in its entirety, as explained in the preceding section.) For the same reason, recorded audits are not permitted in the pre-doctoral program at TUSDM.

Re-establishing Satisfactory Academic Progress

In the case where a student is determined to be not making satisfactory academic progress, the student has the right to appeal in accordance to the policies outlined under the Academic Policies and Procedures section of this manual. Should the student successfully meet all conditions of the appeal, the student may progress into the next academic year and will be considered making satisfactory academic progress.

APPENDIX XII: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The US Congress in 1974 passed the Family Educational Rights and Privacy Act, which governs the use, distribution of, and individual right to inspect and review student records kept by educational institutions. The purpose of this legislation was to protect students from the abuses inherent in the release of inaccurate information that 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 that are created and maintained by Public Safety for law enforcement purposes.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized health professional or paraprofessional acting in his or her professional or paraprofessional capacity and which are used only in connection with the treatment of a student and which are disclosed only to individuals providing that treatment.
5. Alumni records that contain information about the student after he or she is no longer in attendance at the university and which do not relate to the person as a student.
**School official** - a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

**Legitimate educational interest** - indicates the need of a school official to review an educational record in order to fulfill his or her professional responsibility.

The following are the student’s rights provided under FERPA:

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.**

Students should submit a written request that specifically identifies the education record(s) they wish to inspect to the custodian of the record as indicated in the chart below. An official within the department that receives the request will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. A student may read any recommendation in his or her files unless the right to do so has been waived in writing.

<table>
<thead>
<tr>
<th>Enrollment Records</th>
<th>Office of Student Affairs</th>
<th>Sandra Pearson, Director of Enrollment Services (617) 636-0922</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services Records</td>
<td>Office of Student Affairs</td>
<td>Marguerite Moore, Assistant Director of Student Affairs and Careers Services</td>
</tr>
<tr>
<td>Counseling and Testing Records</td>
<td>Student Advisory and Health Administration Office (SAHA)</td>
<td>Gianna Vroom, Director (617) 636-4073</td>
</tr>
<tr>
<td>Cumulative Academic Records (grades)</td>
<td>Office of Student Affairs</td>
<td>Sandra Pearson, Director of Enrollment Services (617) 636-0922</td>
</tr>
<tr>
<td>Disabled Student Service</td>
<td>Office of Student Affairs</td>
<td>Katherine Vosker, Director of Student Affairs (617) 636-0887</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Office of Student Affairs</td>
<td>Robert Kasberg, Associate Dean for Student Affairs (617) 636-6539</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Office of Student Affairs</td>
<td>James Moodie, Health Sciences Bursar (617) 636-2141</td>
</tr>
<tr>
<td>Records</td>
<td>Address</td>
<td>Contact</td>
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<td>--------------------------</td>
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</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office 15th Floor 1 Kneeland Street Boston, MA 02111</td>
<td>Sandra Pearson, Director of Financial Aid (617) 636-0922</td>
</tr>
<tr>
<td>Health Records*</td>
<td>Student Advisory and Health Administration Office (SAHA) 4th Floor 200 Harrison Avenue Boston, MA 02111</td>
<td>Gianna Vroom Director (617) 636-4073</td>
</tr>
<tr>
<td>International Student Records</td>
<td>Office of International Affairs 20 Park Plaza Suite 1101 Boston, MA 02111</td>
<td>Sarah Sculley, Visa and Administrative Coordinator (617) 636-0391</td>
</tr>
<tr>
<td>Miscellaneous Records</td>
<td>Office of Student Affairs 15th Floor 1 Kneeland Street Boston, MA 02111</td>
<td>Robert Kasberg, Associate Dean for Student Affairs (617) 636-6539</td>
</tr>
</tbody>
</table>

*Health and counseling records are maintained by the Student Advisory and Health Administration Office and are available only to health professionals. A professional designated by the student in writing may see that student's records.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of his or her privacy rights.

A student may ask TUSDM to amend a record that a student believes is inaccurate or misleading. The student should write to the Associate Dean for Student Affairs, clearly identify the part of the record they want changed, and specify why the student believes the record is inaccurate or misleading.

If TUSDM decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student or his or her right to a hearing regarding the request for amendment. The student may appeal the decision to the Dean for a hearing by a board of disinterested persons chosen for this purpose. The hearing will be conducted in accordance with the procedures set for in the Ethics and Professionalism section of this Handbook.

If, as a result of the hearing, the School decides that the information in the education record is not accurate, misleading, or otherwise in violation of the student’s privacy rights; the student shall have the right to place in the education 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 or class of parties to whom the disclosure may be made.

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

1. To school officials with a legitimate educational interest in the records.
2. To certain officials of the U.S. Department of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the University.
5. To accrediting organizations to carry out their functions.
6. To either of two parents when at least one parent has claimed the student as a dependent for income tax purposes. A certified copy of the parents’ most recent Federal Income Tax Form may be required to verify dependency.
7. To comply with a valid court order or subpoena or to comply with federal law (e.g., the USA Patriot Act).
8. To appropriate parties in a health or safety emergency.
9. To a victim of an alleged perpetrator of a crime of violence or a nonforcible sexual offense, the final results of a disciplinary proceeding conducted by the University with respect to that alleged crime or offense. The University may disclose the final results of the disciplinary proceeding, regardless of whether it concluded a violation was committed.
10. Directory information so designated by the University.
11. To a court or administrative agency in the event of legal action between the University and a student.
Directory Information

“Directory information” is personally identifiable information about students in attendance at TUSDM that may be disclosed without the prior consent of the student, subject to the right of the student to inform the School in writing that all “directory information” with respect to him shall not be so disclosed, as discussed below.

The School has designated each of the following items and “directory information”:

- the student’s name
- local address
- local telephone number
- email address
- photographs
- awards and academic honors
- previous institution(s) attended

Students may restrict the release of directory information, except to school officials with legitimate educational interests and to others as permitted by law. In order to restrict the release of such records, a student must make a request, in writing, to Robert Kasberg, Associate Dean for Student Affairs, by October 1st of the academic year.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the federal agency and administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Gramm-Leach Bliley Act

The Financial Modernization Act of 1999, also known as the “Gramm-Leach-Bliley Act” or GLB Act, includes provisions to protect consumers’ personal financial information held by financial institutions.

The GLB Act gives authority to eight federal agencies and the state to administer and enforce the “Financial Privacy Rule” and the “Safeguards Rule”. These two regulations apply to “financial institutions,” which include not only banks, securities firms, and insurance companies, but also companies providing many other types of financial products and services to consumers, including universities who administer loans and other financial aid.

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

The Safeguards Rule requires all financial institutions that collect or receive customer financial information to design, implement, and maintain safeguards to protect such information. Tufts University maintains safeguards to protect student financial information and generally requires that third parties who provide services to the University, which requires them to have access to student financial information, maintain safeguards that comply with the GLB Act.
APPENDIX XIII: TUFTS UNIVERSITY DRUG-FREE CAMPUS PROGRAM

I. Massachusetts Law and Tufts’ Policies on Alcohol and Other Drugs

The welfare and safety of students and their guests are central to the university’s policies on alcohol and other drugs. At the same time, the university must adhere to the requirements of federal and state law.

All members of the Tufts community and their guests are expected to abide by the laws of the Commonwealth of Massachusetts. These laws include the following essential elements:

- Individuals under the age of twenty-one may not buy, possess, or consume alcoholic beverages.
- No individual, regardless of age, may carry open containers of alcoholic beverages in public, including outside of buildings (except in the context of a controlled outdoor event where alcohol is served to those of age), public areas of residence halls, lounges, or other college buildings (except for areas that have been reserved and have controls in place for a registered event).
- No one may provide alcohol to individuals who are under twenty-one years of age.
- No individual may possess or use illegal substances or misuse prescription drugs.
- No one may sell tickets or charge admissions to events where alcohol is present without a valid license to sell alcohol.
- It is illegal to misrepresent one’s age, or to possess or use falsified identification. See the section in this handbook on fraudulent use of identification.
- The cities of Medford and Somerville have ordinances related to open containers of alcohol in public areas, regardless of age.

II. Counseling and Treatment for Alcohol and Other Drug Abuse

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

Students/Student Assistance Program (SAP)

For students on the Medford Somerville campus, confidential counseling is available from the following:

- Health Promotion and Prevention – 617-627-3861
- Counseling and Mental Health Service (CMHS) – 617-627-3360

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

- Student Advisory and Health Adm. Office (All Schools) (617)
- Resource for Impaired Students Committee (Medical) (617)
- Massachusetts Dental Society (508)

The Dean of Students Affairs Office (617-627-3158) and the University Chaplain’s office (617-627-3427) are available for referrals to other resources in the community. The Dean of Student Affairs Office also assists student through the re-entry process for any leave taken (personal, medical, or disciplinary).
III. Standards of Conduct

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

IV. Disciplinary Sanctions

The University will impose disciplinary sanctions on students and employees who violate the standards of conduct described above. Among the sanctions that may be imposed are the following: warning, probation, suspension, dismissal, and/or referral to appropriate governmental authorities for civil and criminal prosecution. The University may also require completion of a professional assessment in connection with a disciplinary matter.

V. Local, State, and Federal Sanctions Concerning Alcohol and Drugs

Local, state, and federal laws make the illegal use of drugs and alcohol a criminal offense. Conviction can lead to imprisonment, fines, and other penalties.

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for violation. The Department of Conservation and Recreation also prohibits public consumption of alcohol in its parks and public recreational areas. Boston and other cities and towns surrounding the various Tufts campuses have ordinances forbidding the possession of an open container of alcohol on any public street by any person of any age. Anyone choosing to violate such ordinances can be subject to arrest.

Massachusetts’ 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 the person’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 who is 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 21 years of age and may include a mandatory one-year prison term.

VI. Health Risks

Narcotics

- Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
- Possible Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death
• Withdrawal Syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating

Depressants
• Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol
• Possible Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
• Withdrawal Syndrome: Anxiety, insomnia, tremors, convulsions, possible death

Stimulants
• Possible Effects: Illusions and hallucinations, poor perception of time and distance
• Possible Effects of Overdose: Longer, more intense "trip" episodes, psychosis, possible death
• Withdrawal syndrome not reported

Hallucinogens
• Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol
• Possible Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
• Withdrawal Syndrome: Anxiety, insomnia, tremors, convulsions, possible death

VII. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)
• 1st conviction: Up to 1 year imprisonment and a fine of at least $1,000, or both.
• After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and a fine of at least $2,500 or both.
• After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and a fine of at least $5,000, or both.

21 U.S.C. 853(a)(2) and 881(a)(7)
• Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: (crack).)

21 U.S.C. 881(a)(4)
• Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884a
• Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a
• Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

Miscellaneous
• Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

VIII. Federal Tracking Policies

Methamphetamine (10-99 gm or 100-999 gm mixture)
Heroin (100-999 gm mixture)
Cocaine (500-4999 gm mixture)
Cocaine Base (5-49 gm mixture)
PCP (10-99 gm or 100 – 999 gm mixture)
LSD (1-10 gm mixture)
Fentanyl (40-399 gm mixture)
Fentanyl Analogue (10-99 gm mixture)
• 1st conviction: Not less than 5 years; not more than 40 years. (If death or serious injury: Not less than 20 years; not more than life.) Fine of not more than $2 million (individual).
• 2nd conviction: Not less than 10 years; not more than life. (If death or serious injury: Not less than life.)

**Methamphetamine** (100+ gm or 1+ kg mixture)
**Heroin** (1+ kg mixture)
**Cocaine** (5+ kg mixture)
**Cocaine Base** (50+ gm mixture)
**PCP** (100+ gm or 1+ kg mixture)
**LSD** (10+ gm mixture)
**Fentanyl** (400+ gm mixture)
**Fentanyl Analogue** (100+ gm mixture)
• 1st conviction: Not less than 10 years; not more than life. (If death or serious injury: Not less than 20 years; not more than life.) Fine of not more than $4 million (individual).
• 2nd conviction: Not less than 20 years; not more than life. (If death or serious injury: Not less than life.)

**Marijuana** (1,000 kg or more mixture; or 1,000 or more plants)
• 1st conviction: Not less than 10 years; not more than life. (If death or serious injury: Not less than 20 years; not more than life.) Fine of not more than $4 million (individual).
• 2nd conviction: Not less than 20 years; not more than life. (If death or serious injury: Not less than life.) Fine of not more than $8 million (individual).

**Marijuana** (100-999 kg mixture; or 100-999 plants)
• 1st conviction: Not less than 5 years; not more than 40 years. (If death or serious injury: Not less than 20 years; not more than life.) Fine of not more than $2 million (individual).
• 2nd conviction: Not less than 10 years; not more than life. (If death or serious injury: Not less than life.) Fine of not more than $4 million (individual).

**Marijuana** (50-99 kg mixture; or 50-99 plants)
• 1st conviction: Not more than 20 years. (If death or serious injury: Not less than 20 years; not more than life.) Fine of not more than $1 million (individual).
• 2nd conviction: Not more than 30 years. (If death or serious injury: Not less than life.) Fine of not more than $2 million (individual).

**Marijuana** (<50 kg mixture; or < 50 plants)
• 1st conviction: Not more than 5 years. Fine of not more than $250,000 (individual).
• 2nd conviction: Not more than 10 years. Fine of not more than $500,000 (individual).

**APPENDIX XIV: TUFTS UNIVERSITY POLICY RELATIONSHIPS WITH STUDENTS**

I. POLICY STATEMENT

Tufts University seeks to maintain a professional work and academic environment dedicated to promoting excellence in learning, teaching and research. Unprofessional conduct by faculty members, academic administrators and staff members is inconsistent with the University’s mission. To advance that mission it is essential that those in a position of authority do not abuse or appear to abuse the power with which they are entrusted. Faculty members, academic administrators and staff members exercise power over students, whether by teaching, grading, evaluating, mentoring, coaching, advising or making recommendations for further studies or future employment. Accordingly, no faculty member, academic administrator or staff member shall enter into a romantic or sexual relationship with a student over whom that faculty member, academic administrator or staff member has academic or professional responsibility or is likely
to have academic or professional responsibility in the future, regardless of whether the relationship would be consensual. Voluntary consent by students in such relationships is suspect, given the power asymmetry of the parties, which raises issues of conflict of interest or abuse of authority. In addition, given the heightened risk of an actual or perceived power imbalance where undergraduate students are involved, no faculty member, academic administrator or staff member shall have a romantic or sexual relationship with an undergraduate student, regardless of current or future academic or supervisory responsibilities for that student. Even where particular situations are not expressly prohibited by this policy, faculty members, academic administrators and staff members should avoid relationships that would bring into question their professional judgment.

II. DEFINITIONS

As used in this policy, the term “faculty member” includes all those who teach, supervise research or have any type of academic responsibility or authority over Tufts University students, regardless of rank or status. Under this policy, teaching or research assistants, teaching fellows, tutors, or course assistants, both graduate and undergraduate, are considered “faculty members” with respect to the students over whom they have academic responsibility. The term “academic administrator” refers to all non-teaching or non-research University staff that counsel, direct, mentor or advise students, including deans of any rank, directors of student organizations and athletic coaches. The term “staff member” includes all those who work for the University, including graduate and undergraduate students, who may supervise or direct the work of students or student employees, including Resident Assistants.

III. PROHIBITED CONDUCT

It is a violation of University policy for a faculty member, academic administrator or staff member to engage in a romantic or sexual relationship with an undergraduate student or with a graduate student whom the faculty member, administrator or staff currently instructs, evaluates, supervises or advises, or is reasonably likely to have academic or professional responsibility for in the future.

IV. REPORTING OBLIGATIONS

If a faculty member violates (or feels they may violate) this policy, he or she must immediately recuse him or herself from any evaluative or supervisory activities affecting the student. The faculty member is responsible for promptly reporting the relationship to the appropriate dean of the college or school and to the Office of Equal Opportunity (OEO). If an academic administrator or staff member violates this policy, he or she must promptly report the relationship to the dean of their college or school, to their Human Resources Business Partner and to OEO. Reporting may also be done through Ethicspoint, the University’s anonymous hotline, by telephone at 1.866.384.4277 or online at tufts-oeo.ethicspoint.com.

V. CONSEQUENCES

A violation of this policy will result in disciplinary action, up to and including termination of appointment or employment. Failure by the faculty member, academic administrator or staff member to immediately disclose and correct a violation of this policy is also grounds for disciplinary action. A violation of this policy may also violate other University policies such as the Sexual Harassment Policy or the Sexual Misconduct Policy. Even where at the outset both parties appear to have consented to engage in a romantic or sexual relationship, the person in the position of greater authority will be held accountable.
APPENDIX XV: TUFTS UNIVERSITY NONDISCRIMINATION POLICY

Policy Statement

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

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

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

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

Defining and Recognizing Discrimination

Unlawful discrimination occurs when a person is harassed or treated arbitrarily or differently because of their real or implied membership in a “protected category” such as race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status; genetics; retaliation; and any other characteristic protected under applicable federal or state law.

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. The classifications of protected veterans are defined as follows:

- A “disabled veteran” means: (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by
the Department of Defense. For additional information see:

- An “Armed Forces service medal veteran” means any veteran who, while serving on active
duty in the U.S. military, ground, naval or air service, participated in a United States military
operation for which an Armed Forces service medal was awarded pursuant to Executive
Order 12985 (61 FR 1209). For additional information see:

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

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

**Tufts University Human Resources:**

Medford: 617-627-3272
Boston: 617-636-6000
Grafton: 508-839-7975

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

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

**Processes and Procedures**

**OEO Complaint Procedures**

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

If you are a student, please review the University’s Sexual Misconduct Adjudication Process.

If you are an employee or third party, please review the Discrimination Complaint Resolution
Guidelines.

Both of these procedures may be accessed at http://oeo.tufts.edu/sexual-misconduct-policy-
faculty-staff/.
Where complaints involve students and/or employees and/or third parties, the complaint process that applies to the respondent will normally control.

Note: Mediation will not be used as a means to address or resolve cases of sexual assault or other sex based violence and those who have reported/experienced sexual harassment will not be required to resolve the matter directly with the respondent or to confront respondent(s).

The Discrimination Complaint Guidelines can be found at http://oeo.tufts.edu/sexual-misconduct-policy-faculty-staff/.

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 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.zellmer@tufts.edu.

Confidentiality

The University recognizes the importance of confidentiality and understands that some individuals filing complaints of harassment/discrimination or who are otherwise involved in an investigation may want their identity to remain anonymous and/or confidential. In all cases, issues of confidentiality must be balanced against the University’s need to investigate and take appropriate action.

The University will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible. If you have concerns about this please call the Executive Director of OEO, Jill Zellmer at 617-627-3298 or at jill.zellmer@tufts.edu.

Reporting Resources

Where can I file a complaint if I am an employee?
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 tufts-oeo.ethicspoint.com.

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 from the last date of discrimination.

Equal Employment Opportunity Commission (EEOC)

JFK Federal Building
475 Government Center
Boston, MA 02203
800-669-4000

The EEOC prohibits employment discrimination based on race, color, religion, sex, age, disability, retaliation and national origin. The statute of limitations for filing a complaint is 300 days from the last date of discrimination.

Where can I file a complaint if I am a student?

For student–on–student discrimination or harassment allegations, the appropriate dean of students or dean of college/school should be contacted. You could also contact your Title IX Liaison (katherine.vosker@tufts.edu). For additional sexual misconduct liaisons, please visit http://oeo.tufts.edu/tufts-university-title-ix-liaisons/.

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 can also choose to file a complaint through the Tufts University anonymous EthicsPoint hotline phone number or website at 866-384-4277 or tufts-oeo.ethicspoint.com.

**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. While OCR complaints should generally be filed within 180 days of the last date of alleged discrimination, OCR may extend this filing deadline in a variety of circumstances.

**Where can I file a complaint if I am a community member?**

The Office of Equal Opportunity (OEO) for Tufts University [http://oeo.tufts.edu/](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 can also choose to file a complaint through the Tufts University anonymous EthicsPoint hotline phone number or website at 1.866.384.4277 or tufts-oeo.ethicspoint.com.

**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 protected 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 non-discrimination policy. Please contact the Executive Director of OEO, Jill Zellmer, at 617-627-3298, via email at jill.zellmer@tufts.edu or visit http://oeo.tufts.edu/.

APPENDIX XVI: ADEA STATEMENT ON PROFESSIONALISM IN DENTAL EDUCATION

The American Dental Education Association (ADEA) is committed to developing and sustaining institutional environments within the allied, predoctoral, 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 an ADEA Statement on Professionalism in Dental Education 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 acknowledges and respects that each academic dental education institution has its own unique culture, institutional values, principles and processes, and in some cases, codes of conduct for institutional members. The ADEA Statement on Professionalism in Dental Education is not intended to replace or supersede these codes.

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

Values Defining Professionalism in Dental Education

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

<table>
<thead>
<tr>
<th>Competence</th>
<th>Acquiring and maintaining the high level of special knowledge, technical ability and professional behavior necessary for the provision of clinical care to patients and for effective functioning in the dental education environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairness</td>
<td>Demonstrating consistency and even-handedness in dealings with others.</td>
</tr>
<tr>
<td>Integrity</td>
<td>Being honest and demonstrating congruence between one's values, words, and actions.</td>
</tr>
</tbody>
</table>
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 Code of Ethics for Dental Hygienists.

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

**Detailed Definitions of the Six Values**

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

*Expanded Definition:* Encompasses knowledge of oral health care (having acquired the unique knowledge, skills, and abilities required for effective provision of clinical care to patients); knowledge about how people learn and skills for effective pedagogy (including developing curriculum and assessments); knowledge of ethical principles and professional values[1]; lifelong commitment to maintain skills and knowledge; modeling appropriate values as both an educator and a 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); and 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 oral health care 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 oral health care and pedagogy. Ensure curricular materials are current and relevant. Model effective interactions with patients, colleagues, and students; accept and respond to constructive criticism about your performance (recognize when you need to learn). Know the limits of your skills and practice within them; model how and when to refer; acknowledge and act on the need for collaboration.

3. **For researchers:** Generate new knowledge. Engage in lifelong learning and evaluate and enhance your abilities in this area; model continuous professional development. Model effective interactions with patients, colleagues, and students; accept and respond to fair negative feedback about your performance (recognize when you need to learn).

4. **For institutions/administrators:** Set high standards. Learn and practice effective self-assessment skills; accept and respond to fair negative feedback (recognize the need for institutional learning and address it); acknowledge and act on the need for collaboration. Support the learning needs of all members of the institution and encourage them to pursue lifelong learning.

*Fairness: Demonstrating consistency and even-handedness in dealings with others.*

**Expanded Definition:** Encompasses consideration 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[2] 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, and calibration; consistent, reliable, and unbiased evaluation systems; commitment to work for access to oral health care 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 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. Ensure that institutional policies and procedures are unbiased and applied
consistently; ensure transparency of process. Provide leadership in promoting equal access to
care for the public.

**Integrity: Being honest and demonstrating congruence between one’s values, words, and actions.**

**Expanded definition:** Encompasses concept of wholeness and unity[3]; 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[3] and moral reasoning skills; recognizing
when words, actions, or intentions are in conflict with one’s values and conscience[4] 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[1]; encompasses fortitude, the willingness to suffer personal discomfort,
inconvenience, or harm for the sake of a moral good[3].

**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 and professional excellence. Take examinations honestly; make
   entries in patients' records honestly.

2. **For faculty:** Strive for personal and professional excellence in teaching, practice, research, or all of
   these. Represent your knowledge honestly.

3. **For researchers:** Strive for personal excellence. Report research outcomes honestly.

4. **For administrators/institutions:** Strive for personal, professional, and institutional excellence.
   Use appropriate outcomes measures and acknowledge openly when improvements need to be
   made. Ensure institutional systems and structures are honest, open, and respectful and do not
   create undue conflicts.

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

**Expanded Definition:** Encompasses the concepts of obligation, duty, and accountability; requires
an appreciation of the fiduciary relationship (a special relationship of trust) between oral health
professionals and patients, and the profession and society. Accountability requires fulfilling the
implied contract governing the patient-provider relationship as well as the profession’s
relationship to society[1]; includes standard setting and management of conflicts of interest or
commitment[1] as well as meeting one’s commitments and being dependable. It requires
striking a morally defensible balance between selfinterest[3] and the interest of those who
place their trust in us, our patients and society; keeping one’s skills and knowledge current and a
commitment to lifelong learning; and 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
Examples:

1. **For students**: Meet commitments; complete assignments on time; make your learning a top priority. Acknowledge and correct errors; report misconduct and participate in peer review.

2. **For faculty**: Continuously improve as a teacher; stay current; set high standards. Respect time commitments to others; be available to students when assigned to teach; meet commitments. Acknowledge and correct errors; report and manage conflicts of interest or 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.

3. **For researchers**: Know and practice the rules and regulations for the responsible conduct of research; stay current. Meet commitments; report and manage conflicts of interest or commitment; report scientific 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.

**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; sensitivity and responsiveness to diversity in patients’ culture, age, gender, race, religion, disabilities, and sexual orientation; personal commitment to honor the rights and choices of patients regarding themselves and their oral health care, including obtaining informed consent for care and maintaining patient confidentiality and privacy (derives from our fiduciary relationship with patients); and according the same to colleagues in oral health care and other health professions, students and other learners, institutions, systems, and processes. Includes valuing the contributions of others, interprofessional respect (other health care providers), and intraprofessional respect (allied health care providers); acknowledging the different ways students learn and appreciating developmental levels and differences among learners; includes temperance (maintaining vigilance about protecting persons from inappropriate over- or undertreatment, abandonment, or both) 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. Maintain confidentiality of student records; maintain confidentiality of feedback to students, especially in the presence of patients and peers.

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; ensure fair institutional processes.

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

**Expanded Definition:** Encompasses beneficence (the obligation to benefit others or to seek their good as well as the primacy of the needs of the patient or the public, those who place their trust in us); the patient's welfare, not self-interest, should guide the actions of oral health care providers. 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; empathic care requires the ability to understand and appreciate another person’s perspectives without losing sight of one’s professional role and responsibilities; extends to one’s peers and co-workers. The expectation that oral health care providers 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 oral health care providers 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 students. Dental education institutions are also expected to serve the oral health needs of society not only by educating oral health care providers, 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 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 patients and 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 service to the dental profession and to relevant scientific and research associations; volunteer to serve the public and the profession; 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 XVII: PRESS GUIDELINES FOR GRADUATE AND PROFESSIONAL STUDENTS**

Tufts University and TUSDM maintain and foster many relationships with reporters, columnists, and other members of the press in print, broadcast, and online media. We provide experts from within the ranks of our faculty as sources for the news media, and some of 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 manage these media relationships, we rely on professionals 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 and concerns such as patient privacy, for example, are respected.

If you are contacted by a media outlet or for media work in connection to Tufts, or are considering reaching out to a reporter, please get in touch with the Office of Public Relations before you are interviewed or send any materials. This office is happy to hear that students are involved with research or other work that media wish to highlight: It can be the best type of visibility and promotion for Tufts. The public relations team will help you assess these potential media opportunities and work effectively and comfortably with journalists.

Similarly, if you are approached for media work, you should also contact the faculty members involved. For example, if you are working in a research lab, you would want to contact the faculty member in charge of the lab.

These communications professionals can be of assistance, so please do not hesitate to contact them.

Siobhan Gallagher, Public Relations, Tufts University
siobhan.gallagher@tufts.edu, or 617-636-6586

Lisa LaPoint, Public Relations, Tufts University
Lisa.lapoint@tufts.edu, or 617-636-3707

Emma Johnson, Division of Continuing Education, Marketing and Communications, Tufts University School of Dental Medicine
Emma.johnson@tufts.edu, or 617-636-3441

**APPENDIX XVIII: POLICY ON THE USE OF TUFTS UNIVERSITY NAME AND INSIGNIAS**
Introduction

The name “Tufts University” and how it is used affects both the institution as a whole and the individual members of the University community. Appropriate use of the name and insignias can benefit all, while inappropriate use may reflect negatively on both the institution and its individual members.

Because of the far-reaching implications, oversight regarding the use of the University’s name and insignias, and the names of individual schools within the University (including web domain names that incorporate “Tufts” or the name of a Tufts school) will be conducted on an institutional level according to the principles and guidelines outlined in this policy.

The Office of University Counsel will coordinate all requests for use of the Tufts name and insignias, which are trademarks of the University. The Office of University Counsel is located in Ballou Hall, Third Floor, Medford, MA 02155 and requests for approval can be emailed to nameuse@tufts.edu.

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

Principles

1. **Is the implied association with the University accurate and can we ensure that the association with the University will continue to be portrayed accurately?**
   Use of Tufts’ name in connection with an activity, project, or product implies a close association with the University and is generally construed as sponsorship or endorsement. Tufts must ensure that this portrayal is accurate and that it has the requisite control of the activity, project, or product to ensure that the implied close association remains an accurate representation of its affiliation of the University.

2. **Is the use of the Tufts name consistent with the research and educational mission of the University?**
   Tufts has an obligation to its students, alumni, faculty, staff, donors, and others to ensure that the use of its name falls, in general, within its primary mission of research and education. Some activities such as promotion of individual causes, political or otherwise, clearly fall outside this mission. Some activities such as promotion of for-profit businesses or products may also have legal or tax implications.

3. **What effect will the proposed use of name have on the image of the University as a whole?**
   Use of the Tufts name in situations having a potential to diminish or damage Tufts’ image and reputation must be avoided.

4. **Will Tufts be able to realize a fair and reasonable gain (through image enhancement or 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
1. Any use of name that refers to the University as a whole must be submitted to the Office of University Counsel for review. The Office of University Counsel will review the request and forward it with a recommendation to the Vice President for University Relations, who will make the final decision. Specific questions or requests for approval can be emailed to nameuse@tufts.edu.

2. Any use of name that refers to individual schools or units should first be submitted to the Dean or a responsible authority of that school or unit for approval and should then be submitted to the Office of University Counsel for review and transmittal to the Senior Vice President for University Relations.

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

4. Use of the official Tufts logo will follow these guidelines and additionally must adhere to the graphic standards outline in the University’s visual identity manual. In most cases, such use will require review by the Office of Marketing and Branding 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 Marketing and Branding.

Guidelines for Use of Name by Faculty, Staff, Students and Alumni

1. 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.

2. Because “Tufts” is a trademark of Tufts University, and to avoid any confusion between official and personal websites, faculty, staff, students, alumni and third parties are not permitted to create URL names for personal websites that include the word “tufts”.

3. 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
1. 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.

2. 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.

3. 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:

1. 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.

2. 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.

3. 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
APPENDIX XIX: ROTATION SWAP POLICY

Protocol

Rotations are clinical assignments that involve treating patients. They are Geriatric Dentistry, Oral and Maxillofacial Surgery, Oral and Maxillofacial Radiology*, Pediatric Dentistry, Emergency, Periodontology, Orthodontics, and Medicine III**. Students are required to attend the rotations to which they are assigned. When students find they have a conflict with a scheduled rotation, they may trade their assigned rotation with one of their classmates, but they must notify the rotation director, the rotation administrator, and the Academic Affairs Program Coordinator, Brian Edgar (brian.edgar@tufts.edu), via email of the swap. The email must include the rotation being swapped, the exact date and time of the rotation, the name of the student who agreed to trade rotations, and both students’ aXium provider numbers. The student agreeing to the swap must send a confirmation email to the Academic Affairs Program and Schedule Administrator, who will process in aXium, record, and track all swaps. Students are limited to six trades per year. Students who exceed this limit or cannot find a classmate to swap and miss their assignment may be subject to disciplinary action. In situations when students believe they need to exceed the six-trade limit, they must ask the Associate Dean for Student Affairs for approval. In these cases, supporting documentation for the absence may be required. The Associate Dean for Student Affairs may grant approval only for the following reasons and only if documentation is presented:

- Personal or familial emergency or illness (does not include pets)
- Funerals
- Postgraduate interviews
- Court ordered appearances
- Personal wedding or wedding of family member
- National Board Part I Examination and National Board Part II Examination
- In instances when the Associate Dean for Student Affairs grants permission for the additional swap, students must follow the protocol described above.

Disciplinary Protocol for Violations of the Rotation Policy

Students who miss a rotation, arrive late for a rotation, leave a rotation early, or do not follow the swap protocol have violated the Rotation Policy. These transgressions are considered unprofessional behavior that compromises patient care. Therefore, rotation directors or rotation administrators must report these violations to Gerard Cedrone. Grievances will be filed with the Ethics, Professionalism, and Citizenship Committee (EPC), usually by the Associate Dean for Student Affairs. When a student first commits one of the selected violations noted above, a documented verbal warning may be given at the discretion of the EPC chair in consultation with the Associate Dean for Student Affairs. All future violations warrant progressive discipline as follows:

- First Offense – A temporary letter from the EPC will be placed in the student file.
Second Offense – A permanent letter from the EPC will be placed in the student file, and the student will not be eligible for OKU, Graduation and Senior Dinner Honors and Awards, or the Inventive Program.

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

When a student signs into a rotation and then leaves early or without participating in the rotation, the student has committed an act of fraud. Rotation directors or rotation administrators must report such violations to Gerard Cedrone and the Associate Dean for Student Affairs will file a grievance with the EPC. Based upon the student’s response to questions asked at the inquiry, the committee members will decide whether the student merits a temporary or permanent letter or suspension, and the student will not be eligible for OKU, Graduation and Senior Dinner Honors and Awards, or the Incentive Program. A subsequent act of fraud will result in the student appearing before the EPC for a hearing for dismissal.

*Oral and Maxillofacial Radiology: Y3 students do not need to find a swap for a radiology rotation. However, on Mondays, Tuesdays, and Wednesdays approved absences will only be given for emergencies, illnesses, and jury duty (with documentation provided). This is due to specific seminars held Monday-Wednesday. (If you are scheduled on a week with a Monday holiday, the department will redistribute the seminars). If you need to be absent from radiology on a Thursday or Friday, please submit the rotation swap form with the top information field complete and provide a reason for your absence. Please send to Brian Edgar and copy Dr. Ganguly. Brian will then approve the absence and you can determine a make-up date with the radiology clinic staff. When the make-up date is determined, please send it to Brian to be blocked accordingly in aXium.

**Medicine III Rotation: Y2 students do not need to find a swap for a Medicine III rotation. If you need to be absent from a Medicine III rotation, please submit the rotation swap form with the top information field complete and provide a reason for your absence with the supporting documentation. Please send to Brian and copy Dr. Ganda. Brian will then approve the absence and you can determine a make-up date with Dr. Ganda. When the make-up date is determined, please send it to Brian to be blocked accordingly in aXium.

Absences without a classmate swap still count as one of the allotted six opportunities and will be tracked.
Please request swaps one week in advance if possible. Last minute emergencies (sickness, serious illness or death in immediate family) should be reported within 24 hours (by phone/email to Academic Affairs).

Tufts University School of Dental Medicine – Office of Academic Affairs

Swap Request Form

Person Initiating Swap

Name: ___________________________ Class: _______ Provider Number: _______ _______
Group Practice: ___________________________

Today’s Date: _______ Rotation/ Seminar/Workshop: _______________________________________

Date/Time of Absence: __________________________________________

Person Agreeing to Swap

Name: ___________________________ Class: _______ Provider Number: _______ _______
Group Practice: ___________________________

Today’s Date: _______ Rotation/ Seminar/Workshop: _______________________________________

Date/Time of Absence: __________________________________________

Send completed form via email attachment to Brian Edgar, brian.edgar@tufts.edu. On the email, please copy the student agreeing to swap with you, the rotation/seminar/workshop director and administrator.

PLEASE REMEMBER:

• You receive six swaps per Academic Year (use them wisely!)
• Person initiating swap will receive the swap deduction. The person agreeing to the swap will not receive a deduction.
• Deductions will occur per event, not per swap. For example, if you swap an entire week of OMFS surgery this counts as one swap. If you swap one day of OMFS this counts as one swap. In situations when students believe they need to exceed the six trade limit, they must ask the Associate Dean for Student Affairs for approval. The Associate Dean for Student Affairs may grant approval only for the following reasons and only if documentation is presented:
  • Personal or familial emergency or illness (does not include pets)
  • Funerals (does not include pets)
  • PG interviews
  • Court ordered appearances

In instances when the Associate Dean for Student Affairs grants permission for the additional swap, students must follow the protocol described above.
Appendix XX: TUFTS UNIVERSITY WEAPONS 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 of 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, transfer, sell, possess, carry, store, use, or have in his or her custody and/or under his or her 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; flare 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 two sticks 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 a knife 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.

Appendix XXI: TUFTS UNIVERSITY VIOLENCE FREE UNIVERSITY POLICY STATEMENT

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.
Appendix XXII: 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;
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.

Appendix XXIII: Entire Class Request for Examination

Date/Time Change

Any requests by the entire class to change the Course Director’s scheduled examination date or time must abide by the following protocol:
Please note that requests for examination date/time changes are not typically granted due to the complexity of the schedule and the fact that Academic Affairs administers andconducts more than 100 examinations each academic year. Additionally, rescheduling an examination can disruptmultiple schedules and affect already scheduled course lectures and timelines.

The examination schedule, over time and with input from numerous classes at TUSDM, has been developed and has evolved to address the concerns students may have over the course of the academic year. The schedule is published at the start of the academic year allowing plenty of time to prepare for examinations. Typically, changes to the examination schedule are only granted when requested by the Course Director for reasons of inclement weather or other unforeseen events. Students may not request a date/time change to an examination due to meetings, social events, or holiday travel.

If circumstances arise and there is a valid reason for a class to request that the scheduled date for an examination be changed the following protocol must be followed:

Step 1a: The Class Officers must submit a Request for Examination Date/Time Change form to the Associate Dean for Academic Affairs, Dr. Nadeem Karimbux at least four (4) weeks prior to the examination date. This is intended to make sure that there are no other conflicts with other courses or scheduled events. It also ensures that there is an appropriate examination room available and that there is plenty of time to make the necessary preparations with ExamSoft.

Step 1b: The Course Director must be made aware of the desire to change the examination date. The Course Director can refuse to change the scheduled date or time. Class Officers can ask the class to state their proposed options, e.g., will the examination be moved to an earlier or later date. This time period must be within the examination period or week.

Step 2: With the Course Director’s approval, the students will take a vote using the Qualtrics survey system. The survey will be sent to the students via email from the Office of Academic Affairs. Students will have 48 hours to vote. The deadline for voting will be specified in the email. 75% of the class must vote, 75% of that group must vote in favor of the examination date change in order for the proposed change to pass.

Step 3: When the vote is concluded, the Office of Academic Affairs will confirm the outcome via email to the class and the Course Director.

The Course Schedule will not be altered or restructured in any way in order to accommodate a change in the date of an examination. If an examination date change results in a student missing an examination for any approved reason the student will make arrangements and set a make-up date directly with the Course Director upon return to the school.

Please use the form below to request examination date or time changes for an entire class. Requests must be submitted by the Class Officers at least four (4) weeks prior to the examination date.

Date of Request _________________________________________

Examination ____________________________________________

Date of Examination _____________________________________

Reason for the request (may not be due to meetings, social events, or holiday travel)
_______________________________________________________________________

Requested date/time change (may be more than one date/time)
APPENDIX XXIV: Travel Registration and Travel Review

Tufts-Sponsored International Travel Requirements

It is the responsibility of each student to ensure they have completed all requirements prior to travel. This includes determining the type of visa needed for their travel. Students should follow up directly with the relevant Consulate with any questions by calling or emailing them. University credit may not be granted and/or funding will not be disbursed by the Tufts School for Dental Medicine until students have followed through with all appropriate travel processes. This includes students registered themselves on the Tufts Travel Registry and/or followed through with the Tufts Travel Review process (for any country currently subject to a US Department of State Level 3 or 4 advisory).

Tufts Travel Registry

The Tufts Travel Registry is a confidential and secure database for maintaining key travel information for all Tufts students, staff, faculty and affiliates conducting university-related international travel. The Travel Registry is the official and authoritative source of traveler information for the university’s emergency response protocols and communications (e.g., alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad. Per university policy, all students are required to register their university-related travel. To access the registry and sign up, please see: go.tufts.edu/travelregistry.

Benefits of Registering:

- Travelers receive emergency travel medical and evacuation coverage free-of-charge.
- In the event of an emergency, Tufts can more readily locate and contact travelers to coordinate help.
- Travelers may securely store a copy of their passport.

Tufts Travel Review

Tufts supports and encourages international travel and collaborations and recognizes that a global perspective is essential to its academic mission. For students planning travel to a country
with a **U.S. Department of State Level 3 or 4 Travel Advisory**, a review process has been established to help students adequately prepare for travel and ensure that necessary safety and security measures have been put in place.

- **All Tufts Students** (undergraduate or graduate) who are traveling internationally for any Tufts sponsored, Tufts-administered, or Tufts-related activity/program to a country with a **U.S. Department of State Travel Warning** must have their travel reviewed and approved.

Student requests for travel review should be received **at least 4 weeks prior to departure** and within the published deadlines. The request for review should be submitted as early as possible to allow for any logistical changes that have to be made to travel plans. **Students should not purchase any flights until after receiving written approval for their travel. More information about the review process can be found at: go.tufts.edu/travelreview.**

**Assistance and Emergency Help Abroad**

If you are abroad and need help:

1. Call the **equivalent of ‘911’**, if appropriate
2. Call **International SOS at + 215-942-8226** (worldwide, 24/7/365) for additional help, including non-emergency help. You may call collect. You should identify yourself as traveling on behalf of Tufts University. International SOS will contact Tufts on your behalf, if appropriate.

International SOS provides medical and security advice, referrals, and emergency evacuation services to eligible Tufts travelers abroad. To ensure access to these services, it is crucial that all international travel be registered in the **Tufts Travel Registry**. In the event of an emergency, International SOS will inform the appropriate parties and stakeholders at Tufts University.

Please consider downloading the **International SOS app**. This gives you access to real-time alerts in your location and provides a “Call for Assistance” button that connects you to the closest International SOS Assistance Center.

_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._