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It is the policy of the university not to discriminate on the basis of sex, age, religion, disability, race, color, sexual orientation, national or ethnic origin in the administration of its educational policies, employment policies, scholarship and loan programs and athletic or other university-sponsored programs.

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Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Tufts University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. In addition, it is the policy of Tufts University that educational and employment decisions made by it should be based on the principle of equal opportunity. The consideration of factors such as sex, race, color, sexual orientation, national or ethnic origin, age, religion, Veteran’s status or disability unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Tufts University compliance with the regulations implementing Title VI, Title IX, Age Discrimination Act of 1975, or section 504 is directed to contact the Director, Office of Equal Opportunity/Title IX Coordinator at (617) 627-3298. The Director has been designated by Tufts University to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, Age Discrimination Act of 1975, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, Office for Civil Rights (OCR) 5 Post Office Square, Eighth Floor, Boston, MA 02109-3921 617-289-0111, regarding the institution's compliance with the regulations implementing Title VI, 34 C.F.R. Part 100; Title IX, 34 C.F.R. Part 106; Age Discrimination Act of 1975, 45 C.F.R. 90; or Section 504, 34 C.F.R. Part 104.
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MISSION AND OBJECTIVES OF THE SCHOOL OF MEDICINE

The mission of Tufts University School of Medicine is to promote human health. We will fulfill our mission by emphasizing rigorous fundamentals while stimulating innovation as we: educate, in a dynamic learning environment, physicians, scientists, and public health professionals to become leaders in their fields; contribute to the advancement of the sciences basic to medicine through discovery, research, scholarship, and communication; and join with our partner institutions to provide the best care to individuals and communities.

Individual

Excellence: to be outstanding at what we choose to do
Integrity: to be honest and consistent in our actions

Community

Collaboration: to work together within and across organizational boundaries in pursuit of our common mission
Leadership: to educate physicians, researchers and public health professionals who emulate our faculty in becoming leaders in their fields

World

Diversity: to live, work and serve in a diverse local, national, and global community
Compassion: to treat all human beings with respect and empathy

The mission of Tufts University School of Medicine is to promote human health. We will fulfill our mission by emphasizing rigorous fundamentals while stimulating innovation as we: educate, in a dynamic learning environment, physicians, scientists, and public health professionals to become leaders in their fields; contribute to the advancement of the sciences basic to medicine through discovery, research, scholarship, and communication; and join with our partner institutions to provide the best care to our patients and communities.

TUSM recognizes the need for a broader view of medical education that educates doctors who are competent, ethical, compassionate, lifelong learners, who are self-reflective—always striving to improve themselves and the systems surrounding them, and who attend equally well to all aspects of the health care continuum, including disease management, prevention, health promotion and maintenance, and palliative care.

The Tufts University School of Medicine educational objectives were developed using documents from the Association of American Medical Colleges’ (AAMC) Medical School Objectives Project and the
Accreditation Council of Graduate Medical Education (ACGME) Outcome Project Competencies required of graduate-level physicians. These educational objectives have been formally adopted by the school, and provide a guiding framework for course and clerkship-specific objectives.

- **Knowledge**
  Physicians must understand the necessity and responsibility for lifelong learning in order to remain current both in their understanding of the scientific basis of medicine and in the application of new knowledge to their patients. They must have sufficient knowledge of the structure and function of the body and its organ systems, and of the molecular, cellular and biochemical mechanisms that maintain the body’s homeostasis in order to comprehend disease and to incorporate wisely modern diagnostic and therapeutic modalities in their practice. They must understand the many non-biologic factors that affect health, and integrate them in the care of the patient.

- **Skills**
  Physicians must be highly skilled in all aspects of providing care to patients. They must be able to obtain from their patients a complete and accurate medical history; to perform a physical examination in an appropriate manner; to perform clinically relevant diagnostic procedures; to obtain, interpret, and manage information from appropriate laboratory and imaging studies and burgeoning digital resources; and to seek consultation from other physicians and health professionals when indicated. Physicians must be able to communicate effectively and sensitively with patients, patients’ families, and their health care colleagues. Physicians must be effective team members as well as leaders. Physicians must be competent in lifelong learning skills, and carry out “best practices” approaches in their daily work.

- **Values, Attitudes and Behavior**
  Physicians must be compassionate and empathic in caring for patients, and must be trustworthy and truthful in all of their professional dealings. They must bring to the study and practice of medicine those character traits, attitudes and values that underpin ethical medical care. They must understand the nature of medicine’s social compact, the ethical precepts of the medical profession and their obligations under law. At all times they must act with integrity, honesty, respect for patients’ privacy, and respect for the dignity of patients. In all of their interactions with patients they must avoid being judgmental when the patient’s belief and values conflict with their own. Physicians must have an understanding of and respect for the obligations of active citizenship and civic engagement inherent in our profession, and fulfill those obligations in our local and global communities.
2014

JUNE

16 Monday   M18 (Year 1), Joint degree program lab rotations begin for MD/PhD students.
16 Monday   M18 (Year 1), Joint degree program classes begin for MD/MBA students. Orientation and Registration will be held for MD/MBA students. **Attendance is required.**

JULY

31 Thursday M18 (Year 1) **Maine Track.** Orientation at Maine Medical Center. **Attendance is required.**

AUGUST

1 Friday   Last day for payment of first semester tuition for all students.
11 Monday   M18 (Year 1), Classes begin for students in the MD/MPH programs. Orientation and Registration for the MPH program will be held. **Attendance is required.**
12 Tuesday  M18 (Year 1), Classes begin for students in the MD and MD/MA programs. Orientation and Registration will be held. **Attendance is required for all students in all degree programs.**

SEPTEMBER

7 Sunday   White Coat Ceremony.

DECEMBER

3 Wednesday Last day for payment of second semester tuition for all students.
20 Saturday Vacation begins.

2015

JANUARY

5 Monday   Classes resume.

MARCH

14 Saturday  Spring vacation begins for M18 students.
23 Monday   Classes resume for M18 students.

MAY

22 Friday   M18 (Year 1) Classes end.
2014

MAY

27 Tuesday  M17 (Year 2) Joint degree program classes begin for MD/MBA students. Attendance is required.

AUGUST

1 Friday  Last day for payment of first semester tuition for all students.

11 Monday  M17 (Year 2), Foundations II begins for all students. Orientation and Registration will be held. Attendance is required for students in all degree programs.

DECEMBER

3 Wednesday  Last day for payment of second semester tuition for all students.

20 Saturday  Vacation begins.

2015

JANUARY

5 Monday  Classes resume.

MARCH

9 Monday  Class room instruction ends for M17 students.

14 - 22  Spring vacation for M17 students.

23 Monday  Step 1 Study Period begins for M17 students.

APRIL

24 Friday  M17 (Year 2) Foundations II ends.

MAY

1 Friday  Latest date for taking the Step 1 exam.

4 - 8  Orientation to the Core Clerkships phase of the curriculum will be held at TUSM, Baystate and Maine Medical Center. Attendance is required.

11 Monday  M17 (Year 2), Core Clerkships/Basic Electives begins.
M16 Students

2014 – 2015 ACADEMIC CALENDAR

2014

MAY

5-9  M16 (Year 2) Orientation to the Core Clerkships phase of the curriculum will be held at TUSM, Baystate and Maine Medical Center. Attendance is required.

12 Monday  M16 (Year 2) Core Clerkships/Basic Electives begins.

JUNE

30 Monday  M16 (Year 2) Core Clerkships/Basic Electives ends.

JULY

1 Tuesday  M16 (Year 3), Core Clerkships/Basic Electives begins.

AUGUST

1 Friday  Last day for payment of first semester tuition for all students.

DECEMBER

3 Wednesday  Last day for payment of second semester tuition for all students.

20 Saturday  Vacation begins.

2015

JANUARY

5 Monday  Clerkships resume.

MARCH

OSCE Dates (students will be notified by the OEA of their exact exam date)

Maine:  March 10: only students taking Surgery and some LIC students

March 17: only students taking Medicine and some LIC students

All other students in Maine: March 24, 31, April 7

Boston:  March 3, 5, 7 (only students taking Surgery), 24, 26, 28, 31

April 2, 4, 7

APRIL

24 Friday  M16 (Year 3) Core Clerkships/Basic Electives ends.
2014

MAY
12 Monday M15 (Year 3), Advanced Clerkships/Electives begin.

JULY
3 Thursday M15 (Year 3) Advanced Clerkships/Electives ends.
7 Monday M15 (Year 4), Advanced Clerkships/Electives begins.

AUGUST
1 Friday Last day for payment of first semester tuition for all students.

DECEMBER
3 Wednesday Last day for payment of second semester tuition for all students.
20 Saturday Vacation begins
31 Wednesday Deadline for taking Step 2CK and Step 2CS

2015

JANUARY
5 Monday Clerkships resume.

MARCH
16-20 Match Week.
20 Friday Residency Matching Program results released at noon.

APRIL
24 Friday Graduation requirements must be completed by this date.

MAY
15 Friday M15 (Year 4), Advanced Clerkships/Electives ends.
17 Sunday Commencement ceremony, Medford campus.
HOLIDAYS 2014-2015

HOLIDAYS: The administrative offices of Tufts University School of Medicine observe the holidays listed on this calendar and classes are not held for first and second year students. Observation of all holidays by third and fourth year students is determined by the hospitals and is contingent upon the student's clinical responsibilities.

July 4          4th of July
September 1     Labor Day
October 13      Columbus Day
November 11     Veterans’ Day
November 27-28  Thanksgiving
December 24-25  Christmas
January 1       New Year’s
January 19      Martin Luther King, Jr. Day
February 16     Presidents’ Day
April 20        Patriots’ Day
May 25          Memorial Day
The Office of Student Affairs (OSA) is primarily responsible for the following areas:

**EVENTS**
- Orientation Programs
- White Coat Ceremony
- Medical Student Research
- Career Specialty Fair
- Class Meetings
- Career Decision/Pathway to Residency/Dean’s Letters/ERAS
- Match Day
- Senior Class Dinner/Dean’s Open House/Commencement

**SUPPORT**
- Academic Progress
- Academic Advising & Personal Counseling
- Tutorial Program
- Residency Application Process
- Liaison to Faculty, Administration for Students
- Class Elections & Student Government
- Time & Stress Management
- Student Organizations
- Harassment and Student Treatment Concerns
- Posner Dormitory & Off Campus Housing Listings
- Locker Assignments
STUDENT RESEARCH OPPORTUNITIES

Medical education at Tufts University School of Medicine (TUSM) takes place within a vital and growing research community, internationally known for the quality of its basic science and clinical research. The understanding and appreciation of medical research is considered to be an essential component of the TUSM curriculum. Numerous opportunities are available to students in basic, clinical, and public-health research in laboratories, clinics, and departments at TUSM and its affiliated hospitals. Opportunities also exist at programs at institutions across the United States.

Medical Students are strongly encouraged to participate in research. A large selection of short-term research opportunities is offered to TUSM students during the academic year, as well as during the summer vacation period between years one and two when fellowships are available. Students may also select research choices for elective blocks in the clinical years. Long-term experiences are also available through individualized programs that allow students to tailor the research around the regular Tufts curriculum or take a reduced course load. Students may also interrupt the regular curriculum for a minimum of six months to focus exclusively on medical research through the Research Concentration Program (RCP).

Biomedical Research Opportunities

The faculty at Tufts University School of Medicine excels in transmitting the knowledge, skills and caring attitudes required for a life in medicine. They also contribute to that knowledge as leaders of research in a wide variety of basic, translational and clinical science. You have several opportunities to join them and experience the excitement of exploring questions that span the fundamental biology of normal function and disease, epidemiology, and clinical analysis of disease and therapy.

Faculty members in the basic science departments of the School of Medicine and the Sackler School of Graduate Biomedical Sciences carry out research in: genetics; bacterial, viral and parasitic infectious diseases and host responses to those diseases; immunology; cancer; tissue repair and regeneration; cardiovascular disease; neurosciences and neurological diseases; metabolic diseases; and pharmacology of individual responses to drug therapy.

Many faculty members in clinical departments of Tufts Medical Center are members of the Sackler School and perform research in both the basic biology of disease as well as methods of clinical study design and analysis. Many other clinical faculty members at Tufts Medical Center and our other affiliated hospitals – St. Elizabeth's, Newton-Wellesley, Baystate, Lahey Clinic, and Maine Medical Center – study multiple factors that affect health and disease, test diagnostic methods and evaluate treatment regimes.

The faculty of the Department of Public Health and Community Medicine represent diverse areas of
interest, including epidemiology and biometry, environmental and occupational health, nutrition, public health policy, and the social and economic aspects of the health care system. The department directs research efforts at issues affecting the community at large and its individuals.

The School of Medicine and Tufts Medical Center share the Boston campus with the Human Nutrition Research Center, the Friedman School of Nutrition, and the School of Dental Medicine. The School of Veterinary Medicine at Grafton and the Bioengineering Program on the Medford Campus provide opportunities for collaborative research.

**Summer Research Funding Opportunities**

Students are offered the chance to apply for a summer research fellowship between their first and second year of medical school. During the second semester of their first year, students will be informed of the program, have a chance to meet research faculty, and receive guidance on identification of mentors and preparation of proposals. Deadlines for proposal submission, usually in March and April, will be announced.

There are several different fellowships that students apply for through a common application process with stipends for a minimum of eight weeks of research.

**The Harold Williams Summer Research Fellowship**

http://md.tufts.edu/Faculty-and-Research/Student-Research/Student-Research-Funding/Williams

**Frederick and Bernadette Stohlman Student Research Award**

http://md.tufts.edu/Faculty-and-Research/Student-Research/Student-Research-Funding/Stohlman (hematology related research)

**David F. Noonan Fellowship**

http://md.tufts.edu/Faculty-and-Research/Student-Research/Student-Research-Funding/Noonan (Preference will be given to a student conducting research related to diabetes or leukemia)

**The Shader Family Summer Research Fellowship**

http://md.tufts.edu/Faculty-and-Research/Student-Research/Student-Research-Funding/Shader (Pharmacological research)

**Aid for Cancer Research Summer Fellowship**

http://md.tufts.edu/Faculty-and-Research/Student-Research/Student-Research-Funding/Aid-for-Cancer (Cancer research)

The web pages of the Sackler School programs allow you to explore the research direction of various laboratories. Please feel free to communicate directly with faculty of the Sackler School to explore the availability of research opportunities and specific areas of investigation. Please visit the site at:

http://sackler.tufts.edu/Faculty-and-Research.aspx
Research Concentration Program (RCP)

The goal of this program is to promote research experience for all interested students at the Tufts University School of Medicine. Medical students who decide to become involved in research during their medical school careers may elect to interrupt the regular curriculum and join the Research Concentration Program full time for a minimum of six continuous months and up to a full year.

Students who wish to participate in research that relates to their curriculum may apply to participate in the RCP. Students applying to the RCP must receive approval from the Dean for Students or the Associate Dean for Students prior to undertaking the research. Students in a joint degree program must also obtain their Program Director’s approval.

The RCP must be full time for a minimum of six months and is not to exceed one year. Full time is considered a minimum of 35 hours per week/4 weeks per month. Students are not permitted to take any coursework or clerkships while on RCP.

To apply, the student must identify a research preceptor, complete the RCP form (available from the Registrar's Office) and provide a description of the research that they will undertake.

The student and the preceptor must detail:
1. The nature of the student’s proposed research project and its relationship to ongoing research, if any
2. The role of the student in the project
3. Specific aims of the research
4. Research design and methods to be used
5. Description of the research activities to be conducted by the student
6. The working relationship with the student; indicate who will supervise the student in carrying out the research
7. Plan for regular student-preceptor meetings

The RCP preceptor is responsible for overseeing the student’s research and functions in a mentorship capacity. Should any questions or problems come up during the RCP time, the preceptor should contact Dr. Amy Kuhlik, Dean for Students or Janet Kerle, Associate Dean of Students. They can be reached at 617 636-6534.

While a student participates in the RCP, the student remains enrolled full time at TUSM and is responsible for payment of all required school fees including the Continuation Fee. There is no tuition charge for the time on RCP.

A final RCP report from the student’s research preceptor is required at the completion of the RCP.
RCP report form will be emailed to the student near the conclusion of their RCP. The student must ensure that their preceptor completes and returns the report to the Registrar’s Office within a month from the end date of the research program. The student must provide their preceptor with a copy of this information. Please contact the Registrar’s Office or one of the Student Affairs deans if you are considering entering the RCP.

**The Berman Travel Fund**
The Berman Travel Fund is a small fund for students who have been offered the chance to present their research at a conference. If you are the primary speaker/presenter of the body of work, you can submit a request to be partially funded for travel costs associated with the conference. The OSA will review the application/request and make a decision as to whether it will be funded and how much funding will be allotted. Please keep in mind that the maximum number of times a student may request funding through the Berman Travel fund is two. Total funding maximum is $500. The research must have been done while a student at TUSM. Due to the limited nature of these funds, preference will be given to research conducted at TUSM or one of its affiliates. Funds awarded will be dispersed once you submit original, detailed receipts after the conference. Please see Paula Gagnon in the OSA for an application.

**CAREER DECISION INFORMATION**

You have already made your most significant career decision by entering medical school. However, within medicine lie many diverse areas of medical practice and research. Although you will not have to choose amongst these fields until the beginning of fourth year, you may wish to begin the process of career exploration early in your medical studies. The Office of Student Affairs sponsors many career decision-making activities. These activities include lunchtime conferences and presentations by career specialty interest groups, career workshops offered during third year, Career Specialty Fair offered in January of each year, and the Careers in Medicine program administered through the AAMC. The major purpose of these activities is to provide you with a framework for thinking through the important issues in selecting a career path that is a good fit for you personally and academically. The programs will also help to inform you on what it is like to practice within a given specialty.

This information was taken from the Careers in Medicine Website at:
http://www.aamc.org/students/cim/

**Careers in Medicine**

CiM is a career planning program designed to help you choose a medical specialty and select and apply to a residency program. This four-phase process will guide you through the elements of career planning, including self-understanding, exploring a variety of medical careers, and finally choosing a specialty to meet your career objectives. People whose choice of careers matches their values, skills and interests tend to be more satisfied and successful in their working lives. This is also true of selecting a specialty.

While some students begin medical school knowing what specialty they will pursue, many students
change their mind several times. For others, the idea of choosing a specialty seems far off. CiM offers you a structured program designed to help you think systematically about your options.

As you work through the CiM program, you'll gain the tools to make an informed decision, based on guided self-reflection and the information you'll gather about the many career options available to you. CiM uses a four-phase career development model:

**Understanding Yourself** - Conducting an honest self-assessment is the foundation for the whole process and critical to making good career decisions. You need to understand who you are and what is important to you. The more you understand yourself, the better prepared you will be to successfully navigate this process, make a good decision, and be satisfied and successful in your career as a physician. The resources and exercises provided in the "Understanding Yourself" section will help you accomplish these goals.

**Exploring Options** - Learning more about specialties and other career options will help you figure out where you fit into medicine. The goal of exploring options is to learn about opportunities and specialties that may match your personal characteristics. Use this section as a starting point to explore medical careers.

**Choosing a Specialty** - It is important to be able to make healthy decisions about your medical career. This involves finding a good fit between the information you have learned about yourself and about specialties. It also involves considering what is important to you about the residency programs you are interested in pursuing and possible future practice settings. This phase will provide an objective framework to make these decisions.

**Getting into Residency** - Writing a Curriculum Vitae ("CV") and residency application, interviewing for residency, and going through the Match are integral components to implementing your decision. This is where you put your decisions into action. Information about individual residency programs can be found on FREIDA (Fellowship and Residency Electronic Interactive Database Access) at [http://www.ama-assn.org/freida](http://www.ama-assn.org/freida).

CiM is a circular program. As you complete different aspects of the program and are exposed to different educational experiences, we encourage you to reassess yourself using any and all of the tools available in the program. To access this program, go to the Careers in Medicine web page at: [https://www.aamc.org/students/medstudents/cim](https://www.aamc.org/students/medstudents/cim) and enter your AAMC user name and password.

For further information regarding CiM, please contact the Office of Student Affairs at 617-636-6534.

**Residency Application Process**

During Orientation the first year students are assigned a Peer Preceptor who is a member of the second year class. The Peer Preceptors help incoming students adjust to the demands of medical school, with the
hope that this initial relationship will serve as a source of advice and support throughout the year.

During third year, students begin the formal process of career planning. Part of career planning for students involves creating an advisor network by talking to as many people as possible in the fields they are interested in (attendings, residents, clerkship directors, interns, family, friends, etc.). This is very important to you as it helps students get the best advice throughout the career decision/residency application process.

Pathway to Residency
The Pathway to Residency (PTR) was created by the Office of Student Affairs to help fourth year students with the entire residency application process. This includes assistance with the San Francisco Match, the Electronic Residency Application Service (ERAS), preparing for interviews, and help with rank order lists. Rising fourth year students will be given a PTR notebook at the Career Specialty Night.

PTR includes the following:
- Career Specialty Night held in January of the third year
- Fourth year specialty/application advice event held in March of the third year
- Preliminary career planning meetings held in February/March of the third year, including planning fourth year schedules
- Individual PTR Notebooks containing a timeline for residency, helpful websites, a guide to writing a CV and Personal Statement, sample CVs and Personal Statements, PTR Terms, List of Faculty Advisers and additional helpful information
- Class meetings held in the third year and fourth year on various topics concerning the residency process
- Review of your CV and Personal Statement by the Office of Student Affairs
- Issuance of ERAS (Electronic Residency Application Service) tokens in July of fourth year
- Writing the MSPE (Dean’s letter)
- Upload of transcripts, MSPE, photo and letters of reference to ERAS
- Mock interviews
- Individualized NRMP rank order list meetings
- Advice on residency process and general career advice

Having a Car In Boston

Purchasing a Car
Since a car is one of the largest and most important purchases that you will make, the Massachusetts Consumers Coalition has compiled a very simple and useful guide to this process called CarSmart. This handy guide can help you decide whether to buy new or used or to lease or purchase a car. It also includes some helpful checklists on doing your homework before you buy, inspecting a car, making a deal etc.

**Zipcar Option**
Tufts University participates in the Zipcar car sharing program. The Zipcar vehicles can be rented for personal use by using a major credit card. Participants need to sign up and be approved as Zipcar members—a process that takes a few days. Members must be 21 years of age and have a good driving record. The cost of gas, maintenance, insurance, and designated parking is included in the hourly or daily rates. Through a special arrangement with Tufts, Zipcar members will pay only $25 to join. Vehicles can be picked up at the locations near the medical school and on-campus locations on the Medford campus. Members can also use the other 130 Zipcar locations around Boston as well as locations in Chicago, London, New York, San Francisco, Toronto, Vancouver and Washington DC. For more details go to: [www.zipcar.com/tufts/](http://www.zipcar.com/tufts/)

**Rental Car Option**
All major Car Rental agencies service the Boston area. There are also local and discount companies that usually have lower rates but may not be as proven. Rates vary depending on car, time of week, etc. One company (Alamo) has a special rate for the American Medical Student Association (AMSA).

You must have a valid driver’s license to rent a car. Most companies have an age restriction of 21 years old. Many companies also charge a fee for drivers between 21 and 25 years old. Finally, the city of Boston charges a Rental Car surcharge of $10.00 if you rent a car within the city limits. You can avoid this surcharge if you pick up your car in a neighboring city like Cambridge.

Comparing prices is easiest on the web. Here is a list of some of the more popular rental agencies:
- [www.alamo.com](http://www.alamo.com)
- [www.avis.com](http://www.avis.com)
- [www.budget.com](http://www.budget.com)
- [www.enterprise.com](http://www.enterprise.com)
- [www.hertz.com](http://www.hertz.com)
- [www.rentawreck.com](http://www.rentawreck.com)
- [www.usaveautorental.com](http://www.usaveautorental.com)

**Lease Option**
Leasing a new car may be an option for some students. This is a more long-term commitment with a down payment, monthly lease payments, and a contract outlining mileage limits and other terms. Students that are interested in finding out more information about leasing can do a web search or speak to car dealerships directly. A good starting point is: [www.leaseguide.com](http://www.leaseguide.com)

**Auto Insurance in Massachusetts**
In order to register your car in Massachusetts, you must have proof of insurance. More information
Registration
All Massachusetts residents are required to register their cars with the Registry of Motor Vehicles.
(http://www.massdot.state.ma.us/rmv/). You must present the title of the car to demonstrate proof of
ownership. If you are from a state that does not require titles, a bill of sale or past registration will be
accepted. Prior to registering your car, you must obtain insurance certification issued by a licensed
Massachusetts insurance company, indicating that your car is insured. Registration fee is $50. More
detailed information on registering a car acquired from family or friends, cars purchased out of state etc.
is also available at the RMV website.

Car Inspection
Within seven days of registering your car in Massachusetts, you must have it inspected at a gas
station or repair shop that is certified as an official inspection station. The fee is $29. You will
receive a sticker that is affixed to your windshield in the lower right corner. Your sticker reflects
the month that your inspection occurred and is valid for one year.

Excise Tax
All Massachusetts residents who own and register a motor vehicle must annually pay a motor vehicle
excise. The excise is levied by the city or town where the vehicle is principally garaged and the revenues
become part of the local community treasury. An excise at the rate of $25 per one thousand dollars of
valuation is levied on each motor vehicle. Information on the value of a motor vehicle is accessed
electronically through a data bank complete with valuation figures.

Driver's License
A Massachusetts license is valid for a maximum of five (5) years and expires on your birthday. The fee
is $75. You may renew your license up to one (1) year prior to the expiration date by going to any RMV
full service or license express. You may also be eligible to renew your license online. More information
on renewal, replacing or converting an out of state license to Massachusetts and fees is available at
http://www.massdot.state.ma.us/rmv/.

Non-Residents of Massachusetts - Motor Vehicle Registration
Students who reside in a state or country other than Massachusetts and plan to operate a motor vehicle
(car, truck and/or motorcycle) while attending Tufts University School of Medicine are required by
Commonwealth of Massachusetts law to file a non-resident motor vehicle registration form. This form
will be maintained by the Tufts Police who will provide copies to the Boston Police as well as the
Registrar of Motor Vehicles. The Tufts Police will provide the student with a decal that must be affixed
to the car windshield. The form may be obtained at the Tufts Police station on M&V 1 or at the Registry
Directions and Parking Information To Third Year Sites

Baystate Medical Center
759 Chestnut Street, Springfield, MA 01199
Telephone: (413) 794-4280

Directions
By Public Transportation: Bus (Peter Pan) from Trailway Station across from South Station or train from South Station to Springfield.

By Car:
From the East: (Boston) take Massachusetts Turnpike to Exit 6 (Route 291). Proceed west on 291 which will merge with Route 91. Follow 91 North to Exit 10 (Main Street). Hospital is two blocks straight ahead from exit ramp.

From the West: Take Massachusetts Turnpike to Exit 4 (Route 91). Proceed south on 91 to Exit 11 (Birnie Avenue). Follow blue "H" signs to the hospital.

Parking
Parking is available at no charge and students will obtain parking information when they pick up their packets upon arrival at Baystate.

Cambridge Hospital
1493 Cambridge Street, Cambridge, MA 02139
Telephone: (617) 665-1000

Directions
By Public Transportation: Take Green Line to Lechmere station or take Red Line to Harvard Square and take the Cambridge Street bus.

By Car: The hospital can be reached by following Cambridge Street directly out of Harvard Square about two miles.

Parking – to be announced

Carney Hospital
2100 Dorchester Avenue, Dorchester, MA 02124
Telephone: (617) 296-4000

Directions
By Public Transportation: Take MBTA Red Line to Ashmont Station. Go left on Dorchester Avenue. Hospital is on the left, a short walk from Ashmont Station.
**By Car:**
From Boston: take the Southeast Expressway to Exit 11. Exit 11 takes you to Granite Avenue. Drive along Granite Avenue to 2nd set of lights. Take left on Gallivan Boulevard and go to 1st set of lights where you will take a left onto Dorchester Avenue -- the hospital is on your left.

From South of Boston: take the Southeast Expressway to Exit 11 (Neponset-Brookline). Exit 11 takes you to Granite Avenue to 2nd set of lights. Take left on Gallivan Boulevard and go to 2nd set of lights where you will take a left on Dorchester Avenue -- the hospital is on your left.

**Parking:** Security will provide information on parking following the clerkship orientation. On the first day students should try to find a spot on the street near the hospital if possible.

**Faulkner Hospital**
1153 Centre Street, Jamaica Plain, MA 02130
Telephone: (617) 983-7000

**Directions**
**By Public Transportation:** MBTA bus #38, Wren Street, stops directly in front of Faulkner on Centre Street. The Wren St. bus shuttles between West Roxbury business district and Forest Hills train station where it connects with the Orange Line and other bus routes. Buses are scheduled to run every 20 minutes during rush hour and less frequently during midday.

**By Car:**
From Downtown Boston: Storrow Drive West to Kenmore Square/Fenway Route 1 South exit. Bear left. Follow signs for Fenway 1 South. Bear right onto Boylston Street, following signs for Boylston Street Outbound/Riverway 1. Continue on Boylston for 0.4 miles at which point it turns into Brookline Avenue. Stay on Brookline Avenue for 1/2 mile. Take left onto the Riverway/Jamaicaway. Follow Riverway/Jamaicaway for 2.2 miles through first rotary (Jamaica Pond on right) to second rotary following signs for South Dedham/Providence. At second rotary bear right onto Centre Street (do not take sharp right), still following signs for South Dedham/Providence. Faulkner Hospital is located 0.7 miles on right at 1153 Centre Street. Take a right after the hospital onto Allandale Road, and a right onto hospital grounds.

From Framingham/Natick: Take Route 9 East to exit marked West Roxbury/Hyde Park, across from Chestnut Hill Mall. Bear right onto Hammond Pond Parkway. Follow for 0.9 miles to rotary. Take third street at rotary (Newton Street). Follow for 0.4 miles to STOP sign. Bear left, still on Newton Street, and follow for 0.4 miles to gas station. Take right around station. Take first left onto Allandale Road. Faulkner Hospital is 1.1 miles on left.

From Central and Western Massachusetts: Drive East on Mass Turnpike to Route 128 South. Follow 128 to Route 9 East. Follow directions from Framingham/Natick.
From the South: Take Route 128 North to exit 15 A/Route 1 North. Follow through Dedham for 3.2 miles. At this point Route 1 is also known as VFW Parkway. Follow 2.8 miles to rotary. Go halfway around rotary (second right), staying on VFW Parkway. Go 0.6 miles to traffic light. Take left at light onto Centre Street. At second light, 0.3 miles, turn left onto Allandale Road. Turn right onto hospital grounds.

Parking: On the first day, students are directed to park in the Trinity Church lot on Centre Street. There is no charge. It is a short walk to the hospital and there is a shuttle.

Lahey Clinic
41 Mall Road, Burlington, MA 01805
Telephone: (781) 744-8000

Directions: From Boston, take Route 93N to Route 95S. Take Exit 33B. Go straight through set of lights onto Burlington Mall Road. At third set of lights, take a left.

Parking: Parking at Lahey for students is at no charge. All students should park at the Verizon building, which is located at 51 South Bedford Street adjacent to the Gordon building at 29 Mall Road and within walking distance to the Lahey Main building campus. Therefore there will be no shuttle services provided. Parking in this lot is for Monday thru Friday. Students park in sections 2 and 3 only, which are marked with Lahey contractor parking signs. Any students coming in on the weekends or for any Lahey Clinic official holiday will continue to park at the Gordon building lot. Students will be issued a Lahey Clinic ID.

Lemuel Shattuck Hospital
170 Morton Street, Jamaica Plain, MA 02130
Telephone: (617) 522-8110

Directions
By Public Transportation: Take the MBTA train (Orange Line) to Forest Hills station. The hospital is a 5 to 10 minute walk (south) from there. A hospital shuttle bus operates from the "T" to the hospital.

By Car: Follow the Jamaica Way to the end (towards Mattapan) until you come to a rotary (Arbor House restaurant is on the right). Three-quarters around the rotary, enter Franklin Park Drive. The hospital gate is the first turn thereafter.

Parking: There is ample free parking in the Visitors Lot.

MAINE MEDICAL CENTER
22 Bramhall Street, Portland, ME 04102
Telephone: (207) 662-0111
**DIRECTIONS:**

From the South: Take the Maine Turnpike (I-95) north to Exit 44. After the toll booth, continue straight on Interstate 295 to Exit 5, Congress Street. Continue along Congress Street through two traffic lights. Look for MMC's visitor parking garage on the right, opposite the medical office building at 887 Congress Street.

**Parking:** Students are given parking passes at no charge.

**MetroWest Medical Center**

Framingham Union Campus
115 Lincoln Street, Framingham, MA 01702
Telephone: (508) 383-8727

**Directions**

From the Mass Pike: take exit 13. After the tollbooth, go towards Framingham. Proceed on Route 30 to Route 126. Turn left (South) on Route 126 (Concord Street). Follow Route 126 approximately 2 miles. Take a right onto Lincoln Street.

From Route 9: exit at 126 South, toward downtown Framingham. Follow Route 126 approximately 2 miles to Lincoln Street. Turn right.

**Parking:** Parking is at no charge. Students park in the Visitors Lot across from the front of the hospital on the first day and then move their cars to an assigned lot following the clerkship orientation.

**Newton-Wellesley Hospital**

2014 Washington Street, Newton Lower Falls, MA 02162
Telephone: (617) 243-6000

**Directions**

**By Public Transportation:** MBTA train (Green Line): from Park Street Station, take the Riverside line to Woodland Station. Short walk to the hospital--south on Washington Street.

**By Car:** Take Massachusetts Turnpike to Exit 16. Follow Route 16 west to hospital on left.

**Parking:** Students can park in the Patient Garage on the first day and their parking ticket will be validated by Security. Security will inform them where to park after that. There is a $5.00 refundable deposit. A Newton Wellesley ID badge will be issued. Contact the Medical Education Coordinator at (617) 243-6467 for more information.

**St. Anne’s Hospital**
Directions

By Public Transportation: Bus to main terminal in Fall River - City Center South
Main Street Plaza. Hospital is 1/2 mile south along South Main Street.

By Car: From Boston and Route 128: Route 24 South, Exit #7 - 79 South. Follow route 79 South for four miles to the end; just under bridge, bear right, Route 138. Proceed up hill, at second right take left on Middle Street; proceed one block to intersection - Saint Anne’s Hospital.

Parking: Parking is at no charge and the lot is next to the hospital.

St. Elizabeth’s Hospital
736 Cambridge Street, Brighton, MA 02135
Telephone: (617) 789-3000

Directions

By Public Transportation: From Park Street or Boylston Street Station, take the Green Line to Kenmore Square, from Kenmore Square go upstairs and take the Watertown bus out to St. Elizabeth’s. Get off at Police Station (No. 14) in Brighton Center. Saint Elizabeth’s is directly across the street from the Police Station.

By Car: Take the Mass. Turnpike to the Allston-Cambridge Exit. Follow the signs to Allston over the bridge. Continue straight until you come to a fork at Cambridge Street and North beacon Street; take the Cambridge Street fork which is to the left. Follow the street car tracks until you come to St. Elizabeth’s which is on a hill on the left.

Parking: Parking is available in the Monastery parking lot off Washington Street which is a short walking distance from the main hospital. Additional information will be provided at the clerkship orientation.

Salem Hospital
57 Highland Avenue, Salem, MA 01970
Telephone: (978) 745-2100

Directions

From Boston: Take Route 1 North to Route 128. Take Exit 26. Bear right on Lowell Street and continue into Peabody center. Go straight through the traffic circle (marked by a large monument). Lowell Street now becomes Main Street, and after crossing the Salem city line, becomes Boston Street. At the end of the street (marked by another monument), turn right onto Essex Street, which immediately becomes Highland Avenue. The entrance to North Shore Children's Hospital is just ahead on the left. Salem Hospital's main entrance is located one quarter mile from the monument on Highland Avenue.
Avenue, opposite the second set of traffic lights. Turn left at the lights onto the hospital campus. A security officer will offer parking and service location directions.

**Mass Transit from Boston:** Intercity bus service is available through the metropolitan transit system. "T" bus service runs from Boston's Haymarket Square to Salem Hospital seven days a week (limited schedules on weekends). This service runs through Revere and Lynn before reaching Salem. Take Bus #405 "Salem-Boston via Highland & Western Ave." For complete schedule information, go to www.MBTA.com.

**On Campus Shuttle Service:** On arrival at Salem Hospital, a free shuttle service, The Step-Saver, operates weekdays between 9AM and 5PM to take visitors to and from their cars. Volunteer drivers will be happy to give additional directions to hospital services. The Step-Saver serves the main parking area on Highland Avenue and operates from the Davenport-4 Entrance.

**Parking:** Students can park anywhere on the first day and will be told at the clerkship orientation where they can park for the rest of the clerkship. There is no charge for parking

**Tufts Medical Center**
750 Washington Street, Boston, MA 02111
Telephone: (617) 636-5000

**Directions:** Tufts Medical Center is located next to TUSM.

**By Public Transportation:** Take the MBTA to the Tufts Medical Center Station (Orange Line). The hospital is right across the street from that MBTA stop.

**Parking:** Parking is at the Herald Street Garage on weekdays and at the Tremont Street Garage on the weekends. Special consideration is granted when students are on overnight call for OB/GYN.

**Winchester Hospital**
41 Highland Avenue, Winchester, MA 01890
Telephone: (781) 729-9000

**Directions:** From Route 93 (North) - Take Exit #33 (Route 28 - Winchester), follow signs to Winchester (South Border Rd) for approx. 2 miles, take a right at traffic light (Highland Ave.). Just before Hospital take Fairmont St. (left) to Maple St. (right) (parking garage).

**Parking:** Parking is off site and at no charge. There is a lot on Washington St., Holton St. and Swanton St. Students will be given a brochure at Orientation indicating where to park. Call Security with any questions at 781-756-2544.
OFFICE OF MULTICULTURAL AFFAIRS

Sackler Building, 8th floor
145 Harrison Avenue
(617) 636-0375

Welcome to the Office of Multicultural Affairs. The mission of this office is to promote equality and provide the knowledge and skill necessary for all our future physicians to succeed and prosper. Within this office, we provide tools and opportunities to promote and assist in the success of our students.

Tufts University School of Medicine and the Sackler School of Graduate Biomedical Sciences have a strong history of recruiting and graduating traditionally underrepresented minority students. Our student body reflects a culturally and ethnically diverse population, with half of our students describing themselves as non-white. We support our students with a variety of programs, initiatives and training programs.

The Pipeline Programs at TUSM and Sackler uniquely serve to increase minority students' interest in and inspire young people to consider the fields of medicine, biomedical sciences, and health professions.

Support Programs

- Innovations in Diversity Education Awards (IDEAS)
- Post-baccalaureate premedical program (MBS)
- The MPAG Multicultural Performing Arts Show
- Prematriculation Summer Program (PSP)
- Student Affairs Groups
- Diversity Programs
- Tutorial Service

Community Outreach

- The Colleen Romain Scholarship
- REACH Program for High School Students
- Health Careers Opportunity Programs (HCOP)
- Teachers and High School Students Program (TAHSS)
- Biomedical Science Careers Program (BSCP)
- Student National Medical Association (SNMA)
- Minority Association of Pre-Health Students Program (MAPS)

Programs at the Sackler School

- The Great Diseases Curriculum
- Building Diversity in Biomedical Sciences (BDBS)
- The Post-Baccalaureate Research Program (PREP)
- Training in Education and Critical Research Skills (TEACRS)
- Mentored Undergraduate Teaching at Pine Manor College-Sackler School Course SK205
The Registrar's Office maintains the permanent student files and academic records. The major responsibilities of the office include the management of the administrative record keeping system for all matriculated and graduated students, the annual registration process, organization and preparation and handling of the 3rd and 4th year clinical scheduling, annual publication of the Guide to Third Year, 4th Year Catalog, 3rd Year Clerkship Directors Guide and the 3rd Year Orientation Guide and Reference Materials for the Core Clerkships. The Registrar's Office provides transcripts, letters of enrollment, and processes requests for loan deferrals for students. The office is also responsible for the TUSM Visiting Student Program.

Additionally, the Registrar's Office assists in the coordination of the Student Evaluation and Promotions Committee and is responsible for the setting of meeting dates, the preparation of the agenda and the notification to all involved students. The Registrar's Office also works with the Faculty Advisor to the Alpha Omega Alpha Honor Society and assists the Office of Student Affairs for the compilation of all statistical information used in the selection of students to the society. The Registrar's Office also assists in the coordination of Orientation, the White Coat Ceremony, the residency application process, Commencement and other events.

Registration

Registration is conducted annually, prior to the start of the academic year, to screen students for financial clearance and to verify and update student demographic information. Because the curriculum in the first and second (preclinical) years is fixed, registration for courses in the traditional sense is not necessary. The program selection in the third and fourth (clinical) years is accomplished through computerized scheduling system conducted separately from registration.

All students must meet six primary requirements during each registration period:

- Complete a Registration Form
- Obtain Financial Clearance
- Review and Sign off on the TUSM Student Treatment Policy (on TUSK)
- Comply with the Health Insurance and Immunization Requirements
- Complete the TUSM HIPAA training (on TUSK)
- Complete the TUSM Universal Precautions Certification
Registration Form: A Registration Form is provided by the Registrar’s Office at the beginning of the academic year. The form shows the addresses and demographic data on file for the student. The student must review the form for accuracy, make changes if necessary, sign and return the form to the Registrar’s Office by the stated deadline. Students are responsible for the maintenance of their addresses via SIS online.

Financial Clearance: Students must obtain financial clearance from the Bursar’s Office. Students without financial clearance are ineligible to start or may be subject to withdrawal from their academic program. In addition, students without financial clearance are not entitled to receive official transcripts and other services of the Registrar’s Office and Office of Student Affairs.

Health Insurance/Immunization Requirements: In order to comply with legislation of the Commonwealth of Massachusetts and with University policy, fall registration will be incomplete unless the student enrolls in the student health insurance program or submits an authorized waiver of enrollment to the Student Advisory and Health Administration Office, certifying coverage comparable to legislative and policy requirements. In addition, the student must file complete immunization documentation with the Student Advisory and Health Administration Office. Complete details are listed in this book under the Student Advisory and Health Administration Office.

The student must obtain clearance from the Student Advisory and Health Administration Office for health insurance and immunization requirements. Students without clearance are subject to withdrawal from their academic program.

HIPAA (Health Insurance Portability and Accountability Act), Universal Precautions and the TUSM Student Treatment Policy: In April 2003, the Health Insurance Portability and Accountability Act (HIPAA) went into effect, requiring all hospitals in the United States to comply with federally mandated patient privacy protections. The law applies to disclosure of health information whether by electronic, paper or verbal communication. It sets in place standards for proper use of patient information, a patient’s right to access and control this information and a hospital’s obligation to adopt written policies, train employees in these procedures, and ensure that these procedures are followed.

Annually, as part of registration, each student is required to complete the TUSM HIPAA training, Universal Precautions certification and review the TUSM Student Treatment Policy. The HIPAA training and Treatment Policy is available for review on the TUSK. Students will receive notification for when they must complete the training from the Registrar’s Office. The Universal Precautions training will be given in a session during orientation or at a class meeting at the beginning of the academic year.

TUSM ID card
All students will be issued a TUSM student ID card when they matriculate. Students must wear their ID card at all times while on campus. A fee is charged for replacing a lost ID. If a student loses their ID card, they must come to the Registrar’s Office for a letter to bring to the TU Police after you have paid the fee at the Bursar’s Office (located in
If a student needs a new ID because of a name change or graduation date change, they must come to the Registrar’s Office for the letter to bring to the TU Police. You must present your old ID to get the new ID issued. There is no charge for this ID card.

**Name Changes**
The Registrar’s Office maintains all records under the legal name that was used at the time of matriculation. Official records do not display nicknames or preferred names unless legal documentation is provided (such as a marriage license, passport, or legal name change document).

**Diploma Name**
Diplomas are issued based upon the legal name in the Registrar’s Office, and may include all legal names (first, middle, last), or abbreviated names, provided that they remain in the same order. For example, Jane Alexandra Smith may have her diploma name listed as Jane Alexandra Smith, J. Alexandra Smith, or Jane A. Smith.

**Student Demographic Information/Student Directory**
The student is responsible for providing the Registrar's Office with accurate and current address, phone and demographic information for the conduct of school business and disposition of information to the student. Primary collection and verification of information is via the Registration Form during registration. Students are responsible for keeping their address and phone number up-to-date in the University Student Information System. Report of changes to legal information (i.e. name, citizenship) must be accompanied by legal documentation such as a marriage certificate or passport.

The University has an on-line directory that lists student name, class year, school affiliation, Tufts email address and local telephone. Students can edit their directory information to restrict release of their phone number. If the student prefers not to be listed in the directory, he or she may obtain the designated form from the Registrar's Office to restrict the information to use by the Registrar's Office and other administrative offices only.

**Course Scheduling**

**First and Second Year**
Academic scheduling in the first two years is handled by the Office of Educational Affairs (OEA). The majority of the first and second year curriculum is standardized. Students in the same class year take the same courses at the same time.

**Third Year**

**Clerkships**
In the third year, students develop their clinical skills and learn to take responsibility for patient care under close preceptor supervision in a number of affiliated hospitals which represent a variety of
clinical settings. At present, third year students are required to take eight weeks each of Medicine and Surgery, and six weeks each of Family Medicine, Obstetrics/Gynecology, Pediatrics and Psychiatry. There are 8 weeks of elective time in third. Students are required to do 4 weeks of electives. Students are required to complete the Patient Log on TUSK for each clerkship. Students in the combined degree programs have mandatory course requirements during their elective period. Upon completion of a clerkship, students are required to evaluate the rotations. Evaluations are collected by the Office of Educational Affairs and are available on TUSK and in the library.

Evaluations of student performance on third year clerkships at Tufts-affiliated hospitals are completed by the clerkship site director. They are usually a compilation of observations by the house officers and/or attending doctors who have worked closely with the student. The evaluations include indications of the student's fund of knowledge, motivation, skill, interpersonal skills, house officer potential and general comments on the student's performance. A clinical grade of Honors, High Pass, Pass, Low Pass, or Fail is given. The overall clerkship director will receive these evaluations and assign the final grade for the clerkship. The end of clerkship exam is used in determining the final grade for the clerkship. Once the final grade is assigned, the evaluation form is submitted to the Registrar’s Office. A copy of the evaluation is provided to the student. Performance resulting in grades of Low Pass or Fail or instances of unprofessional behavior is reviewed by the Student Evaluation and Promotions Committee. Should a student wish to challenge a grade, he/she must do so within 30 days of the date the grade is entered at the Registrar’s Office (see the Grade Appeal process).

**Clinical Scheduling**

**Third Year**
The mechanism for selecting academic schedules in the third year is via a web-based computerized scheduling system. The third year scheduling process takes place during January through March of second year. The program is administered by the Registrar's Office. Once the third year schedules are set, third-year students are limited to swapping a clerkship with another student (i.e. 1 to 1) so that each clerkship slot is filled as originally scheduled. Swaps must be done at least one month prior to the starting date of the clerkship by submitting the required paperwork to the Registrar’s Office. Students with pressing reasons for dropping a clerkship in third year should contact the Dean for Students, 636-6534. All questions regarding clerkships should be directed to the Associate Registrar in the Registrar’s Office, 636-6568.

**Fourth Year**
The goal of the fourth year curriculum is to expand the basic clinical knowledge and skills acquired in the third-year clinical rotations, enabling the student to manage clinical problems with the degree of independence required of the first-year postgraduate level of medical training. The specific program is based on the individual student's career plans and needs, and is chosen by the student with faculty advice. The final schedule must be approved by the Dean for Students.

The most comprehensive source of information about fourth year clerkships offered at Tufts affiliated hospitals is found on the Registrar’s web site at: http://md.tufts.edu/Student-Services/Registrar.
Upon completion of a rotation, students are required to evaluate the rotations. Evaluations are collected by the Office of Educational Affairs and are available on TUSK. Evaluations of student performance on fourth year clerkships at Tufts-affiliated hospitals are filled out by the designated clerkship director, and are usually a compilation of observations by the house officers and/or attending doctors who have worked closely with the student. The evaluations include indications of the student's fund of knowledge, motivation, skill, interpersonal skills, house officer potential and general comments on the student's performance. An official grade of Honors, High Pass, Pass, Low Pass, or Fail is given. The completed evaluation form is submitted to the Registrar’s Office. A copy of the evaluation is provided to the student. Performance resulting in grades of Low Pass or Fail or unprofessional conduct is reviewed by the Student Evaluation and Promotions Committee. Should a student wish to challenge a grade, he/she must do so within 30 days of the date the grade is entered at the Registrar’s Office (see Grade Appeal Process).

**CORI - Criminal Offense Record Information**

All TUSM affiliated sites require that a criminal background check be done on anyone who will be caring for patients. The Registrar’s Office will conduct a CORI check on all second year students prior to the start of the Core Clerkship phase of the curriculum. CORIs will be done for final year students as needed.

**Additional Academic Experiences**

*Academic Experiences Abroad/International Electives*

Students who wish to participate in an international experience must apply for approval and placement from the Global Health Selection Committee through the TUSM Dean’s Office. All students are required to have a TUSM faculty mentor and a field preceptor. Students participating in an international experience are expected to maintain their academic and administrative responsibilities while abroad. Students wishing to participate in an international experience must attend a pre-departure orientation session prior to departing.

**Important note:** Tufts University School of Medicine has the ability to refuse approval for an international experience in a country where a Department of State Travel Warning is in effect.

*General Information for Academic Experiences Abroad/International Electives*

Students may apply to participate in an international experience as part of their academic program (i.e. Fourth-year clinical rotation, MD/MPH Fieldwork, MD/MPH Applied Learning Experience, Community Service Learning, etc.). The information below describes the required and recommended procedures for arranging an international experience.

**Requirements:**

Students who wish to participate in an international experience must submit the required global health eligibility and placement application by the stated deadline to the Global Health Program Coordinator and be approved by the Global Health Selection Committee.

**Emergency Medical Insurance:**

Tufts students are required to go to the Tufts University Public Safety site and print the SOS International card. The site URL is: http://www.internationalsos.com/en/ Keep that card with you at all times while away.
Additional Requirements:
- Attend pre-departure orientation
- Meet with TUSM faculty advisor to plan for trip
- Review pre-departure resources available on TUSK
- Check with your insurance plan to determine the level of medical coverage they will provide while you are abroad. Obtain overseas medical coverage if your insurance plan doesn’t provide it.
- Register itinerary with SOS International and print the card to take with you when you travel.
- If you are a financial aid recipient, meet with the Financial Aid Office to resolve any outstanding issues.
- In advance of your departure, obtain the required immunizations for the country/countries that you will be visiting.
- In advance of your departure, obtain the necessary visas for the country/countries that you will be visiting. Be advised that the timeline for issuing visas vary by country.
- If you are receiving academic credit, be in touch with registrar and/or program administrators.
- If you are a combined degree student, complete any additional forms required by the program (i.e. MPH Fieldwork or Applied Learning Experience forms).

Clinical Rotations
If completing a global health clinical elective (4th year medical students), stay in touch with the Registrar’s Office to ensure your schedule has all requirements to graduate.

Recommendations:
You are strongly encouraged to adhere to the following recommendations in advance of your departure. Please be advised that this is not intended to be a comprehensive list; rather it highlights tasks that you should complete before you begin your international experience.

Primary Care Physician
Make an appointment with your primary care physician several months in advance of your anticipated departure date.
- Discuss various conditions imposed by an experience abroad (i.e. possibility of not having access to US health care for several months).
- Develop a detailed plan of care for any chronic or on-going medical problems.
- Discuss the possibility of visiting a travel clinic before your departure. (Be sure to check with your health insurance to determine your level of coverage and if you must obtain a referral from your primary care physician.)
- Determine the required/recommended immunizations that you need, and develop a schedule for receiving them prior to your departure. Obtain the documentation required by the country that you are visiting.
- If the country that you are visiting requires a statement of good health, be sure to obtain it from your primary care physician.

Travel Clinics
Travel Clinics are a good resource for obtaining required/recommended immunizations for the
country you plan to visit. Local travel clinics include TUFTS MEDICAL CENTER and Tufts Health Services on the Medford campus. Be sure to check with your health insurance to determine your level of coverage and if you must obtain a referral from your primary care physician.

**Research the Area**

Research the area that you will be visiting and be as knowledgeable as you can of the culture, political climate, access to/availability of medical care, etc. Below are some websites that may be helpful in your search:

Center for Disease Control [www.cdc.gov/travel](http://www.cdc.gov/travel)

State Department Travel Advisories [www.travel.state.gov/travel_warnings.html](http://www.travel.state.gov/travel_warnings.html)


If you have questions about the requirements or the recommendations for arranging an international experience, please contact the Global Health Program Coordinator or the Dean for Multicultural Affairs and Global Health at (617) 636-2469.

**Research Concentration Program (RCP), Active Citizenship Program (ACP), and the M.D. degree with Research Honors**

**Research Concentration Program (RCP)**

The goal of this program is to promote research experience for all interested students at the Tufts University School of Medicine. Medical students who decide to become involved in research during their medical school careers may elect to interrupt the regular curriculum and join the Research Concentration Program full time for a minimum of six continuous months and up to a full year.

Students who wish to participate in research that relates to their curriculum may apply to participate in the Research Concentration Program (RCP). Students applying to the Research Concentration Program must receive approval from the Dean for Students or the Associate Dean for Students prior to undertaking the research. Students in a joint degree program must also obtain their Program Directors approval.

To apply, the student must identify a research preceptor, complete the RCP form (available from the Registrar's Office) and provide a description of the research that they will undertake. The student and the preceptor must detail:

- The nature of the student’s proposed research project and its relationship to ongoing research, if any
- The role of the student in the project
- Specific aims of the research
- Research design and methods to be used
- Description of the research activities to be conducted by the student
- The working relationship with the student; indicate who will supervise the student in carrying out the
research

- Plan for regular student-preceptor meetings

The RCP preceptor is responsible for overseeing the student’s research and functions in a mentorship capacity. Should any questions or problems come up during the RCP time, the preceptor should contact Dr. Amy Kuhlik, Dean for Students or Janet Kerle, Associate Dean for Students. They can be reached at 617-636-6534.

The RCP must be full time for a minimum of six months and is not to exceed one year. Full time is considered a minimum of 35 hours per week/4 weeks per month. Students are not permitted to take any coursework or clerkships while on RCP. While a student participates in the RCP, the student remains enrolled full time at TUSM and is responsible for payment of all required school fees including the Continuation Fee. There is no tuition charge for the time on RCP.

A final RCP report from the student’s research preceptor is required at the completion of the RCP. The RCP report form will be emailed to the student near the conclusion of their RCP. The student must ensure that their preceptor completes and returns the report to the Registrar’s Office within a month from the end date of the research program. The student must provide their preceptor with a copy of this information.

**Active Citizenship Program (ACP)**

Tufts University School of Medicine has partnered with the Jonathan M. Tisch College of Citizenship and Public Service at Tufts University to provide a new program, known as the Active Citizenship Concentration Program. This program is designed for medical students to pursue an intensive six month to one year experience in active citizenship as it relates to the practice of medicine or public health either abroad or in the United States. The program was developed as a reflection of the value that both TUSM and the Tisch College place on active civic engagement and community service. The Jonathan M. Tisch College of Citizenship and Public Service is a national leader in civic education. The Tisch College and Tufts University School of Medicine prepare students to be lifelong active citizens and place great value on creating an enduring culture of active citizenship. We know through published research, that medical students who participate in clinical experiences in underserved communities are more likely to remain actively engaged in volunteer activities and community service throughout their careers. The ACP is designed to allow students with some clinical experience (generally having completed the third year core clinical clerkships) to pursue fulltime volunteer work in an underserved area. Students must have a mentor at TUSM (although they may also have a local mentor) and they must complete reading and training modules prior to their immersion in the field. There is no break in enrollment status during the ACP, therefore, students are eligible to take out loans for living expenses and are entitled to other benefits of enrollment (aside from taking classes). Students are not charged tuition during their time in the program, however they will be charged the Continuation Fee (this year approximately $1300.00 per semester). Students are required to have their ACP experience approved by the Dean for Students or Associate Dean of Students. In addition, students must complete the Tisch/TUSM curriculum and mentors must give both midterm and final evaluations.
What is Active Citizenship?
Active Citizenship means building stronger, healthier, and safer communities. Active citizens are in every sector and field of study. There are citizen physicians, citizen engineers, citizen bankers, citizen artists, and citizen mathematicians, to name a few. They come from all backgrounds and experiences, but share a commitment to actively engaging in their communities.

Where does active citizenship occur?
Active citizenship occurs in communities of every description – including residential, professional, and faith-based communities. Active citizenship occurs whenever and wherever individuals take responsibility for building stronger, healthier, and safer communities.

Medical students who decide to become involved in an Active Citizenship Program during their medical school careers may elect to interrupt the regular curriculum and register for the Active Citizenship Program full time for a minimum of six continuous months and up to a full year. Students who wish to participate in a project that relates to their medical school curriculum may apply to participate in the Active Citizenship Program (ACP). Students applying to the Active Citizenship Program must receive approval from the Dean for Students or the Associate Dean for Students prior to undertaking the project. Students in a joint degree program must also obtain their Program Directors approval.

To apply, the student must identify a citizenship preceptor, complete the ACP form (available from the Registrar's Office) and provide a description of the project that they will undertake. The student and the preceptor must detail:

- The nature of the student’s proposed project and its relationship to ongoing work, if any
- The role of the student in the project
- Specific aims/goals of the project
- Project design and methods to be used
- Description of the activities to be conducted by the student
- The working relationship with the student; indicate who will supervise the student in carrying out the project plan
- Plan for regular student-preceptor meetings

The ACP preceptor is responsible for overseeing the student’s project and functions in a mentorship capacity. The student is responsible for completing the TUSM/Tisch ACP curriculum, including selected readings and reflective learning modules. Should any questions or problems come up during the ACP time, the preceptor should contact Dr. Amy Kuhlik, Dean for Students or Janet Kerle, Associate Dean of Students. They can be reached at 617 636-6534.

The ACP must be full time for a minimum of six months and is not to exceed one year. Full time is considered a minimum of 35 hours per week/4 weeks per month. Students generally not permitted to take any coursework or clerkships while on ACP. While a student participates in the ACP, the student remains enrolled full time at TUSM and is responsible for payment of all required school fees including the Continuation Fee. There is no tuition charge for the time on ACP.
An ACP report/evaluation from the student’s project preceptor is required at the midpoint and at the completion of the ACP. The ACP report form will be emailed to the student at the midpoint and near the conclusion of their ACP. The student must ensure that their preceptor completes and returns the reports to the Registrar’s Office in a timely manner. The student must provide their preceptor with a copy of this information.

**M.D. degree with Research Honors**

Tufts University School of Medicine confers the Doctor of Medicine degree with Research Honors to graduates who have devoted a substantial portion of their four years of medical school to scientific research and whose work has been a noteworthy contribution to that research effort.

The award is not intended for all students who have been involved in research during their medical school career. It is intended for those who have made unusual achievements in research and whose activities as students could serve as a sound basis for further achievements in biomedical research. While inclusion of other scholarly activities (e.g. non-systematic reviews of the literature and clinical case series) in the application is welcome, decisions of the Committee will be based upon the student's contribution to an original research project(s), related peer-reviewed abstracts and publications. The award acknowledges research done as part of the Research Concentration Program or done outside of the student's required degree program curriculum. Therefore, research associated with the pursuit of a Ph.D. degree does not qualify for this award. The research must have been conducted during their medical school career. Research begun prior to medical school is acceptable as long as the bulk of the work was conducted during the student's medical school career. Students should make clear in their application what aspects of the work were conducted prior to entering medical school, and what aspects were conducted while enrolled in medical school.

To be eligible for consideration for the M.D. with Research Honors, a student cannot have received more than one interim Failure in a course or clerkship. Also, a student may be considered ineligible, at the Dean's discretion, based on an academic record or professional conduct that is not exemplary.

All applications that are approved by the Dean will be reviewed by the Scientific Affairs Committee. Recommendation for research honors requires agreement among a significant majority of committee members, based on the guidelines presented in this letter. The role of the student in the work is a key factor in consideration and should be clearly described and substantiated in the accompanying letters of support. Publications resulting from the work should be included in the application. Students and mentors should clearly state if there are manuscripts resulting from the work that are in preparation or submitted for publication.

To be considered for the award the following must be submitted by the deadline:

1.) A student must be nominated by a TUSM faculty member or their research mentor. The nomination letter should state clearly the unusual nature of the student's achievements in the research in which he or
she participated. Major contributions by the student to the research effort should be emphasized, as well as time and effort devoted to the project.

2.) Submit letters of support from two additional faculty/researchers who are familiar with the student's research achievements.

3.) The Research Honors Application (available for pick up in the Registrar's Office) must be completed and written documentation of the student's research including copies of papers or abstracts must be submitted in hard copy form not emailed.

The nomination and all supporting material must be received by the deadline set annually (usually early February). This deadline is strictly enforced. The application and supporting materials are reviewed by a subcommittee of the Scientific Affairs Committee of the School of Medicine and will be voted on by the entire committee. The recommendations of the committee are forwarded to the Dean who makes the final decision.

The nomination and supporting materials are submitted to:

The Scientific Affairs Committee
Tufts University School of Medicine
c/o Office of the Registrar
145 Harrison Avenue, Boston MA 02111.

An email announcement about applying for the M.D. degree with Honors, the Honors application and the deadline information will be sent to the fourth year class in early November each year. If you have questions about this award or the process please call the TUSM Registrar’s Office at 617-636-6568.

**United States Medical Licensing Examination**

The United States Medical Licensing Examinations (USMLE) are the only avenue to medical licensure in the United States. Step 1, Step 2 Clinical Knowledge, and Step 2 Clinical Skills are administered by the National Board of Medical Examiners (NBME). Step 3 is administered by the medical licensing authority of each state. Steps 1 and 2 (CS and CK) must be taken during medical school and cover basic science and clinical diagnosis and treatment, respectively. Step 3 is given during the internship year and covers clinical management. Specialty boards may be taken during the final year of residency, and subspecialty boards follow fellowship training. Scores of each examination taken become part of the student’s academic record. Achievement of passing scores on the United States Medical Licensing Examinations is not a substitute for achievement of passing grades in courses, clerkships or rotations.

Step 1 and Step 2 CK are offered throughout the year (except the first two weeks of January) and can be taken at various testing centers across the country. Step 2 CS is offered year-round at 5 test centers in the country (Philadelphia, Atlanta, Los Angeles, Chicago and Houston). Specific registration instructions and application materials are available via the USMLE web site at [http://www.usmle.org/](http://www.usmle.org/).
Step 1
Step 1 must be taken before starting the Core Clerkships/Basic Electives phase of the curriculum and it must be passed before a student is promoted to the Advanced Clerkships & Elective phase of the curriculum.

- A student must pass Step 1 within 3 attempts and within a 2 year period from the first attempt.
- A student who fails Step 1 on all three attempts or does not pass it within a 2 year period may withdraw or they will be brought before the Student Evaluation and Promotions Committee for dismissal.

Step 1 must be taken in the period of time between the end of MedFoundations II and the deadline set by the school. M.D./Ph.D. students are required to schedule the exam before leaving for the Sackler School to begin their Ph.D.

Step 2 Clinical Knowledge (CK) and Clinical Skills (CS)
Tufts University School of Medicine requires all students to sit for Step 2 CK and CS in order to be eligible to graduate. Students are required to take both Step 2 CK and CS exams by December 31 of their fourth year. Students with extenuating circumstances who wish to schedule a testing date after the deadline must contact the Dean for Students or the Associate Dean for Students for consideration of an exception to the policy.

The release date of scores is determined by the NBME. The expected time period for the NBME to report scores to students after the Step 1 or 2CK examinations is 3 to 4 weeks.

The student is responsible for completing the online application, paying the examination fee and bringing the Certification of ID form to the Registrar's Office for certification (applies only to Step 1). Processing of applications by the NBME can take up to 4 weeks and will result in a “scheduling permit”. The “permit” will be emailed to the student and it is required for then scheduling the specific date and location of the examination with Prometric test center. It is advisable to send the completed application as early as possible as centers are assigned on a first-come, first-serve basis. Students with questions regarding the Step 1 and 2 application process should contact the Registrar’s Office at (617) 636-6568.

Alpha Omega Alpha Honor Society
Alpha Omega Alpha (AOA) is a national medical honor society. Criteria for election are determined by the society, and the data is tabulated by the Registrar's Office. Updates to election criteria are published annually. The top one quarter of the class will be eligible for election to AOA based on the criteria listed below. A maximum of one-sixth of the students expected to graduate in the following academic year are selected. AOA results are announced no later than September of fourth year.

Eligibility is based on the point system listed below:

Clinical Performance in Third Year:
HONORS in Medicine or Surgery – 20 points
HONORS in Obstetrics/Gynecology, Pediatrics, or Psychiatry – 10 points

USMLE Step I Score:
   246 or greater ----------- 25 points
   239 to 245 --------------- 20 points
   232-238 ------------------ 15 points
   226-231 ------------------ 10 points
   218-225 ------------------  5 points

Ineligibility:
• Failure or low pass grade in any clinical rotation.
• Failure of USMLE - Step I
• Interim or final failure of more than one pre-clinical course
• Demonstration of unethical or unprofessional behavior

Transfer Students
Transfer students must be in attendance at the electing institution for the major portion of one year in order to be eligible for election. Criteria for the eligibility of transfer students are the same as those for all other students.

Leave of Absence (LOA)/Research Concentration Program (RCP)
AOA eligibility calculations for students who take a LOA, RCP or ACP during their third year will be calculated with the class with which they will graduate. AOA eligibility calculations for students who take a LOA, RCP or ACP during their fourth year will be calculated with either the current graduating class or with the class with which they will graduate, depending on the date of their LOA, RCP or ACP. A student will be included in AOA eligibility calculations only once while at TUSM.

Final Selection of AOA
Selection of AOA members will be made by a committee of TUSM faculty members based on a review of the student’s entire medical school record and demonstration of attributes and qualities of importance to the medical profession.

TUSM Tuition Requirement And Charging Policy
Tufts University School of Medicine tuition rates are adjusted annually. Tuition is billed by semester. Eight semesters of full tuition is required for the M.D. degree.

Students who opt to extend their length of time in the M.D. program by participating in the Research Concentration Program (RCP) program or the Active Citizenship Program (ACP) will be assessed the Continuation Fee for the semester(s) that they are in the RCP or ACP program. Full
tuition will be assessed in subsequent semesters up until 8 semesters of full tuition are collected.

Students who are required by the Student Evaluation and Promotions Committee to remediate coursework or clerkships that will require them to be enrolled for a total of more than 8 semesters to complete degree requirements will be assessed the Continuation fee for the semester(s) they are remediating coursework.

Students enrolled in a joint degree program whose time for meeting degree requirements at TUSM exceeds eight semesters and whose M.D. tuition requirement has been met will be assessed the Continuation Fee for each semester of enrollment beyond the eighth.

If a transfer student extends the length of time in their program, they will be assessed the Continuation Fee for each additional semester enrolled.

For students approved to participate in the Step 1 Independent Study Program in a given semester, a student who takes a clerkship before pursuing the Step 1 Independent Study will be charged full tuition and the usual fees. Students who do not take a clerkship but go directly into the Step1 Independent Study at the start of a semester, will be charged the Continuation Fee. If the student is eligible to take clerkships later in that semester and opts to do so, the Continuation Fee will be rescinded and full tuition will be assessed.

In the case where a student who is being charged the Continuation Fee is promoted to the next year after the semester has started, the student may be assessed full tuition to ensure that 8 semesters of full tuition will be charged by graduation.

November or February degree candidates who have paid 8 semesters of full tuition will be assessed the Continuation Fee for the semester in which they are scheduled to graduate.

If a medical student departs from regular course attendance status by taking a leave of absence for personal or medical reasons during the course of a semester, the appropriate amount of tuition will be charged according to the Tufts University Tuition Refund Policy Calendar.

**Graduation**

Current requirements for graduation are the following:

- Successful completion of the first two years of medical school.
- Passed Step 1 of the United States Medical Licensure Examination (USMLE).
- Successful completion of the required clerkships in the Core Clerkships/Basic Electives.
• Successful completion of the Advanced Clerkships & Electives, consisting of at least nine rotations of four weeks each*, approved by the Dean for Students. It is required that five of these rotations be in Tufts affiliated hospitals and two of them be Acting Internships.

• Successful completion of the Tufts Neuroscience requirement in either the Core Clerkship year or the Advanced Clerkship year.

• Taking Step 2 CK and CS of the United States Medical Licensure Examination.

• A Passing performance in the Observed Structured Clinical Examination (OSCE).

• Have paid a minimum of four full years of tuition (eight semesters) plus any additional tuition and fees incurred. Students, who transfer into third year, must pay a minimum of two full years of tuition plus any additional tuition and fees incurred. Students, who transfer into second year, must pay a minimum of three full years of tuition plus any additional tuition and fees incurred. All students must have paid all bills owed to the University.

• Recommended for the degree, Doctor of Medicine, by the Student Evaluation and Promotions Committee and the Executive Council, and approved by the Trustees.

The graduation ceremony, generally the third Sunday in May, is held at the Medford Campus as part of the entire University Commencement. The details and arrangements of the graduation ceremony and surrounding activities are handled by the Office of Student Affairs. Information concerning the commencement exercises, awards to students and faculty, will be sent to students during the fourth year.

Prizes for achievement in the preclinical and clinical years are awarded during the Senior Dinner prior to graduation. Membership in the Alpha Omega Alpha National Medical Honor Society and Research Honors are included in the Commencement program.

* M.D./M.B.A. students receive one month’s clinical elective credit upon successful completion of 4th year MBA coursework.
* M.D./M.P.H. students receive one month’s clinical elective credit upon successful completion of their Applied Learning Experience. If the ALE was completed prior to the student’s last year, 9 rotations are required.
* M.D./Ph.D. students may request one month’s clinical elective if they are completing research or a paper pertaining to their Ph.D. program. Dr. Rosenberg and Dr. Kuhlik must approve the credit.

**Grading System**
Evaluation of students in the first two years is reported using a Pass/Fail grading system. Information for evaluation may be derived from examinations, from student-faculty contacts in laboratory sessions and conference groups, or other requirements defined by the Course Director.

Third and fourth year evaluations are reported on a five-tiered system of Honors, High Pass, Pass, Low Pass and Fail. Evaluations from clinical clerkships include an assessment not only of the student's fund
of information and comprehension, but also of those characteristics considered desirable in a good physician: problem-solving ability, industry, reliability, judgment, interpersonal relations (with peers, patients, and staff), skills (history taking, patient examination, and so forth), and motivation. In addition, an estimate is made of the student's overall performance in the clerkship, as well as his or her potential as a future house officer. A description summary of the student's strengths and weaknesses is also made. These evaluations become part of the student file, located in the Registrar's Office. A copy of the evaluation is provided to the student and serves as notification of the grade in a rotation.

Transcripts
The official transcript of the medical school includes a recording of final grades in all courses, registration history, the undergraduate degree, AOA designation and degree honors if applicable.

The final grade of Pass, Fail, Incomplete, Withdrew or Credit (Years 1 & 2), Honors, High Pass, Pass, Low Pass, Fail, Withdrew or Credit (Years 3 & 4) is recorded in the student's permanent academic file in the Registrar's Office on his/her transcript. This document is never released to a third party outside the medical school without the written consent of the student. Official transcripts are only released to students in a signed and sealed envelope. Students may obtain unofficial copies for their records. Transcript request forms are available in the Registrar’s Office and on our website. Please allow for a 1-2 day turnaround time. There is no charge for transcripts. The narrative evaluation forms are also in the student's permanent academic record. Students receive copies of all evaluations and may review their academic file at any time in the Registrar's Office. Faculty and administrative staff with legitimate academic interests may have access to the student's academic file. For more information, refer to the section of this handbook entitled “Privacy Information.”

Policy on Grade of Incomplete
Course directors, satisfied that students have met any of the following three conditions, will report a grade of "Incomplete" to the Registrar. The three conditions are as follows:

- Illness - In order to qualify for this category, a student should provide a Student Affairs Dean with a written confirmation of his/her illness from his/her physician.
- Personal Emergency - In the case of a family or personal crisis, a student must confer with a Student Affairs Dean and obtain his/her approval for being excused, prior to the final examination or deadline for submission of the final paper.
- Cheating - If a student is thought to have been cheating and the issue is not resolved within two (2) weeks after the final examination.

The course director will submit the grade of "Incomplete" to the Registrar. The student will then complete the required work at a time mutually agreed on by the course director and the student. This completion will not be considered a make-up examination and, therefore, does not require approval by the Student Evaluation and Promotions Committee. If a student interrupts his/her course schedule (i.e. by taking a Leave of Absence or participating in the Research Concentration Program) which does not permit the completion of incomplete coursework during the same academic year in which the incomplete was granted, the student will receive a final grade of Incomplete for those courses.
Course directors and students should be aware that a student cannot begin an academic year without satisfactorily completing the previous year's work. Failure to complete course work without fulfillment of these criteria will result in a grade of "Fail". The Student Evaluation and Promotions Committee must then authorize any make-up attempt. The basis for the failure should be indicated on the student report form submitted to the Registrar.

**Requesting Appeal of a Final Grade**

**Pre-clinical Courses:**
Students who believe they have received an incorrect grade (either due to an arithmetic error or other cause in computation of grade) must contact the Course Director within 10 academic days of receipt of the final exam. (Pre-clinical students should also refer to the OEA section on Grade Changes.)

**Clinical Rotations:**
Students who believe they have received an incorrect grade (either due to an arithmetic error or other cause in computation of their grade) must begin the appeal process by contacting his or her clerkship site director within 30 academic days of receipt of the clinical evaluation. If the site director feels that there is merit to the student’s appeal, the site director must contact the Clerkship Director to re-open the grading process. If there is found to be a basis for changing the grade, the clerkship director will notify the Registrar’s Office. If the clerkship site director feels there is no basis for the grade change, the student will be notified by the site director that their grade will not change.

A student appealing a grade, in addition to contacting the clerkship site director within 30 days, the student must also inform the Registrar’s Office within 30 days upon receipt of the evaluation that they are requesting an appeal of a clinical grade.

**Examinations**
The function of examinations is to monitor the progress of students and to evaluate the competence of instruction. They are considered an integral part of the learning process and are designated to stress concepts and emphasize problem-solving approaches. At each stage in the educational process, the administration and faculty identify those students who are in academic difficulty or who are failing, in order that proper remedial measures may be taken by the student. It is the responsibility of each student to pick up exam results in order to monitor his/her progress and to notify the Office of Student Affairs if tutorial assistance is desired.

**TUSM First and Second Year Course Attendance**
The medical school must ensure that a student will, to the satisfaction of the faculty, be able to demonstrate an appropriate professional manner (physical appearance, dress, attendance, punctuality) in all activities (see the TUSM Institutional Educational Objectives). It has been demonstrated that physicians who are ultimately disciplined by state licensing boards often first showed signs of unprofessional behavior in medical school – not completing required paperwork, not completing course/clerkship evaluations, and not attending required curricular activities. Therefore, it is incumbent upon the school to monitor student
professional behavior including compliance with required activities. Repeated unexcused absences are considered evidence of unprofessional behavior and are noted in the student’s permanent record and may prompt referral to the Student Evaluation and Promotions Committee.

Attendance at all first and second year lectures is strongly recommended. Arriving late or leaving early from lecture is considered unprofessional. Analysis indicates that students who do not attend lecture do less well on examinations than those attending lecture. Course directors, at their discretion, can mandate attendance at individual lectures. Lecture attendance is MANDATORY for any lecture at which a patient presentation will take place. For small group sessions, attendance is mandatory at the discretion of the course director. In addition, attendance is MANDATORY for: PBL, CAP workshops and preceptorships, Medical Interviewing site visits, and all Physical Diagnosis skills and assessment sessions. Attendance in a lecture hall setting is almost always taken using the iClicker system. Small group attendance is taken using paper sign-in sheets at all mandatory or mandatory/points sessions.

**Attendance Defined:**
- **Mandatory (M)** - Attendance is required, excused absences are granted on a case-by-case basis by the OSA. Without an excused absence, a student who does not attend the session will be cited with an unexcused absence.
- **Points (P)** - Attendance is required in order to earn points for the session. Students choosing to forego the session will not be cited for an unexcused absence but will not receive points for the session. A student with an excused absence may be eligible to receive points by completing additional (or makeup) work as determined by the course director.
- **Mandatory/Points (MP)** - Attendance is required, excused absences are granted on a case-by-case basis by the OSA; points are earned by attending the session. Without an excused absence, a student who does not attend the session, will be cited for an unexcused absence and will not be eligible to receive points for the sessions. A student with an excused absence may be eligible to receive points by completing additional (or makeup) work as determined by the course director.

At the start of the course, students are given notice of mandatory sessions whenever possible. This information is also noted on the TUSK course schedule. Occasionally, course directors bring in patients with little notice. Please attend these sessions as they might not be taped due to patient confidentiality.

**Absences**
- If a student must miss a Mandatory session, an *excused* absence must be obtained from the OSA. (See: Attendance Defined above.)
- If a student has multiple *unexcused* absences, a letter from the OEA will be sent to the OSA that is placed in the student’s record (and could be included in the student’s Dean’s Letter).
**Lateness**

- The OEA does not accept phone calls or e-mails as acceptable forms of attendance verification when a student is tardy and has failed to click or sign in.
- If you are late for a Mandatory lecture, it is your responsibility to go to the OEA during your next available break, sign-in and provide a brief written justification for your tardiness. Students will not be allowed to sign in for mandatory lectures any later than two hours after the session has concluded.
- We also do not accept late sign-ins for small groups; it is your responsibility to sign the attendance sheet during these sessions.

**Clinical Clerkship Attendance**

*Attendance is mandatory for all hospital rotations in fourth year and there are no “personal days”.* Any time off for weddings (other than your own), attending meetings, running marathons, etc. will not be granted. However, we recognize that students become ill or have other emergencies that require an occasional day of absence. In the event of a brief illness (one or two days), the student and clerkship director may work together to arrange for time to be made up (at the discretion of the CD). Illness of any length requires written documentation from your physician. **If illness or personal emergency require you to miss more than two days of a rotation, the clerkship director and the Dean for Students or the Associate Dean for Students must be notified (617-636-6534).** Students in the Maine Track should contact Dr. Jo Linder (207-662-8766).

Students who fail to report for a rotation or are absent without appropriate notification to the course director, clerkship director, and the Dean or Associate Dean for Students will receive the grade of “FAIL” for the rotation.

Students taking **Family Medicine** are required to attend all teaching days, including orientation on the first day of the rotation. If a student has a question concerning this requirement, he/she should contact Dr. Wayne Altman at (617) 636-6856. Should a student miss more than two clinical days of a rotation, he/she must also contact the preceptor and Dean for Students.

**Visitors**

Lectures of Tufts University School of Medicine are restricted to enrolled students. Therefore, visitors, including members of students’ families, should be on an occasional and exceptional basis only. Visitors are not allowed during labs, small group sessions, course work that is held at a clinical site or during clinical rotations.

**Cross Registration**

Cross registration into TUSM courses is extremely limited. The student’s home school registrar, advisor, course director and the TUSM registrar must grant approval. Cross registration requests will be accommodated on a space available basis. We do not permit cross registered students to Audit classes. The grading system for TUSM preclinical courses is Pass or Fail. Students who have previously cross-registered into a course and obtained a passing grade are not allowed to cross register again for the same course.
Absence from Preclinical Examinations

The following Absence from Preclinical Examination Policy is for extenuating circumstances only. Attendance at all examinations is mandatory and it is expected that all students will take the examination on the day and time scheduled. Health, family, or personal emergencies that may interfere with attendance at an exam must be discussed with and approved by Dr. Amy Kuhlik, Dean of Students Affairs, or Janet Kerle, Associate Dean for Students PRIOR to the start of the exam. The deans will notify the Course Director and the Office of Educational Affairs (OEA). Excused absences for family or personal emergencies require approval of the deans who may consult with the Course Director. As soon as circumstances permit, the student is required to confer with the Office of Student Affairs and the Course Director to arrange make-up examination(s).

A student who has an emergency within a few hours of an exam MUST NOTIFY Janet Kerle, Associate Dean for Students, who will notify the Curriculum and Administrative Director (OEA) and the Course Director. The office number is (617) 636-6534. If the Associate Dean for Students is not available, a message may be left in the Office of Student Affairs on Sackler 4. This message system does not formally excuse a student from an exam. It will serve to notify the Associate Dean for Students that the student will be absent from the exam and that the emergency was reported prior to the start of the exam.

Jury Duty

Massachusetts uses the One Day/One Trial jury system where a trial juror serves for one day or for the duration of one trial, unless the court orders otherwise. About 95 percent of jurors serve three days or less; 80 percent serve for just one day. If necessary, you may postpone your jury duty to any day, a vacation period, for example, as long as it is not more than one year from your originally scheduled date. You do not have to provide a reason to postpone your jury duty. A resident of a county, or an inhabitant of a county for more than 50% of the time, whether or not a registered voter in that state, shall be qualified to serve as a trial juror in that county. Students who live out of state and study here must serve. Students who live in Massachusetts, but study in a different county must serve in the county in which they are summoned. A letter from the Registrar or a Dean does not qualify a TUSM student for exemption from jury duty in Massachusetts.

Guidelines for Student Evaluation and Promotion

Standards for Promotion

Students must complete all courses successfully from one year before beginning the courses/rotations in the next year. Students must pass the Step 1 of the USMLE Exam prior to the start of the Advanced Clerkship & Elective phase of the curriculum (see United States Medical Licensing Examination).

The Student Evaluation and Promotions Committee

The Student Evaluation and Promotions Committee is the official faculty committee that reviews ethics
violations and approves the advancement (promotion) of students from one academic year to the next. If a student has received an incomplete or failure in a course, or received a low pass or failure in a rotation, or failed the Step 1 or Step 2 Examination, the student’s entire record is reviewed. The committee also takes into account an assessment of characteristics considered desirable in a good physician, maintenance of the school’s integrity and the well being of patients under the student’s care.

The committee has the right to temporarily remove a student from a course or rotation, or place a student on leave of absence, pending a medical or psychiatric evaluation, if remaining in the course or rotation is thought to be detrimental to the student, classmates, faculty, or to the delivery of patient care. Such action may also be taken by the Dean for Students on a temporary basis until the committee can meet to evaluate the student’s situation. Students in academic difficulty may be suspended from participating in the academic program until a recommendation is made by the committee. The guidelines under which the committee functions are outlined below.

Any student who is reviewed by the Student Evaluation and Promotions Committee has the right to appear before and address the committee. Any student who is denied advancement by the Student Evaluation and Promotions Committee has the right to appeal this decision to the Student Appeals Committee. (See index for Student Appeals Committee).

Coursework - Years 1 and 2
The TUSM Student Evaluation and Promotions Committee reviews the academic performance of students in December and again at the end of the academic year. The Committee has the authority to determine the eligibility of a student to take a make-up examination in first or second year courses. The Committee also has the authority to stop the progress of a student and may offer the opportunity to repeat the coursework after a leave of absence. Finally the Committee may recommend a student for dismissal and follow through with a dismissal hearing.

A student may not take a make-up examination prior to the Committee meeting in April (for 2nd year students) or June (for 1st year students). All make-up examinations must be successfully passed in order for the student to be promoted and be eligible to begin the next academic year. Students with failing grade(s) will be reviewed by the Student Evaluation and Promotions Committee as follows:

Annually in December

- Students in a combined degree program with 2 or more failures will be reviewed. At the discretion of the Committee, a student may be required to drop the combined degree and continue in the MD program only.
- All students with three failures will be reviewed. At the discretion of the Committee, the student may be allowed to continue in the curriculum or may be required to take a leave of absence and repeat all courses that have been failed and repeat or audit other courses as determined by the Committee.
• Students with **four failures** will be reviewed with the recommendation that they be required to go on a leave of absence and repeat all courses that have been failed and repeat or audit other courses as determined by the committee.

• Students with **five or more failures** will be reviewed by the Committee to be recommended for dismissal.

**At the end of the Academic Year**

• Students with **one failure** will be reviewed and required to successfully pass a make-up examination.

• Students with **two failures** will be reviewed and required to successfully pass make-up examinations.

• Students with **three failures** will be reviewed and required to, as determined by the committee:
  
  a.) Repeat all courses that have been failed and repeat or audit other courses as determined by the committee

  b.) At the discretion of the Committee and in extenuating circumstances, a student may be allowed to take and pass make-up examinations.

• Students with **four failures** will be reviewed and required to repeat all courses that have been failed and either repeat or audit other courses as determined by the committee.

• Students with **five failures** will be reviewed by the Committee to determine whether the student will be required to repeat coursework or will be recommended for dismissal.

• Students with **six or more failures** will be recommended for dismissal.

**Additional Information**

• Students with three or more failures, who repeat courses in a subsequent academic year, will have a final grade of Fail recorded on their transcript in each failed course.

• All make-up examinations must be successfully passed and results presented to the Committee by the stated deadline in order for the student to be promoted and be eligible to begin the next academic year.

• Failure of a make-up examination will result in full repetition of the course and denial of advancement and a final grade of Fail is recorded on their transcript.

• Any failure of a repeated course is grounds for a dismissal.

• All dismissal proceedings will be conducted according to due process guidelines (see index for Student Appeals Committee).

**Coursework - Years 3 and 4**

All Incomplete, Low Pass and Failure grades in a clerkship/elective as well as issues regarding professionalism and conduct are brought before the Student Evaluation and Promotions Committee for review. At that time, the student’s entire academic record is reviewed. The committee takes into account maintenance of the school’s integrity and the well being of patients under the student’s care. Any Low Pass or Failure grade in the clinical years may be grounds for dismissal. After review of the student’s academic record, the committee will make a decision which may include, but is not limited to, no action,
additional coursework, remedial work, repetition of a clerkship/elective, or dismissal. When the action of the committee may concern dismissal, due process guidelines will be followed (see index for Student Appeals Committee Process).

**United States Medical Licensing Examinations**

The United States Medical Licensing Examination (USMLE) Steps 1 and Step 2 Clinical Knowledge (CK) and Clinical Skills (CS) are administered by the National Board of Medical Examiners (NBME) and are the only avenue to medical licensure in the United States. Tufts University School of Medicine students are required to pass USMLE Step 1 prior to being promoted to fourth year and are required to take Step 2 CK and CS by December 31 of fourth year. Scores of each examination taken become part of the student’s academic record. Achievement of passing scores on the United States Medical Licensing Examinations is not a substitute for achievement of passing grades in courses, clerkships or rotations.

Step 1 must be taken in the period of time between the end of the second year classes and the deadline set by the Dean of Students. The exam must be taken prior to starting the core clerkship portion of the curriculum. M.D./Ph.D. students are required to schedule the exam before leaving for the Sackler School to begin their Ph.D.

Fourth year students that have not taken USMLE Step 2 CK and CS by the dates set by the OSA will be reported to the Student Evaluation and Promotions Committee for review of their entire academic record and will not be eligible to graduate.

A student must pass Step 1 within 3 attempts and within a 2 year period from the first attempt. A student who fails Step 1 on all three attempts or does not pass it within a 2 year period may withdraw or they will be brought before the Student Evaluation and Promotions Committee for dismissal.

Step 1 must be taken before starting the Core Clerkship phase of the curriculum and must be passed before a student is promoted to Advanced Clerkships phase of the curriculum. Students who have not passed Step 1 upon completion of the Core Clerkship phase will be reported to the Student Evaluation and Promotions Committee for review of their entire academic record. After review of the student’s academic record, the committee will make a decision which may include, but is not limited to, discontinuation of the clinical program until the student has passed USMLE Step 1. These students will not be promoted to Advanced Clerkships and will take time off to strengthen basic science preparation and retake the examination. The examination is retaken prior to resumption of the clinical program. If there are extenuating circumstances, an appeal may be made to the committee. The student will also be advised to contact the Office of Student Affairs for guidance and support.

**USMLE Step 1 Remediation/Independent Study**

A student who has failed the Step 1 exam may be advised or required by the Dean of Students or the Associate Dean of Students to take additional time either in either a formal Step 1 Boards Preparation (e.g. Falcon Step 1 Review) course or a full time structured Independent Study to prepare for the exam retake. Additionally, when circumstances warrant it, the Dean of Students or Associate Dean of Students
may approve a student who has not failed the Step 1 exam for participation in the Step 1 Independent Study program.

As part of this academic plan, students may be approved for up to 8 - 12 weeks (full time) of Step 1 Independent Study. Students approved for this academic plan are considered enrolled full time for the period of the Independent Study. Ordinarily, it is expected that a student will participate in only one Step 1 Independent Study program.

**Step 1 Boards Preparation Course**
Students who are approved to pursue this plan must complete the Step 1 Independent Study Registration form, obtain the required signatures, attach any required supporting material (proof of course registration), meet with the Learning Specialist and submit the form to the Registrar’s Office at least one month before the start of the program.

**Step 1 Independent Study**
Students who opt to do the full time structured Independent Study must complete the Step 1 Independent Study Registration form, obtain the required signatures, attach any required supporting material, meet with the Learning Specialist, select an Independent Study monitor and submit the form to the Registrar’s Office at least one month before the start of the program. The student is required to put forth a plan that has a minimum of 35 hours/week of studying/exam taking preparation.

**Tuition Information**
In a given semester, a student who takes a clerkship before pursuing the Step 1 Independent Study will be charged full tuition and the usual fees. Students who do not take a clerkship but go directly into the Step 1 Independent Study at the start of a semester, will be charged the Continuation Fee. If the student is eligible to take clerkships later in that semester and opts to do so, the Continuation Fee will be rescinded and full tuition will be assessed.

**Credit**
The Independent Study will be listed on the student’s schedule and upon completion a designation of ‘Cr” (credit) will be recorded.

**Student Appeals Committee**

**Charge**
Has the responsibility for reviewing the appeals of students who by decree of the Student Evaluation and Promotions Committee have been denied advancement or who have been dismissed from the Medical School.

**Membership**
The committee consists of three Senior Faculty members appointed by the Dean who are not currently members of the Promotions Committee.
Procedure
A student who wishes to appeal a decision made by the Student Evaluation and Promotions Committee may request such a review by the Student Appeals Committee. The request for this review must be submitted in writing by the student to the Chairperson of the Student Evaluation and Promotions Committee within seven (7) calendar days of the student's official notification of the decision of the Student Evaluation and Promotions Committee. The chairperson will in turn forward this request to the chairman of the Student Appeals Committee. The student shall have the right to appear in person before the Student Appeals Committee in order to present his/her case, and may be accompanied at the hearing by a faculty advisor and/or student friend. Legal counsel is not allowed to be present. The review mechanism should include participation of all persons deemed appropriate and necessary by the Student Appeals Committee, such as course directors, curriculum coordinators, etc. The student shall have the right to hear all testimony and to examine all evidence introduced as part of the review process.

The Student Appeals Committee can:
- Sustain the decision of the Student Evaluation and Promotions Committee, in which case the original decision of that Committee will be final. If the student wishes to appeal this decision further, he/she may request such a review by the Dean of the medical school. Such a request must be submitted in writing to the Dean within seven (7) calendar days of the student's official notification of the most recent decision by the Student Appeals Committee.
- Request reconsideration of the decision by the Student Evaluation and Promotions Committee, which can sustain or modify its original decision.
- If the Student Evaluation and Promotions Committee subsequently sustains its original decision and the student wishes to appeal this decision further, he/she may request such a review by the Dean of the Medical School. Such a request must be submitted in writing to the Dean within seven (7) calendar days of the student's official notification of the most recent decision by the Student Evaluation and Promotions Committee.

Student Appeals Committee Process

DUE PROCESS

EPC  Students who by the decree of the Student Evaluation and Promotions Committee, have been denied advancement or have been dismissed from the medical school.

AC  Student may be accompanied at the hearing by faculty advisor and/or
student friend.

Appeal found to be without merit

Appeal found to have merit

Final Decision to student

EPC considers recommendation of AC

Decision to student

If still aggrieved

Student accepts decision of EPC

Dean

Final Decision

EPC: Evaluation and Promotions Committee

AC: Appeals Committee - three senior faculty members appointed by the Dean. No current member of the Student Promotions Committee will be allowed to be a member of the Appeals Committee.

Suspension

The Promotions Committee or the Dean for Students has the right to temporarily remove a student from a course or rotation when remaining could be detrimental to the student, classmates, the Tufts community or greater community or to the delivery of patient care. Students in academic difficulty may be suspended from participating in the academic program until a recommendation is made by the Student Evaluation and Promotions Committee. All suspended students are placed on leave of absence until they are reviewed by the Student Evaluation and Promotions Committee and a final decision regarding the status of the student has been determined.
Criteria for Satisfactory Academic Progress

Satisfactory Academic Progress: Student must complete the first two years in no more than three academic years (this means that they may not come back for a third first-year nor may they repeat second year coursework in another academic year if they have taken two years to complete the first-year). A student who completes first-year in one year but repeats second-year coursework in a new academic year may not complete the second-year more than once.

In addition to previous guidelines (which remain in place)- Students who have failed coursework or received incomplete grades during the first-year and who return to first-year during another academic year: must pass all repeated coursework (this is an old requirement)—failing a repeated course will result in a recommendation for dismissal AND such students must not fail more than two new courses upon return (they may be allowed to make-up two newly failed courses over the summer but will be recommended for dismissal if they fail more than two courses). Failed coursework over the summer for such students will result in dismissal (see SAP).

For students who have taken two academic years to complete first-year due to failed coursework or incompletes: such students must complete the second year in one academic year and will be recommended for dismissal if they fail three or more courses during the second year. They may be allowed to make up two failed courses over the summer (failure of these courses leads to a recommendation for dismissal – see SAP).

Transfer Policy

Transferring from TUSM
Students wishing to transfer to other medical schools should meet with either the Dean for Students or the Associate Dean for Students. Transfers to other medical schools are obtained depending upon the availability of space. Consideration is given to the student's prior academic performance, and to the personal need for the student to move to a particular city or geographical area, i.e. spouses who are separated, family problems, etc. It is easier to transfer into the third year of another medical school than into the second year, although both are available on a very limited basis. Students who transfer out of Tufts University School of Medicine are expected to pay for any courses or rotation or portion of courses or a rotation they take at TUSM prior to withdrawal.

Transferring into TUSM
Depending on availability of space and curriculum requirements, students may be accepted as a transfer student into TUSM at the beginning of second or third years. Students accepted for transfer into the second year are required to pay 6 semesters of full tuition. Students accepted for transfer into the third year are limited to the remaining schedule options from the third year scheduling system and are required to pay 4 semesters of full tuition.

Leave of Absence

A leave of absence (LOA) is a period of non-enrollment. Students on a leave of absence are not considered to be working toward their degree. At TUSM, leave of absence status is ordinarily granted
for one year. With the Dean of Students review and approval, there is the possibility to extend the leave for a second year. Students who do not return to full time status at the end of their leave and who have not requested an extension of their leave are considered to have withdrawn from Tufts University School of Medicine.

If a student who had been given an extension on their leave of absence does not return to full time status in the subsequent year, the student is considered withdrawn from TUSM. To request a return to student status, the individual would need to reapply to TUSM via the Office of Student Affairs. The Dean for Students may require the former student to submit supporting materials as part of their reapplication to TUSM.

There are generally four reasons leaves of absence are granted from the medical school:
1) medical
2) graduate study
3) administrative
4) programmatic

Students going on leave must complete the Application for Leave of Absence form available in the Registrar’s Office.

These students should review the Health Insurance Policy for Students on Leave of Absence, as published in this handbook and in the Student Advisory and Health Administration Office. Students must meet with representatives from the Financial Aid, Student Advisory and Health Administration Office, and Bursar’s Office, in addition to meeting with the Dean for Students or the Associate Dean for Students in order to obtain clearance to take a leave. The Leave of Absence does not become official until the Registrar (or designee) signs the form.

**Medical**
A leave of absence may be granted when endorsed by the Dean for Students under the following circumstances and conditions:

For conditions, usually physical, with a reliably good prognosis for full recovery within a few months, students in any class granted leave, may return to school at an appropriate level of study, as soon as their return is cleared by their physician. Their place in the same or a subsequent class will be held for them. This leave of absence may not exceed one year's duration. At the completion of one year's time, the leave will be reviewed and a new recommendation will be made.

For conditions that are mental/emotional in nature, students may be required to be on leave for a period of not less than six months and no more than one year. If a student seeks a leave for emotional or psychiatric reasons, a consultation will be obtained through the Student Advisory and Health Administration Office physicians.

**Graduate Study**
Students who wish to take a leave for graduate study should apply directly to the Dean for Students. The Dean will require written documentation of acceptance into a graduate program or of intended graduate work. Leaves for graduate work are usually granted for a period of only one year but in each case specific requirements of the graduate program will be taken into account.

**Administrative**

Students may be placed on administrative leave as a result of action taken by the Student Evaluation and Promotions Committee or by the Dean for Students. Students who have been placed on LOA for administrative reasons must be approved to return to school by the Dean for Students.

**Programmatic**

Certain combined degree programs (i.e. M.D./Ph.D.) require students to take a leave from the medical school while completing their master’s or doctoral coursework. M.D./Ph.D. students must complete all outstanding M.D. requirements before going on leave and must complete all Ph.D. requirements (including dissertation defense) before returning to the medical school.

**Responsibilities of Students on Leave of Absence**

Students who are on leave of absence are responsible for providing the Registrar's Office with up to date address information. The student must notify the school of intention to return from leave at least 60 days in advance. Students who are returning from a leave to start the Core Clerkship phase of the curriculum must contact the Registrar’s Office to enter the scheduling process and obtain the scheduling calendar. Lack of financial clearance may result in denial of participation in clinical scheduling or starting classes/rotations. All financial aid recipients must meet with a financial aid counselor to discuss the impact of the Leave of Absence on their financial aid status and possible loan repayment requirements. The student must receive clearance in order to return from leave of absence. Financial clearance must be obtained from the Bursar’s Office and clearance for health insurance and immunization requirements must be obtained from the Student Advisory and Health Administration Office for all students returning from leave.

**Withdrawal**

All students considering withdrawal from the school must meet with the Dean for Students to discuss their plans. Students withdrawing to transfer to another medical school must provide a copy of the acceptance letter. All withdrawing students are required to complete a withdrawal form. All financial aid recipients contemplating withdrawal are required to meet with a financial aid counselor for an exit interview to discuss their rights and responsibilities in regard to their student loans.

**Limited Licensure**

In May 5, 1976, the Massachusetts Senate and House of Representatives amended the law regarding practice of medicine by medical students. Chapter 112 has been amended by Chapter 534 and the following is the law regarding medical students:

A student of medicine who has creditably completed not less than two years of study in a legally
chartered medical school wherever located may practice medicine, but only under the supervision of
an instructor in a legally chartered medical school, which instructor shall be a registered physician in the
commonwealth and a duly appointed staff physician in the duly licensed hospital of not less than twenty-
five beds, or an associated clinic, to which the student may be assigned. The board may, in its discretion
from time to time, designate other facilities or locations in which said student may practice medicine
under the conditions described above. Said students of medicine shall not sign certificates of births or
deaths, nor prescribe or dispense narcotic drugs as defined in Section 1 of Chapter 94C.

**Malpractice Insurance**
All registered Tufts students are fully covered by malpractice insurance which is in effect during all years
in medical school regardless of whether you are in Tufts associated hospitals or non-Tufts hospitals
providing these rotations have been approved by the Dean for Students, and are listed in your academic
record as part of your medical school curriculum. Students whose registration has been suspended due
to an outstanding balance with the Bursar's Office or students whose rotations have not been approved
are not covered by malpractice insurance. Once the balance has been paid or the rotation approved,
the student's registration will be finalized and malpractice insurance is again in effect. Questions
regarding malpractice insurance should be directed to the Dean for Students.

**Privacy Information (FERPA)**
The following pages contain information on the Family Educational Rights and Privacy Act (FERPA). This
information constitutes your official notification of rights granted you under Federal legislation
known as the Family Educational Rights and Privacy Act of 1974 as amended, and under the regulations
adopted by the Department of Health, Education and Welfare under the Act. The University's official
statement of policy and procedures in respect to the Act and the text of the Act and regulations are available
for your inspection at the office of the Dean for Students.

The Act grants you access to your education records as defined, the right to seek to change portions of
your education records which are incorrect or inaccurate and the right to limit or prevent their disclosure
to third parties, except those allowed access by the Act.

These and related matters are discussed in some detail here. Emphasis is placed on records that are the
most common. If you have questions or desire to see any records, start with the Registrar’s Office.

Please pay particular attention to the Directory Information section. If you do not want directory
information divulged without your prior consent, complete the form provided by the Registrar’s Office by
September of each academic year. Questions concerning the confidentiality of student records may be
addressed to the Dean for Students or the registrar.

**Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to
their education records.
Definitions

For purposes of this notification, the Tufts University School of Medicine uses the following definitions of terms.

Student - any person who attends or has attended the Tufts University School of Medicine. Persons admitted but never matriculated are not considered students.

Education records - any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by the university or an agent of the university that is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records which are created and maintained by Public Safety for law enforcement purposes.
4. Records made or maintained by a physician, psychiatrist, psychologist or other recognized 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 a 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 education 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 Registrar (Dean of students, etc.), or the custodian of the record as indicated in the list 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/her files unless the right to do so has been waived in writing.

The following is a list of the types of education records that the university maintains; the location(s) of such records; and their custodians (or the custodian’s designee).

**Checklist of Record**

Records of all medical students are maintained by the registrar, deans, basic science and clinical departments and/or advisers, Student Advisory and Health Administration Office, Development, the Bursar’s Office, Financial Aid Office, and Office of Graduate Degree Programs for combined degree students.

**Academic**

The file maintained by the registrar (Registrar’s Office: Sackler 4) is the most complete record kept. It contains a semester by semester record of grades received. Because of this, the following section is devoted to a description of its origin, contents, uses, and eventual disposition. Records maintained contain pertinent academic information such as transcripts, academic schedules, copies of correspondence, and evaluations. Archival records are derived from information in your academic dean's file, as described in the following section. Files regarding your participation in clerkship programs are kept by the director of the clerkship, the educational secretary at the hospital, and the department chairman of the clinical specialty.

**Awards**

At some time in your academic career you may be recommended for a departmental award, membership in an honorary society such as Alpha Omega Alpha, or an Alumni Award. Such files may contain copies of your academic record as well as letters of recommendation. Departmental Award files are maintained by Committee on Awards and Scholarships. Consult director or the chairperson of the department in question.

- Alpha Omega Alpha files are maintained by chapter president (only directory information).
- Alumni Award files are maintained by Alumni Secretary.

**Financial**

The Bursar (Posner Hall) maintains all records of charge, billings, and payments. The Director of Financial Aid (Financial Aid Office, Sackler Building) keeps all records of applications for and awards of financial aid. In accordance with the law, a parent's confidential statements are treated as such and cannot be viewed by you, unless the parent indicates otherwise. The Development Office (75 Kneeland Street) maintains records in connection with gifts and donations that you or your family may have made or may make.

**Health and Counseling**

In defining "education records", that is those records to which the Privacy Act applies, the law states:

The term does not include records relating to an eligible student which are:
- Created or maintained by a physician, psychiatrist, psychologist or other recognized professional
  or para-professional acting in his or her professional or para-professional capacity, or assisting in
  the capacity;
- Created, maintained or used only in connection with the provision of treatment to the student;
- Not disclosed to anyone other than individuals providing the treatment; provided that the records
  can be personally reviewed by a physician or other appropriate professional of the student's choice.
For the purpose of this definition, "treatment" does not include remedial educational activities or
activities which are part of the program of instruction at the institution.

Health records are kept by the Student Advisory and Health Administration Office (Posner Hall) and are
prevented from third person disclosure, as above, both by professional ethics and law.

Committee Records
In the course of their business, many University Committees compile files on students. The information
contained in such files may include any or all of the following items: a student-initiated petition,
supportive statements for faculty or other, transcript, test scores, copies of correspondence between
student and committee, copy of the committee's action or recommended action. Besides the previously
mentioned Committees on Academic Awards and Plans of Study, there are committees on:
Student Evaluation and Promotions - principal jurisdiction is student conduct and students in academic
difficulty. Actions and recommendations become part of the file of the chairperson of the Student
Evaluation and Promotions Committee file. For further information concerning the above, consult the
Dean for Students (Office of Student Affairs (OSA), Sackler 4).

Miscellaneous
The Medical School Library (Sackler 4) keeps a record of books borrowed by students.

The Office of Publications maintains records of awards won, honors received, and other outstanding
achievements in your career.

Records of the Campus Police (M & V Building) are not part of your education record and are not available
for view.

Recommendations
A Dean's letter of recommendation for internship and/or residency becomes part of your permanent file.
Information in such files will be updated as you desire, and will be furnished on your authorization to
those agencies or institutions you specify. Clinical departments maintain files on students seeking to be
accepted into internships and residency programs.

(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 the University to amend a record that the student believes is inaccurate or misleading.
The student should write to the Registrar, clearly identify the part of the record they want changed, and
specify why the student believes the record is inaccurate or misleading.
If the University decides that the information in the education record is not inaccurate, 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 or the reason(s) the student disagrees with the decision of the University.

(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 the university 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 university 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 officials of another school, at the request of those officials, in which a student seeks or intends to enroll.
3. 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.
4. 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.
5. To organizations conducting certain studies for or on behalf of the university.
6. To accrediting organizations to carry out their functions.
7. 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.
8. To comply with a valid court order or subpoena or to comply with federal law (e.g., the USA Patriot Act).
9. To appropriate parties in a health or safety emergency.
10. To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex 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.
11. Directory information so designated by the university.
12. To parents of students under the age of 21 when laws or university policies regarding alcohol or drugs are violated.
13. 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 the
university that may be disclosed without the prior consent of the student, subject to the right of the student to inform the university in writing that all "directory information" with respect to him or her shall not be so disclosed, as discussed below. The school has designated each of the following items as "directory information":

- Name of student
- Home address
- Local address
- E-mail address
- Home telephone number
- Local telephone number
- Student identification number
- Date of birth (not given out routinely)
- Undergraduate college
- Participation in officially recognized activities and/or committees
- Dates of attendance
- Degree(s) received
- Award(s) received
- Internship/Residency appointment
- Composite Picture (taken of all entering students)

Directory information is used at Tufts in the following ways:

- On Line Student Directory - name, class year, email address and telephone number of all students.
- Student identification number is used as a unique identifier in the student records system.
- Commencement program - give names, undergraduate school and any awards received by all members of the graduating class.
- News stories released by the Office of Publications.
- Providing assistance to parents and friends attempting to reach students in cases of emergency.
- Composite pictures - distributed to faculty and administration for purpose of identification.

**Restricting Release of Directory Information**

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 the Registrar’s Office.

(4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.**

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

Family Policy Compliance Office
U.S. Department of Education
Additional Information

Cost

Copies of records may be obtained subject to a charge of no more than $1.00 for the first page and $.75 for each additional page photocopies, not to exceed a total of $5.00 per record.

Academic File

Contents

The initial record kept by the Registrar's Office consists of your AMCAS application form, supplemental application form; your complete college transcript; transcripts from any other colleges you may have attended, and standard test scores such as MCATs. Thereafter, your file grows to include any or all of the following:

- Medical School transcript
- Evaluations from courses and clerkships
- Notifications from faculty of grade change, (e.g. make-up exams or errors)
- Notifications of the completion of previously unfinished work
- Reports of excessive absences
- Forms or letters regarding status
- Action of Committee on Student Evaluation and Promotions
- Copies of correspondence with the dean, associate deans, assistant deans, or registrar
- Copies of correspondence in connection with non-Tufts clerkships
- Letters of recommendation by the dean/associate deans for students
- Reports concerning incomplete courses
- Records of your request to view your file
- Dean’s Letter, Curriculum Vitae, Personal Statement, Dean’s Letter Questionnaire
- Statements that you may have entered into the records on your own behalf

Many of these items are purged from your file upon completion of all your degree requirements. At that time, your degree is added to your permanent record.

Third Party Access

No item in your file is available for the view or inspection of a third party without your knowledge and consent with the limitations previously noted. Among the most common requests for information we receive are the following:

- Verification that you are a student in good academic standing is generally requested by an institution or loan agency.
- Often prospective employers or other agencies with whom you are negotiating request verification of such items as dates of attendance, degree awarded, etc. As this information falls into the
category of Directory Information, Section IV, it can be furnished without your consent unless you have previously indicated to the contrary.

Transcripts

Your permanent academic record from which your transcript is produced is maintained by the registrar. If a faculty member has made a clerical error in computing your grade, he or she must submit a statement to the registrar requesting a change be made on your record (see Grade Appeal process).

Your transcript is updated as grades are received. One of the responsibilities of the Dean for Students is to bring to the attention of the Student Evaluation and Promotions Committee those students whose degree progress is deviating from normal. Evaluations of such students are reviewed by faculty members of this committee in order to determine what action, if any, to take.

Evaluations will be viewed by faculty members other than your advisor and the coordinator for each specific year in connection with the awarding of various prizes that are wholly or partially based on academic achievement. In addition, various administrative personnel, principally in the Office of Student Affairs have access because of involvement in the above matters.

At no time will information about your performance be distributed beyond the confines of the University without your authorization or knowledge. You may at any time request that an official copy of your transcript be furnished to another institution or agency through the registrar. An official copy of your transcript will bear the registrar’s signature and the school seal. Official transcripts are not released directly to students or graduates; however, you may at any time request in writing that an unofficial copy of your transcript be furnished to you. An unofficial copy, or student copy, of your transcript will not bear the registrar’s signature or the school seal and will be stamped “student copy.”

Disposition of Records

For policies in connection with the disposition of records maintained by course or clerkship chairmen, consult the department concerned.

Once you matriculate at Tufts, portions of your admissions file are forwarded to the Registrar’s Office. Applications and related material for persons not accepted are retained by the Admissions Office for five years and then destroyed.

After a student has been separated from Tufts for any reason including graduation, the folders are retained intact in the Registrar’s Office for at least five years. After that time, the file is archived. They are processed in the following way:

Each folder is screened; transitory and extraneous material is discarded. The basic requirements for retention of most material are if it contains significant information regarding the academic biography.

Guidelines for Screening Folders for Permanent Record

Retained:
• Transcript while in attendance at Tufts
• Degree certification date
• Academic honors (AOA) or awards
• Financial aid records (retained by Financial Aid Office until loans are repaid)
• Reasons for withdrawal (when applicable)
• Request for reinstatement
• Transcript from other colleges or universities
• Letters of recommendation written while student was enrolled

Discarded:
• Duplicate copies of anything
• All recommendations and correspondence prior to admission
• All materials relative to academic warning and probation
• Grade change requests or request for adjustments to records
• Anything to do with dormitories, housing, etc.

The above are obviously guidelines, subject to discretion in particular instances, and not a complete rendition, but are examples of the items most frequently included in and excluded from archival files. All present and former students have the right to view materials that will be retained, to ask that certain materials be destroyed, and to enter statements in regard to any document if this is necessary. Application to view archival records should be channeled through the Registrar’s Office.

All material is restricted to use by authorized university personnel or to release *if involving more than routine directory information*, only on the written permission of the individual involved, unless release is permitted by the Act and regulations.

Non-archival Records

All immunization records are contained in the files of the Student Advisory and Health Administration Office and are not part of the archival record. These records are retained for two years after the student graduates.

Post graduation files are maintained by the Registrar's Office.

Rights as an Alumnus/a

All of the rights which you possess as a student concerning your records remain with you after you leave Tufts. This applies only to those records which pertain to you as a student and accumulated during your enrollment in the University.

Recommendations

Within Tufts, recommendations from the dean, associate deans or assistant deans, would be part of your ongoing file. As such, you would be permitted to view these in the presence of said dean or a designate, provided that you did not waive your right to view the file (i.e. in cases of letters of recommendation).
FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

TUFTS UNIVERSITY SCHOOL OF MEDICINE TECHNICAL STANDARDS

The Technical Standards of TUSM define the essential functions that an applicant or medical student must be able to perform in order to be admitted to TUSM, to progress satisfactorily through our program of study, and to graduate. Essential functions refer to all non-academic criteria that are necessary to participation in the educational program. In developing these criteria, the medical school and its faculty affirm the following expectations of our graduates:

- The awarding of the M.D. degree certifies that the individual possesses a broad base of knowledge and skills requisite for the practice of medicine. The medical education process must prepare the individual to be a generalist physician, not a specialist. Therefore, a comprehensive medical education, rooted on common knowledge, skills and behaviors, is the prerequisite for entry into specialized post graduate training programs. The Tufts graduate must have the ability to function in a variety of clinical situations and to render a wide spectrum of patient care.

- The acquisition of scientific knowledge must be accompanied by the development of basic intellectual attitudes, ethical professional attitudes and behaviors and moral principles that are essential for a responsible physician to possess.

- Medical education, which focuses so largely on patients as a central part of the educational process, differs markedly from postsecondary education in fields outside health sciences. Tufts University School of Medicine must act to protect the health and safety of patients.
The goal of our faculty is to produce a generalist physician. As such, every student must complete all aspects of the required curriculum as determined by the faculty.

**The following are considered essential for fulfillment of the M.D. degree.*

Candidates for the M.D. degree must have somatic sensation and the functional use of the senses of vision and hearing. A candidate for the M.D. degree must have abilities and skills of five varieties.

*The following was adapted from the Report of the Special Advisory Panel on Technical Standards for Medical School Admission, AAMC 1979.

These five areas of ability are further detailed below.

I. Observation: The candidate must be able to observe demonstrations and experiments in the basic sciences. A candidate must be able to observe a patient accurately. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of hearing and of smell.

II. Communication: A candidate should be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients, families, peers, and faculty. Communication includes not only speech, but also reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

III. Motor: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to execute motor activities reasonably required to provide general care, to perform diagnostic procedures and to provide emergency treatment to patients.

IV. Intellectual-Conceptual, Integrative and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, a critical skill demanded of physicians, requires all of these intellectual abilities. Candidates and students must be able independently to access and interpret medical histories or files, identify significant findings from history, physical examination, and laboratory data, provide a reasoned explanation for likely diagnoses, and prescribed medications and therapy, and recall and retain information in an efficient and timely manner. The ability to incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans is essential. Good judgment in patient assessment, diagnostic and therapeutic planning is crucial; students must be able to identify and communicate their knowledge to others when appropriate.

V. Behavioral and Social Attributes: A 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 responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to learn the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that should be assessed during the admissions and education process.

The above are considered minimum abilities required in the educational process of a physician. Each otherwise qualified disabled person will be evaluated on an individual basis. Tufts University School of Medicine reaffirms its commitment to be flexible, innovative and creative in trying to meet the special needs of disabled students. The integrity of the curriculum must be maintained and those elements deemed essential to the education of a physician must be required and completed. Finally, all medical students must possess those intellectual, ethical, mental health, physical and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty.

**Academic, Professional, Ethical and Personal conduct**

**Standards of Academic and Professional Conduct**

As a medical student you are embarking on a career in a profession which requires of its members high standards of ethical conduct and honesty. It is expected that each student will make a personal commitment to abide by a standard of behavior that will establish a firm foundation for future professional conduct and respect for the academic environment of Tufts University School of Medicine. This requires avoidance of any form of intellectual dishonesty as well as the demonstration of respect for the rights and well being of others, including all students, faculty, staff, patients, and other members of the Medical School community. 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 conduct.* The Tufts University School of Medicine Honor Code further imposes an obligation on each student to take affirmative steps to ensure that other medical 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. *Formal action to address violations of the Honor Code, when deemed necessary by the Dean for Students or his/her designee, will be taken in accordance with the Bylaws of the Student Evaluation and Promotions Committee or the TUSM Ethics Committee on Student Conduct.*
TUSM Student Honor Code
I agree to uphold the Tufts University School of Medicine Standards of Conduct. If I observe violations of this code of conduct, in the interest of supporting these standards, I will take one or more of the following actions:

1. Confront the individual(s) to receive an explanation and to gain satisfaction that there was no intention of breaching the TUSM Standards of Conduct. (It is expected that many incidents will be dealt with in this manner.) If satisfaction is not gained, I will take further action (see 2. and 3. below);

2. Consult with a Student Affairs administrator, an Educational Affairs administrator, a Learning Community advisor or a student Ethics Representative regarding my observations in order to determine whether a written report should be made to the Dean for Students or his/her designee; and/or

3. Submit a signed written report of the alleged infraction to the Dean for Students or his/her designee.

I have read, understand, and agree to comply with the TUSM Student Honor Code.

Drug-Free Campus Program

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

The illicit use of drugs and alcohol can seriously impair the health and safety of members of the Tufts community and their families. The University is committed to addressing and preventing illicit drug use and alcohol abuse within the University community. There are substantial health risks and legal consequences that stem from alcohol and drug abuse. All students and employees are urged to read the Public Safety pamphlet distributed at Orientation. Additional copies are available from the Department of Public Safety.

For students on the Boston campus, confidential counseling is available through the Student Advisory and Health Administration Office at (617) 636-2700, and through the Wellness Committee at (617) 636-3303. In addition, the Office of Student Affairs and the University Chaplain's office are available for referrals to other resources in the community. Additional resources are listed at the back of the Student Handbook.

AIDS Guidelines
In 1986, the Tufts University AIDS Task Force prepared a document entitled AIDS Guidelines at Tufts University, outlining general university policies relevant to students. The document is intended to provide guidelines relevant to faculty and medical students who are actively involved in the clinical care of patients. Our medical students and our faculty are involved in patient care at a number of affiliated hospitals. Faculty and medical students are responsible for being familiar with and following the policy and guidelines of this document, as well as any policy of the affiliated institution in which they are taking care of patients. This document is distributed to all students each academic year. Tufts University School of Medicine follows the OSHA guidelines by requiring students to attend the Universal Precautions Session on Aids Education each academic year. Students must meet this requirement before being allowed to work in affiliated hospitals.

ADMISSIONS OFFICE

Sackler Building, 8th floor
145 Harrison Avenue
(617) 636-6571
med-admissions@tufts.edu
Monday - Friday, 9:00 a.m. - 5:00 p.m.

Admissions starts our interviews in September, offering multiple interview days per week; making monthly admissions offers throughout the year; expanding recruitment efforts; and ensuring that the entire admissions process is imbued with the student-centered approach that is the hallmark of TUSM.

Our current student-body is one of our greatest strengths in attracting applicants to our school. We have a number of ongoing opportunities for students who are interested in volunteering their time to support the admissions process and will be evaluating if there are better ways to bring students and applicants together during the year.

Students who are in their first, second or third year at TUSM are needed to serve as lunch hosts on Interview Days (Tuesdays and Thursdays), to be hosts to applicants who need a night of lodging prior to an interview, to host interested applicants for a day of classes, and to serve as an “email buddy” to applicants who have questions. Students are invited to become involved in any of these roles by contacting Emily Condon at emily.condon@tufts.edu

Select fourth year students have the opportunity to serve on the TUSM Admissions Committee. Students who are interested in being considered for service on the Admissions Committee should also contact Emily Condon, emily.condon@tufts.edu, for additional information about the requirements.
OFFICE OF FINANCIAL AID

Sackler Building, 8th floor
145 Harrison Avenue
Phone (617) 636-6574
Fax (617) 636-3447
Monday through Friday, 9:00 a.m. - 5:00 p.m.

Appointments are encouraged; walk-ins are always welcome.

Philosophy
The intent of the financial aid programs at TUSM is to assist students with meeting any shortfall that exists after a maximum effort has been made by the student and his/her family to pay for school related costs. While the Office of Financial Aid will make every effort to assist families with financial need, students and their families bear the primary responsibility for financing their medical education. Like most other U.S. medical schools, TUSM requires the disclosure of parental financial information in order to be assessed for institutional scholarships and/or institutional loans, regardless of marital or family status. Students who are 38 years or older are not required to submit parental information in order to be considered for institutional assistance. Students who wish to only apply for federal Title IV funding such as the Federal Perkins Loans, Federal Direct Unsubsidized Loan and/or Federal Direct Grad PLUS Loans are not required to submit parental information.

The financial aid award package is determined after an extensive review of all available resources as detailed on the FAFSA and verified through supporting documentation. Financial aid packages may consist either entirely of loans or in the case of those that have documented substantial financial need, a combination of loan and scholarships. Students are required to apply for financial aid annually, therefore, changes in marital status, increases to income, decreased number of family members in college and/or assets may impact your eligibility in future years.

Financial Aid advisers are available to answer questions and to provide assistance. Although staff can answer routine questions on a walk-in basis during office hours, you are encouraged to make an appointment if you would like to meet with your particular financial aid advisor at a specific time.

Types of Aid 2014-2015
<table>
<thead>
<tr>
<th>Type Of Aid</th>
<th>Annual Limit</th>
<th>Interest Rate</th>
<th>Net Fees</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical School Scholarship</td>
<td>1/4 Tuition to 1/2 Tuition</td>
<td></td>
<td></td>
<td>Determined by Office of Financial Aid, need-based, considers family resources</td>
</tr>
<tr>
<td>Federal Direct Unsubsidized Loan</td>
<td>1st Year - $42,722 2nd Year - $44,944 3rd Year - $47,167 4th Year - $44,944</td>
<td>6.21% (accrues from date of disbursement; fixed rate for the life of the loan but each year new rates will be established for loans disbursed within that year based on the variable index rate)</td>
<td>1.072%</td>
<td>Meet federal requirements¹</td>
</tr>
<tr>
<td>Federal Direct Graduate PLUS Loan</td>
<td>COA - other aid</td>
<td>7.21% (accrues from date of disbursement; fixed rate for the life of the loan but each year new rates will be established for loans disbursed within that year based on the variable index rate)</td>
<td>4.288%</td>
<td>Meet federal requirements¹, and meet credit requirements</td>
</tr>
<tr>
<td>Federal Perkins Loan</td>
<td>Up to $8,000</td>
<td>0% during grace and/or eligible deferment periods, 5% in repayment</td>
<td></td>
<td>Determined by Office of Financial Aid, need-based, meet federal requirements¹</td>
</tr>
<tr>
<td>Wolfson Loan</td>
<td>Up to $20,000</td>
<td>0% during grace and/or eligible deferment periods, fixed at Prime +1% when in repayment</td>
<td></td>
<td>Determined by Office of Financial Aid, need-based, considers family resources</td>
</tr>
<tr>
<td>Massachusetts Medical Society Loan</td>
<td>One-time $10,000 award for a 3rd year student</td>
<td>1% through the first 3 years of residency, 2% for the next 2 years, 6% for the remainder of the loan</td>
<td></td>
<td>Students must be in the 3rd year of study in the MD program, be Massachusetts residents, and demonstrate financial need</td>
</tr>
<tr>
<td>Primary Care Loan</td>
<td>Varies by year</td>
<td>0% during grace and/or eligible deferment periods, 5% in repayment</td>
<td></td>
<td>Students must meet with Office of Financial Aid to request funding. Borrowers must commit to a career in Primary Care for the life of the loan and be U.S citizens or eligible noncitizens, demonstrate financial need, and parental information may</td>
</tr>
</tbody>
</table>
Applying for Financial Aid

Who May Apply?
Students whose cost of attendance exceeds their family resources are encouraged to apply for financial aid. To be eligible for financial aid, the applicant must be: 1) accepted or enrolled in a degree-seeking program at TUSM on at least a half-time basis, 2) meeting standards of academic progress, 3) a citizen of the United States or an eligible non-citizen, 4) NOT in default with prior student loans, 5) if male, you must comply with requirements of Selective Service Registration and 6) have no prior drug convictions during a period of enrollment for which the student was receiving Title IV aid. Students are required to apply for financial aid each academic year and eligibility is determined for all financial aid programs available. New students are encouraged to apply as early as possible; do not wait until you are accepted.

Application Deadline
The priority deadline for having financial aid applications complete for the next academic year is March 28. To meet this deadline, the following documentation must be received by March 28:

- Processed Free Application for Federal Student Aid (FAFSA)
• TUSM Financial Aid Application

The FAFSA on the Web takes approximately 10 days to process and is available to complete as of January 1st each year. Students may request a paper FAFSA from the Department of Education’s website if they are not comfortable completing this online. Students should visit www.fafsa.ed.gov to complete this requirement.

*Please note: If a student was married as of the date the FAFSA was filed, the student must submit their spouse’s taxes even if they were filed separately.*

Students who are interested in applying for institutional funds, in addition to federal programs, must submit the following documentation by March 28. If parents are divorced, please submit the following information for both parents:

• Processed Free Application for Federal Student Aid (FAFSA) complete with parental information
• Signed copies of all pages of student’s AND parents’ Federal 1040, including schedules and W-2s for calendar year just ended
• TUSM Parental Information Form
  • Current mortgage statement, home equity statement, and/or secondary mortgage statement (if applicable) showing outstanding principal balance due at time FAFSA was filed.

*Please note: Students who are 38 years or older are not required to submit parental information to be considered for institutional assistance.*

Files completed after the priority deadline will be reviewed after all on-time applicants. There may be a delay in the receipt of funds and/or students may not receive any or all institutional aid they would have otherwise been eligible for. Students will still be expected to meet all tuition payment deadlines even if they have not received financial aid award notices by those dates. Consequently, late applications may also cause a delay with disbursements and/or refund checks being issued. Award notices are mailed out beginning in April.

*Loan eligibility may not be originated after the last day of classes. Students who are applying for financial aid late into the semester (within one month of the last day of classes) should contact the Office of Financial Aid to confirm that adequate time is available to process the request.*

Renewal of Aid
Students must complete a financial aid application every year if they wish to receive financial aid. Components of students’ aid package may change from year to year due to changes in financial circumstances, and/or late applications, or changes in program regulations and/or funds available.

**International Students**

There are no federal or institutional funds available for international students. However, there may be some private loans that can be secured with an eligible US co-signer. The Office of Financial Aid would be happy to assist international students with questions pertaining to private loans.

**Budgeting Issues**

Students are expected to budget monies for the period of time before their financial aid funds are received and a refund can be produced from their account. **As a guide, students should have three months worth of living expenses available in order to secure an apartment, to assist with moving expenses and/or to purchase books/supplies.** Refunds from excess financial aid will not be issued until the student has begun their studies for a particular year, all paperwork has been completed, and all financial aid funds have actually been received. First time financial aid applicants and first year students must complete an entrance interview before loan proceeds can be disbursed to their account. **Entrance interviews should be done online** [www.studentloans.gov](http://www.studentloans.gov).

All federal awards are disbursed in two equal payments per semester. If students are attending both the fall and spring semester, they will receive half of their total award each semester. The Office of Financial Aid attempts to have loans disbursed on or about the first day of class each semester if all paperwork is received in a timely fashion. Please remember when determining a budget for living expenses that loans must be repaid with interest. It is to the student’s advantage to keep expenses and borrowed amounts as low as possible as loan debt represents future earnings that are being pledged. Students should keep careful records of their loan portfolio and take ownership of the process from the very beginning.

**Refunds**

Refunds result when the actual funds have been credited to the student’s account and exceed the charges. A provisional credit is notification of a loan or scholarship application in process and cannot be used as a refund. Refunds will not be granted before the funds are actually received, eligibility has been confirmed, funds have been credited to the student’s account, all necessary documents have been processed and the student has begun enrollment in the semester that he/she is being paid. **STUDENTS SHOULD CONTACT THE BURSAR’S OFFICE WITH ANY QUESTIONS PERTAINING TO THEIR REFUND.**

**Financial Aid Advances/Emergency Loan**
Financial aid advances may be available once a student’s financial aid application is complete and provisional credits appear on the student account but no sooner than 30 days before the semester begins. Advances are requested through the Office of Financial Aid. A student may request up to the lesser of the future expected refund or $1500. The student’s account will be charged and their future refund will be reduced by the amount of the advance. Advances are not available for those who do not have pending financial aid to cover such requests and they are not available to students who have not officially matriculated. The Director of Financial Aid has the discretion to make final approval or denial of such requests.

The Felice Voss Emergency Loan Fund has been established to temporarily assist students who, due to circumstances beyond their control, require a short term emergency loan ($1500 maximum). Students must have a method for repaying the loan funds within 90 days of receipt. This program is NOT designed to assist students that have been tardy with their financial aid applications or that are having trouble securing loans due to credit issues. The Director of Financial Aid has the discretion to make final approval or denial of such requests.

**Withdrawal**

Once a student has notified the appropriate official on the Office of Student Affairs staff of his/her intention to take a leave or withdraw, the Bursar and the Director of Financial Aid will be notified. If a student withdraws prior to the first day of a semester, all financial aid funds will be returned.

If a student completely withdraws from school during a semester and before 60% of the semester has passed, federal regulations require that a school determine the percentage of any federal aid received that is earned. The amount of aid earned is calculated by multiplying the total net amount of federal aid for the semester, by the percentage of the term for which the student was enrolled before withdrawing. If the amount of aid earned is less than the amount of aid already disbursed to the student, a repayment may be required. If the aid disbursed was used to pay institutional charges (i.e. tuition), the portion of the unearned aid will be repaid by TUSM in the order prescribed by federal regulations; first to Federal Direct Unsubsidized Loans, then to Federal Perkins Loans, then to Federal Direct GradPLUS Loans.

Please note that your tuition liability remains as described above, according to the TUSM Refund Policy. If federal loan money used to pay tuition must be returned to the lender according to the federal regulations, then any balance due remaining on the student’s account becomes the student’s responsibility. The student is responsible for repayment of any unearned living expense money from federal aid advanced before the withdrawal. If the total amount of this repayment comes from loans, then the student may make this repayment under the original terms of the loan. Please contact the Office of Financial Aid for more information on this policy.
Students should meet with their Financial Aid advisor if they are considering withdrawing to determine the effects on their federal loans. Students would be required to do an exit interview online at http://www.nslds.ed.gov/nsldsSA/.

Financial Aid Questions and Answers

**I'm financially independent from my parents. Why does TUSM ask for my parents' information?**

When determining federal Title IV eligibility, all medical students are considered independent. Only the student's (and spouse's if applicable) financial information will be used to determine need for federal loan programs. Since institutional funding is limited, parental information is used as a way to determine the family's ability to pay for the student's educational expenses. It allows the Office of Financial Aid to consider all families in an equitable fashion, as the same need analysis formula is applied to all families consistently.

**Should everyone file financial aid applications with parental information?**

We encourage all first time financial aid applicants to file with parental information in order to determine the extent of possible assistance available from the family. The potential parental/family resource is used to rank each student in order of consideration for institutional and some Title VII low-interest loans and scholarships. If you did not qualify for financial aid as an undergraduate, do not assume that you will not qualify for financial aid as a medical student.

**What is the maximum amount of institutional scholarship a student may receive?**

No individual scholarship will exceed a value equivalent to (½) half-tuition and no student may receive a combination of multiple scholarships that exceed the value of (¾) three-quarters tuition. Externally funded scholarships are considered when determining the total scholarship eligibility for institutional funding. Students are encouraged to disclose outside scholarship awards as early as possible to avoid having their institutional scholarship reduced later in the year.

**What about outside scholarships, loans and the impact on my financial aid package?** Federal law clearly states that a student cannot receive funds from any source in excess of the cost of attendance. If funding not originally reflected in your financial aid package causes an over award, we may be required to reduce institutional, federal, and/or private loans as not to exceed the cost of attendance.

Students who are notified that they will be receiving outside assistance once their initial eligibility for institutional assistance has been determined will have their aid eligibility recalculated when the Office of Financial Aid has been notified. This may include reducing institutional loans and/or scholarships at the time of notification, regardless of the time of year. Students are encouraged to disclose
outside scholarship awards as early as possible to avoid having adjustments made to their financial aid award later in the year.

Students who receive an outside scholarship after aid eligibility has been determined and awards have been accepted will have their loans reduced dollar for dollar upon the receipt of an outside scholarship in order to reduce indebtedness, i.e. scholarships will be considered to replace loan funds. If an over award does NOT exist and students still have room within their budget, they may always request additional funding.

In addition, the Office of Financial Aid will also review students who are recipients of institutional scholarship funding that receive subsequent outside scholarship awards. If it is determined that the total amount of all scholarship resources exceeds the value equivalent to (¾) three-quarter tuition, institutional scholarships will be adjusted. Tufts University School of Medicine will not provide institutional scholarship funds for any student that exceed a combined total equivalent to (¾) three-quarter tuition value regardless of the source of funding.

What happens when tuition is adjusted?
Any adjustment in tuition charges has an immediate impact on the amount of financial aid awarded. In many cases, financial aid is retroactively reduced to allow for the adjustment. If you think your award may change, be careful not to spend your refund as an adjustment may require you to repay this partially or in full. Students who are not charged tuition will not be eligible to receive institutional aid but may be eligible for federal aid depending on their enrollment status.

How does satisfactory academic progress affect financial aid?
Federal regulations require that a recipient of financial aid must be making satisfactory academic progress.

What happens with defaulted borrowers?
If you are currently in default with a prior loan, you are not eligible for financial aid until the Office of Financial Aid receives confirmation that satisfactory payment arrangements have been made. If you defaulted on a loan, you should contact the agency handling the loan and begin the recovery process. Once you have met the requirements for recovery (usually 6 – 12 consecutive monthly payments) you may be eligible to receive financial aid again. Remember that a default as recorded on your credit report could jeopardize your eligibility for credit based loans (Grad PLUS and/or Alternative Loans) as well as any non-financial aid borrowing in future years.

My parents reside outside the United States and I am a citizen or permanent resident. How do I apply for institutional financial aid?
Many countries require a statement similar to our federal income tax return. Your parents must submit that statement or a notarized statement attesting to their income and assets. Remember to have any monetary figures converted into US dollars based on the date that you completed the
FAFSA and all text must be translated into English. You would complete the financial aid applications using the converted figures as if they were standard tax documents.

*My parents are divorced/separated. Who should fill out the financial aid applications?* Both parents must complete the Parental Information Form(s) and provide their most recent federal tax returns, including all schedules and W-2s, and other required documentation listed above. Students should choose the parent who provides most of their support to use on the FAFSA. The other parent must complete the parental information form and submit it along with all required documentation. If a biological parent has remarried, the Office of Financial Aid requires the step-parents information to be included as well, regardless if a prenuptial agreement exists. In the event extenuating circumstances occur, students can appeal submitting information for both parents. Students should contact the Office of Financial Aid for more information on submitting an appeal.

*How much debt does the average student graduate with?* The average medical school indebtedness for the graduating class of 2012 was approximately $191,000 (not including debt from their undergraduate education).

*How much may I borrow per year from the Federal Direct Unsubsidized Loans?* The maximum unsubsidized loan amounts are as follows:

- First year students – up to $42,722
- Second year students – up to $44,944
- Third year students – up to $47,167
- Fourth year students – up to $44,944.

Actual eligibility for these loan programs will be outlined on your Financial Aid Award Notice.

*How much can I borrow per year from the Federal Direct GradPLUS Loan Program?* Students may borrow up to their cost of attendance minus any other aid they will be receiving. Please remember that this program requires annual credit approval that is based on federally-mandated criteria. Negative credit history could result in the denial of eligibility. Credit decisions that result in the denial of funds may be appealed and/or an endorser may be required. If an endorser is used, the student must complete a Master Promissory Note annually. Actual eligibility for these loan programs will be outlined on your Financial Aid Notice.

*How does Financial Aid cover my bill?*
Students must return their signed Financial Aid Notice (FAN) to the Office of Financial Aid indicating which aid they wish to accept and/or decline. There are instructions pertaining to each award outlined on the FAN. Generally, once the FAN is returned to the Office of Financial Aid, scholarship money is provisionally credited to the student’s account. Loan funds are not credited to the account until all required documentation has been received including promissory notes. Students are required to submit a Master Promissory Note (MPN) each for the Federal Direct Loans and Federal Direct GradPLUS Loans that they wish to borrow. Once the MPN is completed, it is valid for a 10 year period. In the case of a Federal Direct GradPLUS Loan, the MPN is valid for a 10 year period unless an endorser is used which would require an MPN annually. You may visit https://dlenote.ed.gov/empn/index.jsp to complete your Master Promissory Notes for the Federal Direct Unsubsidized Loan and/or Federal Direct Grad PLUS Loan programs. Please note that you must still qualify for Federal Direct Grad PLUS funds annually as credit approval is a mandatory requirement. The student should pay any remaining portion of the bill that will not be covered by financial aid. Any questions regarding the bill should be directed to the Bursar's Office at 617-636-6551.

**Why didn't the bank send the amount of the Federal Direct Loan/Federal Direct Grad PLUS Loan I accepted on my Financial Aid Notice? It is a little lower than the amount I requested.**

Origination and federal default fees are deducted from all loan proceeds prior to disbursement. The Federal Direct Unsubsidized Loan fee is 1.072%. The Federal Direct Graduate PLUS Loan has a 4.288% fee.

**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 states to administer and enforce the “Financial Privacy Rule” and the “Safeguards Rule”. These two regulations apply to “financial institutions,” which include not only banks, securities firms, and insurance companies, but also companies providing many other types of financial products and services to consumers, including universities who administer loans and other financial aid.

The Financial Privacy Rule governs the collection and disclosure of customers’ personal financial information by financial institutions. It also applies to companies, whether or not they are financial institutions, who receive such information. Because universities are already subject to the privacy provisions in the Federal Educational Rights and Privacy Act (“FERPA”) (see Privacy Information section of this Handbook), 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.

**STUDENT HEALTH ADMINISTRATION SERVICES**

**STUDENT ADVISORY & HEALTH ADMINISTRATION OFFICE**

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

This office provides:

- short-term, confidential counseling/advice for personal or school-related problems and referrals for psychotherapy and/or psychiatric care
- oversight of the student health insurance and disability insurance programs
- collection and screening of all immunization documentation required by the Commonwealth of Massachusetts and Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC)

This office does not provide health care with the exception of limited counseling services.

There is no health center on the Boston Campus.

**Counseling and Mental Health Services**

The Student Advisory & Health Administration Office provides short-term, confidential counseling/advice for evaluation of personal or school-related problems at no cost. Consultation is strictly confidential and no information will be released without the student’s written consent.

Appointments are available by calling the Student Advisory & Health Administration Office at 617-636-2700, or by emailing Debbie Quinn, Debbie.Quinn@tufts.edu. Her office is located in Posner Hall at 200 Harrison Avenue, on the 4th floor.

Referrals for psychotherapy, psychiatric evaluations and/or long-term therapy can be made through Debbie Quinn. Payment for behavioral health or psychiatric services outside of the University is the responsibility of the student. Students enrolled in the student health insurance plan, Harvard Pilgrim Health Care Insurance Company (HPHC)/UnitedHealthcare StudentResources (UHCSR), have a $15 co-payment for eligible mental health visits. There is no limit on eligible mental health visits for non-biologically-based and biologically-based mental disorders per academic year. For covered Mental Health benefits refer to the Certificate of Coverage. Assistance in locating a mental health provider is available from Debbie Quinn or, if enrolled in the student insurance plan, at https://www.UHCSR.com.
Dental Health Service
Limited free dental health services are available through the Tufts University Undergraduate Dental School Clinic and include: Annual x-rays, Annual Oral Exam, Annual Cleaning and Emergency services (diagnostic only). The fees for these services are paid by Tufts University School of Medicine. Appointments are available by calling the Dental School Reception Desk at 617-636-6828. You must present your student I.D. to receive the free services.

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 offers a comprehensive student health insurance plan that meets the State and University requirements. The student health insurance plan, underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Care (HPHC), and administered by UnitedHealthCare Student Resources (UHCSR), includes primary and emergency care, 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. Failure to make payment for two-person or family coverage will result in cancellation of the policy for the student’s dependent(s).

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

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

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

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

Waiving the Student Health Insurance
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. Students must waive the student health insurance coverage each academic year by completing a Health Insurance Waiver Form. Completion of a waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by the Commonwealth of Massachusetts and Tufts University.

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

Students who do not take action to either waive or enroll by 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 September 1st please contact the SAHA Office at 617-636-2700.

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

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

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

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

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

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

**Student Health Insurance Policy for Graduating Students**

Boston and Grafton Health Sciences students, who are graduating and enrolled in the student health insurance plan, have the option of either cancelling their health insurance on the date of graduation (and Administrative Clearance for Dental students) or continuing enrollment in the plan until the end of the paid insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

The student must notify the Student Advisory & Health Administration Office of his/her intent by completing a *Graduating & Cancelling Health Insurance Form*. Cancellation must be requested within sixty (60) calendar days before or after the effective date of cancellation but no later than February 15th for the Fall term or August 15th for the Spring term. Students cancelling insurance coverage earlier than the end of the current insurance semester will receive a prorated credit based on the date of cancellation, if applicable.

Failure to notify the Student Advisory & Health Administration Office by submitting the required form will result in the student’s health insurance policy being cancelled at the end of the current insurance semester.

**Insurance Conversion Policy for Graduated or Withdrawn Students**

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

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

**Disability Insurance**

Tufts University School of Medicine requires its students to participate in a disability insurance program. Students are automatically enrolled in the group plan and are billed for the annual cost of the policy. The Student LTD Certificate, which serves as a certificate of insurance, is distributed to students via e-mail as a PDF document in September. Additional information can be obtained from the Student Advisory & Health Administration Office.

**Immunization Requirements**

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

If you are unable to provide documentation of past immunizations, you will need to provide laboratory evidence of immunity or be vaccinated again.

Upon notification from the Student Advisory & Health Administration Office, students are required to update
immunizations as mandated by the Commonwealth of Massachusetts, Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC). **Immunization requirements are subject to change, pending changes or amendments to State Law or Medical School Policy.**

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

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

- **Tetanus Diphtheria Acellular Pertussis (Tdap):** One dose of the adult Tdap vaccine is required, in lieu of a Td booster. If current Td booster is less than two years old, wait to receive Tdap vaccine.

- **Measles, Mumps and Rubella (MMR):** Two doses of MMR vaccine and positive rubella antibody titer required; or positive antibody titers for measles, mumps and rubella.

- **Tuberculosis Test:** Skin test given within one year prior to start date and updated annually. If tuberculin positive, a chest X-ray or QuantiFERON-TB Gold Test is required within one year prior to start date.

  List history of BCG vaccine and/or INH treatment. If history of being tuberculin positive, documentation of past positive test is required. If documentation of past positive TB test is unavailable, physician verification of being tuberculin positive is required. A history of BCG vaccine is not acceptable as proof of being tuberculin positive. BCG recipients must provide documentation of a tuberculosis test.

- **Varicella (chicken pox):** Physician verification of year of disease, positive antibody titer, or two doses of vaccine.

- **Polio:** Documentation of vaccination is recommended. Proof of vaccination may be required in the future.

- **Hepatitis B:** Positive antibody titer required. Dates of immunization should be recorded, but will not substitute for antibody titer.

- **Meningococcal:** One dose of vaccine within five years prior to start date or completion of State Waiver Form.

- **Influenza:** Annual seasonal influenza vaccine required for all students with patient contact, unless medically contraindicated. Strongly recommended for all others.

**Affiliated Hospital Requirements for Third and Fourth Year Clinical Rotations**

Please note that each Tufts affiliated hospital has immunization requirements that must be met and documentation submitted prior to the beginning of each clinical rotation. Review these requirements carefully when you receive the paperwork and note that you may need to fulfill additional requirements beyond those required by Tufts University School of Medicine. (Please note: Many Tufts affiliated hospitals are now requiring positive antibody titers for hepatitis B, varicella, measles, mumps and rubella).

Needlestick Injury Policy and Protocol
Students who incur an occupational exposure to blood or body fluids through the skin, eye or mucous membrane while working on a clinical rotation should immediately wash the area with soap and water (for 15 minutes). They should then report the incident immediately to the nursing supervisor who can activate the hospital’s needle stick team (to ask for permission to draw blood from the source patient). The student should then report immediately to the hospital's Emergency Room for evaluation and treatment (at some sites, during regular hours, students can report to Employee Health but it’s best to report to the ER). Students should report that they are not employees and should provide health insurance information. The student's blood should be drawn for Hepatitis B antigen and antibody screening (HbsAg and anti-HBs) and for HIV antibody screening. HIV testing must be done in accordance with the current recommended protocol. If not already done, students need to request that the hospital resource nurse in charge of “source patients” be called to make sure that the “source patient” is checked as well. Medical students may be requested to complete an Incident Report. For payment purposes, please note that students are not eligible for Workers' Compensation benefits since they are not technically an employee of the hospital or Tufts University. Please be certain to ask that a copy of your ER visit and lab information be sent to your PCP. You will be responsible for the initial payment of all insurance co-pays and charges by the hospital. However, the Medical School 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 turn them in to one of the deans in the Office of Student Affairs.

**Guidelines Concerning HIV Infection and Other Immunodeficiency States at Tufts University School of Medicine**

In 1986 the Tufts University AIDS Task Force prepared a document entitled AIDS Guidelines at Tufts University, outlining general university policies relevant to students. This document is intended to provide guidelines relevant to faculty and medical students who are actively involved in the clinical care of patients. Our medical students and our faculty are involved in patient care at a number of our affiliated hospitals. Faculty and medical students are responsible for being familiar with and following the policy and guidelines of this document, as well as any policy of the affiliated institution in which they are taking care of patients. All students are required to attend annually a mandatory session concerning HIV infection that is presented to all medical students at Tufts University School of Medicine.

AIDS is the most severe clinical expression of infection with HIV, a human retrovirus. Current evidence supports the interpersonal transmission of this virus by means of (a) intimate, sexual contact, (b) the sharing of contaminated needles by parental drug abusers, (c) accidental contamination via needle sticks from an infected individual, (d) transfusion of blood or certain blood products (for example, plasma, cell fractions and factor concentrates)*, and (e) vertical transmission from infected mothers to their offspring at or before birth. A very low risk of nosocomial transmission has emerged from numerous studies, and overwhelming evidence supports the conclusion that this viral infection is not acquired through casual contact with infected persons. This singular fact underlies many of the recommendations, which follow.

Any response to HIV infection should be guided by the very best contemporary knowledge of this potentially devastating infection. Unnecessary, ill-conceived and possibly discriminatory actions should not be undertaken. However, it is essential that the potential infectivity of the human body fluids or tissues processed in any laboratory be recognized. Education concerning what does and what does not constitute a risk of HIV transmission is the most effective means available for containing the epidemic.

Given this introduction, the following specific recommendations are provided to guide the administration, faculty, students and staff of Tufts University School of Medicine.

1. Students infected with HIV, whether they have active AIDS, AIDS-related conditions, or who are simply
seropositive for viral antibodies, will not be excluded from their educational program, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or for the welfare of patients or members of the medical center community. In this connection, it is important that the facts about AIDS be publicized in order to help dispel ignorance and misinformation about risks posed by the presence of HIV-infected persons.

2. Students engaged in patient care activities who know or have reason to believe that they are infected with HIV are urged to share that information, on a confidential basis, with the Dean for Students so that the University can respond appropriately to their health and educational needs. The University needs such information so that every reasonable effort can be made to assure that infected persons are fully informed about the nature and consequences of their condition, for the protection of themselves and of other members of the community. This is similar to the requirements for several other potentially communicable diseases.

3. HIV-infected medical students will be provided with supportive and individualized health, educational and career counseling. The Dean for Students will be responsible for coordination of such counseling.

4. Students who know, or have reasonable basis for believing, that they are infected with HIV are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of patients and other members of their community.

5. Students should aid in the provision of competent and humane care to all patients, irrespective of their known or suspected HIV status. Medical students should follow guidelines promulgated by the US Public Health Service* which have been distributed to all students. Students, faculty and staff should follow these guidelines to protect themselves and to decrease the risk of HIV transmission.

Medical students, faculty and staff are expected to adhere to the guidelines promulgated by the U.S. Public Health Service. Copies of these guidelines are available in the Office of Student Affairs, and have been sent to every department chairman.

6. HIV antibody testing should only be used in situations where it will directly benefit the individual or where it will be of public health benefit. Confidentiality of results of such tests and of AIDS-related diagnosis is essential. Beyond mandated reporting requirements to public health authorities or as otherwise may be required by law, results of tests for anti-HIV antibody should not be communicated to any party other than the individual who has been tested. Since such results will become part of the individual's medical record, all personnel should accord the medical record the degree of confidentiality it deserves. Only those with a need to know should read or have knowledge of the medical record, unless specific consent to divulge such information to others is granted by the patient.

7. All research and laboratory directors of principal investigators should recognize their responsibility for protecting laboratory workers from hazards incumbent in handling human blood, secretions and tissues. This includes education of laboratory personnel where necessary. All laboratories should strive to adhere to safety guidelines established by the US Public Health Service for the handling of blood and other body fluids and secretions.

8. Students who are at high risk for infection because of their immune status, due to HIV or any other reason, will be encouraged to discuss their work responsibilities with their personal health care provider. If the health care provider determines that there are certain rotation assignments the student should not accept, this should be communicated to the Dean for Students.
Consideration for assignment based on the risk of any individual developing an opportunistic infection will be reviewed since patients with AIDS are known to excrete viruses such as CMV and Varicella, and also have a high incidence of Tuberculosis. Students who might be at risk include those:

- presently or frequently receiving large doses of cortico-steroid drugs;
- with known HIV infection or with other immunodeficiency diseases such as Lupus Erythematosus, Agammaglobulinemia, and Hodgkin's Disease;
- who are receiving or have not achieved immunologic or hematologic recovery;
- receiving any immune-suppressive medications;
- who are pregnant

Modifications of these recommendations may be warranted as additional information becomes available concerning HIV infection, or with the national implementation of alternative policies for control of the epidemic.

Exposure to the HIV virus in non-medical situations is addressed in University Guidelines.

*Hepatitis B plasma-derived vaccine (Heptavax-B), heat-treated albumin, and immune globulin preparations have no apparent risk of HIV transmission.


OFFICE OF EDUCATIONAL AFFAIRS (OEA)

Please note: the OEA has two locations, Sackler 321 and 35 Kneeland Street, 3rd Floor (Clinical Skills and Simulation Center).

Office of Educational Affairs
145 Harrison Avenue, Room 321
Boston, MA 02111
Telephone: 617-636-6934
Fax: 617-636-0894
Hours: M-F, 8:00 a.m. – 4:30 p.m.

Office of Educational Affairs at the Clinical Skills and Simulation Center
35 Kneeland Street, 3rd Floor
Boston, MA 02111
Telephone: 617-636-6513
Fax: 617-636-3488
Hours: M-F, 8:30 a.m. – 5:00 p.m.
Programs: Competency-based Apprenticeship in Primary Care (CAP), Problem-Based Learning (PBL), Selectives, Physical Diagnosis and Clinical Skills

The Office of Educational Affairs (OEA) is primarily responsible for:

- Administration and scheduling of the first- and second-year medical school courses and programs including Foundations of Patient Care, Selectives, Community Service Learning (CSL) and Problem-Based Learning (PBL)
- Curriculum design and development
- Evaluation and assessment of all courses, clerkships, 4th Year rotations and programs
- Faculty Development
- Medical Education Research
- Clinical Skills and Simulation Center (35 Kneeland Street, 3rd Floor)
- End-of-Third-Year Clinical Assessment / Objective Structured Clinical Examination (OSCE)
- Promoting academic excellence through grant participation for innovative programs
- Scheduling rooms in the Sackler, Jaharis, and Posner buildings as well as the Clinical Skills and Simulation Center

Curriculum Coordinators

Years 1 & 2, Scott K. Epstein, M.D., Dean for Educational Affairs

Years 3 & 4, Amy B. Kuhlik, M.D., Dean for Students

The curriculum coordinators are responsible for the organization and scheduling of their respective years of the curriculum, and providing support to students who are experiencing academic difficulty. They provide administrative support to Course and Clerkship Directors, and facilitate communication between faculty, students, advisers and the administration. The Dean for Educational Affairs is responsible for the overall curriculum design and development, evaluation and faculty development programs.

Overview of Curriculum

Rapid changes in health care delivery, biomedical knowledge, and technology require students entering medical school to confront a wide range of new information, practices, and issues as they proceed through their education and careers. With our long tradition of excellence in clinical training, TUSM provides a curriculum that balances state-of-the-art science with the humanities and art of medicine, while remaining a leader in curricular innovation. Our curriculum enables our graduates to assume lifelong scientific, scholarly, and humanistic professional attitudes as they face the myriad of challenges facing physicians in the twenty-first century.

As part of an Educational Strategic Plan (ESP), the TUSM curriculum was revised in 2009. This translational curriculum emphasizes the four-year integration of basic science and clinical medicine. The first- and second-year traditional courses are integrated into units co-directed by clinicians and basic scientists. Some courses previously taught in the second year were moved into the first year (e.g. Neuroscience, Addiction Medicine, Genetics, Psychopathology, and Introduction to Pharmacology). A
new unit focusing on social and behavioral science was created to emphasize its importance in the practice of medicine. New courses were developed including Dermatology and Introduction to Clinical Reasoning. An expanded faculty development program emphasizes a more integrated approach to teaching and assessment. A faculty advising system now exists for the first- and second-year students.

Students have an earlier and rigorous competency-based clinical experience during years one and two. Second-year course work ends in mid-March rather than mid-May. The third (core clerkship) year begins two months earlier than in previous years allowing for expanded elective time for career exploration. Increased emphasis is placed on nine key themes that were also identified in this educational strategic process.

An OSCE (Objective Structured Clinical Examination), designed to ensure that all Tufts students possess requisite competency in clinical skills, is administered near the end of third year. The fourth-year requirements and electives were strengthened and refined.

A four-year medical simulation curriculum is being developed by a multi-institutional committee. The simulation curriculum will emphasize skills training and team-based care. The required experience in Community Service Learning was refined and expanded. A set of four Tufts Learning Communities consisting of small advisory groups has been created.

**TUSM Curriculum 2014-2015**

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**Med Foundations I:** Biochemistry, Cell Biology, Genetics, Immunology, Intro to Microbiology, Tissue/Organ Biology

**Med Foundations II:** Anatomy, Core Pathology, Core Pharmacology, Core Physiology

**The Brain:** Addiction Medicine, Head & Neck Anatomy, Intro to Clinical Psychiatry, Neuroscience

**MIDPR:** Medical Interviewing and the Doctor Patient Relationship

**CAP:** Competency Based Apprenticeship in Primary Care

**EBM:** Introduction to Evidence Based Medicine

**SFSBM:** Scientific Foundations of Social & Behavioral Medicine

- **Foundations of Patient Care**
- **Foundations of Evidence-Based Medicine & Clinical Reasoning**
Year 2

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**Foundations of Patient Care**

**Foundations of Evidence-Based Medicine & Clinical Reasoning**

Introduction to Clinical Reasoning

Ethics & Professionalism

Health to Disease: Integrates Physiology, Pathophysiology, Pathology, Pharmacology

Year 3

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Year 4

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<td>Acting Internships – 4 wks (x2)</td>
<td>CLINICAL NEUROSCIENCE EXPERIENCE – 4 wks</td>
<td>(Adult Neurology, Pediatric Neurology or Neurosurgery)</td>
<td>ADVANCED ELECTIVES* – 24 wks</td>
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*Includes time during Year 3

Year 1

The first year consists of integrated units and longitudinal experiences:

**Scientific Foundations of Medicine I (MedFoundations I):** This 11-12 week unit integrates six components: Immunology, Biochemistry, Genetics, Introduction to Microbiology: A Molecular Approach, Cell Biology, and Tissue and Organ Biology. Throughout the unit students will learn (and meet patients with) six diseases: diabetes mellitus, coronary artery disease, HIV/AIDS, breast cancer, cystic
fibrosis, and Rheumatoid Arthritis. These patients will form part of the framework for learning basic science and understanding the clinical relevance of those foundational concepts. This unit is interfaces with concurrent units including Foundations of Evidence Based Medicine and Clinical Reasoning (Epidemiology and Biostatistics and Problem Based Learning Courses).

**Scientific Foundations of Medicine II (MedFoundations II):** This 12-week unit builds on MedFoundations I while integrating four components: Clinical Anatomy, Core Pathology, Core Physiology, and Core Pharmacology. Clinical Anatomy is interwoven with the Physical Diagnosis course allowing students to better comprehend the correlation between structure and function.

**The Brain:** This 8-week unit provides extensive integration of basic science and clinical medicine. The unit builds on the core concepts covered in MedFoundations II and consists of four components: Neuroscience, Introduction to Clinical Psychiatry, Addiction Medicine, and Head and Neck Anatomy. There is strong integration with concurrent units including Foundations of Patient Care (Physical Diagnosis) and Foundations of Evidence Based Medicine and Clinical Reasoning (Problem-Based Learning).

**Foundations of Social and Behavioral Medicine:** This 4-week unit integrates Population Medicine, Public Health, Healthcare Economics, Quality and Patient Safety, and Growth and Development. Students in the Maine Track spend the last four weeks in Portland doing the Scientific Foundations of Social and Behavioral Medicine Unit. This unit is integrated with concurrent courses including Evidence Based Medicine.

The longitudinal Foundations of Patient Care Unit comprises four components: Medical Interviewing and the Doctor-Patient Relationship (MIDPR), Physical Diagnosis and the Competency-Based Apprenticeship in Primary Care (CAP I, first year; and CAP II, second year). In MIDPR, students develop interviewing and communication skills in several clinical settings and with simulated patients. Physical Diagnosis combines background didactics with small group practice sessions in the Clinical Skills and Simulation Center. CAP students spend one full day each week in an ambulatory primary care setting with a preceptor beginning in April of the first year. Students in the Maine Track spend the last four weeks in Portland doing CAP I. CAP consolidates learning in medical interviewing, physical examination, communication skills, introduces basic principles of diagnosis and therapeutics, and introduces students to basic principles of continuity of care and chronic illness management. Weekly workshops at the end of the first year and beginning of the second year prepare students for all aspects of their CAP experience.

The course in Ethics and Professionalism has been restructured and now stretches across the first year.

**Foundations of Evidence Based Medicine and Clinical Reasoning** is a longitudinal unit that consists of Epidemiology and Biostatistics, Problem-Based Learning, Introduction to Evidence-Based Medicine and the second year Introduction to Clinical Reasoning.

**Year 2**

The second year integrates Physiology, Pathophysiology, Pharmacology, and Systemic Pathology using
an organ based approach (From Health to Disease). The first sequence includes Pulmonary, Renal and Cardiovascular. The second sequence includes Hematology/Oncology, Rheumatology, Microbiology/Infectious Diseases and a new Dermatology Curriculum. The final sequence consists of Nutrition, Gastroenterology, Endocrine and Reproductive.

The Introduction to Clinical Reasoning course builds on the PBL and the Introduction to Evidence-Based Medicine courses from first year. This small group experience meets nine times (two-hour sessions) during second year to work through a series of cases that emphasize key aspects of clinical reasoning. This work is supplemented by on-line virtual cases.

During CAP II students spend either Monday or Tuesday at a primary care site. Students in the Maine Track travel to Maine approximately every other week to spend Monday and Tuesday at their primary care site. A series of workshops emphasize advanced topics in physical diagnosis, office based procedures, electronic health records, communications skills, and information mastery.

An optional Board Review Course is conducted beginning in early January through mid March.

Core Clerkships and Basic Electives

During the Core Clerkships, students focus on developing their clinical skills and learn to take responsibility for patient care under close preceptor supervision at a number of affiliated sites representing a wide variety of clinical settings. Core clerkships run from May of second year through April of third year and included: Family Medicine (6 weeks), Medicine (8 weeks), Obstetrics and Gynecology (6 weeks), Pediatrics (6 weeks), Psychiatry (6 weeks) and Surgery (8 weeks). An innovative core clerkship experience, the Longitudinal Integrated Clerkship (LIC) is available to students in the Maine Track and, based on availability, some students in the traditional MD program. The LIC consists of an inpatient immersion experience followed by a nine month, predominantly ambulatory, experience where student work simultaneously with a group of preceptors in each of the core disciplines.

All of the third-year rotations must be taken at Tufts-affiliated hospitals, unless there are extenuating circumstances. Any third-year rotation taken outside of the Tufts system must be approved by the Dean of Student Affairs and the corresponding Tufts department. The medical school believes that all students should have experiences in a variety of teaching settings, including out-of-hospital teaching sites. Students should expect to participate in rotations that are located outside of metropolitan Boston, including at Baystate Medical Center in Springfield, Massachusetts (the western campus of TUSM) and Maine Medical Center in Portland, Maine.

During the Core Clerkship period students are required to complete three (and may take up to four), two-week electives. These electives serve as opportunities to delve more deeply into a clinical area of interest or to explore possible career choices.

Advanced Clerkships and Advanced Electives

Advanced rotations begin during May of third year and continue up until graduation in May of fourth year. The goal of these advanced rotations is to expand the basic clinical knowledge and skills acquired in the first three years, enabling the student to manage clinical problems with the degree of independence
required of the first-year postgraduate level of medical training. The specific program is based on the individual student’s career plans and needs, and is chosen by the student with faculty advice. It is subject to the approval of the Dean of Student Affairs.

Each fourth-year student is required to take a minimum of nine* four-week rotations. Five of these rotations must be taken at Tufts affiliated sites. Of these five rotations, the following requirements must be met:

- Two must be Acting Internships
- One must be the Clinical Neuroscience experience (adult or pediatric neurology or neurosurgery

A school-wide effort led by the Curriculum Committee and the Office of Educational Affairs ensures both horizontal (across an academic year) and vertical (throughout the four years) integration of basic and clinical sciences. A large selection of electives, including many nationally and abroad, allows fourth-year students to explore areas of interest and to round out their personalized educational program.

All students must pass the End-of-Third-Year Clinical Assessment Objective Structured Clinical Examination (OSCE).

*Requirements vary for students in the Maine Track and/or combined degree programs. Details of these requirements as well as the up to date requirements for each graduating class may be found on the Office of the Registrar web site, http://medicine.tufts.edu/registrar.

**Problem-Based Learning Program (PBL)**

A strong emphasis on the use of problem-based learning, a teaching method based on case studies, has been a highlight of the curriculum. While the cases chosen have been coordinated with the material from the on-going segments of the curriculum, they provide opportunities for student learning in a wide range of areas. Students are not only responsible for their own education but are also expected to actively support the education of their fellow students as part of this program. PBL emphasizes self-directed learning. Students are encouraged to use a variety of literature, community, consumer, industry, regulatory, and professional resources throughout each semester.

Evaluation is on-going, immediate, constructive and individualized. Feedback from the evaluation of facilitators, students, cases and the program is made available to program planners and the facilitators. Mid-term evaluation is viewed both as a milestone in the on-going process and an opportunity for students and facilitators to assess performance at the mid-point of the semester. The final evaluation session is considered a final exam and is subject to the final exam policy. *Attendance at Problem-Based Learning sessions is mandatory.*

**Selectives Program**

The Selectives Program is designed to provide students with a range of experiences that are relevant to their future practice of medicine yet are beyond the basic preclinical curriculum. Selectives are experiences that involve one student or a group of students and are supervised by a receptor. Students
enrolled in the combined degree programs are exempt from the Selectives Program requirements.

Selectives are offered on Tuesday afternoons for a minimum session of three hours, and are organized into three 8-week blocks. Students are required to satisfactorily complete at least one block during their first year of medical school. Students may complete up to three Selectives depending on availability.

Students are evaluated upon completion of each selective. Student performance is graded either satisfactory or unsatisfactory, and a copy of the evaluation is kept in the student's file. In turn, students must evaluate each selective in order to receive credit.

**Community Service Learning (CSL)**

The Community Service Learning (CSL) initiative at Tufts University School of Medicine stems from the firm belief that the role of physicians extends beyond the clinic and hospital walls and that future physicians benefit enormously from firsthand experience working in the community. Taking a role within community organizations as collaborators, mentors, and educators, medical students will more fully recognize their social responsibility as physicians. These experiences enable students to learn more about healthcare disparities, gain exposure to a diverse range of patient populations locally and globally, and hone crucial clinical, communication, organization, and teamwork skills that will benefit their future work as physicians.

Community Service Learning is a degree requirement for MD students, although it is optional for students enrolled in dual degree programs. Dual degree students who elect to complete a CSL project can receive a CSL designation on their transcript.

Program elements include:

- CSL projects are comprised of at least 50 hours of service completed within a 12 month time frame.
- Students may choose any time within their four years of medical school to begin their CSL project, but many students prefer to complete it within their first two years.
- Many of our core CSL programs follow the academic year, starting in the fall and ending in the spring. However, students can also choose a project that starts mid-year, during the summer, or at any other time that suits a partner organization’s needs.
- Students can join a TUSM-based program or work independently at a community partner of the student’s choosing.
- The CSL program also includes online case modules to prepare students for their work in the community, participation in CSL Small Groups for discussion and reflection, and a final essay synthesizing the CSL experience.

The CSL Coordinator can assist students with identifying or designing a CSL project. Email CSL@elist.tufts.edu for more information.
Competency-Based Apprenticeship in Primary Care (CAP)

The Competency-Based Apprenticeship in Primary Care (CAP) begins during the last four weeks of first year (CAP I) and continues after Labor Day in year two (CAP II). Students work in pairs spending either Monday or Tuesday at a primary care site.

Attendance at all sessions is mandatory for satisfactory completion of the course. Attire should be such that you are readily identifiable to the patient as a "student doctor". Students work in pairs and should choose their partners with agreement on site preference and transportation ability. Sites are chosen by lottery. TUSM recruits clinical sites all over the state; therefore, students will need to travel. In some cases, students can reach sites using public transportation, however in other cases a car may be necessary (your own, carpool, Zipcar, etc.).

Also included in the CAP II course are mandatory sessions designed to reinforce physical diagnosis skills including using live models relating to the breast and pelvic exam. These occur in the evening on a pre-scheduled basis. Make-ups are not available for missed sessions. Students also have an opportunity to work with standardized patients in learning and assessing their physical exam skills.

A final exam consisting of an interaction with a standardized patient is held at the end of the course in March.

*Students in Maine Track spend the last 4 weeks of first year in Portland doing CAP I. During CAP II they travel to Maine approximately every other week to do CAP on Monday and Tuesday.*

TUSM First and Second Year Course Attendance

The medical school must ensure that a student will, to the satisfaction of the faculty, be able to demonstrate an appropriate professional manner (physical appearance, dress, attendance, punctuality) in all activities (see the TUSM Institutional Educational Objectives). It has been demonstrated that physicians who are ultimately disciplined by state licensing boards often first showed signs of unprofessional behavior in medical school – not completing required paperwork, not completing course/clerkship evaluations, and not attending required curricular activities. Therefore, it is incumbent upon the school to monitor student professional behavior including compliance with required activities. Repeated unexcused absences are considered evidence of unprofessional behavior and are noted in the student’s permanent record and may prompt referral to the Student Evaluation and Promotions Committee.

Attendance at all first and second year lectures is strongly recommended. Arriving late or leaving early from lecture is considered unprofessional. Analysis indicates that students who do not attend lecture do less well on examinations than those attending lecture. Course directors, at their discretion, can mandate attendance at individual lectures. Lecture attendance is MANDATORY for any lecture at which a patient presentation will take place. For small group sessions, attendance is mandatory at the discretion of the course director. In addition, attendance is MANDATORY for: PBL, CAP workshops and preceptorships, Medical Interviewing site visits, and all Physical Diagnosis skills and assessment sessions. Attendance in a lecture hall setting is almost always taken using the iClicker system. Small group attendance is taken using paper sign-in sheets at all mandatory or mandatory/points sessions.
The medical school must ensure that a student will, to the satisfaction of the faculty, demonstrate an appropriate level of professionalism in all activities (see: TUSM Institutional Educational Objectives). Physicians who are ultimately disciplined by state licensing boards often first showed signs of unprofessional behavior in medical school – e.g., not completing required paperwork, not completing course/clerkship evaluations, and not attending required curricular activities. Therefore, it is incumbent upon the school to monitor student professional behavior including compliance with required activities. Repeated unexcused absences are considered evidence of unprofessional behavior and are noted in students’ permanent record.

As a professional school, we expect that students will be fully engaged in their education and will attend lectures, patient presentations, small groups, laboratory sessions, conference groups, clinical skills sessions and clinical sessions. Although the school endeavors to video record lectures, some lectures may not be recorded—therefore, attendance is crucial for learning the material.

Students are required to attend all sessions deemed mandatory. There are NO excused absences from mandatory sessions other than for illness, medical appointments or family emergencies. In this event, excused absences may only be obtained through the Office of Student Affairs (OSA). Please note that the Office of Educational Affairs (OEA) avoids scheduling mandatory sessions on major religious holidays. However, mandatory sessions may fall before or just after a religious holiday— in this case, students are expected to observe holidays locally as travel for holidays will not be excused. (If students observe holidays that coincide with mandatory session dates, students should seek advice from the OSA.)

**What kinds of session are mandatory?**

Any session that includes a patient presentation is mandatory. We are fortunate that many patients will contribute to student education by volunteering to be interviewed and/or examined in front of the class. Professional standards and respect for these patients mandate that all students be present for such sessions.

Most small groups and laboratory sessions are mandatory for the following reasons: to be effective, interactive small group learning requires a critical mass of participants; small groups allow for productive interaction and the development of teamwork skills, essential components for effective medical practice; and, most small group facilitators/faculty are volunteers who give up a half-day or more each time they teach a small group session.

Clinical skills (anatomy dissection, interviewing, physical diagnosis) and patient care (CAP, clerkships, etc.) sessions are mandatory because they can only be effectively taught by direct participation and experiential learning.

At the start of the course, students are given notice of mandatory sessions whenever possible. This information is also noted on the TUSK course schedule.

**How is attendance defined?**

There are three types of sessions which require student attendance: mandatory, worth points, or both. They are noted on the TUSK calendar after the name of the session with the abbreviation M, P, or MP.

**Mandatory (M)** - Attendance is required, excused absences are granted on a case-by-case basis by the OSA and only for medical or family emergency and/or religious observances. Without an excused absence as defined above, students who do not attend the session will be cited with an unexcused absence. If students obtain two unexcused absences a warning email will be sent from the deans. If they obtain more than two, the pattern will be noted in the students’ file.

**Points (P)** - Attendance is required in order to earn points for the session. A student with an excused absence may be eligible to receive points as determined by the course director.
Mandatory + Points (MP) - This is a combination of both the terms and policies above.

Lectures

At mandatory lectures, attendance will be taken using iClicker audience response system before the lecture begins.

• An OEA staff person will take attendance. During a 15-minute attendance window, this staff person will ask students to “click in”.

• Students must use their ICclicker to click in at the start of lectures for attendance to be verified. Each ICclicker has been pre-assigned to individual students. Students should only use their own ICclicker when clicking-in; that is: they should not click in for others using their classmate’s ICclicker. Likewise, students should only sign-in on the paper attendance sheet for themselves. To do otherwise, violates the TUSM honor code.

• If students are having technical issues with their ICclicker, they should bring the ICclicker to the OEA (Sackler 321).

Small Group

• For mandatory small group sessions and/or for small group sessions worth points, a sign-in sheet (on paper) will be available at the beginning of all sessions. One member from each small group (assigned by the OEA), will be responsible for picking up their group’s attendance sheet in the OEA before the session begins AND returning it to the OEA after the session ends.

• If a small group faculty leader is more than ten minutes late for a session, it is the students’ responsibility to go to the OEA (Sackler 321) to inform the staff that the group is without a leader. (Students will be reassigned to another small group, if necessary.)

Absences

• If students must miss a mandatory session for illness, medical or family emergency, or religious observance, an excused absence must be obtained from the OSA.

• If students have more than two unexcused absences, they will be alerted that a letter from the OEA will be sent to the OSA. This letter is placed in the students’ record (and will be included in the students’ Dean’s Letter).

Lateness

• The OEA does not accept phone calls or e-mails as acceptable forms of attendance verification when a student is tardy and has failed to click or sign in.

• If a student is more than 15 minutes late for a mandatory lecture, it is their responsibility to go to the OEA during the next available break, sign-in and provide a brief written explanation.

• Students will not be allowed to sign in for mandatory lectures more than four hours after the session has concluded.

• OEA does not accept late sign-ins for small groups; it the students’ responsibility to sign the attendance sheet during these sessions.

TUSM Examination Policies and Procedures

The function of examinations is to monitor the progress of students and to evaluate the competence of instruction. They are considered an integral part of the learning process and are, as such, designed to stress concepts and emphasize problem-solving approaches. It is expected that all students follow the
examination policies and procedures.

Secure Testing

The Curriculum Committee has voted to use a system of secure testing. This means that exam questions will be kept in a secure exam-question bank. Exams will not be returned to students. There will be opportunity for self-assessment during the course with a series of on-line quizzes and/or interactive IClicker questions in lectures. Please see the section on Distribution of Examination Results to review the detailed policy on exam return and feedback.

Absence from Examinations

The following Absence from Examination Policy is for extenuating circumstances only.

Attendance at all examinations is mandatory and it is expected that all students will take the examination on the day and time scheduled. Health, family, or personal emergencies that may interfere with attendance at an exam must be discussed with and approved by Dr. Amy Kuhlik, Dean of Students Affairs, or Janet Kerle, Associate Dean for Students PRIOR to the start of the exam. The deans will notify the Course Director and the Office of Educational Affairs (OEA). Excused absences for family or personal emergencies require approval of the deans who may consult with the Course Director. As soon as circumstances permit, the student is required to confer with the Office of Student Affairs and the Course Director to arrange make-up examination(s).

A student who has an emergency within a few hours of an exam MUST NOTIFY Janet Kerle, Associate Dean for Students, who will notify the Curriculum and Administrative Director (OEA) and the Course Director. The office number is (617) 636-6534. If the Associate Dean for Students is not available, a message may be left in the Office of Student Affairs on Sackler 4. This message system does not formally excuse a student from an exam. It will serve to notify the Associate Dean for Students that the student will be absent from the exam and that the emergency was reported prior to the start of the exam.

Seating

- Students are assigned a seat for each exam.
- Your seat assignment/location will be sent by email prior to the exam and it is your responsibility to confirm your seat location as it may change from exam to exam.
- Students who may have issues with their current exam seating are encouraged to inform the Curriculum Manager in the OEA to see if accommodations can be made.

Arrival

- Students will only need their Tufts ID card, issued #2 pencils for exams, and an issued eraser. Other items are not permitted in the exam seating area.
- Exams will begin on time.
- Students must arrive 15 minutes before the beginning of an exam.
- Exams will be administered in two different locations. Students are assigned to an exam location. Specific information will be sent to students by email prior to every exam. It is the student’s responsibility to know where they should be for exams.
Late Arrival to Exams

- Students who arrive up to 30 minutes after an exam start time may begin the exam but will not receive additional time at the end of the exam. Your name will be noted, and you will be advised to contact Janet Kerle, Associate Dean for Students in Sackler 4, Office of Student Affairs immediately following the exam.
- Students who arrive for an exam more than 30 minutes late must report to the OSA and discuss your circumstances with Janet Kerle, Associate Dean for Students in Sackler 4, Office of Student Affairs. Students may not be permitted to take the exam and would receive a zero score. A zero exam score may result in a failure for the course and require review by the Promotions Committee in June.

Distribution

- Students must remain quiet while exams are distributed. Cell phones, beepers, programmable calculators and other electronic devices are NOT allowed in the testing room. If an electronic device emits a sound during the examination, the device will be collected and the student will report to the Office of Student Affairs at the close of the exam.
- Exams are distributed by the OEA staff approximately five minutes prior to the start time.
- Students may not bring personal belongings into the seating area of the testing room. Backpacks and purses should be left in student lockers. Head coverings (except for religious reasons) may not be worn and should be stored in student lockers.
- No food is allowed during examinations (except for health reasons); drinks are permitted.
- Exams may not be opened until the start time is announced. However, it is recommended that upon receipt of the exam, students remove the scantron sheet and complete the biographical info (name, student ID number). Extra time is NOT provided at the end of the exam to enter your name and student ID number on the scantron sheets.

Start

- Students may begin when the announcement is made by the OEA staff person.
- Start and finish times will be written on the board.

Scantron Forms/Exam Booklets

- Multiple-choice exams have scantron sheets included in the exam booklet. It is necessary to use a #2 pencil (provided by the OEA) to fill in the scantron form. Improper marking of your scantron may delay the return of your exam results.
- Students must PRINT their student ID number on the scantron form.
- The ID portion of the scantron form is for student ID number - numbers must be bubbled in with a # 2 pencil.
- If students need to leave the room to use the restroom, exams must be left with the proctor on the front table.
Students must check that their booklet is complete and remember to transfer answers in the correct order to the answer sheet. Extra time is NOT given to transfer answers to the answer sheet.  
Exam booklets and scantron forms must be returned at the end of each exam.

Questions During Examinations

- Students may not ask questions during examinations.
- The OEA will provide an "Examination Report Form" at the front desk of the OEA, Sackler 321. After completing the exam, students may use the form to ask specific questions about exam questions. Students may fill out the form in the OEA ON THE DAY OF THE EXAM so that Course Directors are able to review them while analyzing statistical reports from the graded exam.
- Completed forms will be sent to the Course Director for review and adjustments may be made to examination questions at the Course Director's discretion. If students have a comment or question about exam questions after the day of the exam, they must contact the Course Director.
- Students may also contact the Course Director, the OEA, the class president or the MERC representatives for further discussion about general issues regarding examinations.

Finish

- Students are given a 10, 5, and 2-minute warning prior to the end of the exam.
- Once the 2-minute warning is given, (students are to remain seated until the end of the exam. I didn’t know this policy existed—should we be doing this or should it be removed?)
- When the "all pencils down" announcement is made, students are to stop writing and turn in their exams. Failure to stop writing after the announcement is made will result in a report to the Associate Dean for Students and the Associate Dean for Educational Affairs.
- All exam booklets and scantron forms (if provided) must be returned at the completion of the exam.

Departure

- Students are to exit through the doors designated by the proctor so that students still taking the exam will not be disrupted by noise from the lobby.

Distribution of Examination Results

The OEA scores and returns interim multiple-choice exam results to students usually within seven business days. Essay examinations or other grading that requires manual scoring may take up to three weeks depending on faculty availability. Results are distributed on the third floor in the OEA. Final exam results and grades are returned within two to three weeks by mail unless otherwise specified.

The exams themselves are not returned. Exams and answers will be posted on a board in the OEA for several days with set viewing times. Students will be sent an email with information about when they may view the exams in the OEA. Sharing exam answers or questions with students who have not yet taken
the exam is a violation of the TUSM Honor Code and students who do so will be subject to disciplinary action.

At each stage in the educational process, the Student Affairs, Educational Affairs administration and faculty identify those students who are in academic difficulty or who are failing in order that proper remedial measures may be taken by the student. It is the responsibility of each student to pick up exam results in order to monitor his/her progress and to notify the Office of Student Affairs if tutorial assistance is desired.

Policy on Grade Reporting

Grades for course requirements other than multiple-choice examinations (essay examinations, small group participation, written assignments, presentations, etc.) are reported to the OEA by the Course Director one week* after the deadline assigned to the work and prior to the end of the course. Final project scores are reported to the OEA within two weeks* after the completion of the course. The OEA records and reports cumulative scores to Course Directors and academic deans.

Multiple choice examinations are scored in the OEA using scantron answer sheets processed by an optical mark scanner. The OEA scans multiple-choice exams on the day of the exam and provides an item analysis to the Course Director within 24 hours when possible. Reports made available to Course Directors include an alphabetical and cumulative listing of each student's exam scores; a score distribution histogram and an item analysis (a listing of student responses to each question). Changes approved by the Course Director are applied to the exam questions and the OEA generates updated reports and a roster of cumulative scores to the Course Director for determination of a “cumulative warning level”. The OEA follows the grade guidelines as specified in the course syllabus. Scores are reported to students when they are complete. The Course Director provides a “cumulative warning level”, which is posted for students. The “cumulative warning level” identifies scores that indicate that a student is having difficulty with the course and is failing or close to failing. The rosters are also given to academic deans so that students can be contacted about tutorial services. The Office of Student Affairs will offer assistance or tutorial services to students who are falling behind or failing.

*Grading may require additional time based on the complexity of the material to be graded.

Calculating Cumulative Scores for Final Grading

Calculation of final cumulative scores is done by the OEA except for courses where evaluation is solely based upon faculty evaluation of student performance. In these cases, the evaluations with written comments are submitted to the OEA.

Final cumulative scoring is in accordance with the description provided to students in the course syllabus. It is possible to change grading criteria in an extenuating circumstance. Any change to the structure of final grades is recorded in the OEA and reported in writing to students prior to the end of the course.

Final Evaluation of Students

All first and second year courses and units are graded as Pass/Fail. Information for evaluation may be
derived from examinations, from student-faculty contacts in laboratory sessions and conference groups, or other requirements defined by the Course Director. Final grading is determined by the Course Director and reviewed with the Curriculum and Administrative Director (OEA).

Once final grading is determined, the OEA applies the final course grading to the cumulative scores and reports them to the Registrar. Final grades are generally completed within two weeks of the end of each course. Failure notices are immediately mailed to students from the OEA.

**Grade Changes**

Following the return of an examination to the class, there is a period of ten academic days during which a student may review the exam with the Course Director in order to determine if the grade on the examination should be changed. Usual reasons for making a change would include incorrect grading or an arithmetic error in computing the grade. Changes to **interim exam scores** are accepted in writing from the Course Director to the Curriculum and Administrative Director (OEA). Changes that alter **final grades** are accepted in writing from the Course Director to the Registrar with a copy to the Curriculum and Administrative Director (OEA). If the student does not discuss the issue with the Course Director during the ten academic day period, the student forfeits the right to have the grade change considered.

**Course/Clerkship Evaluations**

Student evaluation of the curriculum provides Course Directors, Department Chairs, Deans, the Curriculum Committee and others with valuable feedback vital to the planning of the educational program. Evaluation questionnaires are administered to students throughout the four years in both preclinical courses and clerkships. Students have the opportunity to be a part of the ongoing evaluation and feedback process to assure the highest quality curriculum to meet TUSM’s overall mission.

Online questionnaires are administered to students immediately following the final exam (or final course session for courses with no formal final exam) for preclinical courses and during the last week of third-year and fourth-year clerkships. Evaluation during the Problem-Based Learning Program is on-going throughout each semester of the two semester course and the evaluation questionnaires are administered mid-semester and during the final session of each semester.

**Completion of an evaluation form for all courses and clerkships is MANDATORY, and required of all students prior to receipt of exam grades and final grades. Students who do not complete an evaluation within the allotted time will receive a course grade of FAIL.** Evaluations for courses in years one and two must be submitted within two weeks after the final exam. Evaluations for year three are posted on the Monday prior to the Friday shelf exam and must be submitted within two weeks of the posting date. Evaluations for year four are posted on the Wednesday of the last week of the rotation and must be submitted within two weeks of the posting date. Students will receive a failing grade if they do not complete the end of clerkship evaluation that is on TUSK within the time frame allotted.

The following explains the purpose of the online evaluations, how the process works, and the level of privacy that can be expected when providing feedback.

The online evaluation forms are intended to make the feedback process more efficient. Students have the
convenience of accessing the forms on TUSK, anywhere at any time. Data entry and processing is simplified, allowing course directors, faculty, chairs and deans to see the results quickly, and respond to student suggestions more effectively.

When completing an evaluation, usernames are requested to record who has submitted an evaluation. Once the evaluation is completed and submitted, the usernames are separated from the responses electronically; usernames and the responses are sent to separate data tables.

Responses are sorted and stored safely on TUSK. The evaluator, faculty, chairs and deans do not have access to the data except through the evaluation reports generated as described above. The evaluator can only see responses in a confidential evaluation report. The report is sent to the course director, department chair, and appropriate deans. Student names will never be associated with the responses or comments.

Evaluation forms are designed and processed through the OEA. Feedback is extremely important to course directors and deans for course improvement. Evaluation feedback is anonymous for all courses and clerkships except for the PBL Program (what about Selectives and ICR?). Students are encouraged to be as candid as possible in their evaluations while maintaining a standard of professional and constructive comments.

Clerkship evaluation results (edited) are available for review on reserve in the library.

A note about comments: Feedback and suggestions on course evaluations should be constructive. Students are encouraged to write about specific improvements that faculty can make and cautioned against using expletives and personal attacks. We believe in honest and anonymous feedback, but at the request of department chairs, who also read the evaluations, our office reserves the right to delete personal attacks and expletives before the comments are given to the faculty. Our preference is to leave student comments intact. Please keep them constructive.

Comments concerning the evaluation system are welcome and should be directed to the OEA.

Student Representation on the Medical Education Representative Committee (MERC) and the Curriculum Committee

Student representation on school-wide committees is vital to keep communication open and on-going. The Medical Education Representative Committee (MERC) and the Curriculum Committee (CC) serve as vehicles for communication on curricular related issues among students, administration and faculty.

Curriculum Committee
The CC is responsible for developing and implementing the educational policies of the school and evaluating the educational program, its content and teaching with the assistance of the offices of the deans. CC faculty members are elected by the faculty or appointed by the Dean of the medical school. CC student representatives are elected by the student body (four representatives per class). The CC recognizes the importance of student representation and participation and strongly urges the representatives to attend or send a MERC representative in his/her place. The CC representatives function as the main line of class communication between the student body and faculty. Student representatives are expected to voice opinions of their classmates to the CC and disseminate relevant CC discussions/decisions to their
classmates. CC meetings are held once a month and are attended by administration and faculty from TUSM and Tufts-affiliated institutions.

**Medical Education Representative Committee**

The MERC is responsible for serving as the liaison between the student body and the faculty/administration. The Curriculum Committee representatives recruit MERC representatives (two representatives for each course/program with the exception of the Selectives Program, which has representatives in the first year class only).

A student or group of students with particular issues about a course should contact the MERC representative for that course to present their issues/concerns. The MERC representative is responsible for polling the class to determine the class consensus on the issue. Issues may vary in nature; for example, the need for an additional review session before an exam, or clarification of material to be covered on exams. Representatives must remain “representative”, hence, respecting individual concerns while at the same time presenting the full range of opinions within the class.

The issues must be presented for discussion at the next scheduled MERC meeting. The MERC representatives and appropriate representatives from the administration decide what further action may be needed. MERC representatives may also be called upon by the faculty to discuss issues regarding individual courses/programs. The idea is that the MERC representative will anticipate the needs of the class and deal with the various pragmatic issues that naturally arise with each course/program. It is, therefore, incumbent upon each MERC representative to introduce herself/himself to the student body, course/program director and administration at the beginning of the semester. MERC representatives also participate in the evaluation of their course/program by a member of the Curriculum Committee.

MERC meetings are held about once a month (for one hour). The meeting schedule must be communicated to the administration/faculty to assure attendance. Administration/faculty in attendance will include two or more of the following: Dean for Educational Affairs, Curriculum and Administrative Director (OEA), Curriculum Manager (OEA), Dean for Students, Associate Dean for Students or their designees and other administrative persons.

**Tufts University Sciences Knowledgebase (TUSK)**

The Tufts University Sciences Knowledgebase (TUSK) is a web-based curriculum database and knowledge management system which provides a wide array of tools for communication, teaching, and learning. TUSK users have access to a full complement of curricular material from the health sciences schools, as well as interactive features including discussion boards, online quizzes, patient logs, virtual patients, recorded lectures and podcasts. The TUSK homepage is customized for each user to show pertinent class announcements, current courses, active discussion boards, useful school links, posted evaluations, and upcoming quizzes. Users may create personal collections of TUSK material and annotate any document or image. Students may also request discussion boards for their class group or create their own "My Groups" area in TUSK to upload and share documents. TUSK is available online at [http://tusk.tufts.edu](http://tusk.tufts.edu) and users can generally log on using their Universal Tufts Login Name (UTLN) and email password. Users can also access select TUSK content and participate in discussions using their
mobile devices. For more information on any of TUSK's collaborative features, or to request a TUSK training session, please contact TUSK User Support at tusk@tufts.edu.

Students are not permitted to upload course or clerkship materials (syllabus, lecture slides, lecture recordings) to the internet. Students uploading such materials are subject to severe disciplinary action.

**Computer Recommendations and Requirements**

TUSM students are required to have a computer with an Internet Connection. Computer specifications and purchasing options are posted on the Information Technology web site at [http://www.library.tufts.edu/hsl/computing/comprecomm.html](http://www.library.tufts.edu/hsl/computing/comprecomm.html). Students can receive assistance with their computers at the LRC in the Health Science Library.

**Information Stewardship Policy (ISP)**

The Tufts University Information Technology Information Stewardship Policy (ISP) is a valuable guideline by which faculty, staff and students can review the requirements of legal and ethical behavior within the University community when using a computer, computer system or the network. Students should review and are responsible for the policy which is located on the University Information Technology (UIT) website at [http://uit.tufts.edu/?pid=786](http://uit.tufts.edu/?pid=786). This website includes the full Information Stewardship Policy, explanations of key points within the policy, and an Overview of Users Rights and Responsibilities. You will also find explanations of the University’s Security Incident Response and policies for key services such as e-mail, wireless, virus infection and network use.

**TUSM Procedures for Responding to DMCA Violations**

In 1998 the US Congress passed into law the Digital Millennium Copyright Act (DMCA). This act is meant to protect the rights of owners of digital media. The DMCA is used by corporations to protect their software from piracy and unlawful duplication and can be used in the prosecution of persons violating the copyright of digital media, including music, movies, images and online books. Media Corporations have contracts with companies that search out computers on the Internet that are serving copyrighted media. If you are sharing files using programs such as Kazaa, Limewire, Gnutella and other popular “P2P” file sharing programs you may be discovered by one of these companies. If this occurs, a letter is sent to Tufts University and we are legally required to disable your connection to the Internet.

First time offenders will be notified by the University and must bring their computer to the Multimedia Resource Center (MRC) in the basement of the Sackler Building. All offending files will be removed and the operating system rebuilt. The Dean for Students is also notified of the violation. If a second offense occurs, the student will be referred to the Dean for Students for disciplinary action. For more detailed information on the Digital Millennium Copyright Act (DMCA), please visit [http://www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf).

**Instruments & Equipment**
**Anatomy Lab**

Clothing worn to the anatomy laboratory should be comfortable, loose-fitting, washable cotton. Scrubs are suitable attire, as are full-length, white lab coats. Students will need to purchase at least two sets of scrubs or coats. Please note that they will not be usable outside of the lab. Dissecting tools will be made available in the lab. Students are responsible for supplying replaceable scalpel blades and rubber gloves (available in the bookstore).

**IMPORTANT:** Contact lenses are not allowed in the gross anatomy laboratory. If you do not already have prescription glasses, be sure to have some made before you begin Medical Clinical Anatomy. Goggles are not an acceptable substitute.

**Physical Diagnosis**

Basic equipment is **mandatory** for this course as you will be learning how to do physical examinations - stethoscope, ophthalmoscope, otoscope, reflex hammer, tuning fork, blood pressure cuff (optional) and penlight. Also, a short, white lab coat is **mandatory** in the clinical education environment. Group ordering can reduce the price of expensive instruments. During the first week of class, you will have an opportunity to attend a demonstration on the equipment and, for your convenience, a vendor fair is held where you can place an order. It is probably best to assume that the instruments you buy now will be yours for many years to come. A sphygmomanometer for the determination of blood pressure can be purchased at this time. Although available at most hospitals, you will need one for work outside a hospital setting. If you want one and can afford to buy it, take advantage of the discount available through group ordering. However, you will not jeopardize your ability to function in the hospital if you chose not to purchase one.
OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS

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http://medical.alumni.tufts.edu/
https://www.facebook.com/TuftsMedicineAlumni

Your Tufts Medical School education is constantly evolving and every student’s tuition at TUSM is augmented by income from endowment gifts and annual fund contributions. These facts give the Office of Development and Alumni Relations two main functions. One is to attract support for the School of Medicine, Sackler School of Graduate Biomedical Sciences, and Public Health and Professional Degree Programs from alumni, faculty, parents, friends, corporations, and foundations. The other is to communicate with the nearly 7,500 living alumni and other constituents informing them of new developments in the world of Tufts Medicine and engaging them in its programs.

Every graduate from TUSM becomes a member of the Tufts Medical Alumni Association (TMAA). While you are in school, the Medical Alumni Association, through alumni dues, supports: financial aid for students, the annual Reunion Weekend, the Senior Class Dinner, the White Coat Ceremony, the Student Council, Dean of Students, the Sharewood Clinic, and more.

The Medical Development Office raises spendable and endowed funds to support the strategic goals of the school including: education, basic science and clinical research, facilities, scholarships and professorships. The Development Office is assisted by our Board of Medical/Sackler Overseers and a Development Committee of the Board. Alumni are vital to our efforts. Volunteer groups of alumni in New England, Metropolitan New York, the Midwest, Florida, and California work to support Tufts Medicine throughout the year, by hosting events for alumni, parents and friends, as well as fund raising for the school.

The Fund for Tufts Medicine raises nearly $2,000,000 per year of annual or "unrestricted" cash gifts to support student financial aid, research, faculty development, and the Hirsh Health Sciences Library. A Reunion Weekend is held annually each spring to provide an opportunity for alumni to contribute to and visit the school for their class reunions which are held every five years.

Our staff looks forward to and enjoys working with students. Students have participated as volunteers during Reunion Weekend, Campus Visit, given tours to alumni and parents, acted as hosts at receptions and other alumni events and have served as student representatives on the Executive Council of the Alumni Association.

We encourage you to “like us” on Facebook at Tufts Alumni – School of Medicine (www.facebook.com/TuftsMedicineAlumni) so you can learn about the latest alumni news and stay connected after you graduate. We also urge you to join the Tufts Career Advisory Network (CAN) through
the On line Community (OLC) at [http://www.alumniconnections.com/tufts/](http://www.alumniconnections.com/tufts/) and [tuftscan.org](http://tuftscan.org). Both services offer students the opportunity to make connections and build relationships with current alumni.

Please do not hesitate to contact us, or better yet, to visit us.

**Office of Development and Alumni Relations**

![Tufts Alumni logo]

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The Office of Public Health and Professional Degree (PHPD) Programs is responsible for providing oversight, administration and student services for the graduate programs offered by the School of Medicine. These programs include the combined MD/MBA in Health Management, offered in conjunction with Brandeis University Heller School for Social Policy and Management; the Master of Public Health, which has six dual paths that include: the MD/MPH, the DVM/MPH in conjunction with the Cummings School of Veterinary Medicine, the JD/MPH in conjunction with Northeastern University School of Law; the BA/BS/MPH in conjunction with the School of Arts and Sciences; the MS in Nutrition/MPH in conjunction with the Friedman School of Nutrition Science and Policy; and the DMD/MPH in conjunction with the School of Dental Medicine. The remaining programs are the Master of Science in Pain Research, Education and Policy; Master of Science in Health Communication (offered in collaboration with Emerson College); Master of Science in Biomedical Sciences; and the Physician Assistant’s Program. The combined MD/PhD degree program is administered by the Sackler School of Graduate Biomedical Sciences.

The Master of Science in Health Communication, the Master of Public Health, the Master of Science in Pain Research, Education and Policy, the Master of Science in Biomedical Sciences, and Physician Assistant degree programs enroll students who are not simultaneously enrolled in the MD program. Most of the courses in these programs are offered in the late afternoon and early evening to accommodate full-time and part-time students.

**Combined Degree Programs**

The Office of Public Health and Professional Degree Programs is responsible for maintaining the registration records for the master’s level courses and providing assistance and student services for the master’s component of the combined MD/MBA in Health Management and MD/MPH Programs.

At the end of each semester, the registrar for the Office of Student Services for Public Health and Professional Degree Programs provides the medical school registrar’s office with the grades of the master’s degree courses. The medical school registrar’s office maintains the official records for students enrolled in the combined degree programs, including the official transcript which contains the master’s level course work.
Matriculation at Tufts University School of Medicine

The official matriculation date for students enrolled in the combined degree program is the date of the TUSM Orientation. AMCAS Traffic Rules require that you withdraw from all other medical schools by the date on which you enroll at Tufts. AMCAS Traffic Rules also prohibit other medical schools from extending an offer to you once you matriculate. Should you decide before the Orientation date for the MD program that you wish to withdraw from the combined degree program, you may be placed on the waiting list for a seat in the traditional MD program. However, there is no guarantee that you will be offered a seat in the MD program.

Orientation

New students are required to participate in TUSM Orientation activities.

Program administrators work closely with the Office of Public Health and Professional Degree Programs, the Office of Student Affairs, the Office of Educational Affairs, and administrators of partner institutions to coordinate the master’s degree curriculum with the medical school curriculum.

Curriculum

MD/MBA in Health Management Program

The MD/MBA in Health Management program requires the completion of 65 credit hours of health management course work in addition to the requirements for the MD degree. The required credits are earned through successful completion of a prescribed curriculum of business and health management courses. Also first year students are required to take the GMAT (if not already taken) during their first summer by August 15th as a condition of their full matriculation at Brandeis. MD/MBA in Health Management students take the majority of their MBA courses at Brandeis University School for Social Policy and Management, which they take with other graduate students.

The program requires completion of the Physician Executive Practice Experience. This field based and project centered-course is coordinated by the faculty of Brandeis in cooperation with one or more major sponsoring Massachusetts health care industry organizations. The course serves to introduce students to the real and complex problems of management and systems change. Teams of three or four students will work under the supervision of a faculty coordinator, designated physician executives and other administrative personnel on a mutually agreed upon project designed to further the mission of the specific sponsoring health care industry organization within the time and resource constraints of the course. The course meets during the first summer of year 1 and is required for first year students.

Upon the successful completion of the fourth year course, Management of Health Care Organizations*, MBA students will receive one month’s MD credit which will be recorded on the MD transcript with a grade of Honors, High Pass, Pass, Low Pass, or Fail. A grade of Pass or higher is required for credit toward the MD. This credit will count as one of the eight required rotations but does not reduce the number of rotations that must be done at Tufts affiliated hospitals (5).
Please refer to the program's web site for a complete listing of the course requirements. (http://md.tufts.edu/Education/Combined-Degree-Programs/MDMBA)

**MD/MPH**
The MD/MPH is a special track in the Tufts' Master of Public Health Program. Students selected for enrollment in this unique dual degree track receive the Master of Public Health degree in the same four years that they receive their Doctor of Medicine (MD). Students share the classroom at times with Doctor of Veterinary Medicine students who are also in a dual MPH degree program.

The MPH degree complements students' clinical understanding of the individual with a population-based perspective. Our graduates study determinants of disease and acquire skills to reduce disease and disability at both the individual and population levels. They learn to consider prevention as well as a cure. Most importantly, they have the opportunity to compare and contrast and to integrate the public health and clinical models. This dual perspective provides them with a breadth of knowledge and understanding that prepares them for leadership roles in the health care system.

The MPH degree curriculum prepares generalists with a sound foundation in public health disciplines, including epidemiology, biostatistics, planning and management, international health, public health law, environmental and occupational health, and the social and behavioral sciences. This curriculum is integrated into the regular MD track so that combined track students complete their MD requirements in the same sequence as their traditional MD or DVM colleagues.

The MD/MPH program requires the completion of 48 credit hours of public health course work in addition to the requirements for the MD degree. The bulk of classes are held on Tuesday afternoons during the first and second years. Students also participate in a seminar program one evening per month during years 1 through 3 and earn 10 elective credits in the third and fourth year.

Students are required to complete a **200 hour-minimum Public Health Field Experience** in a public, private, or volunteer public health organization during the summer of the first year of study. The field experience provides students with an opportunity to integrate their knowledge and develop their skills in a practitioner’s environment.

The **Applied Learning Experience** is an advanced-level public health practicum, usually completed in the fourth year, that requires students to integrate and apply their knowledge and skills to work directed at a public health problem. Upon the successful completion of the Applied Learning Experience, MPH students will receive one month’s MD credit which will be recorded on the MD transcript with a grade of Honors, High Pass, Pass, Low Pass, or Fail. A grade of Pass or higher is required for credit toward the MD. This credit will count as one of the eight required rotations but does not reduce the number of rotations that must be done at Tufts affiliated hospitals.

Please refer to the program's web site for a complete listing of the course requirements and other program
information.

*HS518A (Management of Healthcare Organizations) and MD/MPH453 (Applied Learning Experience) must be completed by the final semester of a student’s fourth year.

**MD/Fletcher School MA Program**
The MD/MA is a five year combined degree program that requires 8 semester courses for the MA degree. This program requires students to spend a total of 2 semesters in residence at the Fletcher School of Law and Diplomacy (the 1st year is spent at the Fletcher School) and complete a minimum of twelve Fletcher courses. Students are required to meet the foreign language, the breadth (take one course in each of the three divisions) and thesis requirements of the Fletcher School and pass an examination in the subject area of the MA thesis or pass a comprehensive written examination covering work completed during the year of study.

**Registration for Master’s Level Courses**
At the beginning of each semester, the registrar for the Public Health and Professional Degree Programs registers students in their combined degree courses. Students requesting an exemption from a course requirement or substitution for previous course work or professional experience must notify the registrar for the Public Health and Professional Degree Programs via an *Exemption/Substitution Request Form* (available through the Office of Student Services).

Third and fourth year MD/MPH students receive an elective course list in advance of the medical school block reserved for MPH elective courses. Students are responsible for registering for elective courses via SIS Online (student information system) by the registration deadline. Students who fail to register for third/fourth year electives will not receive credit for the elective course(s). Failure to register for the third/fourth year elective block may jeopardize a student’s standing in the master’s program.

**Course Substitution**
MD/MPH students may substitute a course offered in the Master of Public Health program for an elective course offered by the combined degree program with written permission from the Program Director.

MD/MPH students who wish to petition for a course substitution must submit an *Exemption/Substitution Request Form*, available from the registrar for the Public Health and Professional Degree Programs, to the Program Director. If the substitution is approved, the student will be exempt from the course required by the combined degree program and required to complete the approved course offered by the Master of Public Health program. It is the student’s responsibility to obtain the course schedule of the substitute course, register, and complete the substitute course. The Master of Public Health course schedule and registration information is available online via [http://www.tufts.edu/med/education/phpd/index.html](http://www.tufts.edu/med/education/phpd/index.html).

**Summer Courses**
MD/MPH students may enroll in summer courses offered by the Tufts MPH program provided that
the course is approved for graduate credit by the faculty of the MPH Program. Students interested in taking summer courses should contact the registrar for the Public Health and Professional Degree Programs for registration and tuition details. No reductions will be made to the tuition charged by the Medical School for the MPH degree. However, students may incur additional tuition charges through the MPH program.

To apply credits earned through the Summer Session to the MPH degree requirements, students must complete a Transfer Credit Request Form, available from the registrar for the Public Health and Professional Degree Programs. An official transcript indicating the final grade for the summer course(s) must accompany the Transcript Credit Request Form and the appropriate signatures must be obtained before the transfer credit will be posted to the student’s academic record.

A complete list of courses offered by the MPH program can be obtained online at http://www.tufts.edu/med/education/phpd/courses/index.html.

**Student Identification Cards/Library Cards**
Combined degree students are issued TUSM student identification cards at the TUSM Orientation session. MD/MBA students also receive student identification cards from Brandeis University.

**Program Facilities**
MD/MPH and MD/MBA students are encouraged to use the Public Health and Professional Degree Programs Student Room and Lounge located in the Stearns Wing of the Biomedical Sciences and Public Health Building, 136 Harrison Avenue, 1st floor. The rooms are equipped with wireless access, microwave, refrigerator, computers, group study rooms, vending machines and a TV.

**Advising Program**
The MD/MBA and MD/MPH faculty program advisor for combined degree students is the program director and in some cases it maybe a faculty member who is familiar with the combined degree program. Some students may have an MD advisor as well as a program advisor. Throughout the academic year, the program director and the faculty advisor will receive information about your academic progress as a combined degree student.

**Leave of Absence or RCP**
Combined degree students requesting a Leave of Absence from their M.D. or Research Concentration Program (RCP) must also take a Leave from their Combined Degree Program. Requests for a Leave of Absence from the master’s program must be submitted in writing to the Dean of Students and the registrar for Public Health and Professional Degree Programs. A one-year Leave of Absence may be granted by the Registrar for the Public Health and Professional Degree Programs in consultation with the Dean for Students and the Program Director. Students who wish to extend a Leave of Absence beyond one year must receive permission from the Dean for Students or the Associate Dean for Students and the Dean of Public Health and Professional Degree Programs.
Students returning from a Leave of Absence or RCP must request reinstatement by submitting a letter to the Dean of Public Health and Professional Degree Programs and the Dean for Students at least 30 days in advance of the semester they wish to enroll.

**Academic Standards**
Graduate student work is graded at the end of each semester using a system of letter grades and quality points to evaluate student performance.

At the graduate level, the grade *A* signifies work of distinction, and the letter *B* represents work of good quality. The letter grades *C+, C, C-, D or F* represent work below the standard expected for a graduate student and may not be counted toward the degree requirements.

**Incomplete**
An “I” (Incomplete) grade is assigned when, for a reason acceptable to the instructor, students engaged in passing work are unable to complete all class assignments.

Incompletes are typically granted during the last three weeks of the semester when a substantial amount of work has been completed for the semester and when the student is otherwise in good standing. An “I” grade does not grant a student permission to repeat the course.

Students who wish to receive an incomplete must request one from the course instructor. If the course instructor grants the incomplete, the instructor must submit an Incomplete Request Form to the registrar for the Public Health and Professional Degree Programs documenting the terms of the incomplete with that course’s grade sheet. Both the student and the instructor must sign the form.

The recommended completion date is two to four weeks from the final meeting date of the class. Incompletes must be completed within six weeks of the subsequent semester. Following these guidelines, the date of completion must be stipulated on the form. An “I” must be removed by the date the form stipulates or it automatically becomes an “F” grade.

**Course Credit/Contact Hours**
Credits awarded for master’s level courses are based upon contact hours. In general, one credit represents approximately 10-12 contact hours.

**Limits for Degree Completion**
The degree requirements for the MD/MBA in Health Management and MD/MPH and programs must be completed in the same four calendar years as the medical school degree program, unless an extension is granted in accordance with the policies and procedures of Tufts University School of Medicine. Both degrees must be awarded simultaneously.

**Student Evaluation and Promotion**
The Medical School’s Student Evaluation and Promotion Committee is the official faculty committee that approves the advancement of students from one academic year to the next. Please refer to the appropriate section in this handbook for a complete description of the guidelines for student evaluation and promotion. The MD/MBA in Health Management program and the MD/MPH program each have mechanisms to address issues related to academic progress in the master’s component of the respective combined degree program.

The following additional standards apply to students enrolled in the MD/MPH, and MD/MBA in Health Management programs:

- Students must maintain a GPA of 3.00 (equivalent to a letter grade of B) or better in each semester to be in good academic standing, and must have an overall GPA of 3.00 to graduate. A student whose GPA falls below 3.00 in any semester will be placed on academic probation and will be so informed in writing by the Dean of Public Health and Professional Degree Programs. A student whose GPA is below 3.00 for a second semester may be recommended to the TUSM Student Evaluation and Promotion Committee for dismissal from the MPH and MBA components of the combined degree program.
- Students not on an approved leave of absence must take and pass at least one course per semester (fall and spring) to maintain satisfactory academic progress. (4th year MPH – Fall semester and 3rd year MBA students (currently Fall and Spring) are not enrolled in any official courses.)
- A student who, in the judgment of the PHPD Programs Student Promotions Committee, is failing to make satisfactory progress toward completion of the degree may be recommended to the TUSM Student Evaluation and Promotion Committee to be considered for dismissal from the MPH and MBA components of the combined degree program. The student and the Academic Advisor will be informed of such possible action and given an opportunity to respond before action is taken.
- If a student is dismissed from the MBA component of the combined MD/MBA degree program in the summer before the medical school program begins, the student may be placed on the waiting list for a seat in the traditional MD program. However, there is no guarantee that the student will be offered a seat in the MD program.

Class Attendance
Students are expected to attend all classes for each course and complete all work in a timely manner. Students who are unable to attend a class must notify the course instructor in advance.

For MD/MBA students, if Brandeis and Tufts Medical School’s academic calendars are not in sync, students will be required to attend classes even if one institution is not holding them on a particular day or week.

MD/MBA Program
MD/MBA students are allowed two excused absences. Excused absences can be granted only by the course instructor.
Examinations
Attendance is required at all course examinations. If a student is unable to attend an examination because of health reasons or personal emergency, the student must notify the course instructor prior to the examination. In the event that the student cannot reach the course instructor prior to the examination, the student should contact the Program Director or Associate Dean for the Public Health and Professional Degree Programs.

Summer Employment
Second year MD/MBA students do not have scheduled classes between Commencement and the start of the summer program (generally mid-June). MD/MBA students seeking paid employment during the summer of their second year are advised that once program courses officially begin, they are expected to give priority to the course requirements. While several courses will be offered in the evening, it is likely that some required courses will be offered during the day.

Course Evaluations
It is the policy of Tufts University School of Medicine that students evaluate each course offered by the School of Medicine. Students enrolled in courses at partner institutions (e.g. Brandeis University) are required to complete a TUSM course evaluation, which may be in addition to the host institution’s course evaluation.

Courses offered in the Combined Programs will be evaluated online via TUSK. Please refer to the Office of Educational Affairs' section of this handbook for details of online evaluations. TUSM course evaluations are a required component of every course offered as part of the Tufts University School of Medicine curriculum. Students who do not complete a course evaluation will be regarded as not meeting the course requirements for that course. Course grades will not be distributed to students who fail to complete the course evaluation.

Conduct
Students are expected to comply with, and conduct themselves in accordance with, any applicable student regulations and/or codes of conduct governing at the institution at which they are enrolled. Disciplinary action for violation of any such regulations or codes of conduct will proceed in accordance with the disciplinary and/or judicial codes of the institution at which the violation took place or whose regulations or codes were violated.

Tuition
The tuition for the MBA component of the combined degree program is $890 per credit hour for the 2012-2013 academic year. The tuition for the MPH component of the combined degree program is $6,210 for the 2012-2013 academic year. The tuition for the MA component of the combined degree program is $38,464 for the 2012-2013 academic year. Students are required to pay the full annual Fletcher School tuition during year one. During years two through five, students are required to pay the full annual
medical school tuition. In addition, students are required to pay for each MA course on an individual basis.

These tuition charges are in addition to the usual tuition and fees for the MD program. Combined degree students are required to pay the master’s degree tuition in accordance with the medical school’s tuition schedule.

The trustees of Tufts University reserve the right to change the tuition fee or establish additional fees or charges for special features or services whenever such action is deemed advisable. The earliest possible notification of changes and other fees will be given in these cases.

**Refund Policy**
The university refund policy, to be applied in the event a student leaves school after the beginning of a term, is as follows:

### Tuition for full-semester master’s level courses
- Withdrawal within the 1\textsuperscript{st} – 12\textsuperscript{th} calendar day of semester: 80% tuition refund
- Withdrawal within the 13\textsuperscript{th} – 19\textsuperscript{th} calendar day of semester: 60% tuition refund
- Withdrawal within the 20\textsuperscript{th} – 26\textsuperscript{th} calendar day of semester: 40% tuition refund
- Withdrawal within the 27\textsuperscript{th} – 33\textsuperscript{rd} calendar day of semester: 20% tuition refund
- Thereafter: no refund

#### Beginning in 2013-2014

### Tuition for full-semester master’s level courses
- 1 – 15 calendar day of the semester: 100%
- 16 – 20 calendar day of the semester: 60% tuition refund
- 21 – 25 calendar day of the semester: 40% tuition refund
- 26 – 30 calendar day of the semester: 20% tuition refund
- Thereafter: No refund

#### The refund policy for summer sessions I and II is as follows
- 1\textsuperscript{st} – 7\textsuperscript{th} calendar day of the session (I and II): 80% tuition refund
- 8\textsuperscript{th} – 14\textsuperscript{th} calendar day of the session (I and II): 50% tuition refund
- Thereafter: No refund

### Withdrawal
The date of withdrawal from a master’s level course will be considered to be the date on which the Office of Public Health and Professional Degree Programs receives written notice from the student. Other charges for the term, such as library or traffic fines, are not prorated upon withdrawal during a term. Withdrawal
prior to the beginning of a term will result in cancellation of appropriate charges. Students who wish to withdraw from the MD degree program must notify the medical school’s registrar in accordance with the medical school’s withdrawal policy. All financial aid recipients must meet with a financial aid counselor to discuss the impact of the Leave of Absence on their financial aid status and possible loan repayment requirements.

Students who withdraw from the master’s component of the dual degree program before the medical school’s Orientation date (May for MD/MBA in Health Management students and August for MD/MPH and MD/MA students) may be placed on the waiting list for a seat in the traditional MD program. However, there is no guarantee that the student will be offered a seat in the MD program.

**Student Representation in Program Governance**

The MD/MPH and MD/MBA students serve as representatives for the Public Health and Professional Degree Programs Student Senate (PHSS). The PHSS serves as a vehicle for students to organize themselves to improve student life and it serves as the formal body that represents students in relationship with the Public Health and Professional Degree Programs faculty and administration. The Senate membership consists of a representative from each program and MPH track. They meet monthly and as needed a program director or an administrative representative is invited to attend. Senate members participate in the governance of the programs by sitting on some of the faculty committees e.g. Admissions, Promotion, Academic Affairs, and PHPD Directors.
BURSAR'S OFFICE

Posner Hall, 1st floor
200 Harrison Avenue
(617) 636-6551
Monday - Friday, 9:00 a.m. - 4:00 p.m.

A Tufts University ID is required for all services at the window.

Billing and Payment

Tufts University bills tuition and fees electronically via Tufts eBill.

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

Fall semester bills are issued in the first week of July and are due in the first week of August. Spring semester bills are issued in the first or second week of November and are due in the first week of December. The specific due date each semester will be noted on your bill.

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

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

For questions about your bill, please contact the Bursar’s Office directly. You may also visit our website at http://finance.tufts.edu/bursar/ for answers to most frequently asked questions.

Tuition Refund Policy

In the event a registered student leaves the university after the beginning of a semester, tuition charges are prorated as follows:

- 1st-12th calendar day of the semester...............80%
- 13th-19th calendar day of the semester.............60%
- 20th-26th calendar day of the semester.............40%
- 27th-33rd calendar day of the semester.............20%
- 34th-calendar day to end of semester..............No refund

Other charges for the term, such as health administration fee, activity fee, laboratory fee, technology fee,
library fines, disability insurance and university traffic fines, are not prorated upon withdrawal during a term. Students who participate in the Tufts Health Plan should contact the Student Advisory and Health Administration Office regarding prorations. Withdrawal prior to the beginning of a term will result in cancellation of all charges except for the dormitory room deposit and any tuition deposit required prior to registration.

**Other Bursar’s Office Services**

- Issuance of student account refund checks
- Distribution of some work-study paychecks
- Distribution of petty cash
- Sale and Distribution of MBTA semester passes*
- Sale of Tufts Medical Center parking coupons*

* Students without financial clearance may not be eligible to participate in some Bursar’s Office services.

Please note that any check or online payment received by the Bursar’s Office which is ultimately returned unpaid by your bank will be charged directly to your student account along with a $25.00 returned check fee. A second occurrence will result in a $50 fine. If there is a second occurrence, all future payments will need to be paid in certified funds.
The Office of Equal Opportunity (OEO) is a University-wide resource available to the Tufts community (faculty, staff, students, visitors) to report incidents of discrimination, harassment, sexual misconduct and other possible violations. OEO can provide information regarding available support resources and disciplinary options and is responsible for making inquiries into alleged policy violations on behalf of the University. OEO acts as an independent fact-finding body for Tufts. OEO has no authority to take disciplinary action but shares its findings with the appropriate administrators who will determine what action, if any, should be taken. OEO can also facilitate training and educational events to help address campus concerns about or resulting from these types of policy violations. Questions or concerns regarding discrimination, harassment, sexual misconduct, disability accommodations and other such issues can be directed to OEO by calling 617-627-3298 or by e-mailing the staff directly:

OEO is responsible for insuring compliance with the following University Policies:

**Non-Discrimination Policy**


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 (also known as “protected categories”). 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. 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.

**Sexual Misconduct/Sexual Assault Policy**


Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs. Discrimination under Title IX includes sexual harassment, sex discrimination, sexual assault, rape and other gender-based misconduct. Stalking and relationship violence can also constitute discrimination under Title IX when the conduct is gender-based. All of this conduct is generally referred to as “Sexual Misconduct.” Tufts University is committed to providing a
campus environment free of Sexual Misconduct as reflected in this policy. Tufts University is especially committed to addressing sexual assault which is a crime of violence that is never acceptable and will not be tolerated. 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 and to conduct formal investigations under the Sexual Misconduct Adjudication Process (SMAP). Please see the Sexual Misconduct/Sexual Assault Policy for information regarding available support resources and for additional reporting options for such conduct.

**Sexual Harassment Policy**


Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature or conduct directed at a person because of his or her sex/gender when:

- Such conduct is made an explicit or implicit condition of an individual’s academic status or employment; or
- Refusing or submitting to such conduct is used as basis for academic or employment decisions; or
- Such conduct, whether verbal or physical unreasonably interferes with an individual’s academic or work performance by creating an intimidating, hostile, or sexually offensive environment in which to work or to learn.

In addition, direct or implied requests for sexual favors in exchange for actual or promised benefits constitute sexual harassment. Tufts is committed to providing an education and work environment that is free from sexual harassment. The University’s Office of Equal Opportunity (OEO) works to prevent and address sexual harassment through educational programs, training, and complaint resolution. Tufts encourages all members of the University community to report any concerns or complaints of sexual harassment to the OEO.
Americans with Disabilities Act Policy

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require Tufts University to provide appropriate academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the University community, or fundamentally alter the nature of the University’s employment or academic mission. Tufts University is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with applicable federal and state law. Please see the Americans with Disabilities Act Policy for information regarding where to request reasonable accommodations. Concerns regarding the reasonable accommodation process can be directed to OEO.
TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

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

Homepage: http://www.library.tufts.edu/hhsl
Email: hhsl@tufts.edu
Library Administration: 617-636-2481
Circulation: 617-636-6706
Reference/Education: 617-636-6705
Library IT Service Desk: 617-636-2947
Fax: 617-636-4039

STAFFED HOURS

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<tr>
<th>Library Service Desk</th>
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<td>Monday-Thursday</td>
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<td>7:45 a.m. – 11:00 p.m.</td>
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For holidays and changes, please consult http://www.library.tufts.edu/hhsl/about/hours.html.

Facilities

The Hirsh Health Sciences Library (HHS L) 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 journals, leisure reading collection, public computers with Internet access, study areas and the Food 4 Thought café. A house phone is located on the east end of the building, near the main elevators, and a bulletin board is located across from Security at the bridge to the Dental Building.

The fifth floor houses the Hirsh Health Sciences Library IT Services (HHS L-ITS), circulating book collection, study carrels and the Library IT Service Desk. The HHS L-ITS’s two microcomputer labs are available for teaching and individual or group study. The lab facilities provide access to Internet applications, a variety of standard word-processing, spreadsheet, database and presentation-graphics programs and other software that support the curricula of the health sciences schools and also a book scanning station. The Library IT Service Desk, staffed by full-time employees and student workers,
provides support for students’ personal computers and email accounts. To reserve a room, please contact the Library IT Service Desk at HHSL-ITS@tufts.edu or call 617-636-2947. For more information, see http://www.library.tufts.edu/hhsl/computing/computing.html.

The sixth floor houses the library’s staff offices, a portion of its journal collection (A-B titles of print-only subscriptions, print copies of some journals also received electronically, and older volumes) and a photocopy room. 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 remainder of the journal collection (C-Z titles of print-only subscriptions, print copies of some journals also received electronically and older volumes), study rooms, classrooms, study carrels and a photocopy room.

POLICIES

Some library services are provided on a cost-recovery basis. Payment for fees and copy cards can be made by check accompanied by a Tufts ID card, by Tufts Interdepartmental Requisition, or by Tufts Medical Center Requisition. Library employees may neither accept cash for payment nor make change. The library operates within the constraints of the U.S. Copyright Law in regard to the photocopying of printed materials and interlibrary loans and within license restrictions for electronic materials.

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

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

Suggestions or comments regarding the library’s policies, services and collections are welcome. Send them by email to hhsl@tufts.edu from a Tufts email account, and the library will respond promptly.

PRIVILEGES

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

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

Thirty MacBook laptops are available for students to borrow for use within the library. On weekdays, laptops may be checked out from the Library IT Service Desk on the fifth floor before 6pm and from the Library Service Desk on the fourth floor after 6pm to closing, except on Fridays. On weekends the laptops are checked out from the Library Service Desk on the fourth floor.

As a user of the Tufts University Hirsh Health Sciences Library, you accept responsibility for the return of all materials borrowed from any of the Tufts University Libraries or from other libraries through document delivery. All fees incurred for lost, damaged or late items must be paid, and failure to pay such fees may result in a loss of library privileges, an attachment of wages, or additional charges on term bills. You agree to abide by all HHSL policies and you are responsible for copyright compliance as well as Tufts University policies concerning the responsible use of resources.

**Other Tufts Libraries**

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

**Boston Library Consortium**

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

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

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

Other Libraries

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

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

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

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

SERVICES

Circulation & Reserve
Registered faculty, staff and students may borrow circulating books for four weeks with two renewals and are responsible for returning them on time. For each lost or damaged item, the charge levied amounts to the replacement cost plus a $15 processing fee. Borrowing privileges may be suspended for borrowers with overdue books or unpaid bills. Outstanding library bills are sent directly to the Bursar’s Office for collection.

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

Document Delivery & Interlibrary Loan
Members of the Tufts community can obtain books, audiovisual materials and journal articles from other libraries through interlibrary loan by registering for ILLiad, Tufts’ web-based document delivery system,
at http://www.library.tufts.edu/hhsl/services/docdel_illiad.html. ILLiad allows users to order and track requests and view/print articles. Students may request up to twenty articles or books per academic year at no charge. Use the FindIt@Tufts links from the licensed resources to request articles via ILLiad. For further information, please contact Document Delivery at 617-636-3787 or email hhsl-docdel@tufts.edu.

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

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

Color and Black-and-white laser print stations are located on the 4th and 5th Floors. Patrons can send print request(s) from all public computers in the library. 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 in Room 524. For further information about printing, copying and scanning, please consult http://www.library.tufts.edu/hhsl/services/photoServices.html.

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

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

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

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

**TUSK (Tufts University Sciences Knowledgebase)**

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

**Wireless Computing**

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

Arnold Building, 1st floor
116 Harrison Avenue
617-636-6628
Monday – Thursday: 9:00 a.m. - 5:00 p.m.
Friday:  9:00 a.m. - 4:00 p.m.
Saturday: 12:00p.m. - 4:00 p.m.

Website:
http://tufts.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=21051&langId=-1

The Bookstore stocks textbooks, medical reference and review books; lab supplies including white coats, scrubs, and dissecting kits; stationery supplies including paper, notebooks, binders and pens; Tufts merchandise including sweatshirts, t-shirts, mugs, and gifts; candy and snacks.

At the Bookstore you are not charged the state sales tax on textbooks. Personal checks with local address and phone numbers are accepted in payment of purchases. The Bookstore also accepts MasterCard, American Express, Visa, and Discover.

Textbooks returned within one week after classes begin can be exchanged for a full refund, if in original condition and with the receipt. Course packets are not returnable.

Single copy orders of any book will be filled.

The Bookstore accepts the following forms of payment for your online purchase:

- Credit Cards (American Express, Discover, Master Card, Visa)
- University or School Debit Card (select schools/stores)
- Barnes & Noble Gift Cards
- Student Financial Aid (select items)
CAMPUS POLICE

1st floor
136 Harrison Avenue
(617) 636-6911 (emergencies only)
(617) 636-6610 (routine, non-emergency calls)

The Tufts University Police are responsible for safety and security on the Boston Campus and are on duty 24 hours a day, 7 days a week. The Tufts University Police station is located in the first floor lobby of 136 Harrison Avenue. You should phone the police at (617) 636-6911 or 66911 (in-house phone) for any emergency or to report all suspicious activities.

The Tufts University Police have been awarded Accreditation through the Massachusetts Police Accreditation Commission, and receives their police authority from the Commonwealth of Massachusetts and the County of Suffolk in which Boston is located. This authority enables the police to make arrests for any criminal offense committed in or upon lands or structures owned, used, or occupied by Tufts University. All Tufts University Police officers are armed and well trained in all areas of criminal law.

Tufts Police officers are trained at state recognized law enforcement training academies and through ongoing in-service and specialized training programs.

The Tufts University Police maintain a lost and found department for the Boston Campus. They also have engravers which are available to you at no charge for marking your property. In addition, there is a crime prevention officer on the Boston Campus who provides literature and gives talks on various crime prevention topics. The crime prevention unit advocates awareness as the first step in making the Tufts community a safe one.

Security Procedures for Sackler Building

The Sackler Building will be accessible to students on a daily basis from 7AM – 11PM with the building closing at midnight. During these hours, your Tufts ID will be required to allow you access to the building.

Specifically, from Monday to Friday, between the hours of 7am - 7pm, and during library hours on the weekend, you must show your ID to the Campus Security Officer as you enter the building. During the hours when an officer is not stationed in the Sackler lobby, you may enter the building by swiping your ID in the card reader located at the 145 entrance. When attempting to enter Sackler from Proger 3 via the Dental building, please note that there are 2 possible doors. Your swipe card will NOT open the door from the main hallway. Facing the Proger 3 elevators, turn RIGHT and then LEFT to the hallway where the freight elevators are located. Go through the double doors and enter the bridge. You will swipe your ID at the bridge to enter Sackler.
While inside the Sackler Building, the **wearing/displaying of Tufts ID badges is mandatory**. Egress from the Sackler Building, other than for emergency purposes, will be restricted to the main lobby at 145 Harrison Avenue or the 4th floor crossover.

For those of you who have misplaced your ID, please visit the Tufts University Police Station, 136 Harrison Avenue, 1st floor, from 7am-11pm, any day of the week, to receive a new ID. The process only takes a few minutes.

**Safety and Escort Service**

Students should be aware that crime does occur in the area surrounding the medical school. It is strongly advised that students use the escort services, or travel in pairs or groups. Incidents of theft and assault are of grave concern to the Tufts Community. The Tufts University Police are constantly working toward providing an environment that is as safe as can be reasonably expected, and to educate the community in reducing the opportunities for crime.

For your personal safety, the Tufts University Police Department provides vehicle and walking escorts twenty-four hours a day, seven days a week, between campus locations, to the nearby Washington Street Medical Center T stop, the parking garage shuttle that leaves from the corner of Nassau Street and Washington Street, the Travelers Lot, Herald Street Parking Garage, neighborhoods within these locales, and as well as South Station and Boylston Street T stops, when traffic allows. Please contact the Tufts University Police Department at (617) 636-6610, or from a campus phone at x66610.

For students parked in Herald or Travelers lots, or on rotation at Tufts Medical Center, the Hospital provides a van escort service. This shuttle service runs between the main entrance to the Floating Hospital at 755 Washington Street and the Herald and Traveler's Street parking areas. It is not available on holidays and weekends. Call (617) 636-5580 or 6-5580 for additional details on the shuttle service and parking.
Non-Resident Motor Vehicle Registration

Massachusetts requires that Tufts University inform all Tufts University students that any student who has a vehicle with license plates from a state other than Massachusetts or plates from a country other than the United States that once per school year that student is required to:

- Fill out four (4) copies of the Massachusetts Department of Transportation [Nonresident Driver Statement](#)
- Turn all four copies in to the Tufts University Public Safety Administrative Services office on the campus the student is based.
- At that time Administrative Services will issue the student a Nonresident Student Driver Decal.
- Affix the Nonresident Driver Decal prominently in the uppermost center portion of the vehicle’s windshield

Failure to comply can result in a fine of up to $200.
TUFTS MEDICAL CENTER PARKING OFFICE

Parking and Transportation Department
274 Tremont Street Garage, 1st Floor
(617) 636-5580
Monday-Thursday 7:00 A.M. - 6:00 P.M.
Friday 7:00 A.M. - 4:00 P.M.

Parking for Tufts University Students
Parking spaces are available for all Tufts University students based on the Health Sciences campus at the Traveler's Lot. Valid parking decals are required in the Tufts Medical Center parking facilities. Parking decals are available at no charge upon presentation of your student I.D. and care registration at the parking office, located at 274 Tremont Street.

Please Note: Students are issued only one DECAL per school year. For the 2012-2013 academic year, all students will be assigned to the Traveler's Lot.

Rate
Monday thru Friday - $5.00 per day payable by coupon only. Cash will not be accepted. There is NO OVERNIGHT PARKING.

Coupons
Coupons are available for purchase in the Parking Office, located at 274 Tremont Street, and at the Bursar's Office, Located at 200 Harrison Avenue, for $25.00 per book. Each book contains 5 coupons (purchase limit of 4 books at a time).

Weekends
All students may park in the Tremont Street Garage for $5.00 per weekend day (payable with a coupon or $7.50 cash). There is NO OVERNIGHT PARKING.

Parking regulations for Tufts University Students:
Parking is permitted only with a currently valid Tufts Medical Center Parking decal. Both your vehicle registration, to prove car ownership, and Tufts identification card must be presented at the Parking Office in order to obtain a parking decal for one car per school year.

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

Parking in Boston
Parking around Tufts-Medical Center campus is forbidden or limited by one hour meters. 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".

**Motorcycles**
Motorcycles can be left in the parking garage located at 274 Tremont Street for $7.75 per day. You must have your registration and student I.D. to get a parking card from the Tremont Street Garage. If your motorcycle is registered out-of-state you must file with the campus police just as out-of-state car owners must file. Out-of-state owners need not register before obtaining cards.

**Bicycles**
Bicycles can be left in a bicycle cage, located in the Tremont Street Garage's basement on 274 Tremont Street. There is a $3.00 deposit for the bicycle room key. When you return the key, your money will be refunded.
STUDENT COUNCIL
The Student Council is made up of the Presidents and elected Student Council Representatives in all four classes at Tufts University School of Medicine (TUSM). Students sit on faculty standing committees and other TUSM committees as voting members and participate in making policy that affects them directly or indirectly. Students are responsible for implementation of school policies and administration of matters that affect all four years of TUSM.
In addition to elected class officers, Student Council can appoint representatives for various committees. Students who want to serve on committees as representatives can present themselves at the meeting at which appointments will be made and indicate their interest. Student Council selects its representative from those students.

Class Elections
Elected representatives serve for one year beginning in May, with the exception of first-year students who serve from October to May. The Student Council oversees all class elections. Each class shall elect the following class officials: President, three Student Council Representatives, four Curriculum Committee Representatives, one Ethics Representative, two Social Committee Chairpersons, one Diversity Representative and one Alumni Council Representative. The President of a class may not be absent from the Boston area for more than two consecutive months without the appointment of a council representative from the class as acting President.

Student Council
The three Student Council Representatives from each class and the four class Presidents comprise the voting members (16 total) of the TUSM Student Council. Meetings are held at least once a semester. Minutes of each meeting are typed by a first year Student Council Representative and emailed to the President of the Student Council to be reviewed and then emailed to the members of the Council prior to the next meeting. There are four executive officers – President, Vice President, Secretary, Treasurer. The President is the fourth year class President; the Vice President is the third year class President; the Secretary is a first year Student Council Representative; and the Treasurer is a second year Student Council Representative. The presence of nine members and at least one officer constitutes a quorum, and matters are decided by a majority vote of members present. Special meetings of the Student Council can be called at any time by the President, provided twenty-four hour notice of the meeting is given to every Student Council member. The Student Council Representatives are responsible for advising their class of matters discussed at every Student Council meeting, for determining the sense of the class on issues by conducting class meetings or by other means, and for reporting class opinions accurately to the Student Council. The Student Council representatives are expected to attend Student Council meetings. After three absences from the Student Council meetings, a member can be suspended by a two-thirds vote of the Council, and the appropriate class elects a new representative.
Any student can propose an agenda item for an upcoming council meeting by notifying the Student Council President or their Student Council Representative at least one week prior to the meeting. All of the Class Presidents meet regularly with the Deans in the OSA and OEA as needed. Additionally, in conjunction with the OSA, the Student Council is responsible for student-run activities such as: class elections, senior class yearbook, and school-wide social affairs. The Student Council is funded by the Student Activities Fee paid by all TUSM students. With these monies, the Student Council subsidizes student organizations including all student-run groups and activities that benefit all classes. Every year the Student Council disburses money to each of the four classes. The Student Council has a funding meeting at the beginning of each semester to determine the distribution of monies to student organizations and clubs.

**Bylaws of the Student Council of Tufts University School of Medicine**

**Preamble**

This states the goals and purposes of the Council.

**Article I: Membership and Organization**

This article discusses membership of the Student Council, voting policy, and who is invited to Student Council Meetings.

**Article II: Meetings of the Council**

This article discusses Student Council meetings: when we are to have them, how we find out about them, agendas, etc.

**Article III: Duties of the Officers and the Members of Student Council**

This article delineates specifically the jobs of Student Council President, Treasurer, Secretary, and/or Elected Representative.

**Article IV: Committees of the Council**

This article defines permanent and special Committees of the Student Council and their purpose.

**Article V: Representatives of the Council**

This article discusses the duties of students either selected by Student Council or elected by their class to represent the Council to other organizations, both in-house and nationally.

**Article VI: Class Government**

This article discusses Student Government on the class level: guidelines for elections, which officers should be chosen by the Class President, class committees, etc.

**Article VII: Student Council Bylaws Committee Policy**

Page 3 of 22
Article VIII: Student Council Funding Committee and Policy
This article dictates policy surrounding the disbursal of funds to groups who petition Student Council for funds and the subsequent responsibilities of the groups receiving funding.

Article IX: Rights of the Student Body
This article explains the procedure for members of the student body to bring an issue to the attention of the rest of the student body for consideration.

Article X: Student Council Policy on Alcohol

Article XI: Use of Tufts Name, Mark of Insignia

Article XII: Official Name and Address

Preamble:
The goals of the Tufts University School of Medicine Student Council are as follows:
To serve as the voice of the student body to the medical community at Tufts.
To serve as a liaison between the student body and the Medical School and University Administrations.
To foster student unity.
To provide financial support of events, projects, and organizations that benefit the total medical education of the student body.
To assist in coordination of student representation to the various intramural committees and extramural organizations requesting such representation.
To oversee such activities of the individual classes as it deems necessary to ensure fair and just consideration for all students.

Article 1: Membership and Organization
Section 1: The membership of the Council shall consist of one class President and three class Representatives from each class, for a total Council membership of 16.
Section 2: A quorum shall be required for the Council to conduct business. A quorum shall consist of the presence of nine members of the council including at least one officer of the Council and at least one member from each of the four classes. However, for any Council meeting that takes place from the time of Commencement in May to the seating of new Council members from the first year class in October, a quorum shall consist of seven members. Page 4 of 22
Section 3: The officers of Student Council shall be as follows:
A: The President, who shall be the fourth year class President.
B: The Vice President, who shall be the third year class President
C: The Treasurer, who shall be two Student Council Representatives of the second year class.
D: The Secretary, who shall be a Student Council Representative of the first year class.

Section 4: The Treasurer shall be appointed at the last meeting of the academic year and will be responsible for overseeing all financial transactions between student clubs and administration. The Secretary shall be appointed after the seating of the first year members. The position of Secretary can be filled in one of two ways: either one of the first year Council representatives volunteers to be the Secretary for the entire year or the three Council representatives from the first year class can rotate the responsibility at each meeting. In the absence of a Secretary, the presiding officer pro tempore may select a Secretary. The nominees for each position shall be officers of the Council. The terms of each office shall run until the following May.

Section 5: In the event that a vacancy occurs in the offices of the Council, a special election shall be held. A special election shall be held at the discretion of the Council or at the request from the class from which the vacancy exists.

Section 6: Voting policy: The majority vote of a quorum shall be required for approval of any business conducted by the Council. In the absence of a quorum, no business requiring a vote of the Council shall take place, and all such business will be postponed until the next meeting of the Council or until the presence of a quorum is obtained.

Section 7: The Council reserves the right to conduct such business as it deems necessary to fulfill its goals as outlined in the Preamble to these Bylaws.

Section 8: The Council shall establish such committees as it deems necessary to conduct business as established by Article IV.

Article II: Meetings of the Council

Section 1: All meetings of the Council shall be open to any member of the student body and Dean’s Office who wishes to attend. Other non-students will be allowed to attend at the discretion of the Council. The Council reserves the right to conduct portions of its business in Executive Session as required by any provisions of the Bylaws or at the request of any member of the Council with the consent of a majority of the members present.

A: The council reserves the right to request the attendance of any of the non-voting representatives appointed by the Council. (See Article V)

Section 2: The Student Council year shall run from May to May. Regular meetings of the Council will be held during the year except in June, July and August. Regular meetings with
proposed agendas are as follows: August to discuss ideas for fall; October for the fall funding meeting; January to discuss Gala and to conduct the spring funding meeting; and March to discuss awards and Bylaws revision. Special meetings of the Council may be called at any time at the request of the Student Council President or at least three members of the Council.

**Section 3:** The President shall notify the members of the Council of regular meetings at least one week before the date of the meeting. The student body and Representatives (as outlined in Article I, Section 7 and in Article V, Section 2) will be notified through email from the class Presidents. In case of a special meeting of the Council, notification to all parties will be made at least twenty-four hours before said meeting is to be held.

**Section 4:** The President shall set the agenda for meetings of the Council. Any student who wishes to raise an issue or question before the Council should notify the Student Council President at least one week before the meeting for inclusion in the agenda.

**Section 5:** The order of business for all meetings of the council shall be as follows:
A: Call to order by the presiding officer
B: Approval of minutes from the last meeting
C: Old business
D: New business
E: Reports of committees/representatives
F: Class business
G. Date for next meeting
This order of business may only be changed by unanimous consent of the Council members present.

**Article III: Duties of the Officers and Members of the Council**

**Section 1:** The President of the Council shall preside at all meetings of the Council and shall supervise, in a general way, all the functions of the Council and Student Government. The President shall also serve as the official representative to the following committees (See Article V, Section 2)
A: Medical School Executive Council
B: Any other committee or group as requested by the committee or group or request of the Council.

**Section 2:** The Vice President shall preside at any Council meeting in the absence of the President and shall assume such duties and responsibilities as requested by the President.

**Section 3:** The Treasurer shall:
A: Be responsible and accountable for the Council’s account.
B: Be responsible for keeping an up-to-date record of all financial transactions of the Council.

C: Will make available to any Council member upon request, and to any other interested party with the approval of majority of the council, all financial records.

D: Fulfill any and all requirements regarding Council finances as required in other sections of the Bylaws (see Article VIII).

E: Serve as the Chairman of the Council’s Funding Committee (see Article VIII).

F: Assume such responsibilities and duties as requested by the President or a majority of the Council.

Section 4: The Secretary shall:

A: Keep a written record of all meetings in the form of minutes: attendance, business discussed and voted upon, reports of committees, and future meetings. This responsibility may be delegated to other members of the Council at the Secretary’s discretion, with the approval of the Council (see Article I, Section 4).

B: Email said minutes to the President by a date no more than two weeks after the meeting. The President will review the minutes and email them to the Council before the following meeting.

C: Provide the Dean’s Office and Council Members with a list of names, addresses, and telephone numbers of all members and representatives of the Council.

D: Assume such duties and responsibilities as requested by the President or a majority of the Council.

Section 5: The Members of the Council shall:

A: Attend all meetings of the Council or its committees to which the member is assigned, either in person or via internet. Absenteeism from more than three meetings may be grounds for dismissal upon review and approval of such action by the Council.

B: Make a report to their class of the business discussed at Council meetings.

C: Define issues and opinions of their class for presentation to the Council.

D: Act as a liaison between their class and the Medical School administration as requested by their class.

E: Assume such duties and responsibilities as requested by the President, a majority of the Council, or the members of their class.

F: Facilitate training of incoming Student Council members/officers.

Article IV: Committees of the Council

Section 1: The committees of the Council shall be of two types: Permanent and Special.

Section 2: The permanent Committees of the Council shall be as follows:
Medical Alumni Executive Council
Curriculum Committee

Section 3: Special Committees of the Council may be established at any time with a majority vote of the Council.

Section 4: All committees of the Council shall conduct their business in accordance with the Bylaws of the Council unless specifically exempted in their mandate.

Section 5: In establishing a committee, the Council shall specifically identify:
A: The committee’s purpose and goal.
B: The makeup of its membership.
C: Any guidelines the Council wishes to provide.
D: The time at which a final report from the committee shall be returned to the Council, and said committee is dissolved.

Section 6: All committees of the Council shall present interim reports at each meeting of the Council (See Article II, Section 6). In addition to final reports from Special Committees (See Article IV, Section 5), each Permanent Committee shall make a final report of its business as mandated by the appropriate section of the Bylaws. Final reports from the Committees shall include not only the opinions of the majority of said committee, but also all minority opinions if significant differences occur.

Article V: Representatives to the Council

Section 1: The Council shall appoint such representatives as deemed necessary to fulfill the goals of the Council as outlined in the Preamble and when requested by groups for the purpose of communicating with the Council and student body.

Section 2: Representatives shall be of two types: Permanent and Special.
Permanent representatives are those representatives who serve with the various intramural committees or extramural organizations for the express purpose of representing the TUSM student body to said committees and organizations.
Permanent representatives shall be elected at the beginning of each year (i.e. in May or September) or at any time when a vacancy exists, for a term of one year, or until the following May.
Permanent representatives shall be appointed to each of the following groups:
A: Medical School Executive Council (see Article III, Section 1)
B: Medical Alumni Executive Council (four elected student Representatives, one from each of the four classes)
Section 3: Special representatives are representatives who are appointed by the Council to participate in forums or other events occurring over a limited period of time. These students represent the Tufts University School of Medicine student body at such events and obtain information from these events, which, in the opinion of the Council, is of benefit to the student body or the Council.

Section 4: All representatives shall abide by the Bylaws of the Council in matters of attendance and reporting to the Council and to the student body, and act in accordance with the goals of the Council.

Section 5: The Council shall elect representatives in accordance with the guidelines provided by organizations seeking such representatives when such guidelines exist.

Article VI: Class Government

Section 1: The Council shall oversee in a general way the performance of Class Government in all classes.

Section 2: Each class shall elect, by the procedure outlined in Sections 5 and 6, the following class officials: President, three Student Council Representatives, four Curriculum Committee Representatives, one TUSM Ethics Committee Representative, two Social Committee Chairpersons, one Diversity Representative, and one Alumni Council Representative.

Section 3: The following stipulations shall apply to all Student Council elections:
A: Candidates may only run for one position.
B: Candidates must run independently (i.e. not as part of a ticket.)
C: In the event of an inadequate number of candidates for a said position, the class will be notified and will be given twenty-four (24) hours for interested candidates to submit a statement, before the general election.
D: The Student Council will be responsible for the organization and execution of elections, without placing responsibility on the Office of Student Affairs or the Office of Educational Affairs.

Section 4: Each class shall retain the option of appointing more than one representative/official to such positions, as it deems necessary to properly conduct class business (with the exception of President, Ethics Committee Representative, and Student Council Representatives.)

Section 5: Election Process: Election of class officials shall proceed by the following mechanism:
A: Nominations will be accepted for at least two weeks in an open fashion. Page 9 of 22
B: Once the class is presented with the candidates, the class then has an additional week before the election takes place to review candidates’ statements.
C: Individuals nominated for positions shall have an opportunity to withdraw their names from balloting.
D: Voting shall take place via a secure online voting site approved by the Office of Student Affairs and will ensure the entire class has an opportunity to participate.
E: Participation by at least sixty-five percent (65%) of the class shall be required for an election to be considered valid for the first and second year elections, and at least fifty percent (50%) for the third and fourth year elections. If, for the third and fourth year elections, there are no challenging candidates to the current positions, twenty-five percent (25%) participation will suffice for an election to be considered valid.
F: The nominee receiving a plurality of the votes cast in a valid election shall be the official, provided there is a margin of two votes. If the margin is less than or equal to two votes, a run-off will be held between the candidates involved. Clarification: In this case, a margin of two votes should be taken to mean MORE THAN TWO VOTES such that if Candidate A has forty-two (42) votes and Candidate B has forty (40) votes, a run-off is in order.
G: In the event of a run-off, the two candidates will be notified and their interest in the office in question will be re-affirmed. The run-off will then be announced with the posting of the election results. The run-off will be held immediately after the initial voting has ended via the same secure online voting site. Until the run-off results become available, the incumbent officer will continue to perform the duties of said office. If either or both of the candidates already occupy an office within the Student Government, they are expected to continue to perform their duties; however, they should not take advantage of their office as an opportunity to campaign. In the event that a candidate in the run-off does not win the election by a margin greater than two votes, a second run-off will be held. In the event that a second run-off does not result in a winner, the President of the class will decide the outcome. EXCEPTION: Run-off elections for President shall continue until a candidate is elected.
H: The Council, whose decision shall be final and binding on all parties, shall resolve any disputes involving class elections.
I: The Council reserves the right to invalidate any election results for reasons including, but not limited to, violation of election guidelines and/or etiquette.
Section 6: Terms of office for all officials and representatives shall be for one year or part thereof with a uniform termination at the end of April except for the fourth year officials who shall hold office through Commencement Day. Page 10 of 22
Section 7: The general timetable for elections for each class shall be as follows, with specific dates decided by each class every year with the approval of the Council.  
A: Elections for the second, third, and fourth year classes will be held after February.  
D: First year class officials: Nominations accepted in late September of the first year with elections to take place by mid October.  
Section 8: A President from another class will oversee the election process in each class.  
Section 9: Each class shall retain the right to establish such committees it deems necessary to conduct the business of the class with the following committees required to be formed by the indicated class:  
A: Yearbook Committee-fourth year class  
B: Library Advisory Committee-one student from each of the classes.  
Section 10: The duties of each class officer and committee shall be those indicated by their respective titles (see Article III) and as follows:  
A: The Student Council President shall supervise all class business and representation, chair all committees with the exception of the Yearbook Committee, and serve as the principal liaison between his or her class and the Administration.  
B: Representatives to all Committees will present the opinion of their class during the appropriate business of their committee. The only exceptions to this shall be the Representative to the Ethics and Student Evaluations and Promotion Committees.  
C: Yearbook Committee: The third year President shall select a yearbook editor from the third year class at the time of elections in April. The editor’s term shall run from time of appointment until the yearbooks are completed, which may not be until after Commencement the following year. The editor shall be responsible for all aspects of yearbook production and may assemble a staff to achieve this end. The editor shall provide information about yearbook production to the succeeding class’ editor. The editor or a delegate shall report to the Council on the finances of the yearbook twice a year.  
D: Grievance Committee: If the occasion arises, this committee will be formed to assist students who have complaints or problems involving the Medical School and shall work with the Administration to seek a fair and just resolution for such complaints and problems. The committee will be comprised of class officers and other representatives from the class as deemed necessary by the members of the Student Council.  
Section 11: The Class President is the sole executive officer of the class. The President acts as liaison between administration, faculty and the class, makes announcements, and determines the opinion of the class on matters of concern. The President administers the monies given to the class each year by the Student Council. The fourth year President
coordinates graduation exercises and delivers a graduation address. All class Presidents are members of the Student Council, and as such, have the same responsibilities as the Student Council Representatives.

Section 12: TUSM class officer list for the academic year 2014-2015 M’15

Class President: Courtney Harris

Student Council Representatives:
Thomas Byrnes
Lisa Kipersztok
Kira Watson

Curriculum Committee Representatives:
Dean Ehrlich
Alexander Fye
Jonathan Simmonds
Rajat Suri

Social Committee Chairpersons: Sindhya Rajeev
Ben Zorach

Alumni Representative: Caitlin King

Ethics Representative: Kimberly Petko

Diversity Representative: Lexi Chavez
RESOURCES/GENERAL INFORMATION

**Chinatown Area**
The Tufts University Health Sciences campus, which includes the Medical, Dental, Nutrition, and Biomedical Sciences Schools, are located in Boston's Chinatown. Chinatown is a small neighborhood situated between the Theater District, Bay Village, the South End, Downtown Crossing, and the Leather District. While the resident population and mix of local businesses are primarily Chinese, immigrants from Cambodia, Vietnam, and Laos are gaining a larger presence. Chinatown is largely a community of recently arrived immigrants, many of whom move outside the city into neighborhood enclaves once they are more established. However, Chinatown remains the cultural and commercial hub of the large Asian community in eastern Massachusetts.

Chinatown north of Kneeland Street is largely commercial, with most of the community's residential buildings to the east and south of the neighborhood. The sustained growth of Boston's Asian community has seen the extension of the Chinatown neighborhood to the south past the Doubletree Hotel and Wang YMCA, across the Mass Turnpike, and to the edge of the South End neighborhood.

The Chinatown community is very welcoming to Tufts students and Tufts Medical Center staff, be it at the numerous restaurants and businesses within the neighborhood. Students from around the city volunteer in many of the community organizations and participate in activities in the neighborhood. Chinese New Year is celebrated with neighborhood-wide, including lion dances performed by martial arts groups in the community. It is a wonderful festival open to all Boston residents and visitors.

**Somerville/Medford Area**
The Somerville/Medford campus of the university is home to the undergraduate and graduate schools of Arts & Sciences, the College of Engineering and the Fletcher School of Law and Diplomacy. Sitting on the boundary between Medford and Somerville, Tufts is well connected to both communities. Medford and Somerville offer housing and shopping opportunities to Tufts students and both are well served by transportation routes and buses. Detailed travel directions are listed below.

Medford has a very rich history and one of the most active Historical Societies in the state. A Civil War photograph collection, which numbers over 1000 pictures, was discovered by the Medford Historical Society several years ago. The Isaac Royal House, a historically significant property, was the site of a recent archeological dig where items dating back to resident slaves were discovered. The Shepherd Brooks estate has a wonderful history as well as beautifully wooded grounds. Medford is a wonderful place to visit if you have an interest in early U.S. history.

Somerville has a very diverse mix of residents and local businesses. Davis Square and Union Square offer an eclectic selection of wonderful restaurants and music clubs. There is also a very large community of artists residing and working in Somerville. The Somerville Arts Council not only organizes the annual ArtBeat in July, but also works with artists throughout the community to open their studios to the public.
several times a year. Somerville has also become home to a growing number of small high technology firms that produce everything from robots to software to industrial design.

You can get to the Medford/Somerville campus by car via the Southeast Expressway and Route 93 North (about 10-15 minutes); by MBTA Green Line to Lechmere connecting with a Medford bus or Red Line from Downtown Crossing to Harvard Square connecting with a Medford bus (30-60 minutes); or Red line to Davis Square from Park Street on Downtown Crossing. It is about a 15-minute walk to the Medford Campus or you can take MBTA bus 94 or 96. The Campus Safety Shuttle also runs between Davis Square and various points on campus during the academic year.

ATHLETIC FACILITIES

Boston Campus

Tauber Fitness Center
The Boston Fitness Center is open for use by all students in the Boston Campus schools. The center includes a cardio circuit, free weights, a yoga studio, and locker rooms.

Arthur M. Sackler Center for Medical Education, Lower Level
145 Harrison Avenue
617-636-0497
Monday – Friday, 7:00 a.m. - 10:00 p.m.
Saturday and Sunday 12:00 p.m. - 7:00 p.m.

Wang YMCA of Chinatown
Sackler School students are eligible for a discounted membership at the Wang YMCA of Chinatown, located near Tufts University and Tufts Medical Center at 8 Oak Street West (at the corner of Oak and Washington Streets). To receive the discount, the student must obtain a Student Verification Form from the Student Advisory & Health Administration Office, Monday- Friday 9:00 a.m. – 5:00 p.m. Annual and semi-annual fees must be paid in full at the time of application with cash, check or credit card at the Wang YMCA. Monthly fees will be debited from one's checking, savings or credit card account. The Joiner Fee of $100 is waived at all times, and the Sackler School subsidizes the cost of memberships. Membership with the Wang YMCA of Chinatown entitles you to use all of the 13 facilities within the YMCA of Greater Boston. Call 617-426-2237 for more information.

Membership Options:
- Individual: $210 for 12 months $20 per month
- Family: $560 for 12 months $55 per month
*Family includes any two adults living in the same household plus the children under age 18 living in the household.

Posner Hall
An exercise room equipped with weights, exercise bicycle, treadmills and Stairmasters is located in the basement. This equipment is available to all Tufts Health Sciences students.

**Medford Campus**
The use of all athletic facilities on the Medford Campus is free of charge when you present your Tufts I.D. A new system, R25 WebViewer, must be used to make facilities requests. To access the R25 WebViewer, enter [http://events.studentservices.tufts.edu/wv3](http://events.studentservices.tufts.edu/wv3) into your browser. If you have not previously used the system, you will need to request a user name and password, which will be emailed to your Tufts email address within 48 hours. If you have a username and password, click on “My Requests” and log in. You must complete all required fields in CAPITAL LETTERS. Detailed instructions are available under the Help tab located at the top of all WebViewer pages. Facilities on the Medford Campus include playing fields; a 25 yard swimming pool; two indoor tennis courts; outdoor tennis courts for which no reservations are required; a gym with basketball court; an indoor track; weight room; eight squash courts and a sauna. Requests for indoor tennis and squash reservations must be directed to the security guard located at the entrance of Cousens Gym, 617-627-5069, 24 hours in advance. TUSM students can participate in the intramural sports program. Teams compete in the following areas; tag football, basketball, softball, volleyball, handball, squash, tennis, badminton, swimming, track, and golf. All teams are coed except that football is for men only; basketball and lacrosse have men's and women's teams; and softball teams have men's, women's, and coed teams.

**Community Boating**
The Club offers sailing on the Charles River during the week from 1 p.m. to sunset and on weekends and holidays from 9 a.m. to sunset. Cape Cod Mercury’s are available for beginners; advanced sailors may use 470's and lasers. Free instruction is given at all times to members. For more information call Community Boating at 617-523-1038.

**E-Mail**
Students will receive an e-mail account through the Office of Student Affairs at first year Orientation. The Office of Student Affairs has created listserves for each class where pertinent information is posted on a timely basis. Students are expected to check their e-mail daily for critical information regarding important deadlines, USMLE updates, and changes to class and exam schedules.

**Web Pages**
The medical school is continuously updating its home page, which is linked to the Tufts University web site. It is the medical school’s goal to provide general information at this site, but it is important to verify with the appropriate departments that the information posted is current. Medical students and student groups interested in applying for a home page through the University should contact the medical school’s Office of Student Affairs for an application and school guidelines.

**Post Office**
Mail will be sent to students’ local addresses. Campus and hospital mail, as well as regular mail, can be
dropped off in the Stearns basement mailroom. There are United States Postal Service mailboxes also located to the left of the main door of 136 Harrison Avenue and also at the corner of Kneeland Street and Harrison Avenue. The closest post office is located about three blocks from the school on the corner of Avenue de Lafayette and Chauncy Street. From the Sackler building, walk up Harrison Avenue through Chinatown. Harrison turns into Chauncy Street and at the next block turn left on Avenue de Lafayette. You will see the Post Office on your left. This location is open week days 7:30 a.m. – 6:00 p.m., and 7:30 a.m. – 1:00 p.m. on Saturdays. Stamps are not sold in the medical school; however, there is a stamp machine located inside the Bank of America on Kneeland Street and in the hospital Gift Shop.

**Student Packages and Mail Delivery**

Students living off campus should send their packages or mail to their off campus address. This serves to allow university Receiving and Mail Services staff to concentrate on handling and delivering university packages and mail. Tufts University assumes no responsibility for packages and mail sent to Tufts University for students living off campus. In addition, Tufts University assumes no responsibility for packages and mail addressed to administrative offices for students living off campus.

For students living on campus, packages should be addressed as follows:

Student name  
Posner Hall and Room Number  
Tufts University  
37 Tyler Street  
Boston, MA 02111

Once your package has been received, you will receive a slip in your mailbox notifying you that a package has arrived and you may pick it up at the Receiving room in Stearns basement.

Students living on campus should have mail addressed to them as follows:

Student name  
Posner Hall and Room Number  
Tufts University  
200 Harrison Avenue  
Boston, MA 02111

Delivery of mail to your mailbox in the Posner lobby occurs Monday through Friday between 11:00 am and 12 noon.

**Fax Machine**

A fax machine for school business is located in the Office of Student Affairs.

Students can also fax documents from the Communications Department, Tufts Medical Center, Rehabilitation Building, 185 Harrison Avenue, Floor D.
NOTE: Open 24 hours every day. Doors are locked between 7 p.m. and 7 a.m.; for entry after hours, call first and provide ID to security. Cash only; the operators cannot process checks and credit cards.

Airborne Express/Federal Express
There are Federal Express boxes located on the first floor of the M&V Building (136 Harrison Avenue) and on the first floor of the Proger building at Tufts Medical Center. In addition, there is an Airborne Express box located at the main entrance of the M & V Building (136 Harrison Avenue).

Newspapers
Several publications provide the Tufts community with information concerning all aspects of the Tufts educational system. They include: The Tufts Daily, The Connective Issue, News@Tufts Medicine, and The Tufts Journal all of which are electronic newsletters with the exception of The Tufts Daily. The printed publications are available in the Sackler Lobby.

The Tufts Journal is published monthly by the Medford Campus and includes features of student life and a list of events on all three campuses (Boston, Medford, and Grafton). This is available online.

The Tufts Daily is the undergraduate student newspaper and includes a list of events on campus including films, theater events, concerts, etc. Some events require an admission fee and require that you present your Tufts ID.

The Connective Issue is the TUSM’s student run online newspaper. New issues are posted each month and include articles written by students, professors, administrators, and alumni. Check it out at: www.tufts.edu/med/medissue. We look forward to posting your articles.

News@Tufts Medicine is sent electronically every two weeks to students and faculty of the medical and Sackler School and a brief note from one of the School’s Deans. News@Tufts Medicine is also available in print. If you are not receiving News@Tufts Medicine or have suggestions for items, please contact Karen Bailey at (617) 627-2126.

Notary Public
The function of a notary public, in part, is to witness your signature. Be prepared to provide a photo ID. Documents that are not signed in the presence of the notary cannot be notarized. Loans and other forms may be notarized in the Office of Student Affairs on Sackler 4, the Financial Aid Office on Sackler 8, the Dean's office on Sackler 8, in the Bursar's Office, 200 Harrison Avenue, 1st floor, and at the Campus Police, M&V 1. Notary services are available free of charge to members of the Tufts community. Notaries can also be found in most banks and real estate offices.

Voter Registration
You cannot register to vote in Massachusetts via the internet, but you can request a voter registration form to register to vote at http://www.sec.state.ma.us/ele/elestu/stuidx.htm. You will not be registered to
vote until you return the completed voter registration form to your local city/town hall.
To register to vote in other states, you can download a National Voter Registration Form from this
same website.

Room Scheduling
To reserve a room for any purpose contact the Educational Affairs Office, Sackler 3, x6621 to
arrange to have a room opened.

Telephones
House phones for calls to Tufts Medical Center and all campuses of Tufts University are located
throughout the Tufts Medical Center campus. To make in-house calls, you must dial 6 plus the
extension (last four digits of the phone number). For calls to the Medford campus, dial 7 plus the last
four digits; for the Grafton campus, dial 8 plus the last four digits. Please refer to the directory in the
Resources Section of the handbook for Tufts departmental numbers.

Interpreter Service
The Tufts Medical Center treats many patients whose native language is not English. The Department of
Interpreter Services provides interpreting for most of the major languages. However, they are always in
need of additional assistance. Students who speak a foreign language and are interested in assisting
patients are welcome to contact the Director, Nelson Wong, at extension x-6102, to sign up as on-call
interpreters. Students are compensated accordingly for their efforts.

Housing
Although we do not have a Medical School housing office, the Office of Student Affairs has compiled a
list of helpful web resources for finding housing in the Boston area at
http://www.tufts.edu/med/admissions/md/interviewedapplicants/incoming/housing.html. We are happy
to help with general questions regarding where student live, how to find roommates, etc. Housing
questions can be directed to med-housing@tufts.edu or 617-636-0893. In addition to public websites,
current Medical School students have started a "Housing" discussion forum on TUSK. The Medford
campus also has an Off-Campus Housing Resource Center website, which provides free service offered
to the community at Tufts University. To learn about your rights as a tenant in Massachusetts, state health
codes and city ordinances, landlord responsibilities, leases, security deposits, or other contracts, find
apartment rentals, rooms for rent, houses for rent, or look for roommates and talk with a knowledgeable
professional about your housing needs, please visit: http://ase.tufts.edu/och/.

Students live throughout Boston and the suburbs, with Back Bay, Cambridge, South End, Brookline,
Somerville, Allston/Brighton, Fenway/Kenmore, and Beacon Hill being the most popular areas. When
trying to decide where to live, you might want to consider such things as commuting time to TUSM (get
an MBTA map and see this handbook's section on "Public Transportation"); costs (apartment prices are
generally higher in the areas closest to TUSM); neighborhood safety (safe neighborhoods include areas
such as Cambridge, Somerville, Jamaica Plain, Medford, and Malden); local shops; whether overnight
street parking is allowed; car insurance rates, which vary from town to town and are generally lower in the suburbs; whether other students will be available for car pools, support, etc. One of the most important things to remember when searching for an apartment is how close your apartment is to a T stop (subway or bus).

Posner Hall Dormitory
The Posner Hall Dormitory was built in 1954 with renovations occurring over the years with the most recent updates in 2001 and 2002. It houses our Medical, Dental and Sackler Graduate students in a 97-room dormitory located at 200 Harrison Avenue, Boston, Massachusetts. The dormitory is directly across from the Tufts Medical Center and adjacent to Tufts University School of Medicine and the Sackler School of Graduate Biomedical Sciences where most medical classes are held.

The Medical School retains 39 rooms on the first and second floors. The rooms are singles measuring 11 x 13.5 feet with one window and two closets. All rooms are furnished with a newly installed air conditioner, twin bed, dresser, desk and chair with a bookshelf. Floors have recently updated common kitchens and bathrooms (men and women). Rooms are equipped with telephone and TV jacks which the resident must contact the service companies to activate. Additionally, there is a common lounge area on the second floor, and an exercise room and a laundry room in the basement. Dormitory doors are locked between 5:00 p.m. and 7:00 a.m.; however, residents can enter with their key cards after hours.

Rooms can be leased for a nine-month period, from approximately September 1st to May 31st. Based on the demand for Posner Hall Dormitory, all rooms are granted on a “first-come, first-serve” basis. All students applying for a room will be notified early July if you have a room or have been placed on a waiting list.

Public Transportation
Medical School students are eligible to purchase an MBTA semester pass or monthly pass at a 25% discount over regular “T” prices. Each student is entitled to one pass only. A Tufts ID must be presented when you pick up your pass. Unless there is a pre-approved exceptional situation, students must pick up their own pass.

Pre-paid Semester Passes
Semester passes go on sale twice a year. Fall passes, for September through December, are purchased in July. Spring passes, for January through May, are purchased in November. Application forms are e-mailed or mailed to all eligible enrolled students in July and November, and are also available at our Office. Semester passes are picked up each month beginning on the fourth to the last business day of the month. With a Semester Pass, students only have to pay once a semester and are guaranteed the availability of a discounted pass.

For Link, Bus, Inner Express and Outer Express Bus, you will enjoy the additional benefits of a Charlie Card:

- Convenient one-time only pick-up.
- Security against loss or theft.
Only Link, Bus, Inner Express and Outer Express Bus will be issued a Charlie Card that is good for the full term of September to December (and in Spring, January to May). A new Charlie Card is issued for each pre-paid semester. Only your initial Charlie Card must be picked-up from the Bursar’s Office each semester. Additionally your Charlie Card will be registered by the Bursar’s Office and can be replaced if lost or stolen.

For Zone 1A, Zones 1-8 and Boat Passes, you will be issued a monthly MBTA ticket. These tickets must be picked-up each month at the Bursar’s Office beginning on the fourth to last day of the month. These cards are not replaceable if lost.

If you commute regularly, a monthly MBTA prepaid pass is very convenient and will save you a little money. On Sundays, a friend can ride with you at no charge. There is a rather complicated system of passes, so be sure you know exactly what lines you usually travel on. You can receive a 10% discount on your Massachusetts auto insurance if you save 11 out of 12 passes. Call the MBTA Pass Program at 617-722-5218 for more information or visit www.mbta.com.

There are also many mobile apps available for android phones or iphones to track the busses and trains. Visit www.mbta.com for a list of apps.

Weather Emergency/Cancellation of classes

If a Tufts University campus closes due to weather, it will be announced via the following official sources of an closing announcement.

- By web at the Tufts University homepage (http://www.tufts.edu)
- By email via a message from CampusClosings@tufts.edu
- By Twitter via @TuftsUniversity (http://twitter.com/TuftsUniversity)
- By phone by calling 617-627-INFO (4636) for the Boston and Medford/Somerville campuses.
- By television and radio on TV channels 4 WBZ, 5 WCVB and 7 WHDH and AM Radio 680 & 1030

For information about preparing for winter storms, please visit the Public Safety website: http://emergency.tufts.edu/

Support Services in the Boston Area

The Student Advisory and Health Administration Office (SAHA)
200 Harrison Avenue 4th floor  617-636-2100
Provides short term counseling for all Boston campus students.

AIDS/HIV RESOURCES

AIDS ACTION Committee, 294 Washington Street, 5th Floor, Boston, MA  02108
617-437-6200
Anonymous HIV Testing
617-267-0159

Positive Directions, peer-led HIV+ support and information groups,
140 Clarendon Street, Boston, MA  02116  617-262-3456

ALCOHOL/SUBSTANCE ABUSE RESOURCES

Physician Health Services  Massachusetts
Medical Society Waltham, MA  781-893-4610

Alcoholics Anonymous, Central Service Committee, Meeting List
368 Congress Street, Lower Level, Boston, MA  02210
617-426-9444 voice/tdd 617-426-4807 literature

Massachusetts General Hospital, West End Clinic
Addiction Services
617-726-2712

St. Elizabeth’s Medical Center
SECAP - Alcohol/Addiction Program
617-789-2574

Newton-Wellesley Hospital
Psychiatry Services
617-243-6006

Fenway Community Health Center
Substance Abuse Treatment/Mental Health
617-927-6202

GAY AND LESBIAN RESOURCES

Parents and Friends of Lesbians and Gays (PFLAG)
P.O. Box 44004, W. Somerville, MA  02144
866-427-3524   Boston Chapter
617-524-6455
781-749-7730   Metro West Chapter   email:
www.ma.alternate.com/pflag

Gay and Lesbian Helpline 617-267-9001
Mon-Fri., 6-11pm; Sat. 5-7:30pm; Sun, 5-10pm *based on volunteer ability

Bay Windows - Gay & Lesbian Newspaper
631 Tremont Street, Boston, MA 02118
617-266-6670

Fenway Community Health Center
617-267-0900
Medical: 617-927-6100
Mental Health: 617-927-6200
Violence Recovery Program: 617-927-6250
Substance Abuse Treatment: 617-927-6202

Gay and Lesbian Medical Association
459 Fulton Street, Suite 107
San Francisco, CA 94102
415-255-4547

MENTAL HEALTH SERVICES

Student Advisory and Health Administration Office (SAHA)
200 Harrison Avenue 4th floor 617-636-2100
Provides short term counseling for all Boston campus students and referrals for counseling and therapy.

Tufts Medical Center
24 Hour Emergency – 617-636-5566 (Acute)

Massachusetts General Hospital
24 Hour Emergency - 617-726-2994
General Emergency- 617-726-2000

Cambridge Hospital
24 Hour Emergency - 617-665-1560

Eric Lindemann Mental Health Center
617-626-8500

SEXUAL ASSAULT RESOURCES

Boston Area Rape Crisis Center
24 hour hotline 617-492-7273
Boston Police Department Sexual Assault Unit
617-343-4400

Beth Israel Hospital
Emergency Room 617-754-4000
Rape Crisis Program 617-667-4645 (Monday-Friday 8:30-5:00)

Cambridge Police
617-349-3300 (24 hour line)

Community Programs Against Sexual Assault/Roxbury Multi Service Center
617-541-5415 (Information Referral Service)

Jane Doe, Inc.
MA- Coalition Against Sexual Assault & Domestic Abuse
617-248-0922
14 Beacon Street, Suite 507
Boston, MA  02108

Rape Crisis Unit/Women’s Protective Service in Natick
508-626-8686

Mass General Hospital
Emergency Room and Rape Counselor - 617-724-4100

SUICIDE PREVENTION
Samaritans Suicide Prevention
617-247-0220

VICTIMS OF VIOLENCE RESOURCES

Cambridge Health Alliance Victims of Violence Program (VOV)
617-591-6360

Middlesex County District Attorney’s Victim Witness Program, includes domestic violence unit
617-629-0222, domestic violence unit
617-666-2101, child abuse unit

Cambridge Health Alliance Community Crisis Response Team
Male survivors of violent crime discussion group
617-498-1180

EMERGE
Counseling for violence-men
617-547-9870

Fenway Community Health Center Violence Recovery Program
617-927-6250

WOMEN’S RESOURCES

American Medical Women’s Association
801 North Fairfax Street, Suite 400
Alexandria, VA 22314

Women in Medicine Services
American Medical Association
515 N. State Street, Chicago, IL 60610
312-464-4392

National Organization for Women, Boston NOW
214 Harvard Avenue, Allston
617-232-1017

Women’s Center
46 Pleasant Street, Cambridge
617-354-8807