The contents of this handbook describe the academic policies and procedures of Tufts University School of Medicine’s (TUSM) Physician Assistant (PA) Program, which is part of the Public Health and Professional Degree (PHPD) Programs. This handbook is for informational purposes only and does not constitute a contract between the University and any applicant, student or other party. The University reserves the right to make changes, without notice, in any course offering, requirement, policy, regulation, date, and financial or other information contained in this handbook. Questions regarding the content of this handbook should be referred to the Office of Student Services for the Public Health Programs and Professional Degree Programs at 617-636-0935.

NOTICE OF EQUAL OPPORTUNITY
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, Veterans status or disability unrelated to a person’s ability, qualifications and performance is inconsistent with this policy.

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

2020 ACADEMIC CALENDAR (YEAR 1: DIDACTIC)

Spring Semester
January
1  New Year’s Day observed. Administrative offices closed; No classes
7-9  First Year Orientation
13  Spring Semester Begins
20  Martin Luther King, Jr. Day observed. Administrative offices closed; No classes

February
17  Presidents Day observed. Administrative offices closed; No classes

April
20  Patriot’s Day observed. Administrative offices closed; No classes
21-24  Final Examination Week
27-May 1  Vacation Week

Summer Semester
May
4  Summer Semester Begins
25  Memorial Day observed. Administrative offices closed; No classes

July
3  Independence Day observed. Administrative offices closed; No classes

August
10-14  Final Examination Week
17-28  Vacation Weeks

Fall Semester
August
31  Fall semester begins

September
7  Labor Day observed; Administrative offices closed; No classes

October
12  Indigenous Peoples Day observed; Administrative offices closed; No classes

November
11  Veteran’s Day observed. Administrative offices closed; No classes
25-27  Thanksgiving recess. Administrative offices closed; No classes

December
14-17  Final Examinations
18  Clinical Orientation
21  Winter Break begins
24-25  Christmas recess. Administrative offices closed
2021 ACADEMIC CALENDAR (YEAR 2: CLINICAL) **

Spring Semester
January
1 New Year’s Day observed. Administrative offices closed
4 Spring Semester and Clinical rotations begin
18 Martin Luther King, Jr. Day observed. Administrative offices closed
February
15 Presidents Day observed. Administrative offices closed
March
19 Patriot’s Day observed. Administrative offices closed

Summer Semester
May
3 Summer semester begins
31 Memorial Day observed. Administrative offices closed
August
30-Sept 3 Vacation Week

Fall Semester
September
6 Labor Day observed. Administrative offices closed
7 Fall semester begins
October
11 Indigenous Peoples Day observed. Administrative offices closed
November
11 Veteran’s Day observed. Administrative offices closed
24-26 Thanksgiving recess. Administrative offices closed.
December
10-31 Winter Break
24-25 Christmas recess. Administrative offices closed

January 2020
1 New Year’s Day observed. Administrative offices closed
3 Final month begins
10-11 Capstone Presentations**
17 Martin Luther King Day Observed. Administrative offices closed
21 Final Day of the Program
22 Graduate Reception

** Events are subject to change
Observation of all holidays by second year PA students is determined by the clinical sites and is contingent upon the student’s clinical responsibilities. Holidays observed on the TUSM school calendar do not define holidays for second year students and may be excluded.
POLICY ON RELIGIOUS HOLIDAYS

It is University policy that all classes will be held on religious holidays such as Rosh Hashanah, Yom Kippur, Ash Wednesday and Good Friday. However, every attempt will be made to not schedule examinations or quizzes on such days. Any student who anticipates difficulty meeting requirements due to religious beliefs must inform the course director before such course work is missed. Any student who is unable to participate in an examination or course requirement because of his/her religious beliefs will be given the opportunity to make up the missed examination(s) and/or course requirement(s).

Instructors may reschedule classes due to religious beliefs or unforeseen circumstances. Every effort will be made to reschedule the class on a day that is convenient for both.
## PHYSICIAN ASSISTANT PROGRAM

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
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## ADMINISTRATION - PUBLIC HEALTH & PROFESSIONAL DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
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<td>Name</td>
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<td>Office</td>
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**GENERAL STUDENT SERVICES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>Arnold 1</td>
<td>617-636-6628</td>
</tr>
<tr>
<td>Bursar/Cashier</td>
<td>Posner 1</td>
<td>617-636-6551</td>
</tr>
<tr>
<td>Campus Police</td>
<td>M&amp;V 1</td>
<td>617-636-6610</td>
</tr>
<tr>
<td>Student Advisory &amp; Health</td>
<td>Posner 4</td>
<td>617-636-2700</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Health Services</td>
<td>1 Kneeland Street</td>
<td>617-636-6828</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Med Ed 8</td>
<td>617-636-6574</td>
</tr>
<tr>
<td>Hirsh Health Sciences Library</td>
<td>Med Ed 4</td>
<td>617-636-6705</td>
</tr>
<tr>
<td>Parking Office</td>
<td>274 Tremont Street</td>
<td>617-636-5580</td>
</tr>
</tbody>
</table>
MISSION STATEMENT AND GOALS

Mission Statement
Our mission is to promote human health by providing excellent education to future physician assistants so that they are prepared to become integral members of the health care team. We fulfill this mission in a dynamic learning environment that emphasizes rigorous fundamentals, innovative delivery of the curriculum, and compassionate care to diverse patient populations. Our graduates will be prepared to participate in all aspects of the health care continuum, including disease management, health promotion and maintenance, and palliative care.

Program Goals
The primary objective of the Physician Assistant Program at Tufts University School of Medicine is to educate excellent practitioners. Its graduates will be key partners in the physician-led team and may become leaders in the health care field and physician assistant profession.

Knowledge
Physician assistants must understand the scientific basis of medicine and apply that understanding to the practice of medicine. They must have sufficient knowledge of the structure and function of the body and its organ systems and the biochemical mechanisms that maintain the body’s homeostasis in order to comprehend disease and to incorporate diagnostic and therapeutic modalities in their daily practice.

Skills
Physician assistants must be highly skilled in providing care to patients. They must be able to obtain a complete and accurate medical history from their patients; to perform a complete physical examination; to order appropriate, clinically relevant laboratory and imaging studies; and to seek consultation from their supervising physician and consultants when indicated. They must be able to communicate effectively with other health care professionals and their patients and their families.

Values, Attitudes and Behavior
Physician assistants 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 practice of medicine those character traits, attitudes, and values that underpin ethical medical care. 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 patients’ beliefs and values conflict with their own.
STANDARDS OF ACADEMIC AND PROFESSIONAL CONDUCT

All students are required to adhere to the Tufts University School of Medicine (TUSM) Code of Conduct in addition to those defined by the program and which govern the Physician Assistant profession. Success in the Physician Assistant profession requires certain behavioral attributes including: empathy, discipline, honesty, integrity, the ability to work effectively with others in a team environment, and the ability to address a crisis or emergency in a composed manner.

The subject matter in PA education can be of a very sensitive and sometimes disturbing nature. Students are reminded that the purpose of the educational sessions is to prepare them to provide physician-supervised primary health care to all persons and in all environments, without regard to the student’s own personal beliefs and biases.

The program will not tolerate incivility by any member of the PA community. Examples of incivility include rude, sarcastic, obscene, disruptive, or disrespectful remarks or behavior; verbal or physical threats; or damage to property.

The Accreditation Standards for Physician Assistant Education state:

“The role of the PA demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient’s welfare are essential attributes of the graduate PA. The professional curriculum for PA education includes basic medical, behavioral, and social sciences; introduction to clinical medicine and patient assessment; supervised clinical practice; and health policy and professional practice issues.”

Adherence to these attributes requires that Physician Assistants and Physician Assistant students exhibit a high level of maturity and self-control even in highly stressful situations. In keeping with these precepts, Physician Assistant students must conduct themselves in a highly professional manner consistent with the patient care responsibilities with which they will be entrusted during their training in the Program.

Students must adhere to the following standards. Failure to do so will result in referral to the Ethics Committee on Student Conduct and may result in disciplinary sanction or dismissal from the Program.

Behavior: Students are expected to behave in a responsible, reliable, and dependable manner. The student must project a professional image in manner, dress, grooming, speech, and interpersonal relationships that are consistent with being a medical professional. The student should recognize their personal limitations and biases, whether they are intellectual, physical, or emotional, and strive to correct them. They must demonstrate the professional and emotional maturity to manage tensions and conflicts and should seek professional help when necessary. These expectations in behavior begin upon enrollment in the program and extend through program completion.
Respect: Students are expected to treat all patients, faculty, program staff, clinical preceptors, and fellow students with dignity and respect. Conflicts should be resolved in a diplomatic and reasoned manner. Students should be sensitive and tolerant with regard to diversity in the student and patient population. Physician Assistant training involves a close working environment with other students and includes physical examination of fellow students, and discussion groups that may reveal information of a personal nature. These situations must be approached with respect for the privacy, confidentiality, and the feelings of fellow students.

Flexibility: Physician Assistant training involves instruction from practicing clinicians with unpredictable schedules. At times, lectures or clinical sessions may need to be adjusted with short notice.

Integrity: Integrity is the quality of consistency and steadfast adherence to a defined code of ethics. It includes honesty and soundness of mind and body. Students are expected to demonstrate integrity by following all policies, described below, pertaining to academic dishonesty and unethical behavior. Violations will be referred to the Ethics Committee on Student Conduct for investigation and may result in dismissal from the PA Program.

Physician Assistant students are also expected to display the highest ethical standards commensurate with work as a health care professional. These are outlined in the Guidelines for Ethical Conduct for the Physician Assistant Profession published by the American Academy of Physician Assistants and can be found here.

Identification: Physician Assistant students must always identify themselves as such to patients and site staff, and never present themselves as physicians, residents, medical students, or graduate Physician Assistants. Students must wear a short, white, clinical jacket while at all clinical sites unless instructed not to do so by the clinical site or the Program. Students must always wear their official nametag while at clinical sites, regardless of input from a preceptor. While in the Program, students may not use previously earned titles (i.e. RN, DC, Ph.D., etc.) for identification purposes.

Confidentiality: Students must respect the confidentiality of patients and fellow students and are not permitted to discuss any patients by name outside the clinical encounter situation. Adherence to regulations is mandatory. Students should not discuss other students with preceptors. For academic presentations and history and physical assignments, all patient-identifying data including name, initials, date of birth, and facility where seen will not be included. Violation of patient confidentiality would be a violation of the code of conduct and will result in disciplinary action as well as possible dismissal from the program.

It is expected that students abide by Tufts University School of Medicine’s Standards of Academic and Professional Conduct, which exemplify 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 wellbeing of others, including all students, faculty, staff, and other members of the Tufts University School of Medicine 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.

STUDENT HONOR CODE
During the first week of class, all PA students will be asked to sign a statement that they will adhere to the following policy:

I agree to uphold the TUSM Standards of Academic and Professional Conduct. If I observe ethical (i.e., academic or professional) misconduct, 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.

PROFESSIONALISM
PA students are expected to exhibit professional behavior and attitudes regardless of their location. Classroom behavior should be professional, courteous, tolerant, and respectful of others' points of view, beliefs, cultures, and religion. Attire and appearance in the classroom reflects not only on the student but also the Program and Tufts University as faculty, visitors, and other students share the resources of the TUSM campus. Professionalism is a required competency for the PA profession and students will be assessed regularly as to their adherence to these standards. Didactic faculty has the option of subtracting up to 10% from a student’s final grade for unprofessional behavior (see course syllabus).

Dress code: The dress code may be modified by the Program Director at their discretion to deal with unusual weather extremes. If the Program Director modifies the dress code for severe winter weather (i.e., blizzard conditions), jeans without rips or tears may be worn. In times of severe summer weather (i.e., heat wave), shorts are permitted.

- Business casual attire is considered appropriate attire for Orientation and the classroom.
  - No jeans, leggings, shorts, miniskirts, T-shirts, sneakers, flip-flops, tank tops, ripped/inappropriate/revealing clothing, etc.
  - Skirts need to be reasonable length
  - Collared shirt (such as a dress or polo shirt) is acceptable without a tie
- Business attire and a white coat is expected when in the presence of patients
- Program scrubs may be worn for cadaver, procedure, animal or physical diagnosis labs only.
- Shorts and/or special athletic attire may be worn for certain physical diagnosis labs upon authorization by the Course Director. They may not be worn to other classes.
- TUSM IDs are required for any student to enter a University facility.
- Hats, hoods, sunglasses, head coverings (other than in religious observance), torn clothing, shirts with potentially offensive slogans, beach or gym attire, etc. are considered unacceptable for the classroom.
- In accordance with hospital policies, Jewelry should be limited to wedding or engagement rings, and small earrings (Limit two earrings per ear lobe in conservative color). Facial piercings should be removed for any clinical setting. Unacceptable: hoop earrings > .5 inches in diameter or length, earrings on upper ear, exposed eyebrow, tongue, cheek, lip, nose, chest, back or belly piercings.
- Clothing styles must cover all visible tattoos when in the clinical setting.
- Perfumes, colognes, or other fragrances and heavy use of cosmetics should be avoided as these may serve as allergens for some patients in the clinical setting.
- Acrylic nails are prohibited in any clinical setting.
- Facial hair should be trimmed and well-groomed.
- In any clinical setting, student attire will conform to the local standard. Dress must conform to accepted health and safety regulations of the office practice, clinic, or hospital setting. Short white laboratory coats that are clean and in good repair, TUSM IDs, and conservative attire—clean shirts with collars; clean and pressed trousers or skirt; and shoes with closed-toes—are required.

Dress Code/Image Policies for the clinical sites should be discussed the first day of rotation. Clinical site policies take precedence, and all students should adhere to those policies. Inappropriate attire, as deemed by the clinical preceptor, may result in the student being barred from access to patients and the facility.

Although cell/smartphones and other devices are common tools in clinical practice and are useful adjuncts with regard to medical and drug information, making or taking personal calls while actively engaged in clinical activities is unacceptable behavior. Cell phones must be turned off completely while in class. They are not to be used in class without the instructor’s permission.

**DIDACTIC YEAR INFORMATION**

This section provides general information for the didactic year, which starts in January and runs through December. There are three semesters (spring, summer, and fall) with approximately nine courses running at any given time. Students must successfully complete the didactic year in order to progress to the clinical year (see grading section for definition of successful completion).

**Textbooks**

A list of required and/or recommended textbooks and options for purchasing will be provided to enrolled students before each semester. Each course will list required and/or recommended textbooks in the course syllabus.
Required Medical Equipment
All students will receive an updated medical equipment list with purchasing options once they are enrolled into the PA Program.

Required Supplies
Two pairs of scrubs are required attire. Scrubs will be worn for procedural workshops and gross anatomy laboratories. The pair used in anatomy lab should not be used in other classes. Instructions on how to purchase scrubs will be provided once enrolled in the PA Program. Scrubs are NOT intended to be worn at clinical rotation sites, classrooms, or as substitutes for scrubs provided at clinical affiliations.

Two lab coats are required. One will be provided by the Physician Assistant Program.

A personal computer or iPad is required. The University supports both PCs and Apple platforms. The TUSM campus is 100% WiFi enabled. Your laptop should have WiFi capacity if you wish to utilize the resources of the University Medical Library and TUSK while on campus. Internet access at home is also recommended.

Attendance
Due to the intense nature of the curriculum, even short absences from class can be detrimental to a student’s advancement within the program. It is the student’s responsibility to notify the Director of Didactic Education and the Course Director of any absence. Any anticipated absence longer than three days should be discussed with the Program Director in advance. Approval of each request is made on a case-by-case basis and there is no guarantee that the approval will be granted. During the clinical year, the student must notify the site director or clinical preceptor and the Director of Clinical Education if an absence is necessary.

Obtaining an Excused Absence
Semester calendars and program breaks are established well in advance of students’ matriculation in the program in order to give students and staff sufficient notice of academic schedules and requirements. The Program administration is aware that certain important immediate family functions may arise from time to time that will conflict with the academic calendars. These issues will be reviewed on a case-by-case basis.

- Contact the Director of Didactic Education to request an excused absence.
- Students should weigh the academic risks of missing classes and possibly exams by requesting excused absences from school.
- Course Directors are under no obligation to create separate exams for students who miss class assignments/exams for non-medical issues. Students who anticipate missing an exam while on an excused absence should meet with the Course Director to explore possible options.
- Formal documentation of serious medical illness will be required for any missed examination and authorization for any makeup examination.
- The Program Director reserves the right of final authorization for any and all makeup examinations.
Sick Days
Shall not be used for regularly scheduled medical appointments that could otherwise be rescheduled outside of class time. In the case of acute illness or serious personal issue, students are expected to:
Notify the Director of Didactic Education via email before class. The Course Director should be notified as well.
- Contact the Program Director for anticipation of more than 2 day’s absence
- Failure to provide proper notification and receive an approved absence from the Program Director or Director of Didactic Education will result in a grade of zero for the examination. Make-up examinations for approved absences will be at the discretion of the respective course directors.

Repeated tardiness to class is considered unprofessional conduct and, at the discretion of the instructor, may result in reporting the incident(s) to the Promotions Committee. Absences and/or tardiness can result in course failure, the delay of completion of the program, or other disciplinary action.

Snow Day Policy
The Program follows the university’s (Boston campus) snow day announcement policy for school cancellation or early dismissal. In the event of cancelled classes, faculty may notify students of audio lectures which may be available on TUSK and reviewed in lieu of the missed class.
When weather threatens school or university closings, delayed arrivals, and early dismissals, information will be available by calling 617-627-INFO as early as 6:00 AM, or by logging onto the University’s home page. Email messages may also be distributed by the Office of Student Services.
Tufts also provides information to a number of major media outlets who broadcast weather-related school closings and delayed arrivals, including TV Channels 4, 5 and 7, and AM680 radio and WBZ news radio 1030. However, because these outlets provide limited information, the University strongly encourages faculty, students, and staff to refer to Tufts’ own weather and emergency information outlets.

Examination Policy
Presentation and timing of examinations are at the discretion of the individual Course Directors. These are usually conducted using ExamSoft© and the student’s own personal laptops or tablet. Students are expected to:
1. Download the exam at least 1 hour before the start of an examination
2. Ensure that laptops or tablets are charged and in good working order prior to taking an examination. The devices must be compatible with the software and university resources
3. Scrap paper is not allowed during the exam unless provided by the proctor. If requested, one sheet of colored paper will be available and collected by the exam proctor at the end of the exam.
4. Smart watches are not allowed during any exam (classroom or simulation lab)

All examinations are deemed “secure” exams unless declared “open” by the Course Director. This means that these exams are covered by the university’s policies on honest and ethical behavior. Violations of these policies will be dealt with in accordance to university’s policies and disciplinary action, including dismissal from the university may be incurred. Any attempt to secure, share,
distribute, sell, or post any secure exam without express permission of the Course Director will be considered a violation of the university’s honesty and ethical behavior policy.

**Examination Reviews**
With the Course Director’s authorization, examinations may be made available for a secure review in the PA Program office 24 hours after exam results are released. Up to 4 students may review a released exam at a time in the PA office. These exams may NOT be copied, recorded, photographed, scanned or made available in any format whatsoever. Students may not bring cellphones or recording devices into the review, nor may they make handwritten notes or copies of the exam. They may bring the working copy of their exam results as released by the Course Director.

**Course Liaisons**
Questions for Course Directors should be channeled through course liaisons. Course liaisons may email faculty with questions accumulated from fellow students and then forwarded to the Course Director. These emails to Course Directors should be sent during normal business hours. In cases of impending examinations, emails may be sent on a weekend during the day but faculty are not obligated or expected to respond immediately at that time.

**Faculty Advisors**
Each student is assigned a faculty advisor at matriculation. It is the student’s responsibility to make and keep periodic appointments with their advisor. In lieu of posted office hours, students may email their advisors and arrange a mutually convenient meeting time. These appointments should be limited to no more than 30 minutes.

**DISCLOSURE OF CRIMINAL ARRESTS, CHARGES, OR CONVICTIONS**
While enrolled in the program, all students must notify the Program Director of any convictions, guilty pleas or “no contest” pleas to any felony, misdemeanor, or other offense; or any arrests, charges against the student, or investigations by law enforcement or professional licensing authorities in which the student is a target. Such notice must occur as soon as possible, but in no event later than three (3) working days following the event or the student’s knowledge of the event. Matters disclosed will follow the disciplinary review procedures for ethical misconduct outlined below. Nondisclosure or falsification of this information may be grounds for disciplinary action, up to and including dismissal from the program.

**ETHICAL MISCONDUCT**
Misconduct in scholarship, research, or professional practice serves to undermine the intellectual integrity of the University and will not be tolerated. The policy that follows is intended to identify what constitutes misconduct, to explain the procedures that will be followed should there be an allegation of misconduct, and to describe the potential actions that may result from misconduct.

**Academic Misconduct**
The following incidents represent academic misconduct:
- Plagiarism
- Cheating on quizzes or examinations
- Misrepresentation or falsification of data within a course or thesis


- Significant disregard for customary professional procedures or the policies of professional practice sites where students are placed.

DISCIPLINARY PROCEDURES FOR ETHICAL MISCONDUCT

Reporting process
Faculty must report all instances of suspected academic misconduct to the Academic Review Committee. The report must include supporting documentation and the proposed course consequences. Faculty must notify students either before or at the same time the documentation is submitted to the Academic Review Committee.

Academic Review Committee
The Academic Review Committee will determine whether the claim is substantiated. If substantiated the Committee, together with the faculty member claiming misconduct, will determine course consequences. The Committee will also recommend program consequences.

Program consequences may take two forms: non-disciplinary sanction or disciplinary sanction. Non-disciplinary sanctions do not affect the student’s permanent record and consist of warnings or reprimands. Disciplinary sanctions range from placing documentation of the incident in the student’s permanent record to recommending expulsion from the program. A repeat warning may lead to disciplinary sanctions.

Upon completing its review, the Committee will send its findings to the student and the Dean of PHPD. The Dean will meet with all students for whom there was a substantiated claim.

Determination of program consequences
The Dean of PHPD determines program consequences for academic misconduct.

If the Dean pursues a disciplinary sanction, the case is sent to the PHPD Student Ethics and Promotions Committee for review. The Committee may decide and implement all disciplinary sanctions except dismissal from the program. Recommendations for dismissal from the program are reviewed by the TUSM Student Ethics and Promotions Committee. The Committee will send its findings to the student.

Appeal of the finding of academic misconduct, course consequences and/or program consequences
Students wishing to appeal the findings of the Academic Review Committee must notify the Dean of PHPD within five working days of communication of the finding. These appeals will be reviewed by the PHPD Student Ethics and Promotions Committee.

Students wishing to appeal the findings of the PHPD Student Ethics and Promotions Committee must notify the Dean of PHPD within five working days of communication of the finding. These appeals will be reviewed by the TUSM Student Ethics and Promotions Committee. (See below for description of review process.)
OTHER ETHICAL MISCONDUCT
The same reporting, review and appeal procedures will be followed for reports of student ethical misconduct as for academic misconduct. Students wishing to make such a report should contact the Associate Dean of PHPD. Faculty wishing to make a report should contact the Academic Review Committee.

CLINICAL YEAR INFORMATION
This section provides general information covering the clinical year. Students will not be permitted to enter the clinical phase of the program unless they have successfully completed and passed all didactic phase courses and requirements. Clinical Orientation will take place during the fall semester, at which time all necessary information, policies, and procedures to help students prepare for and navigate the upcoming year will be reviewed.

Goals & Objectives
Direct patient exposure, as well as participation in diagnostic, therapeutic, and health maintenance interventions, provides the necessary connection between didactic education and clinical practice. Students must integrate knowledge accumulated in the didactic year with supervised patient encounters in the clinical year.

The Tufts program will follow national competency guidelines that outline specific knowledge, skills, and attitudes required and educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies.

The specific goals are to:

- Apply didactic knowledge to supervised clinical practice;
- Understand the anatomic and pathophysiologic basis of health and disease;
- Gain familiarity with mechanisms of actions, adverse effects and alternatives in treatment modalities;
- Develop and hone clinical problem-solving skills;
- Add to their medical fund of knowledge;
- Perfect the art of history taking and physical examination skills;
- Sharpen and refine oral presentation skills;
- Gain an understanding of the PA role in health care delivery;
- Prepare for the Physician Assistant National Certifying Examination;
- Begin developing an area of interest for employment after graduation;
- Gain self confidence in the professional role; and
- Develop interpersonal skills necessary to function as part of a medical team.

Students will be taught by observing as well as participating in patient care, conducting procedures under direct supervision of clinicians, and attending lectures for medical students and other trainees. Learning outcomes and objectives for each clinical rotation will be posted on TUSK and distributed to all clinical preceptors. Students are expected to have hands-on experience such as examining patients, obtaining medical histories, performing simple procedures under direct supervision, and assisting in or observing more complex procedures.
Clinical Rotations
Clinical rotations span 46 weeks to include six core rotations (Family Medicine/Ambulatory, Emergency Medicine, In-Patient Internal Medicine, Surgery, Behavioral Medicine, Pediatrics, Women’s Health, Orthopedics); two selectives (Inpatient, Ambulatory) and one elective. The rotations are designed to provide the student with the opportunity to observe and participate in the delivery of health care services. The emphasis is on clinical skills development and application of the didactic material presented during the first year of the program to real-life clinical situations.

You will need to begin to think about how to prepare yourself and any significant others who will be affected by your long hours and time away from home either because of driving to or living in the area of your rotation. This is a process you should begin talking about now. While we will do our best to meet your individual circumstances, there is no guarantee of placement in any particular location for any period of time.

Role of the Clinical Preceptor
A licensed physician, PA, or nurse practitioner is designated by the clinical site to precept students for each rotation at the site. Prior teaching and inter-professional clinical experience are major considerations in choosing site directors and preceptors. The preceptor ensures that the student receives the appropriate instruction as described in the PA program rotation academic objectives. The preceptor supervises the student throughout the rotation and provides direct physical supervision for all invasive procedures. Instruction includes assessments of the student’s progress, communication with the student about progress and/or deficiencies, and providing a comprehensive evaluation and grade at the conclusion of the rotation. Certain program policies may be superseded by those at the clinical site. Your preceptor will guide you.

Clinical Rotation Placement
Assignment of student rotations is the responsibility of the Director of Clinical Education and the Program. Students will have the opportunity to request rotation assignments and sites, although this does not guarantee student placement in the requested site.

Core Rotations will occur at sites only in the New England region unless approved by the Program Director. Elective Rotations may only be conducted outside of the New England region in the continental United States under the following circumstances:

1. The student must make a request via email at least 3 months prior to the start of the rotation (Email must be sent to the Director of Clinical Education.)
2. All details, locations, contact information, names of preceptor(s), housing arrangements, etc. must be detailed in the written request.
3. The Program is only required to make three attempts to contact the proposed site and preceptor, after which there being no response from the proposed site, the request will be denied.
4. A formal Affiliation Agreement must be completed and signed by all parties at least 60 days before the elective is scheduled to commence.
5. The student, preceptor, and Director of Clinical Education must compile and agree upon all Learning Objectives and goals of the elective.
6. The Elective Site must agree to consider, if requested, at least one additional student in the same academic year (duration of the Affiliation Agreement term).

7. The Program will contact any PA Program that is affiliated with the Elective Site and advise it of Tufts’ use of the site (if applicable).

8. The student requesting the Elective Rotation MUST fulfill his/her obligation to participate in and complete the Elective Rotation upon execution of the Affiliation Agreement. Failure to complete and pass the rotation may result in deceleration in the Program and possible disciplinary action.

9. The Program Director reserves the right to deny any distant Elective Rotation for any reasonable cause.

10. Students on academic probation may not be considered for out of area rotations.

11. Out of area Preceptors will be considered for faculty appointments only if they are able to take multiple students during the clinical year.

Students may not switch site assignments with other students. Once the rotation schedule has been set, requests for changes by the student will be limited to emergency situations only. Most sites are within an hour’s drive of the Boston campus. Unforeseeable events can occur, which may require a student to be moved to a different site with short notice just prior to starting and/or during a rotation. Students are responsible for all financial costs associated with travel and/or relocation regardless of the cause.

Student Role in Clinical Rotations
A student of the Tufts University School of Medicine Physician Assistant Program is not a licensed medical provider and, therefore, is legally and ethically not permitted to perform medical acts unless under the direct supervision of a licensed professional. All patients must be presented to the preceptor prior to the implementation of any diagnostic/therapeutic plans or discharge of the patient. The student will not write a prescription for any medication at any time without the direct supervision and the signature of the preceptor. The preceptor is responsible for medical care of the patient and for countersigning all orders, chart documentation, etc., written by the student.

Housing Policy
Students are responsible for their own housing during the clinical year. While most sites are within commuting distance, some sites may offer housing. You should be prepared for travel expenses when calculating a budget for the clinical year.

Transportation Policy and Zipcars
Students must have a reliable car in order to complete rotation assignments during the clinical year. The Medical School has a business account with Zipcar, the local car sharing company that is available to PA students. The business account waives the application fee and offers discounted hourly, 12-hour, and 24-hour rates. Details and joining information are available at their website: www.zipcar.com.

Callback Days
Students are required to return to campus monthly during clinical year for Preparation for Clinical Practice which includes Evidence-Based Medicine case presentations, summative evaluation, simulation, and other professional preparation events. All travel and housing expenses to and from campus for these seminars is the responsibility of the student.
GRADING IN THE DIDACTIC YEAR
Graduate students’ work is graded at the end of each semester using a system of letter grades and quality points to evaluate student performance.

Letter Grades
The TUSM Physician Assistant Program uses the following grading system:

<table>
<thead>
<tr>
<th>NUMERIC SCORE</th>
<th>LETTER GRADE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-94</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>67-69</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>&lt; 59</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

At the graduate level, the grade A signifies work of distinction, and the letter B represents work of good quality. Any grade below a B- is considered a failing grade and the course will not count toward the degree requirement. The letter grades C+, C, C-, D or F represent work below the standard expected for a graduate student and will not be counted toward the degree requirements.

GRADING IN THE CLINICAL YEAR
Clinical (second) year student evaluations are reported on a tier system:
- Honors
- Pass
- Low Pass
- Fail

Evaluations from the clinical rotations include an assessment not only of the student’s knowledge and comprehension, but also of those characteristics considered desirable in a good physician assistant: problem-solving, industry, reliability, judgment, interpersonal relations (with peers, patients, and staff), skills (history taking, patient examination, and so forth), and motivation. A descriptive summary of the student’s strengths and weaknesses is also made, as well as an evaluation of a student’s professional behavior. Attire, punctuality, language, and general comportment are to be considered part of this evaluation. These evaluations become part of the student’s file.

Criteria for Grades
- **Honors:** The student must exceed expectations in knowledge and ability in the assigned discipline.
• **Pass:** The student must fulfill all of the expected goals of the rotation and has no significant deficiencies in knowledge or ability in the assigned discipline. The student’s attendance and punctuality have met the requirements set forth by the rotation preceptor/site director.

• **Low Pass:** The student has fulfilled most of the expected goals of the rotation but has demonstrated one or more serious deficiencies in knowledge, skill, or behavior. These deficiencies would require remediation and possibly a repeat of the rotation at a later time.

• **Fail:** The student has not completed or fulfilled the basic requirements of the rotation or has failed to demonstrate appropriate professionalism and/or attitude. A “Fail” will result in a referral to the PA Program’s Promotions Committee for review and possible disciplinary action, including dismissal from the program.

**Assignment of Final grade**
Utilizing the preceptor’s evaluation of the student’s performance and the results of the End-of-Rotation examination, the Clinical Coordinator compiles the student’s final grade for the clinical rotation.

**STANDARDS OF WORK**
Students must pass all courses and clinical rotations as defined below and maintain an overall cumulative GPA of 3.0 in order to be granted a degree. If a student’s cumulative GPA falls below 3.0, the student will be placed on academic probation and referred to the Promotions Committee. They will remain on academic probation until they raise their GPA to 3.0 or higher.

A grade of B- or better is considered a passing grade for a didactic course. If a student fails one course with a grade below a B- within any given semester during the didactic year, they will receive an academic warning letter from the program director and be referred to the PA Remediation Committee for remediation based on the remediation policy stated below. If a student fails two courses with a grade below a B- within any given semester during the didactic year, the student will receive a letter from the Dean of Public Health and Professional Degree Programs and be referred to the Promotions Committee for disciplinary action which would include deceleration or dismissal from the program.

A grade of “Low Pass” or better is considered a passing grade for a clinical year course. If a student fails one clinical year course with a grade below a “Low Pass” during the clinical year, they will receive an academic warning letter from the program director and be referred to the PA Remediation Committee for remediation based on the remediation policy stated below. If a student fails two courses with a grade below a “Low Pass” during the clinical year, the student will receive a letter from the Dean of Public Health and Professional Degree Programs and be referred to the Promotions Committee for disciplinary action which would include deceleration or dismissal from the program.

Although a didactic grade of B- and a clinical rotation grade of “Low Pass” are considered passing grades for an individual course or rotation and will be counted toward degree credit, a cumulative GPA of 3.00 is still required in order to be granted a degree.

Student grades are reviewed monthly by the Program Director and principal faculty. In an effort to be proactive, if a student’s grade within an individual course is falling below the program standards throughout any given semester, the students advisor will be notified by either the Program Director,
Director of Clinical Education or the Director of Didactic Education and the student advisor will request a meeting with that student to discuss support and available resources.

If a student receives more than two course grades of B- in any given semester, they will receive an academic warning letter from the Program Director and be required to meet with the Program Director and their advisor to discuss support and available resources.

**COURSE REMEDIATION**

Didactic course remediation will be offered to any student who fails no more than one course in any given semester as defined by the individual course syllabus. A course failure indicates that the student failed to meet standards of work as prescribed by the program. Students with a failing grade in any course will initially be given an Incomplete (I). The PA Remediation Committee will be responsible for developing a remediation plan with the student based on the deficiencies outlined by the course coordinator of the course the student failed. This remediation plan will include an assignment as well as a reassessment. Students will be required to meet with the PA Remediation Committee within two weeks of the course grade being posted and they will have two weeks to complete the remediation plan. Students will be allowed to attend all didactic classes while completing the remediation plan. If the student successfully completes the remediation assignment and reassessment examination with a passing grade of 80% or above, indicating they have met the standards of work as prescribed by the program for the course, their course grade will be changed from an (I) to a (B-). If the student does not complete the remediation assignment by the deadline or scores below an 80% on the reassessment examination, their course grade will be changed from an (I) to their original course grade and they will be referred to the Promotions Committee which would result in deceleration or dismissal from the program. If the student fails two or more didactic courses in one semester, their course grades will be submitted to the Registrar’s Office and the student will be referred to the Promotions Committee for disciplinary action which would include deceleration or dismissal from the program.

Clinical rotation course remediation will be offered to any student who fails a clinical rotation as defined by the individual clinical rotation syllabus. A clinical rotation failure indicates the student failed to meet standards of work as prescribed by the program. Students with a failing grade in any course will initially be given an Incomplete (I). The PA Remediation Committee will be responsible for developing a remediation plan with the student based on the deficiencies outlined by the clinical course coordinator. The remediation plan may include a remediation assignment and/or repeating the clinical rotation in February following the January board review, thereby delaying graduation. Elective rotations may not be used to repeat a rotation. The student will receive their remediation assignment within two weeks of completing the failed rotation and will have two weeks to complete the assignment. If it is determined by the Remediation Committee that the student needs to complete a remediation assignment only and the student successfully completes the remediation assignment, their course grade will be changed from an (I) to “Low Pass.” If it is determined by the Remediation Committee that the student needs to repeat the clinical rotation, both course grades will remain on the students’ transcript. The original course grade will be changed from an (I) to their earned course grade. If the student does not successfully pass the repeated clinical rotation, they will be referred to the Promotions Committee for disciplinary action which would include deceleration or dismissal from the program.
DECELERATION
Deceleration is defined as delaying graduation by up to one year to retake a course or clinical rotation to achieve a passing grade and cumulative GPA of 3.0 or better in order to meet the necessary requirements for graduation. This may require the student to re-enter the program in the following class, complete a Self-Directed Study Course prior to entering the clinical year resulting in a delay of clinical rotations and graduation or repeating a clinical rotation resulting in a delay of graduation. Any student request for deceleration (for personal or academic reasons) must be made in writing to the Promotions Committee which has sole discretion to grant or deny the request.

SELF-DIRECTED STUDY
Due to the nature of course scheduling in this program, courses are only offered once a year. Research has shown that having a student disrupt their education by sitting out two semesters in a row while waiting for a course to be repeated is not conducive to learning and could negatively impact the students’ academic success moving forward. Therefore, if a student is recommended by the Promotions Committee to repeat a didactic year course (decelerate), they will have the opportunity to complete a self-directed study starting in January following successful completion of the remainder of the didactic year curriculum, resulting in a delayed start to clinical rotations and graduation. The components of the self-directed study will be determined by both the course coordinator and the Remediation Committee. Students will have six weeks to successfully complete the self-directed study course. If they successfully complete the self-directed study, they will then be allowed to enter their clinical rotations. If the student fails to successfully complete the self-directed study, they will be referred to the Promotions Committee for disciplinary action including dismissal from the Program.

ACADEMIC PROBATION AND DISMISSAL
Students are placed on academic probation if their cumulative GPA falls below a 3.0. Students placed on academic probation will first be reviewed by the PA Program Promotions Committee for consideration of denial of advancement or dismissal from the program. Students on academic probation (failure to achieve an overall GPA of 3.0 or better) will not be permitted to enter their clinical year. If a student on academic probation receives no grades below a B in the semester subsequent to being placed on academic probation, that student will be removed from probation. Failure of more than one course or clinical rotation is grounds for dismissal from the program, regardless of the student’s GPA or grades in other courses. A grade of “Fail” earned on a clinical rotation will result in the student being placed on academic probation and referred to the PA Remediation Committee. The student must repeat the rotation they failed in February following the January board review, thereby delaying his/her graduation. Elective rotations may not be used to repeat a rotation. Any student receiving a second “Fail” for a clinical rotation will be referred to the Promotions Committee and is subject to dismissal from the program.

The Promotions Committee meets every semester to review student academic progress. The PA Promotions Committee forwards all recommendations for dismissal to the TUSM Student Evaluation and Promotion Committee. Final decisions on dismissals are made by the TUSM Committee which has jurisdiction for students in all programs. In cases where dismissal of a student is being discussed
by either the PA or TUSM committee, the student will be notified ahead of time and invited to address the Committee. Any student who is denied advancement or dismissed has the right to appeal the decision to the TUSM Student Appeals Committee as per the student handbook.

SATISFACTORY ACADEMIC PROGRESS
Federal regulations require TUSM programs to establish Satisfactory Academic Progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculated students, whether they are financial aid recipients or not. Students who fail to maintain Satisfactory Academic Progress during any semester may be placed on Financial Aid warning, Financial Aid probation and/or academic plan, suspension or may be dismissed, in accordance with the policies of the program. Students who are terminated from financial aid eligibility may continue their studies but are required to self-pay and make payment arrangements through the Bursar’s office.

The standards of Satisfactory Academic progress measure a student’s performance in three areas: maximum timeframe, cumulative grade point average (GPA), and cumulative completion rate. The student’s academic progress shall be evaluated at the end of each semester. Academic Progress for both part-time and full-time students will be evaluated under the criteria given below

Maximum Timeframe Allowance
PA students will be evaluated to determine if they have achieved satisfactory levels of academic progress. In order to achieve satisfactory academic progress, a student must complete their degree requirements within 150% of the program’s published length in accordance with the standards established by their program as noted below:

<table>
<thead>
<tr>
<th>PROGRAM/DEGREE</th>
<th>Minimum Time for Degree (years)</th>
<th>Maximum Time for Degree (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Assistant Program</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>(MMS)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade point average ("GPA"):
As part of the Satisfactory Academic Progress assessment, students will be evaluated to determine if they have achieved satisfactory levels of academic progress. In order to achieve satisfactory academic progress, a student must earn a minimum GPA in accordance with the chart below:

This table refers to the PA Class of 2021

<table>
<thead>
<tr>
<th>Physician Assistant Program</th>
<th>Cumulative credits attempted</th>
<th>Minimum GPA required</th>
</tr>
</thead>
<tbody>
<tr>
<td>(MMS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year One</td>
<td>0 – 79</td>
<td>2.7</td>
</tr>
<tr>
<td>Year Two</td>
<td>80 – 130</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Although a grade of B- is considered a passing grade for an individual course and will be counted toward degree credit, a cumulative GPA of 3.00 is required in order to be granted a degree from a Tufts University PHPD Program.
Completion Rate (Credit Hour Progression)
As part of the Satisfactory Academic Progress assessment, each student’s cumulative Completion Rate will be evaluated by comparing the total number of attempted credit hours with the total number of credit hours earned. In order to achieve satisfactory academic progress, a student must earn a minimum percentage of credits attempted in accordance with the chart below:

This table refers to the Class of 2021

<table>
<thead>
<tr>
<th>Physician Assistant Program (MMS)</th>
<th>Cumulative credits attempted</th>
<th>Percentage of Credit Hours that must be Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>0 – 79</td>
<td>50%</td>
</tr>
<tr>
<td>Year Two</td>
<td>80 – 130</td>
<td>67%</td>
</tr>
</tbody>
</table>

Credits attempted are those hours a student is registered for at the conclusion of the add/drop period each semester as defined by the Registrar’s Office. All classes for which a student is registered after that date will be included.

Successfully completed credit hours is defined as the total number of hours which a student receives a grade of B- or better.

TREATMENT OF COURSE WITHDRAWLS, INCOMPLETE(S)/NOT REPORTED, REPEATED COURSES, AND TRANSFER COURSES

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

Incompletes (I): Credit hours for courses in which a student has an incomplete grade or the faculty has not reported a grade at the time in which SAP is reviewed will be included in the course attempted hours. However, as there is no current grade in the system, these courses will not be included in the cumulative GPA determination at such time.

Repeated courses: For required courses that are repeated due to failure, only the most recent grade is included in the student’s cumulative GPA when determining the GPA (SAP) standard. When determining if a student is meeting the Completion Rate (SAP) standard, credit hours for the original failure and the most recent course will count as a course attempted.

Students who receive a grade of less than a B in a course may repeat the course in order to attempt to earn a better grade. If a student re-takes a course and passes it, s/he receives credit for the course; both grades are included on the student transcript, and in computation of the GPA. No more than 2 courses may be re-taken in this manner. Any given course may only be counted once toward a PHPD degree or certificate requirement. When determining the GPA (SAP) standard and when determining if a student is meeting the Completion Rate (SAP) standard, both courses will be included in the SAP.
determination. Students may only receive aid to repeat a previously passed course one time. Students that opt to repeat a course a subsequent time must pay for that course.

Transfer Credits: The Physician Assistant Program does not permit transfer courses to be used to fulfill degree requirements.

NOTE: Due to the “Lock-step” nature of the curriculum, withdrawal or taking an incomplete grade in a course in the Physician Assistant Program may result in deceleration of up to one year in the Program.

MAINTAINING SATISFACTORY ACADEMIC PROGRESS
The Registrar’s Office in conjunction with the Office of Financial Aid will monitor SAP at the end of each semester including Fall, Spring, and Summer. Written notification will be sent to students placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination, and Financial Aid Reinstatement if making SAP status.

A change in program will not affect a student’s SAP standing. Students who are requesting re-entry into the university will return with the SAP status calculated at the time of withdrawal. Students requesting admission into a new degree program after graduation will begin as a first term student with a new SAP history.

FINANCIAL AID WARNING
Upon determining that a student is not making satisfactory academic progress, students will be placed on a “financial aid warning status” for a period of one semester, during which the student will continue to be eligible for financial aid. This status is assigned to a student automatically once determined that the student is not progressing satisfactorily and is effective for the next semester. No appeal is necessary, and the student will be reviewed again at the end of the next semester. The status of students who have reached the required completion rate and are meeting the required GPA, will be considered to be making SAP at the end of the warning period. Once the initial warning period has ended, students who are not making satisfactory academic progress will no longer be eligible to receive financial aid unless they submit an appeal and it receives approval - see section on Appeal and Financial Aid probation.

APPEAL FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY
Students who are terminated from financial aid eligibility for not meeting satisfactory academic progress standards (SAP) and who have extenuating circumstances may appeal to reestablish their eligibility. Students may not use financial aid to make retroactive tuition and fee(s) payments.

The appeal must be based on extenuating circumstances that prevented a student from meeting the requirements of the satisfactory academic progress policy. Circumstances may include extreme medical issues, a death in the immediate family, employment related hardship, military mobilization, and/or extreme personal problems. Students must indicate specific information on why they failed to make satisfactory academic progress and what has changed that will allow them to meet these standards at the next evaluation.
Students may appeal the maximum timeframe allowance, GPA, and/or the completion rate component of Satisfactory Academic Progress. There are no limits to the number of appeals that students may submit. However, subsequent appeals may not be based on the same circumstance as previous appeals.

Appeals should be submitted along with necessary documentation within 10 days of being notified that they are no longer eligible to receive financial aid and mailed to: Financial Appeals Committee, Attn: John Matias, 136 Harrison Avenue, Boston, MA 02111. The Financial Appeals Committee will review the request and respond to the student in writing with the decision. This decision is final and may not be appealed.

If the appeal is denied, students may continue their studies but are required to self-pay and make payment arrangements through the Bursar’s office. Standards of academic progress will continue to be monitored each semester and students will be notified: 1) whether they continue to not meet the standards or 2) should their eligibility change, and they become eligible based on meeting the standards.

FINANCIAL AID PROBATION
If the appeal is approved, students will be placed on Financial Aid Probation. Financial Aid Probation is generally for one semester, and the student is eligible to receive financial aid funding during that time. After the semester ends, students will again be evaluated to determine if they are making Satisfactory Academic Progress. If they are not, students’ aid eligibility will be terminated unless the student was required to be on an academic plan that lasted longer than one semester as part of their original probation – see Academic Plan below for additional information.

ACADEMIC PLAN
In certain circumstances, an Academic Plan may be created for a student who will not be able to complete the necessary benchmarks to regain SAP status by the end of the Financial Aid Probation period. The Academic Plan includes benchmarks that must be completed for each successive semester in order to continue on the plan and continue to be eligible for financial aid. Academic Plans must be approved by the Promotions Committee.

TUTORING
Tutoring in the didactic year is available at the recommendation of course directors for students who have done poorly on an examination. The Program Director or Associate Director must approve the tutoring plan. The Program will pay $25.00 per hour for tutoring sessions leading up to the next examination in that course. Tutoring is restricted to one course per semester and is not available to students in the clinical (second) year of the Program. The PA Program office will maintain a list of approved tutors, who are drawn from upper class students in the PA Program, and are subject to the approval of the Program Director.

DEGREE REQUIREMENTS
- The physician assistant program is 25 months in length.
- Students proceed as a cohort through the first year which is comprised of 29 core didactic courses in three semesters.
• The second year is comprised of clinical rotations over the course of 12 months through basic medical disciplines, including one elective clinical rotation.
• No substitution or transfer of course credits is permitted.
• Prior to advancing to the second year, students must have demonstrated satisfactory academic performance in all coursework. No student may advance to the second year with any incomplete grades.
• Prior to graduation all students must successfully complete: all clinical rotations, the capstone project, and comprehensive and objective structured clinical examinations.
• Students must receive a satisfactory professionalism evaluation.
• All work must be completed within 25 months from the date of matriculation into the program. The only exception will be students who have been decelerated.

GRADUATION
In order to graduate, students must successfully complete all degree requirements. In addition, all financial obligations must be paid to TUSM before the degree is awarded.

The Trustees of Tufts University must approve all graduate degrees. Degrees offered by the Public Health and Professional Degree Programs are granted in August, February, and May. Upon finishing the PA Program, students can request a letter of completion of studies from the Registrar to facilitate licensure. Degrees will officially be conferred in early February.

There is one University-wide Commencement ceremony per year that is generally held on the third Sunday in May. Students are eligible to participate in the ceremony if they have graduated in the August or February prior to the May ceremony they seek to participate in, or will be graduating that May.

TRANSFER CREDITS
Students may have taken undergraduate or graduate courses at other institutions; however, students may not use these courses as substitutes (advanced standing) for any course in the PA Program curriculum. All courses in the curriculum must be taken within the Program.

STUDENT COURSE EVALUATIONS
In an effort to continuously improve the quality of the courses and programs, the PA Program and its faculty are constantly seeking feedback. Therefore, all students are asked to complete a student course evaluation for each course in which they are enrolled. The goals of the course evaluations are to:
• To provide the course director with feedback on each student’s opinion on the quality of the course.
• To provide program directors with information to use in planning for improvements to the programs.
• To provide students upon request with the course evaluations to use as a tool in selecting courses for future semesters.

Administration of Evaluations
Course evaluations are administered online during the last two weeks of each course and the last week of each clinical rotation. The evaluations are anonymous and have no markers to identify students.
Distribution of Results
The evaluations include a statistical summary and the narrative comments of each student and are available in the Office of Student Services.

Program/Course Director Access
Aggregated results of the student evaluations are distributed to the Program Director as well as the Dean for the Public Health and Professional Degree Programs. In addition, each course director receives the results for their course.

STUDENT ADVISORS
All PA students are assigned an advisor from the Program faculty prior to orientation. It is the responsibility of the student to meet with his or her advisor early in the first semester and schedule regular meetings thereafter. Advisors are available to discuss academic issues, study habits, time management, assistance in identifying topics and developing work plans for capstone projects, and guidance in deciding upon career paths. Advisors do not assist students with behavioral health issues. Short-term personal counseling is available at the Student Advisory Health Administration or through student health insurance.

STUDENT EMPLOYMENT
Due to the intense nature of the entire curriculum and variable schedules in the clinical year, students are strongly urged NOT to work while enrolled in the PA Program. Employment of enrolled students by the Program is prohibited. The exception to this policy is that second year students in good academic standing may serve as tutors for first year students, with written permission of the Program Director. While students may assist faculty in didactic, laboratory, or clinical settings to share their knowledge or experience, students may not serve as the primary instructor or the instructor of record in any circumstance. Nor may students substitute for clinical or administrative staff in their supervised clinical practice experiences.
TUSM PHYSICIAN ASSISTANT STUDENT SOCIAL MEDIA POLICY

This policy, including examples and best practices has been adapted from the American Medical Association (AMA) Policy: Professionalism in the Use of Social Media

The Internet has created the ability for physician assistant (PA) students and other health care providers to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support PA student’s personal expression, enable individuals to have a professional presence online, foster collegiality and camaraderie within the profession, provide opportunity to widely disseminate public health messages and other health communication. Social networks, blogs, and other forms of communication online also create new challenges to the patient-physician relationship.

PA students should be aware of the following when maintaining a presence online:

1. PA students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online (this includes pictures or comments that even though they don't have typical identifiers, might be unusual enough to be surmised).

2. When using the Internet for social networking, PA students should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, PA students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate (for their profession).

3. If they interact with patients on the Internet, PA students must maintain appropriate boundaries of the patient-physician relationship in accordance with professional ethical guidelines, just as they would in any other context. Students should not "friend" or accept "friend" requests from patients who are under or have been under their care.

4. To maintain appropriate professional boundaries PA students should consider separating personal and professional content online.

5. When PA students see content posted by colleagues (fellow students) that appears unprofessional they have a responsibility to bring that content to the attention of the individual, so that he or she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms or the individual does not take appropriate action to resolve the situation, the PA students should report the issue to one of the student affairs deans.

6. PA students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers, and can undermine public trust in the medical profession.

Practice Suggestions for Best Practices and Compliance with Social Media Policy

1. **Take Responsibility and Use Good Judgment.** You are responsible for the material you post on personal blogs or other social media. Be courteous, respectful, and thoughtful about how others may perceive or be affected by postings. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others and may be in violation of the TUSM Honor Code. In addition, such statements/postings may damage relationships, undermine Tufts’ reputation, discourage teamwork, and negatively impact our commitment to patient care, education, research, and community service.

2. **Think Before You Post.** Anything you post is highly likely to be permanently connected to you and your reputation through Internet and email archives. Future employers (including residency programs) can often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.

3. **Protect Patient Privacy.** Disclosing information about patients without written permission, including photographs or potentially identifiable information, is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Facebook page that is accessible by approved friends only.

4. **Protect Your Own Privacy.** Make sure you understand how the privacy policies and security features work on the sites where you are posting material.

5. **Respect Work Commitments.** Ensure that your blogging, social networking, and other external media activities do not interfere with your work commitments.

6. **Identify Yourself.** If you communicate in social media about Tufts, disclose your connection and your role. Use good judgment and strive for accuracy in your communications. False and unsubstantiated claims, and inaccurate or inflammatory postings may create liability.

7. **Use a Disclaimer.** Where your connection to Tufts is apparent, make it clear that you are speaking for yourself and not on behalf of any organization. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my school/hospital," may be appropriate.

8. **Respect Copyright and Fair Use Laws.** For your institution’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including your institution’s own copyrights and brands.

9. **Protect Proprietary Information.** Do not share confidential or proprietary information that may compromise business practices or security. Similarly, do not share information in violation of any laws or regulations.

10. **Seek Expert Guidance.** Consult with communications specialists or school administrators if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information should be publicly disclosed before you disclose it publicly.


Example Scenarios of Professionalism and Social Media Use

1. A PA student receives a "friend" request on their Facebook page from a patient encountered during the clinical skills course.
Guideline: It is inappropriate to accept ‘friend’ request from patients, unless the provider-patient relationship has ended. Even after the provider-patient relationship has ended, it would be inappropriate to discuss health-related information. Best practices: Protect patient privacy. Do not accept friend requests from current or former patients.

2. A PA student has a blog on which they post reflections about both personal and professional issues. The student has just finished the clinical skills course. A patient, whom the student met during the course, comments on the student’s blog and discloses protected health information with the expectation that the student will continue the discussion. Guideline: Social media discussion with a patient should not directly address health concerns of individual patients. Best practices: Protect patient privacy.

3. A PA student is on their outpatient rotation and “tweets” that they just finished seeing an interesting patient with their preceptor and describes the clinical findings of that patient. Guideline: It is difficult to be certain that information disclosed in posts (such as on Twitter®) is not identifiable to that particular patient. Other posts by the same student could indicate his/her school and current rotation, leading to circumstances that indirectly identify the patient, such as by naming a very rare disease. Best practices: Protect patient privacy. Do not blog/Tweet or post anything about patients.

4. A PA student is shadowing an OB/GYN physician. The student posts (on their Facebook page) a picture of a baby whose delivery they observed, expressing joy, best wishes to the family, and congratulating everyone involved in this excellent patient outcome. Guideline: Without written patient/representative consent, this is a clear violation of patient confidentiality, even if the patient is not named. Best practices: Protect patient privacy. You may not post this picture without consent and best practice would be never to post this picture.

5. A PA student writes in their blog, naming an attending physician who did minimal teaching and recommending that other students not take clinical electives with that physician. Guideline: Legitimate critique of an educational activity is appropriate, so long as professionalism is maintained. However, there are more effective and less public mechanisms for relaying this type of information. Best practices: Use good judgment; think before you post.

6. A PA student wearing a medical school tee-shirt is tagged in a photo taken at a local bar and posted on a friend’s Facebook page. The medical student is clearly inebriated. Guideline: The two issues are that: (1) the logo identifies the affiliation to the institution; and (2) the unprofessional behavior of the student is available for all to see, including current medical school faculty/students/administrators, future employers and patients. The picture may show unprofessional behavior that violates our professional behavioral standards regardless of when/where it took place. The PA student did not post the photo, but should do everything possible to have the photo removed and remove the tagging link to the student’s own Facebook page. Best practices: Protect your own privacy; think before you post.


This policy has been approved by TUSM Executive Council: September 2019
CLINICAL ANATOMY LABORATORY POLICY & PROCEDURES

The use of human cadaveric material for medical education and research is a privilege, not a right. The bodies available for dissection here at Tufts University, were donated by individuals who cared so much about education and research that they have made this very important decision. The following policies and procedures are based on PATIENT PRIVACY, SECURITY, SAFETY, and MAINTENANCE so that both student and faculty alike maintain the highest standards of DIGNITY & RESPECT that our donors and their families so rightly deserve.

PATIENT PRIVACY
The right of privacy and confidentiality for all medical patients is always extended to our anatomical donors. This donor should be considered your first patient!

- Use of cameras, cell phones, or other photographic or video equipment, are not permitted in the laboratory at any time, by anyone, no exceptions!
- In consideration of the family members of those who have donated to Tufts, refrain from conversations regarding anatomical material outside the lab.
- No anatomical specimen or cadaveric material shall be removed from the laboratory for any reason.
- Only students, course faculty, and other authorized Tufts University personnel are allowed access in the anatomy labs. NO EXCEPTIONS!!
- Cadavers should always be appropriately covered prior to leaving the lab.

Students caught violating any of the above lab policies will immediately be reported to the Dean and referred to the Ethics Committee, where a letter will go into their personal file. If caught a second time, students will no longer be allowed to enter the Anatomy Lab. There will be NO EXCEPTIONS!

SECURITY

- All access to the lab is via electronic ID card key and granted on an “at need basis”. NO EXCEPTIONS! All admittance will be recorded in the University ID card database.
- The Main Anatomy Lab will maintain the same hours of operation as the Hirsh Health Sciences Library, located on the Boston Campus.
- Laboratory doors are always to remain closed.

There are two blue emergency security buttons located in the lab. If there is a situation that occurs where Tufts Police are needed, hit the button and the Police will respond to the lab.

SAFETY

- Absolutely no contacts are to be worn while studying in the laboratory. NO EXCEPTIONS!
- Gloves: Are supplied and required while dissecting in the laboratory. Ripped gloves must be replaced immediately. Used/torn gloves are to be discarded in an appropriate trash receptacle.
- Apron: One apron will be supplied at the beginning of the course. Write your name on the front of the apron, so to assist faculty during lab time. Keep your apron in your locker or at your table when not in the lab.
- **Goggles**: Each student will receive a pair of goggles at the beginning of the course. Goggles or eye glasses are always to be worn while in the lab, as contacts are never to be worn at any time in the Anatomy Lab.

- **Clothing**:
  - Scrubs are required and **must** be washed regularly. Students are to follow OSHA requirements that lab attire be washed separately.
  - A long-sleeved lab coat is optional and must be washed regularly. Students are to follow OSHA requirements that lab attire be washed separately.
  - Footwear should consist of closed-toe shoes (i.e., no flip-flops or sandals).
  - Long hair should be pulled back for protection.
  - Face masks are not supplied. They can be purchased at CVS.
  - **It is recommended, for easy accessibility, that the above items be stored in your locker or at your table when you are not in the lab.**

- **Dissection/Surgical Instruments**: Great care should be taken when using any of the instruments in the anatomy lab. When instruments are not in use, they should be placed back in the instrument tray. At the end of class/session, all instruments should be cleaned and placed back in their proper storage compartment. **DO NOT LEAVE LOOSE INSTRUMENTS IN BODY BAG!**

- **Scalpels**: Dull blades can be more dangerous than sharp ones and should be changed regularly and disposed of in sharps containers located at your station. Take extra care when two or more members of the dissection team are cutting in the same area.

- **Spills**: A spill of embalming fluid or fatty tissue can make the floor slippery. If any fluid or tissue should spill on the floor, **WIPE IT UP** immediately with a paper towel and soapy water.

- **Accidents/Injuries**: Any scratches or cuts must be treated immediately by the person sustaining them. All scratches, abrasions, and open skin must be covered completely when in the laboratory. If an injury is sustained while working or studying in the lab, the incident should be reported to the Faculty Supervisor present at the time of the injury. The injuries most likely to occur are needle sticks, lacerations, and falls (due to fainting or slipping on a wet floor). If something gets in your eyes use eyewash station and report to faculty.

- An incident form, which is supplied in the lab, should be completed by the Faculty Supervisor and sent to Tufts Health and Safety and Tufts Risk Management. The degree of injury or exposure determines the scope of medical services required. Self-first aid can be administered with the first aid kits provided in the lab. If it is determined that additional first aid is needed, call the Tufts Police who are trained first aid providers. If medical services beyond first aid are needed, call the Tufts Police and they will contact Boston EMS, who will provide treatment and if necessary, transport you to Tufts Medical Center emergency room.

- **Pregnancy**: Faculty or students who are pregnant, or believe they may be pregnant, are responsible for discussing attendance in the anatomy labs with their physician.

- **Food/Drink**: At no time shall food or drink of any kind be allowed in the labs.

**SUPPLY STATIONS**

There is a supply station located at the front of the lab. This station includes the following:

- **Replacement Bottles of Wetting Agent and Cleaning Spray** – each station has been supplied with two spray bottles: Wetting agent (pink) and Cleaner (white). When replacing the bottles
simply discard the empty bottle in the recycling bin that is at the supply station located at the front of the lab.

- **Small Plastic Bags** – these are used for holding anatomical material after they have been removed for study. Simply leave them in the body bag with your donor.
- **Red Plastic Bio Waste Bags** – are located at the supply station at the front of the lab. These are used to collect any soft tissue that has been removed during dissection.
- **Containers for Pacemakers** – pacemakers must be removed prior to the donor being cremated. If your donor has a pacemaker, simply cut the wire and place it in the labelled container at the supply station located at the front of the lab.

**MAINTENANCE**

Part of being respectful is to be as clean and neat as possible. Therefore, anyone utilizing the space, for any purpose, must take an active role in maintaining it.

- Students are responsible for the overall cleanliness of their assigned stations.
- Cadaver tissue should be placed back onto the donor to keep dehydration to a minimum.
- Paper towels and gloves should be thrown into trash receptacles.

At the end of the session, the table and instruments shall be cleaned and wiped down. All related course materials/instruments/body props/iPad/Bone bags, etc.…should then be placed/returned to the assigned station. *Anything left on the floor or anywhere else (including other tables) in the lab will result in loss of use of the item all together, meaning the University will not supply another!*

Anatomical Gift Program Director, Michael Doyle  
Anatomical Gift Program Manager, Roger Walsh  
Anatomical Gift Program Administrator, Sharon Belding  

Michael.doyle@tufts.edu  
Roger.walsh@tufts.edu  
Sharon.belding@tufts.edu
STATEMENT OF PHILOSOPHY
Public Health and Professional Degree Programs (PHPD) is committed to fostering an environment that promotes academic and professional success in students, teachers, and administrators at all levels. The achievement of such success is dependent on an environment free of behaviors which can undermine the mission of our institution where an atmosphere of mutual respect, collegiality, fairness, and trust is essential to that mission. Although teachers, students, and administrators bear significant responsibility in creating and maintaining this atmosphere, teachers also bear responsibility with respect to their evaluative roles relative to student work and with respect to modeling appropriate professional behaviors. Teachers must be ever mindful of this responsibility to conduct themselves professionally in their interactions with their colleagues and those whose education has been entrusted to them. Abusive behavior or mistreatment of anyone in the learning environment is unacceptable. Any student who feels mistreated is entitled to file an informal complaint or a formal grievance to address unacceptable behavior.

RESPONSIBILITIES IN THE TEACHER-STUDENT RELATIONSHIP
Responsibilities of Teachers:
- Treat all students with respect and fairness.
- Treat all students equally regardless of age, gender, race, ethnicity, national origin, religion, disability, sexual orientation, or gender identity or expression.
- Provide current materials in an effective format for learning.
- Be on time for class.
- Provide timely feedback with constructive suggestions and opportunities for improvement/remediation when needed.
- Assign grades that fairly reflect student performance.

Responsibilities of Students:
- Treat all fellow students and teachers with respect and fairness.
- Treat all fellow students and teachers equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
- Commit the time and energy to studies necessary to achieve the goals and objectives of each course.
- Be on time for class.
- Communicate concerns/suggestions about the curriculum, didactic methods, teachers, or the learning environment in a respectful, professional manner.

Responsibilities of Administrators:
- Treat all teachers and students with respect and fairness.
- Treat all teachers and students equally regardless of age, gender, race, ethnicity, national origin, religion, disability, sexual orientation, or gender identity or expression.
- Address all administrative matters in a fair and timely manner.
BEHAVIORS INAPPROPRIATE TO THE TEACHER- STUDENT RELATIONSHIP
Inappropriate behaviors are those that demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviors, certain actions are clearly inappropriate and will not be tolerated at Tufts University. These include, but are not limited to, the following:

- Loss of personal civility including shouting, arguing, personal insults or attacks, displays of temper (such as throwing objects);
- Requests for others to perform inappropriate personal services unrelated to the didactic situation at hand;
- Any activities resulting in monetary exchange or profit;
- Grading/evaluation on factors unrelated to performance, effort, attendance, level of achievement or professionalism;
- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- Sexual harassment or harassment based on age, gender, race, ethnicity, national origin, religion, disability, sexual orientation or gender identity or expression (see http://oeo.tufts.edu/policiesand-procedures/sexual-harassment-policy/ for university policy and procedures);
- Consensual romantic relationships between teachers and students in which the teacher has a role in determining the student’s academic progress;
- Discrimination of any form in teaching and/or assessment based upon age, gender, race, ethnicity, national origin, religion, disability, sexual orientation, or sexual identity or expression.

RESOURCES FOR ADVICE AND CONFLICT RESOLUTION
In the interest of having all members of the PHPD community perform their duties and obligations in a harmonious and effective manner, PHPD recognizes the importance of prompt and equitable disposition of any complaint or grievance at the lowest possible organizational level utilizing procedures with maximum informality and flexibility. It is strongly encouraged that problem solving and conflict resolution be accomplished, if it can, without requiring that a formal written Grievance be filed in a manner as outlined below. In that spirit, any concerns, problems, and complaints may be discussed without fear of retaliation with various individuals in PHPD including the Course Director, the Program Director or designate, the student’s Academic Advisor, Assistant Dean of Student Services for PHPD or any member of the Grievance Committee. Every effort will be made to resolve the matter informally. Students are also entitled to file a formal Grievance using the procedure set forth below.

PROCEDURES
To handle allegations of inappropriate behavior in the teacher student context or other formal grievances, if a student is unable to resolve a conflict informally and chooses to file a formal Grievance, this must be done in writing through the Chair of the PHPD Grievance Committee. If at any time during the grievance process it appears that an informal resolution is indicated, it still may be achieved in that manner. Otherwise, the Chair will investigate the complaint and attempt to resolve the matter by working with the appropriate individuals within PHPD. If the complaint cannot be resolved in this manner, the student will be offered the opportunity to put the Grievance in writing. Please note that because final grades may only be changed if there is an error in calculation, grades are not an
appropriate subject for grievances. For all other matters, the Chair will forward the grievance to the Assistant Dean of Student Services for PHPD. The Chair of the PHPD Grievance Committee and the Assistant Dean of Student Services for PHPD will together assign a third (ad hoc) member of the Grievance Committee (appropriate to the Grievance). If any member of the Grievance Committee is named in the Grievance, that person will be excused from service on the Committee and the Associate Dean shall name an alternate. The Grievance Committee will conduct an investigation of its own and make a decision or take appropriate action which will be communicated to the student. If the student is not satisfied, he or she may appeal the decision/action of the Grievance Committee to the Dean for PHPD. The decision of the Dean for PHPD may be further appealed to the Dean of Tufts University School of Medicine, whose decision will be final.

*The formal Grievance Process is thus as follows:*

1. The student fills out the Grievance Form obtained from the PHPD Office of Student Services with adequate clarity and detail to describe the nature of the grievance;
2. The student delivers the Grievance Form to the Chair of the PHPD Grievance Committee via mail, email or in person;
3. The PHPD Grievance Committee Chair will forward a copy to the Assistant Dean of Student Services for PHPD.
4. The Assistant Dean of Student Services for PHPD, in collaboration with the chair of the Grievance Committee, will select a third (ad hoc) member to join the Grievance Committee;
5. The Grievance Committee will conduct an investigation, meet with whomever it deems appropriate to the situation and issue a decision in writing;
6. The Chair of the Grievance Committee will deliver the decision to the Student and advise the student of his/her right to appeal to the Dean for PHPD.
7. The student will be told that he/she may further appeal the decision to the Dean of TUSM, whose decision will be final.

**PHPD Grievance Committee**

Chair of Grievance Committee
Second Standing Member
3rd person to be assigned ad hoc by Janice Gilkes, Assistant Dean of Student Services for PHPD as appropriate to the Grievance

**Current Committee Composition**

Chair of Grievance Committee: Amy Lischko, Ph.D.
Second Standing Member: Margie Skeer, ScD, MPH, MSW
Third faculty member assigned ad hoc by Janice Gilkes, Assistant Dean of Student Services for PHPD
REGISTRATION

All students must meet the requirements noted below.

- Obtain Financial Clearance
- Comply with the Health Insurance and Immunization Requirements
- Complete the TUSM HIPAA training and Universal Precautions Certification

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 Services.

Health Insurance/Immunization Requirements
In order to comply with legislation of the Commonwealth of Massachusetts and with University policy, 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.

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
On April 14, 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, students in the PA Program are required to complete the TUSM HIPAA training and Universal Precautions certification. HIPAA training is available as an on-line
course on 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.

MALPRACTICE INSURANCE
All registered Tufts students are fully covered by malpractice insurance while enrolled in the PA Program. During the clinical year, students must be participating in a rotation that is part of, or approved by, the Program. 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 Program Director.

CHANGE OF STATUS (LEAVES AND WITHDRAWAL)
The Public Health and Professional Degree Programs (PHPD) understands that students may need to request a leave of absence (LOA) to attend to pressing matters outside of school. For example, students may need to take a LOA for medical, mental health, personal, family-related, programmatic, or administrative reasons. Because students’ situations and circumstances are different, PHPD assesses each LOA request on an individualized, case-by-case basis. Students considering a leave of absence should make an appointment with the Assistant Dean for Student Services to discuss the options available given their individual circumstances. Tufts can help PHPD students with their LOA transitions by providing information, resources and ideas for sustained engagement and smooth returns. Please come see us to discuss if a LOA option is right for you. While every LOA request is handled individually, there are some general guidelines that apply universally to all LOAs.

How Long Is My LOA Going to Be?
LOAs can be for any duration of time up to a maximum of one year (and in cases of documented medical leaves, up to a maximum of two years). For continuity sake, most LOAs coincide with the PHPD academic schedule. However, each LOA request will be evaluated individually by the Director of Enrollment Services/Registrar to determine the conditions of the leave, including an appropriate duration of time, effective date and return date.

How Will My LOA Affect My Enrollment Status?
To allow students to attend to their personal circumstances, PHPD treats LOAs as a period of non-enrollment. This means that students are not expected to participate in coursework while on a leave of absence, reside in the residence halls or use University facilities, such as the library and fitness center. PHPD treats LOAs as a period of non-enrollment because we want students to make the most of their time away and to attend to whatever personal circumstances necessitated their LOA request. Although students who take LOAs experience interrupted progress toward completion of their PHPD degrees and are expected to take time away from campus, please note that they remain a part of the Tufts community and may be invited to campus events with approval of the Assistant Dean for Student Services.
How Do I Request a LOA?
To request an LOA, submit a completed PHPD leave of absence form (also available as a hard copy in
the Office of Student Services) to the Registrar prior to the LOA. We recommend that students
complete these forms as soon as possible under the circumstances. Students are required to meet with
the Assistant Dean for Student Services to obtain their signature prior to submitting this form to the
Registrar.

How Will My LOA Impact My Financial Aid and Health Insurance?
Prior to taking a LOA, financial aid recipients are required to meet with a financial aid counselor to
discuss the impact the LOA will have on their financial aid status and possible loan repayment
requirements. Students are also strongly encouraged to meet with a representative in the Office of
Student Advisory and Health Administration to discuss the Health Insurance Policy for Students on
Leave of Absence that is outlined in this handbook.

I’m an International Student; How Will My LOA Impact My Visa Status?
International students considering taking a LOA are strongly encouraged to discuss visa support with
the Office of International Affairs. The Leave of Absence does not become official until the Director of
Enrollment Services/Registrar (or designee) signs the form. Students who are on leave of absence are
responsible for providing the Director of Enrollment Services/Registrar with up to date address
information.

LOA Types
Personal Leave of Absence
• A student in good academic standing may submit a leave of absence request to the Registrar to
take advantage of a professional opportunity, for a military commitment or for personal
reasons e.g. family emergency, or other unforeseen circumstances.

Medical Leave of Absence
• A medical leave of absence is initiated through the Assistant Dean for Student Services.
Students must provide documentation from their health care provider supporting their
request for a medical leave. In certain circumstances, the Assistant Dean for Student Services
may request additional information from the student’s provider or request a second opinion
from an administratively approved physician to document the necessity for such a leave.
• The purpose of the medical leave is to enable students to seek treatment for a health-related
condition that interferes with their access to the program. The term of the leave is for a period
of up to one year. The Leave may be extended for up to a second and final year, based upon
the recommendation of the student’s treating physician.

Administrative Leave
• Students may be placed on administrative leave as a result of action taken by the Student
Ethics and Promotions Committee or by the Dean of PHPD in the circumstances that a
student’s continued enrollment poses a risk to the health and safety of themselves or others
or causes a significant disruption to members of the TUSM community. Students who have
been placed on LOA for administrative reasons must meet the stated conditions of return.

Programmatic
• Combined degree students that are on leave of absence from the school that is granting their other degree will also be on leave from their PHPD Program.

Return from Leave Guidelines
It is the student’s responsibility to notify the PHPD Registrar’s Office in writing that he/she is planning to re-enter Tufts University. Notification should be received at least two weeks prior to the start of the semester.

The student must receive clearance 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.

Students who do not return from a leave of absence on or before the date on which the leave expires will be considered to have withdrawn, which is a final separation from Tufts University School of Medicine.

A student on a medical leave of absence who seeks re-entry into the School must provide documentation from his or her primary care physician and/or treating physician certifying that the student has been medically cleared to return to the School. The School may require that the student be evaluated by medical care providers of its own choosing before permitting the student to resume his or her studies. The final decision to readmit a student from a medical LOA resides with the Director of Enrollment Services, after a thorough review of the documentation submitted by the student.

A student on a personal leave of absence who seeks re-entry into the School must notify the Registrar in writing at least two weeks prior to the start of the semester.

A student on an administrative leave of absence who seeks re-entry into the School must provide the required documentation as outlined by the Dean of PHPD and/or the Student Ethics and Promotions Committee. The final decision as to whether a student may re-enter the program resides with the Dean of PHPD and/or the Student Ethics and Promotions Committee, whichever is appropriate given their situation.

Withdrawal from the Degree Program
Students considering permanent withdrawal from the school must complete a withdrawal form and meet with either their Program Director or Advisor to discuss their plans. 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 regarding their student loans. In addition, students must meet with representatives from the Student Advisory and Health Administration Office, and Bursar’s Office, prior to withdrawal from TUSM. Student initiated withdrawals require a completed withdrawal form. If a withdrawn student wishes to return to Tufts University School of Medicine, a re-application is required, and the former student is subject to the conditions of the normal admissions process.
Administrative Withdrawal

- Students who fail to meet annual registration requirements, or comply with the LOA return conditions, will be administratively withdrawn. This is a final separation from TUSM.
- 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.
- If a withdrawn student wishes to return to Tufts University School of Medicine, a re-application is required, and the former student is subject to the conditions of the normal admissions process.

Tuition Policy Related to Leaves of Absence or Withdrawal
In the event of a leave of absence (medical or other) or withdrawal, the University refund policy will apply for any period of leave. Students are strongly encouraged to meet with their Financial Aid Advisor in the Office Financial Aid to discuss the consequences of taking a leave or withdrawing.

MATERNITY POLICY
TUSM complies with all applicable Massachusetts and Federal laws regarding leaves of absence due to pregnancy-related disability and childbirth.

VERIFICATION OF ENROLLMENT
Any student who has registered for the current semester may request verification of his or her enrollment status from the Office of Student Services for Public Health and Professional Degree Programs. Enrollment verifications will be completed and mailed from the Office of the Registrar within 10 business days of receipt. A verification can usually be provided in one week or less from request submission. Requests for verification of enrollment that comes directly to the school from outside agencies will be answered without notice to the student. No information other than Directory Information (see definition in the Federal Educational Rights and Privacy Act section of this handbook) will be given out without written consent of the student unless the requesting agency is one that has guaranteed access to the information requested under the Federal Educational Rights and Privacy Act of 1974. See the Privacy Act Section of this booklet for a listing of such agencies.

TRANSCRIPTS
Transcripts are available only upon submission of the Transcript Request form. Both official and unofficial transcripts can be requested via SIS, Tufts University Student Information system. The form is available on-line (https://publichealth.tufts.edu/registrar/transcript-requests). Because federal law prohibits release of transcripts without this written request, verbal, telephone and e-mail requests cannot be honored, although faxed transcript requests or scans of signed Transcript Request forms can be accepted. Students should allow at least ten working days for the processing and mailing of transcripts. Processing time depends on such factors as computer availability and workload.

For students who have attended other schools within Tufts a transcript can be generated that includes all coursework and degrees across the university. Students wishing to obtain this unified transcript should indicate such on their request form.
Official transcripts are signed by the Registrar. They are sent directly to the address named in the transcript request. Transcripts released directly to students will be stamped “issued to student.”

Transcripts are withheld from students with outstanding balances on their student accounts until the student has paid any and all amounts owed to Tufts University.

CORI - CRIMINAL OFFENSE RECORD INFORMATION
Prior to the start of the PA Program, students are required to undergo criminal background checks. Students are responsible for the cost of this background check. The PA program will later conduct CORIs and provide results to the clinical sites. It is required that you complete and return the hospital/clinical site’s required paperwork by the deadline they set.

LEGAL NAME CHANGE
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). Request for a name change must be made in writing and accompanied by the appropriate legal document. If you wish to also have your Tufts’ email address changed to your new name, please make the request at the same time as that of the name change.

PREFERERED NAME CHANGE
If you use a first name that differs from your legal name, you can update it for general communications. For more information on how to implement a preferred name change at Tufts, go to: https://it.tufts.edu/qs-namechangepreferred

STUDENT IDENTIFICATION CARDS
Student Identification Cards are available at orientation for all new PA students. Any student who loses his/her ID card should contact the Campus Police (Medical & Veterinary (M&V) 1). The Campus Police may charge a replacement fee.

FINANCIAL AND IMMUNIZATION HOLDS
The Registrar’s Office will not release any transcripts, diplomas or letters confirming enrollment or graduation to any student with either a financial or immunization hold on their account.
SERVICES/GENERAL INFORMATION

OFFICE OF STUDENT SERVICES
Biomedical Research and Public Health Building
M&V Wing, Suite 142
136 Harrison Avenue
Phone: 617-636-0935
Fax: 617-636-0898

The Office of Student Services supports PHPD students in achieving their educational goals by providing student centered services that facilitates the student life experience at Tufts. The student services staff provides a variety of services inclusive of enrollment, retention, tracking academic progress, admissions, and career coaching. The office also oversees events such as orientation, graduation, job fairs and provides support to student and alumni organizations.

The student services staff takes pride in being customer focused by offering prompt, friendly and personal support and guidance to students, alumni, and faculty. Students are always welcome and encouraged to stop by the Office of Student Services with any questions or concerns.

CAREER SERVICES
Office of Student Services
Stearns Wing, 1st Floor
136 Harrison Avenue
617-636-0935
Email: PHPD-CareerServices@tufts.edu
Website: https://publichealth.tufts.edu/careers-outcomes

Career Services Roles and Responsibilities
PHPD Career Services partners with students by:

- Providing resources, events, presentations, briefings, technology, and contacts to help you explore your career options.
- Offering career programs and coaching to help you develop the professional skills necessary for creating the types of opportunities you seek in your targeted field; and
- Maximizing employment opportunities by targeted, pro-active outreach, marketing, and ongoing relationship management with employers.
- Interweaving career management lessons throughout programs, events, and communications to teach when and how to navigate the next step in your career, whether you are proactively ready for the next step or reactively searching due to market forces.

Student Roles and Responsibilities
To find an applied learning experience, internship, and/or job, a student must take full ownership for his/her search process, start early, and leverage the appropriate Career Services resources.

1. If required, complete the Career Planning Course (details on the following page).
2. Start your applied learning experience, internship, and/or job search in the early stages of your time at Tufts.
3. Consider your previous experience and where you want to go with your career to determine how much time you will need to devote to your search.

4. Consider your career exploration an additional course that you must commit to every week and create a timeline for yourself to ensure you take all necessary steps to prepare and compete effectively.

5. Familiarize yourself with Handshake, our primary web-based career services resource tool. Handshake is a career services management service for 700+ colleges and universities nationwide including Tufts University. Through Handshake, you will be able to create a profile, engage with over 400,000 employers, and apply to internships and jobs.

6. Complete your Handshake profile. This will allow the Career Services office to notify you of jobs, internships, or career development training.

7. Create a resume according to the Resume Guide in our document library in Handshake.

8. Attend career development workshops and webinars. Throughout the year, career workshops offer insight into the job search process while teaching specific skills such as resume writing, interviewing, networking, and negotiating.

9. Take advantage of the many networking opportunities at Tufts, including alumni panels, lectures, workshops, conferences, and most importantly, meetings with faculty who have expertise in your area of interest. All of these will give you the opportunity to make connections that could lead to an applied learning experience, job, or internship. Alumni will consistently tell you that finding the right opportunity is about successful networking. Challenge yourself to attend networking opportunities regularly. Even if you have not confirmed your specific career direction, this will help you get started.

10. Set up individualized coaching appointments through the online scheduler in Handshake. PHPD students and alumni have unlimited access to individual coaching appointments for resume reviews, cover letter reviews, job search strategizing, interview preparation, offer evaluation, salary negotiation, etc.

Career Services Code of Conduct
In order to achieve our goals in this partnership in a fair and equitable manner, we pledge to:

1. Represent Tufts PHPD students professionally to alumni and employers.

2. Adhere to non-discriminatory recruiting practices maintaining U.S. Equal Employment Opportunity compliance by referring all interested students for employment opportunities regardless of race, color, religion, age, gender, sexual orientation, or disability.

3. Exercise sound judgment and fairness in maintaining confidentiality of student information by not disclosing your information outside Tufts University without prior consent. We will also preserve anonymity in surveys so that any reported data will be in aggregate and will not be associated with your name.

4. Provide services to international students consistent with U.S. immigration law.

Student Code of Conduct
In order to achieve our goals in this partnership in a fair and equitable manner, we ask that you pledge to:

1. Represent Tufts University in a professional manner with alumni, guests, and employers. When you communicate with a potential employer, you represent yourself, as well as Tufts Public Health and Professional Degree Programs, including other students, our alumni, our faculty,
and our administration. In order for employers to continue to consider hiring Tufts students and graduates, you must make sure that in addition to academic excellence, you convey professionalism and preparedness throughout your applied learning experience, internship and job search. This includes a well-written resume and cover letter, as well as polished networking and interview skills and etiquette.

2. Notify Career Services at least 24 hours in advance to cancel a coaching appointment, and if you have signed up for and can no longer attend any career services-sponsored programming including workshops, career fairs, panel discussions, etc. Knowing attendance details ahead of time allows the Career Services staff to make strategic decisions about venue choices or cancellations or may permit waitlisted students to attend. Late arrivals or no-shows reflect poorly on the school and may potentially damage important relationships with alumni, employers, or trainers, who often sponsor or participate in these events.

3. Consider all aspects of an applied learning experience, internship, or job offer before accepting it. Most preceptors or hiring managers will give you ample time in which to make a decision about accepting an offer, and we encourage you to meet with a Career Services coach if you have any questions about the offer, or if you are evaluating multiple offers. Once you accept an offer, you must remove yourself from the recruiting process and discontinue pursuing or soliciting other offers.

4. Reneging on an offer that you have accepted is a serious offense as it damages relationships with the employer and reflects poorly on the school.

Career Services Eligibility
Matriculated students who are pursuing a PHPD degree or certificate program, or have graduated from a PHPD program, are eligible to receive Career Services including attending workshops and events, one-on-one career coaching, and access to on-campus employer recruitment (e.g. Career Connector, employer information sessions).

ATHLETIC FACILITIES
Tauber Fitness Center
The Tauber Fitness Center has three areas: a 2,500 square foot room with aerobic and strength training equipment; a small exercise studio; and locker rooms and showers. All registered Boston Campus students are eligible to use the fitness center; no fee is required.

The fitness center is located on the lower level of the Medical Education Building at 145 Harrison Avenue and can be accessed by elevator or stairs. You must have a valid Boston Campus student-ID with you in order to access the facility and will be asked to use the card swipe at the front desk to confirm eligibility. Fitness classes are offered in the studio to all members and are available for a small fee on a first-come first-serve basis. It is staffed and the hours of operation are as follow:

Monday – Friday: 6:00 AM – 10:00 PM
Saturday – Sunday: 12:00 PM – 7:00 PM
(call or check for holiday schedule)
Wang YMCA of Chinatown Student Membership Program
Students of TUSM can join the Wang YMCA located just a few blocks away from the Medical School at 8 Oak Street West (at the corner of Oak and Washington Streets). The membership fee for the 2019-2020 academic years for TUSM students is as follows: single membership $23/month, family membership $58/month. The monthly payment must be made on an automatic basis, from a debit/credit card or bank account. A yearly single pass is $276; for a family $696. A 15-day notice must be given in order to cancel membership. There is no fee to join. Membership benefits include an indoor 25-yard pool; gymnasium; fully equipped fitness center; aerobic studio; child care center and free weight room. 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.

Tufts-Medford
All athletic facilities on the Medford Campus are free when you present your Tufts ID. Students are able to use these facilities during normal hours of operation except when physical education classes, practices, games or matches, or other events are scheduled. Athletic facilities include playing fields, a 25 yard swimming pool, two indoor tennis courts (for which reservations are required), outdoor tennis courts (for which no reservations are required), a gym with basketball court, outdoor basketball courts, indoor and outdoor track facilities, fitness center, cage area, sauna, and eight squash courts. Please consult the Tufts Athletics website for more information or call 617-627-3232.

HOUSING
Your first stop for help during the academic year with off-campus housing should be the Housing & Dining website. Accessible from there is https://www.jumpoffcampus.com, which maintains listings for rooms, apartments and houses in all price ranges and in all areas of Greater Boston.

Students live throughout Boston and the suburbs, with Beacon Hill, Back Bay, Brookline, North End, Cambridge, Brighton, South End, Somerville, Allston, South Boston, Jamaica Plain, and Malden being the most popular. (Malden, Jamaica Plain, and the North End on the Orange line make them ideal locations). When deciding where to live, you might want to consider commuting time to TUSM (get an MBTA map and see this handbook’s section on “Public Transportation”); neighborhood safety; 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. The most important thing to remember when searching for an apartment is how close your apartment is to a T stop (subway or bus) and how safe the neighborhood is.

TUFTS UNIVERSITY HEALTH SCIENCES CAMPUS BOOKSTORE
Arnold Building First Floor
116 Harrison Avenue
617-636-6628
Mon – Fri: 10am-4pm
Sat – Sun: Closed

Tufts University Health Sciences Bookstore is your destination for textbooks and course required supplies. The bookstore stocks textbooks, medical reference and review books, lab supplies, burrs, teeth, school supplies, and snacks. If the bookstore is ever out of an item, ask a bookseller for assistance.
and we can order the item for you. The bookstore also carries Tufts University School of Dental Medicine merchandise including sweatshirts, t-shirts, mugs, and fine gifts.

The bookstore will have all textbooks ready for purchase prior to the start of classes. You can stop by the bookstore to purchase your books or log onto https://tufts.bncollege.com/shop/tufts/page/find-textbooks. All students purchasing the books online will have the option to pick up the books in store or have them shipped to their home. If your textbook is out of stock at the bookstore, at any time see a member of the management team and they will special order the book for you. The bookstore allows students to return or exchange textbooks the first week of classes.

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

**Bookstore forms of Payment**
Cash, check, Travelers checks, Visa, MC, American Express, Discover, and Barnes and Noble Gift Cards. The cardholder must be present for the purchase. Barnes and Noble Gifts cards can be purchased through the bookstore, at Barnes & Noble stores, or online.

**EMAIL**
Students receive an email account through the Public Health and Professional Programs’ Student Services Office during orientation. An email listserv has been created for all PHPD students and for each of the programs to notify students of relevant information. Students are expected to check their Tufts’ email account at least once a day for information regarding their courses, programs, and events.

**STUDENT LOUNGE**
The Public Health and Professional Degree Programs’ student area is located on the first floor of the Biomedical Research and Public Health Building, Stearns Wing and includes 1 lounge and 2 study rooms. The lounge is equipped with a television, soft seating, tables, vending machines, a microwave, water cooler, refrigerator/freezer, and a Keurig machine (you must supply your own pods). The lounge is also equipped with desktop computers and a printer. Directions for printer use can be found at most of the computer workstations; pages may be paid for by using jumbo-cash. There are also two small group study rooms that are equipped with seating and tables. All rooms have wireless access.

Additional lounges/study rooms for PA students can be found on the second floor of the Biomedical Research and Public Health Building, M&V wing near the Physician Assistant Program Office.

**CAMPUS CAFETERIAS**
The Health Sciences Campus provides many opportunities to have a healthy meal or snack. Below are the two food vendors on campus:
Avanti Markets, Jaharis Cafe
At Avanti Markets, a self-checkout mini convenience store, you can purchase a selection of items including sandwiches and salads prepared on campus by Corporate Chefs, packaged meals, freshly brewed coffee, tea, snacks, and assorted beverages. Avanti Markets is available 24/7 to members of the community who have access to the Jaharis Café.

Soup’s On, Tufts Dental School, 7th Floor
Soup’s On, located on the seventh floor of the Tufts University School of Dental Medicine offers a hot special of the day, two freshly prepared soups, and sandwiches made to order. Also offers grab-and-go sandwiches, packaged salads, yogurt, snack foods, cookies, brownies and beverages. Food can also be purchased for take-out; delivery service is not provided. The cafe is open from 7:30 am to 2:30 pm and accepts cash payment only.

STUDENT LOCKERS
Lockers are available for PA Students on the second floor of the M&V Building. The lockers will be assigned by the PA Program Office. Students will be guaranteed a locker during their didactic year. During the clinical year, lockers are assigned upon request based upon availability.

MAIL SERVICES
Campus and hospital mail can be dropped off in the Stearns basement mailroom. There are public mail boxes located at the corner of Harvard Street and Harrison Avenue (roughly across from the entrance of the Medical Education Building), and at the corner of Kneeland Street. The closest Post Office is located three blocks from the school at 7 Avenue de Lafayette, across the street from the Hyatt. It is open Monday through Friday from 8:00 AM to 6:00 PM, and from 9:30 AM to 1:00 PM on Saturdays. You can also buy stamps and other postal services and supplies at the Mail Boxes, Etc. store located on Stuart St. (near Christy’s). Stores such as Mail Boxes, Etc., however, charge more than a post office for stamps and other mailing services.

PARKING
Tufts Shared Services Parking Department
274 Tremont Street Garage, 1st floor
Tel: 617-636-5580
Fax: 617-636-1498
Monday - Thursday 7:00 a.m. - 6:00 p.m.
Fridays 7:00 a.m. - 4:00 p.m.

Parking decals are required to use the TSS parking facilities. They are available at no charge to PHPD students upon presentation of a TUSM student I.D. and car registration to the Parking Office. Please Note: Students are issued only one decal per school year. Lost decals will not be replaced.

In addition to the parking decal, student parkers must pay with a coupon. Coupons are available for purchase in the Parking Office or at the Bursar’s Office, 200 Harrison Avenue. Students are assigned to a location with a decal and the decal must be affixed to the left rear side of the car to become valid.
Students are assigned to the Herald Street Garage and Traveler Street Lot and must pay with a coupon upon entering. Herald Garage is open from 5:00 AM – 2:00 AM and Traveler Lot from 6:00 AM – 1:00 AM. Both locations are closed on the weekend. A free shuttle service is provided to Herald Street Garage and Traveler Street Lot based on the hours of operations. Those facilities do Not Offer long-term Parking.

Weekends: All students may park in the Tremont Street garage located above the Parking Office only on Friday 10:00 PM – Monday 9:00 AM. The cost of parking is one coupon per every 24 hours. To park at the Tremont Street Garage requires that you drive in the car with the decal. Students MUST leave the Tremont Street Garage at 9:00 AM or will be penalized a $38.00 fee per day.

Parking Regulations for Tufts Students
- Parking is permitted only with a current valid TSS parking sticker and parking coupon.
- Vehicle registration to prove ownership and Tufts ID card must both be presented to the Parking Office in order to obtain a sticker.
- No in and out parking is allowed on the same parking ticket. If you do have occasion to leave the garage, a new ticket must be purchased on re-entry.
- The parking facilities do not allow long term storage of vehicles (overnight).
- Parking stickers are not transferable. Anyone who uses a lost, stolen or fraudulent sticker will be subject to loss of parking privileges. Questions regarding parking should be directed to the Parking Office, 617-636-5580.

NOTARY PUBLIC
The function of the 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. Loan forms and other documents may be notarized in the PA Program Office. There is no fee for this service to PA Program students. However, you must present proper ID (such as a student ID or driver’s license).

VOTER REGISTRATION
If you have a Massachusetts’ driver’s license or state ID, you can register to vote online at www.sec.state.ma.us. If you do not qualify to register online, you’ll need to complete a voter registration form and submit to your local city/town hall. You can access a voter registration form at https://www.sec.state.ma.us/ele/elepdf/Voter-reg-mail-in.pdf. To register to vote in other states, you can download a National Voter Registration form from the same website.

ROOM SCHEDULING
To book rooms please contact the Room Scheduling Office at 617-636-6621. If you need guidance about the process, please contact the Student & Academic Services Assistant at 617-636-2127.

PUBLIC TRANSPORTATION
The MBTA (Massachusetts Bay Transportation Authority) provides subway, bus and commuter rail service throughout Boston and its suburbs. The best source of up-to-date public transportation information is the MBTA’s website. This web page provides information about schedules, fares, and accessibility, and notices about delays in service due to weather or construction.
If you commute regularly, a MBTA semester pass will save you money. Boston-based Health Science School students (Medical, Dental, and Friedman Schools and Public Health Professional Degree programs) are eligible to purchase an MBTA semester pass at a 20% discount over regular “T” prices. Each student is entitled to one pass only. The program is administered by the Bursar’s Office, 1st floor, Posner Hall. A Tufts ID must be presented when you pick up your pass.

Unless there is a pre-approved exception, students must pick up their own pass. For a detailed list of purchase deadlines and prices with the noted discount, visit the Bursar’s MBTA site.
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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Director</td>
<td>Gianna Vroom</td>
<td>617-636-4073</td>
</tr>
<tr>
<td>Student Wellness Advisor</td>
<td>Sharon Snags Gendron</td>
<td>617-636-2700</td>
</tr>
<tr>
<td>Student Health Administrator</td>
<td>Cynthia Linton</td>
<td>617-636-2701</td>
</tr>
<tr>
<td>Immunization Administrator</td>
<td>Lucia Fenney</td>
<td>617-636-2712</td>
</tr>
<tr>
<td>Staff Assistant</td>
<td>Madeleine Caron</td>
<td>617-636-2700</td>
</tr>
<tr>
<td>Psychiatric Assistant</td>
<td>John V. Pruitt, M.D.</td>
<td>617-357-5542</td>
</tr>
</tbody>
</table>

This office provides:

- Advice to students regarding general wellness and its importance for well-being; including helping students transition and manage the increased academic demands and stressors.
- Triage and refer students for external psychotherapy and psychiatric care. Oversight of the student health insurance and disability insurance programs.
- Collection and screening of immunization documentation required by the Commonwealth of Massachusetts, Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC).

This office does not provide health care. There is no health center on the Boston Campus.

STUDENT HEALTH ADMINISTRATION FEE
All full-time and part-time matriculated students are required to pay an annual Student Health Administration fee of $250 for services provided by SAHA.

STUDENT WELLNESS ADVISING
Student Wellness Advising is meant to be a friendly, easily accessible office and a hub of resources, referrals, and information for students on the Boston Health Science Campus. The Student Wellness Advisor offers support to students who may struggle with any interpersonal issues such as adjusting to life in the city, transitioning to the new academic demands or relationship challenges. The Student Wellness Advisor is here to help with any concern a student may have.

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

One of the goals of the Student Wellness advisor is to offer wellness activities that are inclusive and promote a culture that supports the personal development and academic success of all students. These wellness activities also aim to foster and support the mental, physical, and emotional health of students.
The Student Wellness Advisor does not provide ongoing psychotherapy but helps students deal with personal issues by providing support, guidance, advice, advocacy, and referrals.

The services provided are at no additional cost to matriculated students. Consultation is strictly confidential, and no information will be shared without the student’s written consent. The Wellness Advisor works closely with the consulting psychiatrist.

Appointments are available by calling the Student Advisory & Health Administration Office at 617-636-2700 or sending an email to Sharon.snaggs@tufts.edu.

COUNSELING SERVICES

Talk One2One Counseling Resource
Talk One2One is a counseling resource provided by AllOne Health and is available to all matriculated PHPD students free of charge. TalkOne2One provides confidential access to counselors both in-person and by telephone. Students can reach out to Talk One2One counselors at any time 24/7 by calling 1-800-756-3124 for “in the moment” support by a master’s level licensed counselor or can schedule a future in-person (or telephone) appointment. The in-person appointments can be scheduled with Talk One2One counselors who will be located on the Boston Campus during the following hours:

- Monday: 12:00 p.m. – 7:00 p.m.
- Tuesday: 8:00 a.m. – 3:00 p.m.
- Wednesday: 12:00 p.m. – 7:00 p.m.
- Thursday: 8:00 a.m. – 3:00 p.m.
- Friday: 8:00 a.m. – 3:00 p.m.

DENTAL INSURANCE
A voluntary dental insurance plan is offered through Delta Dental. Questions regarding benefits and providers, call Delta Dental at 800-872-0500. Questions about enrollment, call EBPA at 1-888-232-3203. More information can be found on the following website, medicine.tufts.edu/administration/SAHA/dental-insurance

HEALTH INSURANCE
The Commonwealth of Massachusetts and Tufts University Health Sciences Schools require all matriculated students of higher education to participate in a health insurance plan. Tufts University Health Sciences Schools offer a comprehensive student health insurance plan that meets the State and University requirements. The student health insurance plan is underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Care (HPHC), and administered by UnitedHealthCare Student Resources (UHCSR), includes primary and emergency care, major medical coverage, a prescription plan, eye care, mental health benefits, and many other services. When making your decision regarding health insurance, please be aware there is no student health services clinic on the Boston Campus. Students with pre-existing medical conditions should weigh plan cost versus benefits associated with other insurance plans, compared to the student plan, particularly with regards to mental health benefits.
The student health insurance plan is available to all matriculated health sciences students and their eligible dependents. Eligible dependents include spouse, domestic partner, or dependent(s) under the age of 26.

Each semester, students are charged one-half of the annual insurance cost at the Individual rate. Two-person or family health insurance coverage is available at an additional cost. 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 of each academic year. 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. Once enrolled online in the individual plan, students must contact the SAHA Office to add dependent(s). 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. An Enrollment Form must be submitted within 30 days of the qualifying event. Students should contact the Student Advisory & Health Administration Office at 617-636-2701 for information on applying for coverage, adding a dependent(s) 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 or 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 go.tufts.edu/sis. Use your insurance card to answer all the questions on the waiver. Once approved, you will receive a confirmation and your student account will be credited for the health insurance cost.

Students who do not take action to either waive or enroll by August 31st, or whose waiver has been denied, will be automatically enrolled in the HPHC/UHCSR insurance plan. The online enrollment or waiver option is not available after September 1st. Students are able to waive the school health insurance plan.
plan at any time during the academic year. For waiver instructions after September 1st please contact the SAHA Office at 617-636-2701.

**STUDENT HEALTH INSURANCE POLICY FOR STUDENTS ON LEAVE OF ABSENCE**

Boston and Grafton Health Sciences 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 year from the effective date on which the Leave begins. The student has 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 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 30 days of their qualifying event.

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

Failure to notify the Student Advisory & Health Administration Office by submitting one of the required Leave of Absence Health Insurance Forms within 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 30 calendar days following their withdrawal or dismissal date. To continue enrollment the student must be a matriculated student for at least 31 days prior to the withdrawal or dismissal. The student has 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 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 30 calendar days before or after the effective date of cancellation but no later than February 15th for the Fall term or August 15th for the Spring term. Students cancelling insurance coverage earlier than the end of the current insurance semester will receive a prorated credit based on the date of cancellation, if applicable.

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

INSURANCE CONVERSION POLICY FOR GRADUATED OR WITHDRAWN STUDENTS
Students who leave the University are not eligible to continue membership in the student health insurance plan under the Federal Law known as COBRA, the Consolidated Omnibus Budget Reconciliation Act, as this law does not apply to student plans. Health insurance coverage in the Commonwealth of Massachusetts is available through the Commonwealth Connector. More information can be found at: https://www.mahealthconnector.org.

IMMUNIZATIONS
To comply with Massachusetts State Law and University policy, all Health Sciences Campus students must have immunization documentation on file at the Student Advisory & Health Administration Office. The Physician Assistant Program Immunization Form must be completed and signed by a health care professional or equivalent medical documentation must be submitted by the given immunization deadline. The form is available from the following website, https://medicine.tufts.edu/administration/SAHA/immunizations.

If unable to provide documentation of past immunizations, students will need to provide laboratory evidence of immunity, or be re-vaccinated. Failure to comply with this policy may result in the cancellation of registration

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

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

As a condition of matriculation, the following immunization and testing documentation is required prior to the program start date (note: for blood work a copy of the laboratory report is required):
• **Tetanus Diphtheria Acellular Pertussis (Tdap):** One dose of the adult Tdap vaccine, unless current Td booster is less than 2 years old. If current Td booster is less than 2 years old wait to receive Tdap vaccine. *If Tdap dose is 10 years old or older a Td booster is required.*

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

• **Tuberculosis Test:** Test given within one year prior to start date and updated annually. If tuberculin positive, a chest X-ray is required within one year prior to start date.
  
  *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):** Positive antibody titer, or two doses of vaccine.

• **Hepatitis B:** Three doses of vaccine and positive quantitative antibody titer required. Dates of immunization series should be recorded but will not substitute for antibody titer.

• **Meningococcal:** One dose of quadrivalent 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.

• **Polio (recommended):** Proof of vaccination may be required in the future.

**AFFILIATED HOSPITAL REQUIREMENTS FOR PA PROGRAM ROTATIONS**

Please note that each Tufts affiliated hospital has immunization requirements that must be met. 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 take into consideration: Many Tufts affiliated hospitals/clinical sites require positive antibody titers for hepatitis B, varicella, measles, mumps and rubella, as well as additional TB testing.

**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.

PA Program 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 PA Program 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 the PA Program (paprogram@tufts.edu) within 60 days of the incident.

GUIDELINES CONCERNING HIV INFECTION AND OTHER IMMUNODEFICIENCY STATES
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 students who are actively involved in the clinical care of patients. Our students and our faculty are involved in patient care at a number of our affiliated hospitals. Faculty and 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.

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 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. 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. 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. 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.


**PROVISION OF HEALTH CARE BY PRINCIPAL FACULTY**
Principal faculty, including the Program Director and Medical Director may not participate as health care providers for any student enrolled in the PA Program except in an emergency situation.
FINANCIAL AID

OFFICE OF FINANCIAL AID
Sackler Building, 8th floor
145 Harrison Avenue
Boston, MA 02111
Phone: 617-636-6574
Fax: 617-636-3447
http://medicine.tufts.edu/finaid

Office Hours: Monday through Friday, 9:00 AM - 5:00 PM

Tara Olsen, Assistant Dean
Jeffrey Welch, Associate Director; Caseload MD Students A – G
Valarie Marchese, Assistant Director; Caseload MD Students H – O and all PHPD, Nutrition, and PhD students
Julie Aliberti, Assistant Director & Financial Literacy Coordinator; Caseload MD Students P–Z
TBD, Financial Aid Coordinator

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. There are federal and private loan options available for those that meet eligibility requirements.

Financial Aid advisors 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 financial aid advisor at a particular time.

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.
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 2019-20 academic year is November 1, 2019. To meet this deadline, the following documentation must be received by November 1st:

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

The FAFSA takes approximately 10 days to process and is available to complete as of October 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](http://www.fafsa.ed.gov) to complete this requirement. Students who plan to enroll in January 2020 should complete the 2019-20 application. On-time applications receive PRIORITY consideration. Award notices will be mailed out beginning in mid-November.

**Priority Consideration Date for Financial Aid**
As mentioned, the priority consideration date for having financial aid applications submitted for the Spring 2020 semester is November 1, 2019.

Students will not be eliminated from consideration for any types of funding by applying after the priority consideration date. However, the Office of Financial Aid processes applications on a first-come, first-served basis; therefore, late applicants may experience a delay in the notification of their eligibility. Students would still be expected to meet all registration and bill payment deadlines even if they have not received financial aid award notices by those dates. Consequently, late submission of documents may also cause a delay with disbursements and/or refund checks being issued.

**Please be aware that 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 packages may change from year to year due to changes in financial circumstances, late applications, changes in program regulations, and/or funds available.

**Budgeting Issues**
Students must 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 of living expenses available as a cushion 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 been received and posted to your account. First time borrowers must complete
an entrance interview before loan proceeds can be disbursed to their account. Entrance interviews should be done online at StudentLoans.gov.

All federal awards are disbursed in equal payments per term. If students are attending the fall, spring and summer semesters, they will receive equal disbursements during each payment period. 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 your budget for living expenses that loans must be repaid with interest. It is to your advantage to keep expenses and borrowed amounts as low as possible. These are your future earnings that you are pledging. Keep careful records of your loan portfolio and take ownership of the process from the very beginning.

Refunds
Refunds result when the actual funds that have been credited to your account exceed your charges. A provisional credit is notification of an expected credit but may not be used as a refund. Refunds will not be granted before the funds are received, eligibility has been confirmed, all necessary documents have been processed, and the student has begun enrollment in the semester that he/she is being paid. Students are encouraged to sign up for e-refunds to expedite the process. Refund amounts may vary and are not necessarily equivalent each term as students are only charged for health insurance in the fall and spring semesters. **STUDENTS SHOULD CONTACT THE BURSAR’S OFFICE WITH ANY QUESTIONS PERTAINING TO THEIR REFUND.**

Financial Aid Advances
Financial 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 Assistant Dean of Financial Aid has the discretion to make final approval or denial of such requests.

Withdrawal
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 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 refunded prior to 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 will be expected to pay any outstanding balance owed to TUSM immediately. If that creates a hardship, the student should make a payment arrangement with the Bursar immediately. Students will not be permitted to return until the balance is paid in full or a satisfactory repayment obligation has been arranged with the Bursar. Students would be required to do an exit interview online at StudentLoans.gov.

**FINANCIAL AID QUESTIONS AND ANSWERS**

If I receive outside scholarships and/or loans, will this impact 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 requires a reduction, we will reduce your least favorable loan in order to correct the over award.

Where can I find scholarships?
The Office of Financial has compiled a listing of outside scholarship resources for health science students. This link is located on our website at https://medicine.tufts.edu/admissions-aid/financial-aid/financing-graduate-education.

Do I need to include parental data on the FAFSA (Free Application for Federal Student Assistance)?
Graduate students are considered independent and the federal government does not require parental information to be included when determining a student’s eligibility.

How does the financial aid award year align with my enrollment?
Although students are completing their program within a two-year period, the academic year is a three-year timeframe. Students relying on financial aid will be required to submit three financial aid applications throughout their studies. Please see the chart below for additional details.

<table>
<thead>
<tr>
<th>YEAR OF STUDY</th>
<th>TERMS AID IS AWARDED</th>
<th>FINANCIAL AID APPLICATION</th>
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<td>SPRING/SUMMER</td>
<td>FINANCIAL AID YR 1: 2019-20</td>
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<td>PA YEAR 1/YEAR 2</td>
<td>FALL/SPRING/SUMMER</td>
<td>FINANCIAL AID YR 2: 2020-21</td>
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<td>PA YEAR 2</td>
<td>FALL (INCLUDES 1 ADDITIONAL MONTH)</td>
<td>FINANCIAL AID YR 3: 2021-22</td>
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What happens when tuition charges are adjusted?
Any adjustment to tuition charges has an immediate impact on the amount of financial aid eligibility. In some cases, financial aid may be retroactively reduced to allow for the adjustment. If you think your tuition may change, please contact the Office of Financial Aid to discuss the impact on your aid eligibility.
How does satisfactory academic progress affect financial aid?
Federal regulations require that a recipient of financial aid must be making satisfactory academic progress. Please refer to Satisfactory Academic Progress section of the Handbook for the applicable policies.

How much may I borrow each year from the Federal Direct Unsubsidized Loan Program?
The maximum amount of Federal Direct Unsubsidized Loans that a student may borrow annually is $20,500. Actual eligibility for these loan programs will be outlined on your Financial Aid Notice.

How much may I borrow each 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 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 with the Department of Education 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 annually on your Financial Aid Notice.

What is the interest rate for Federal Direct Unsubsidized Loans and GradPLUS loans?
Annually interest rates are determined for any loans borrowed within that specific academic year (July 1st – June 30th) and will have a fixed rate for the life of the loan. However, students will likely have different interest rates associated with loans that are borrowed in different academic years. For the 2019-20 year, Federal Direct Unsubsidized Loans will have an interest rate of 6.08% and GradPLUS loans will have an interest rate of 7.08% for the life of the loan.

How does financial aid pay for charges on 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 and/or entrance loan counseling. Students are required to submit a Master Promissory Note (MPN) each for the Federal Direct Unsubsidized and Federal Direct GradPLUS loans that they wish to borrow. Once the MPN is completed, it is valid for a 10-year period unless an endorser is used which would require an MPN annually. You may visit StudentLoans.gov to complete your Master Promissory Notes for the Federal Direct Unsubsidized and/or Federal Direct Grad PLUS Loan programs and complete entrance counseling. Please note that you must still qualify for Federal Direct GradPLUS funds annually as credit approval is a mandatory requirement.

The student is responsible for paying 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 does the amount that was actually received differ from the amount of the Federal Direct Unsubsidized Loan/Grad PLUS Loan that I accepted on my Financial Aid Notice? It is a little lower than the amount I requested.
Origination fees are deducted from all loan proceeds prior to disbursement. Federal Direct Unsubsidized Loans with first disbursements occurring after October 1, 2019 will have an origination fee of 1.059% and the Federal Direct Graduate PLUS Loan has an origination fee of 4.236%.

Are students eligible to receive financial aid for summer courses?
Yes, students are eligible to receive federal financial aid for summer course work if they meet the financial aid requirements above which include being enrolled on at least a half-time basis. The summer term is required for the PA program and therefore considered a standard term and automatically included as part of the aid eligibility determination.

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.
TUITION, FEES AND REFUND POLICIES

Tuition and University Fees are adjusted annually. Other expenses will include: textbooks, medical equipment, laptop computer/iPad, room & board, personal, and program related travel.

<table>
<thead>
<tr>
<th></th>
<th>YEAR ONE (Jan-Dec)</th>
<th>YEAR TWO (Jan-Jan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$48,930</td>
<td>$48,930</td>
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<tr>
<td>Student activity fee*</td>
<td>$70</td>
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<tr>
<td>Student health admin fee*</td>
<td>$250</td>
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<tr>
<td>Technology fee*</td>
<td>$228</td>
<td>$228</td>
</tr>
<tr>
<td>Disability fee*</td>
<td>$69</td>
<td>$69</td>
</tr>
<tr>
<td>Student health insurance fee**</td>
<td>$5,796</td>
<td>$4,968</td>
</tr>
</tbody>
</table>

OTHER EXPENSES (Estimates)

- Textbooks/Medical equipment: $1875 (12 months)
- Laptop computer **: $1500-2000
- Room & board: $20,340
- Personal: $3,600
- Program Related Travel: $2,671
- Criminal background checks: $50

**By law, all students in Massachusetts are required to have health insurance. If a student does not elect to take the student health insurance plan provided through Tufts University, evidence of other comparable health insurance coverage must be provided. Learn more about health insurance requirements.

***This is not automatically included in your costs, although, you may request a one-time increase during your studies for the purchase of a computer. Laptop PC or MAC, no older than 2 years with wireless internet connectivity. Home internet connectivity strongly recommended.

Medical Equipment

- Otoscope (with insufflator)
- Ophthalmoscope
- Cardiology-grade stethoscope
- Penlight (optional)
- Reflex hammer
- Adult blood pressure cuff

- Tuning forks (128Hz & 512Hz)
- Rosenbaum pocket eye chart
- Flexible, cloth measuring tape (metric)
- Device to count seconds
- 2 sets of scrubs for procedural labs & practice sessions
Student Activity Fee
All matriculated students are required to pay a Student Activity fee. The funds are used by the Public Health Student Senate (PHSS) to support the interests and activities of the PHPD Programs’ students. The fee is also used to support students’ use of the on-campus Fitness Center.

Student Health Administration Fee
All matriculated students (“in degree programs”) are required to pay a Health Administration Fee. This fee covers the cost of immunization screening, health plan administration, short-term counseling, and a limited dental benefit. One half of the annual fee is charged in the fall semester, the other half in the spring semester.

Please refer to the Student Services section of this handbook for a complete description of the health insurance plan offered by TUSM and the services, procedures, and policies of the Student Advisory and Health Administration Office.

Technology Fee
All matriculated students are required to pay a technology fee. This fee helps cover the costs associated with maintaining and upgrading the computer equipment and software available in the Learning Resource Center. One half of the annual fee is charged in the fall semester, the other half in the spring semester.

BILLING AND PAYMENT
Tufts University bills tuition and fees electronically via Tufts eBill. New students will receive preliminary information starting in October through the Admissions Office, outlining the Tufts eBill enrollment and billing process, including detailed instructions on how to set up a Tufts eBill account. Once a student’s account has been set up, others (e.g., spouses, parents) may be invited by the student to view and/or pay the bill.

If you have pre-registered, you will receive a bill in advance of the due date. Spring semester bills are due the first week of December. Fall semester bills are due the first week of August. Summer semester bills are due the first week of April. The specific due date each semester will be noted on your bill. If you register close to the due date, you may need to make payment without the benefit of an advance bill. If courses or services are added after the semester’s due date, advance payment is required. Payments must be received by the due date printed on the statement in order to avoid a 10% late payment fine. Acceptable forms of payment are cash, check, and money orders made in U.S. Dollars. Credit card payments are not accepted.

For more information regarding making payments, please visit the Health Sciences Bursar website https://finance.tufts.edu/controller/bursar/generalinfo/

Students who are not financially cleared by the first day of classes are subject to cancellation of their semester’s registration. Reinstatement may occur only by arrangement with the Office of Student Services for Public Health and Professional Degree Programs. In the semester preceding graduation, any payments made within two weeks before commencement must be paid by a bank check or certified
funds. Diplomas and official transcripts of records for those in arrears are regularly withheld until all payments have been made.

TUITION REFUND POLICY
The university refund policy, to be applied in the event a student withdraws from the university after the beginning of a spring, summer or fall term, is as follows:

- 1st-12th calendar day of the semester: 80% tuition refund
- 13th-19th calendar day of the semester: 60% tuition refund
- 20th-26th calendar day of the semester: 40% tuition refund
- 27th-33rd calendar day of the semester: 20% tuition refund
- Thereafter: No refund

The date of withdrawal will be considered to be the date on which the Office of Student Services for Public Health and Professional Degree Programs receives written notice of the withdrawal from the student. Other charges for the term, such as the health administration fee, are not prorated upon withdrawal during a term. Withdrawal prior to the beginning of a term will result in cancellation of all charges.

MEDICAL LEAVES OF ABSENCE
In the event of a leave of absence (medical or other) or withdrawal, the University refund policy will apply for any period of leave.

Students are strongly encouraged to meet with their Financial Aid Advisor in the Office of Financial Aid to discuss the consequences of taking a leave or withdrawing.

ACADEMIC DISMISSAL
No tuition refund other than that due under the refund policy stated above is made when a student is required to withdraw by the University authorities or when a student withdraws from a course with a W grade. Fees are not refundable.
The Information Stewardship Policy (ISP) outlines the actions all members of the Tufts community are expected to follow when working with institutional data and systems. The ISP is supported by three additional policies that assist in providing a framework for required behaviors and roles and responsibilities. They are the Use of Institutional Systems Policy, the Information Classification and Handling Policy, and the Information Roles and Responsibilities Policy.
OFFICE OF EQUAL OPPORTUNITY

Office of Equal Opportunity (OEO)
Medford Campus
196 Boston Avenue, Suite 4000B
Medford, MA 02155
oeo@tufts.edu

Phone: 617-627-3298
Fax: 617-627-3150
TTY: 617-627-3370

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

Unlawful discrimination has no place at Tufts University and offends the University’s core values which include a commitment to equal opportunity and inclusion. All Tufts employees, faculty members, students and community members are expected to join with and uphold this commitment.

Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any inquiries regarding the application of this statement and related policies may be referred to Jill Zellmer, MSW, Executive Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at 617-627-3298 at 196 Boston Avenue, 3rd floor, Medford, MA or at Jill.Zellmer@tufts.edu. Anonymous complaints may also be made via the online Incident Report Form or by using the hotline at 1-866-384-4277. As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights (“OCR”). The contact information for the local office of OCR is 617-289-0111 at Office for Civil Rights, Boston Office U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. The email address for OCR is OCR.Boston@ed.gov.

TUFTS UNIVERSITY DISCRIMINATION/HARASSMENT POLICY (MGL 151B & TITLE VII)
Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender
identity; genetics; veteran status; retaliation; and any other characteristic protected under applicable federal or state law, called “protected categories.” The University expects all Tufts employees, students, and community members to join with and uphold this commitment.

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

All Tufts personnel at the exempt level who are responsible for hiring, promoting, and managing employees and/or University programs are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617-627-3298 or online or by using the hotline at 1-866-384-4277. Tufts University’s OEO is also responsible for planning and implementing the University’s affirmative action program and monitoring affirmative action-related decisions and activities in accordance with state and federal law. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women, individuals with disabilities, and all protected veterans. For information about the Non-Discrimination Policy, please visit the OEO website.

TUFTS UNIVERSITY SEXUAL MISCONDUCT/SEXUAL ASSAULT POLICY (TITLE IX)

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

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

Sexual misconduct is not limited to the workplace or the educational environment. It can extend beyond University property and could occur at any University sponsored program, activity, or event regardless of the location. It can occur out of state or country, such as at a conference, off-site project, study abroad, field placement, or at an externship. Sexual misconduct can occur between students,
employees and third parties such as visitors, vendors, contractors and other community members. Tufts’ Sexual Misconduct Policy applies broadly and in many different circumstances. Tufts will consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus. For more information about Sexual Misconduct Policy, support resources/interim measure and University response to allegations of Sexual Misconduct, please visit the OEO website. Any concerns regarding Sexual Misconduct can be reported to Office of Equal Opportunity (OEO) at 617-627-3298 or to oeo@tufts.edu. Reports can also be made online, with the option to report anonymously, to EthicsPoint or by using the hotline at 1-866-384-4277.

TUFTS UNIVERSITY AMERICANS WITH DISABILITIES ACT (ADA) 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, including chronic illness in a fair and equitable manner, and in accordance with applicable federal and state law. All personnel who are responsible for the implementation of the University’s mission are charged to support this policy.

If you have accommodation requests, questions or concerns please contact the Assistant Dean for Student Services at 617-636-0935. For more information about the American with Disabilities Act and other policies regarding accommodations, please visit the OEO website.

All other questions or concerns for the Office of Equal Opportunity (OEO) should be addressed to the OEO Executive Director, Jill Zellmer. She can be reached by calling the OEO main number 617-627-3298. She can also be reached via email at oeo@tufts.edu.

TUFTS UNIVERSITY RELIGIOUS ACCOMMODATION POLICY

Tufts University is committed to providing an academic and work environment that is respectful of the religious beliefs of its students and employees. All students may request a religious accommodation by making a written request for an accommodation to the appropriate faculty member or administrator. Accommodation requests will be made on a case-by-case basis taking into account multiple factors.

If you have accommodation requests, questions or concerns please contact the Office of Equal Opportunity (OEO) by calling 617-627-3298 or emailing oeo@tufts.edu.
TUFTS UNIVERSITY HIRSH HEALTH SCIENCES LIBRARY

Eric D. Albright, MLS, Director
Arthur M. Sackler Center for Health Communications
145 Harrison Avenue
Boston, MA 02111
http://hirshlibrary.tufts.edu
hhsl@tufts.edu

Library Administration: 617-636-2481
IT Service Desk: 617-637-3376
Circulation: 617-636-6706
Research & Instruction: 617-636-6705

STAFFED HOURS

<table>
<thead>
<tr>
<th>Library Service Desk</th>
<th>IT Service Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday 7:45 a.m. – 11:00</td>
<td>Monday-Thursday 9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Friday 7:45 a.m. – 7:00 p.m.</td>
<td>Friday 9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday 10:00 a.m. – 7:00 p.m.</td>
<td>Saturday-Sunday Closed</td>
</tr>
<tr>
<td>Sunday 12 noon – 10:00 p.m.</td>
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For holidays and changes, please consult the Hirsh Health Sciences Library website.

FACILITIES

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

The fifth floor houses the circulating book collection, study rooms, classrooms, and the IT Walk-Up Support Desk and the Datalab. Two computer labs are available for teaching and individual or group study. The lab facilities provide access to Internet applications, a variety of standard word-processing, spreadsheet, database and presentation-graphics programs and other software that support the curricula of the health sciences schools. The IT Walk-Up Support Desk, staffed by Tufts Technology Services employees and student workers, provides support for students’ personal computers.

To reserve a lab, please book online at http://roomscheduling.tufts.edu or email hhslrooms@tufts.edu. Students can also reserve several collaboration rooms. More information is available at http://tufts.libcal.com/booking/hhsl.
The sixth floor houses the library’s staff offices, classrooms, a study room, study carrels and the Allan D. Callow Room (also known as the Special Collections Room). The Special Collections Room contains works on the history of science and medicine, imprints prior to 1914 and historical artifacts that may be viewed by contacting the Library Administration Office (617-636-2481).

A house phone is located on this floor in the central library staircase.

The seventh floor houses the print journal collection (A-Z titles of print-only subscriptions, print copies of some journals also received electronically and older volumes), study rooms, and study carrels.

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

Please 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 hhs@tufts.edu and the library will respond promptly.

PRIVILEGES
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, electronic access to materials 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 the Tufts Libraries Access site 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 IT WalkUp Support Desk on the fifth floor. Some of the services provided are software installation, virus removal and registration to use the Tufts network. Please visit https://it.tufts.edu/ for more information, inquire at the IT Support Desk, call 617-637-3376 or email it@tufts.edu.

Mac and PC laptops are available for students to borrow for use within the library for 4-hour periods. Laptops may be checked out from the Library Service Desk on the fourth floor. A variety of phone chargers, plugs and converters are also available to borrow for 4-hour periods.

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 (Medford Campus) 617-627-3460 (or 73460 internally)
Ginn Library (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. For more information, please consult the Boston Library Consortium site or contact the Library Service Desk (617-636-6705). Member institutions include:

- Bentley University
- Brandeis University
- Boston College
- Boston University
- Marine Biological Laboratory
- Northeastern University
- State Library of Massachusetts
- University of Connecticut
- University of Massachusetts - Amherst, Boston, Dartmouth, Lowell
- University of New Hampshire
- Wellesley College
- Wesleyan University
- Williams College

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. See the reserve borrowing policy for details.

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 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. Please refer to the policy for overdue reserve items that describes the late penalties.

Document Delivery & Interlibrary Loan
Members of the Tufts community can obtain books, audiovisual materials and journal articles from other libraries through interlibrary loan by registering for ILLiad, Tufts’ web-based document delivery system, at https://hirshlibrary.tufts.edu/services/ill/illiad. ILLiad allows users to order and track requests and view/print articles. Students may request up to twenty articles or books per academic year at no charge. Use the FindIt@Tufts links from the licensed resources to request articles via ILLiad.

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

Library IT
Tufts Technology Services maintains all the public computers in the library and serves as first-tier support for computer questions. The labs on the 5th floor are open for computer-assisted instruction, personal computing, internet access and email. The IT Walk-Up Support Desk provides services such as software installation, virus removal and registration to use the Tufts network. Please visit it.tufts.edu/requestsup for more information or inquire at the fifth-floor IT Service Desk (617-637-3376).

Printing, Copying & Scanning
Color laser print stations are located on the 4th and 5th Floors. Black-and-white printers 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). Tufts students and employees can add value online to their ID through Dining Services, at www.jumbocash.net. Three self-service scanners are available on the 5th floor. There is no cost for scanning. For information about printing and scanning, please consult the Hirsch Health Sciences Library Services site.
Reference and Educational Services
Research and Instruction librarians are available Monday through Friday from 7:45 a.m. to 5:00 p.m. to answer questions regarding the collections, facilities and information resources of the HHSL, other Tufts libraries and regional libraries. They can also be reached through the AskUs chat service. Services include customized searches and instruction of biomedical databases such as MEDLINE, research support for faculty, information and reference support for course projects, support and instruction for bibliographic management software like EndNote and help obtaining full-text articles via the library’s website.

Library users may also request professional consultations with HHSL Research & Instruction Liaison Librarians through https://hirshlibrary.tufts.edu/research/assistance, or by calling 617-636-6705.

JumboSearch, found on the library home page, lists books, journals, databases, audiovisual materials and other works held by its libraries in Boston, Grafton and Medford. JumboSearch 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 the Electronic Journals site.

Suggestions for book purchases and journal subscriptions may be made using the online form.

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, shockwave files, 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 IT Service Desk, Sackler 5: Monday – Friday, 9 a.m. – 5 p.m. For further information, please consult the Hirsh Health Sciences Library Computer and Mobile Device Support page.
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 University Police station is located at 136 Harrison Avenue in the lobby of the Medical and Veterinary Wing. You should phone the police at 617-636-6911 or 66911 (in-house phone) in any emergency or to report all suspicious activities.

The Tufts University Police department is an accredited police agency and receives 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 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 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.

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 all students who are working or studying in University buildings, escort service is provided. Call the Campus Police (6-6610) to make arrangements when you are ready to leave. 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 24 hours a day Monday to Friday. Call 617-636-5580 or 6-5580 for additional details on the shuttle service and parking.

NON-RESIDENT MOTOR VEHICLE REGISTRATION
Commonwealth of Massachusetts law requires that all students who reside in a state or country other than Massachusetts and plan to operate a motor vehicle (car, truck and/or motorcycle) while

CAMPUS POLICE

Linda O’Brien, Deputy Chief
Campus Police
M&V Wing, 1st floor
136 Harrison Avenue
617-636-6911 (emergencies only)
617-636-6610 (routine, non-emergency calls)
attending Tufts University School of Medicine must provide the Campus Police with the following information:

- Registration (license plate) number
- Make and year of motor vehicle
- State or country of registration
- Name and address of the owner of the motor vehicle
- Name(s) and address(es) of all insurers providing liability insurance covering operation of the motor vehicle
- Legal (permanent) address of student
- Current local address of student

The Campus Police will maintain a file of this information and also send a copy to the Boston Police and the Registrar of Motor Vehicles for the Commonwealth of Massachusetts. You will be issued a decal, which must be affixed to the top center portion of the windshield of the motor vehicle. Failure to comply with this state law may result in a fine.

You may register by filling out a form obtained at the Campus Police office located in M&V 1.

**UNIVERSITY WEAPONS POLICY**

Tufts University is committed to maintaining a safe and secure environment where students, faculty and visitors can live, work and learn. In support of this, Tufts University prohibits the possession, manufacture, transfer, sale, or use of weapons by anyone on university property or at any university sponsored event, except as explicitly authorized by the policies of the Tufts University Police Department (TUPD). For a detailed policy statement please refer to the University’s weapons policy.
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

PURPOSE
This notice establishes the University policy with respect to certain types of student records. This policy is designed to help students understand how to access their education records and, if they wish, how to prevent their disclosure to third parties.

SCOPE
This policy applies to all schools and divisions at Tufts University.

POLICY STATEMENT
The Family Educational Rights and Privacy Act of 1974 (“FERPA”) provides students certain rights with respect to their educational records. In general, these rights include:

1. The right to inspect and review education records (with certain limited exceptions) within 45 days of the day Tufts receives a student’s request for access. A student should submit any such request to the Registrar’s Office in writing, identifying the specific records that the student wishes to inspect. The Registrar’s Office will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of education records if the student believes they are inaccurate. Students should submit any such request to the Registrar’s Office in writing, clearly identifying the records that the student wants to have amended and specifying the reasons, the student believes those records to be inaccurate. The Registrar’s Office will notify the student of the University’s decision whether to amend the student’s records. If the University decides not to amend the student’s records, the Registrar’s Office will inform the student of the right to a hearing regarding the student’s request for amendment.

3. The right to require Tufts to obtain the student’s written consent before releasing personally identifiable information from the student’s education records unless an exception applies.

DEFINITIONS
For purposes of this policy a student is defined as someone who is (or someone who has) officially matriculated at the University, and who attends (or has attended) classes at Tufts. This definition does not include prospective students or applicants.

Education records are records relating to a student that are maintained by the University or by a party acting on its behalf, with some exceptions.

The initial record kept by the Office of Student Services for Public Health and Professional Degree Programs’ Registrar consists of material provided directly by you or by other persons or agencies at your request to the Admissions Office. Beginning in the Fall, 1975, letters of recommendation written on your behalf are deleted once you have matriculated, but the names of authors are retained. The remaining information includes application form, complete college transcript, transcripts from any other colleges you may have attended and standard test scores (GRE, TOEFL, MCAT, etc.). Thereafter, your file grows to include any or all of the following:

- Tufts transcript
- Transcripts from other colleges or programs
• Notification from faculty of grade change (make-up exams, errors, etc.)
• Forms or letters regarding status
• Copies of correspondence with Administrators
• Letters of recommendation
• Reports concerning incomplete courses
• Records of student request to view file
• Statements you may have entered into the records on your own behalf
• Copies of enrollment certifications sent on your behalf and
• Transcript request forms

The following records are not considered education records:
• Records created by a school official as a personal memory aid (such as notes of a private telephone conversation).
• Records of the Tufts University Police Department which are maintained separately and solely for law enforcement purposes.
• Most records created and maintained by a physician, psychiatrist, psychologist or other treatment purposes. Even though these records are not considered education records under FERPA, they may still be made available to students following completion of a HIPAA release form.
• Records pertaining to a former student other than those generated when that person was a student, such as alumni records.

Personally identifiable information includes a student’s name, address or other information that would allow a student to be identified. FERPA generally prohibits the University from disclosing personally identifiable information from a student’s education record without the student’s consent unless the information has been designated as directory information or another exception applies.

Directory information consists of the following:
• Student’s name
• Address (both local and permanent)
• Phone number (local, cell & permanent)
• Date and place of birth
• Academic program (school, degree, major, minor)
• Enrollment status (dates of attendance, full-time/part-time status)
• Degrees, honors and awards received
• Participation in athletics and student activities
• Most recent educational institution attended
• E-mail address
• Photo

Privacy Blocks are available to students who wish to prevent the University from disclosing their directory information (in student directories and commencement programs, for example) by selecting the appropriate privacy settings through SIS. For additional information about privacy blocks, please contact the Registrar's Office.
RELEASE OF YOUR RECORDS TO THIRD PARTIES

Personally identifiable information in your records, except for directory information as discussed above, may not be given to third parties without your written consent, with the following exceptions:

- To Tufts officials such as employees and members of faculty and trustee committees who have a need to know or who are required to work with your records to carry out their duties.
- To officials of another education institution in which you seek to enroll. If your record is transferred, however, you will be entitled, upon request, to a copy of such records. This applies to other schools and colleges within the University and to institutions in which you may be cross-registered or enrolled at the University.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local authorities responsible in connection with an audit or evaluation of federal or state supported education programs.
- To an individual or organization required to be informed in connection with your application or receipt of financial aid.
- To state and local officials to whom information is specifically required to be reported by state laws enacted prior to November 19, 1974.
- To appropriate parties in a health or safety emergency if necessary to protect your health or safety or that of another.
- In compliance with a subpoena, or in response to other legal action involving the student and the University.
- When the information is a record of a campus disciplinary proceeding. For students under the age of 21, the University may also inform parents about violations of any federal, state, or local law, or any University rule or policy that governs the use or possession of alcohol or a controlled substance.

Any request or authorization to allow material from your files to be shown to third parties should include: (1) a specification of the records to be disclosed; (2) the purpose of the disclosure; and (3) the party or class of parties to whom disclosure may be made. For additional information about authorizing disclosures from your education records, please contact the Registrar’s Office.

Please note that the University does not preserve students’ education records in perpetuity. In fact, most records are not maintained for more than 7 years after a student’s expected date of graduation.

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

<table>
<thead>
<tr>
<th>Types</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records/Advising Records</td>
<td>Office of Student Services,</td>
<td>Registrar, PHPD</td>
</tr>
<tr>
<td>(progress, advising, evaluations)</td>
<td>Public Health &amp; Professional Degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Programs</td>
<td></td>
</tr>
<tr>
<td>Records Type</td>
<td>Department</td>
<td>Contact Person</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Admissions Files</td>
<td>Office of Student Services, Public Health &amp; Professional Degree Programs</td>
<td>Director of Admissions/Registrar, PHPD</td>
</tr>
<tr>
<td>Enrollment Records</td>
<td>Office of Student Services, Public Health &amp; Professional Degree Programs</td>
<td>Registrar, PHPD</td>
</tr>
<tr>
<td>Career Services Records</td>
<td>Office of Student Services, Public Health &amp; Professional Degree Programs</td>
<td>Director of Career Services, PHPD</td>
</tr>
<tr>
<td>Counseling &amp; Testing Records*</td>
<td>Student Advisory &amp; Health Administration</td>
<td>Director, SAHA</td>
</tr>
<tr>
<td>Cumulative Academic Records (grades, transcripts)</td>
<td>Office of Student Services, Public Health &amp; Professional Degree Programs</td>
<td>Registrar, PHPD</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Office of Student Services, Public Health &amp; Professional Degree Programs</td>
<td>Registrar, PHPD</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Office of Financial Aid, School of Medicine</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Office of Financial Aid, School of Medicine</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Health Records*</td>
<td>Student Advisory &amp; Health Administration</td>
<td>Director, SAHA</td>
</tr>
<tr>
<td>Miscellaneous Records</td>
<td>Contact the Office of Student Services</td>
<td></td>
</tr>
</tbody>
</table>

*Health and counseling records are maintained by the University Health Service and the Counseling Center and are available only to health professionals. A professional designated by the student in writing may see that student’s records.

**COMPLAINT PROCEDURE**
A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tufts to comply with the requirements of FERPA. A complaint must be submitted to the Department within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The name and address of the office that administers FERPA and accepts such complaints is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**Compliance Training and Tracking**
Not applicable
Approval Entities
Office of University Counsel
Academic Council
Office of the President

Approval Date
May 2015

Effective Date
July 1, 2015

Executive Sponsor(s)
Mary R. Jeka, Senior Vice President and General Counsel

Responsible Office(s)
Office(s) of the Registrar

Revision
The University reserves the right to change this policy from time to time. Proposed changes will normally be developed by those responsible for the policy with appropriate stakeholders. The approval entities have sole authority to approve changes to this policy.

Review Cycle
Annually

Related Policies
Not applicable
EUROPEAN ECONOMIC AREA (EEA) PRIVACY STATEMENT

EEA Privacy Statement for Students
This statement provides information about the use of EEA Personal Data provided by prospective students and applicants for admission to the schools’ programs and for financial aid for those programs. This statement provides notice under the General Data Protection Regulation (GDPR) for the European Economic Area (EEA). The GDPR became effective on May 25, 2018. The GDPR is a regulation adopted for the EEA that governs the use and processing of personal information. Tufts is committed to processing your EEA Personal Data in compliance with the GDPR and has prepared this statement to provide you with information about your rights under the GDPR. This statement should be read with the EEA Privacy Statement.

What is “EEA Personal Data”?
For purposes of this statement for prospective students and applicants, your personal information is EEA Personal Data if it is “personal data” (as defined in the GDPR), and you are in the EEA when you provide (or arrange to provide) the personal information to us in connection with your interest in our academic programs and/or applying for admission to, or financial aid for, those programs. (In some cases, for purposes of other of Tufts EEA Privacy Statements, EEA Personal Data includes personal information Tufts collects or otherwise processes in the context of our established study abroad programs in the EEA.)

The GDPR defines “personal data” broadly. It includes “any information relating to an identified or identifiable natural person.” Examples of personal data include your “name, an identification number, location data, an online identifier [and] factors specific to [your] physical, physiological, genetic, mental, economic, cultural or social identity.” GDPR Article 4 (1).

The GDPR often uses the term “processing,” which includes any way of working with personal data, from collecting to using to sharing to disposing of it. GDPR Article 4 (2).

Who will process my EEA Personal Data?
The information provided here applies to the collection, use, sharing, disclosure and other processing of your EEA Personal Data by Tufts University and its schools as part of the admissions and financial aid process. The schools assessing your application for admission and for financial aid may provide you with additional statements about how they will collect, use, share, disclose and otherwise process your EEA Personal Data as you progress through the admissions and financial aid process.

What EEA Personal Data will be collected, used or otherwise processed?
For prospective students and applicants to undergraduate and graduate degree and certificate programs of the School of Arts and Sciences, the School of Engineering, and the School of the Museum of Fine Arts at Tufts.

Tufts will use the details provided, including through the College Board, on your Common Application, the Coalition Application, or the Questbridge application (undergraduate programs) or the graduate program application, supplementary application materials, together with the
supporting documents requested and additional details provided by the persons submitting letters of recommendation or recorded following an interview, if one is conducted. Tufts will also use personal details you provide on any inquiry form (web-based, hand-written inquiry cards at recruitment events and information sessions), registration forms and inquiry email.

Tufts may also receive information from the US government, including the Department of Education, A Better Chance, The Greenlight Fund, Hobsons, Inc., YouVisit, Parchment, EscripSAFE for transcript delivery, other universities and colleges in connection with joint programs, Educational Testing Service (including for the Test of English as a Foreign Language [TOEFL]), the International English Language Testing System (IELTS), the International Baccalaureate (IB) program, the Fulbright Foreign Student Program, the Institute of International Education, America-Mideast Educational and Training Services (AMIDEAST) and other similar organizations.

If applicable, Tufts also processes the information submitted in connection with your financial aid application. For certain degree programs, we will also conduct background-screening checks for safeguarding purposes.

Additional information about the collection, use, combining and other processing of your EEA Personal Data is available by contacting the Admissions and Financial Aid offices of each school.

For more information about the specific types of personal information, we collect and why we do so, please see the following Section 4.

For prospective students and applicants to the School of Medicine, Sackler School of Graduate Biomedical Sciences, School of Dental Medicine, Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy, the Cummings School of Veterinary Medicine and The Fletcher School of Law and Diplomacy.

Tufts will use the details provided, including on your application, submitted to us by you, a third party application service, such as the American Medical College Application Service (AMCAS), the American Dental Education Association Associated American Dental Schools Application Service (ADEA AADSAS), and the Veterinary Medical School Application Service (VMCAS), or otherwise, supplementary application materials, together with the supporting documents requested and additional details provided by the persons submitting letters of recommendation or recorded following an interview, if one is conducted. If applicable, some Tufts schools also process the financial information submitted in connection with your financial aid application. For certain degree programs, the school may also conduct background-screening checks for safeguarding purposes and to make sure that its students are available for professional rotations and licensure.

Tufts may also receive information from the US government, including the Department of Education, other universities and colleges in connection with joint programs, Educational Testing Service (including for the Test of English as a Foreign Language [TOEFL]), the College Board, and Association of Professional Schools of International Affairs (APSIA), the International English Language Testing System (IELTS), and other similar organizations.
Additional information about the collection, use, combining and other processing of your EEA Personal Data is available by contacting the Admissions and Financial Aid offices of each school. For more information about the specific types of personal information, we collect and why we do so, please see the following Section 4.

**All Schools – Sensitive Personal Data**

In addition to the personal information referred to above, Tufts may process some EEA Personal Data about you that is classified as “special category” EEA Personal Data, which requires additional protections under the GDPR. This includes information you may provide concerning your race, ethnicity, sexual orientation, or health/disability that we use for planning and monitoring purposes, or in order to provide care, help or suitable adjustments. For certain programs of study, other sensitive information may be processed, such as information about past criminal convictions and your fitness to practice in certain regulated professions. Access to, and the sharing of, this sensitive or “special category” EEA Personal Data are managed very carefully.

**What is the purpose and lawful basis of the processing?**

Tufts will use your EEA Personal Data provided on your admission application, the financial aid application, and the other information referred to above for the purposes of answering questions you may have, identifying you, processing your application, verifying the information provided, assessing your candidacy for admission to the programs to which you applied and deciding whether to offer you admission to those programs, assessing your eligibility for financial aid and determining what financial aid will be offered to you, and communicating to you those outcomes. The following table provides additional information about specific types of personal information we collect and otherwise process, the reasons we do so, and which legal bases under the GDPR are applicable. This table includes types of personal information you may be required to provide, as well as information that may be optional to provide. We require you to provide your personal information (except for questions marked as optional) during the admissions and financial aid processes in order to assess your candidacy properly. The following table also includes information that may be collected from other persons or organizations. Admissions and financial aid decisions are not automated. The information provided below includes information that our schools may receive, including in some cases information that may be provided voluntarily that is not required for a complete application. However, the information used by a particular school in its admission and financial aid processes may not include all of the information listed below.

<table>
<thead>
<tr>
<th>Category of Personal Data (including Optional and Required Personal Data)</th>
<th>Purposes of Collecting and other Processing</th>
<th>GDPR Legal Bases for Collecting and other Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information</strong> including your name, home or school address, email address, phone numbers, and emergency contact information.</td>
<td>To respond to requests for information from you and communicate your application status and decision; to establish a record for your admissions and financial aid application processes; to respond to records requests</td>
<td>• To process transactions requested by you and meet our contractual obligations  • Our legitimate interests  • Your consent, if applicable</td>
</tr>
</tbody>
</table>

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| **Identifying Information** including date and/or place of birth, Social Security number or other personal governmental identifier, passport number, alien registration number, citizenship or immigration status | To create a unique personally identifying record; to determine if a visa is required for program participation; to evaluate eligibility for financial aid, including prior financial aid for education; to establish a Bursar’s account; for a criminal background check, if enroll; statistical purposes | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• For compliance with a legal obligation  
• Your consent, if applicable |

| **Demographic Information** including race, ethnicity, gender, including gender preference, sexual orientation, age, marital status, health and disability, photo, dietary preferences, and other personal history and information you may volunteer in your application or essay | To evaluate the application process; for planning and monitoring purposes; to provide you with information regarding diversity initiatives and engagement opportunities; in order to provide care, help or suitable adjustments; for required regulatory reporting; to evaluate your eligibility for admission; to evaluate eligibility for merit and endowed scholarships with specific requirements; with respect to marital status, in some cases, to evaluate eligibility for financial aid; event planning, including during orientation; to respond to records requests | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• For compliance with a legal obligation  
• Your consent, if applicable |

| **Education History** including your prior schools, transcripts, school activities, scholarly work and disciplinary records | To evaluate your eligibility for admission; to determine what schools you previously attended so that we may verify we have complete information; to evaluate academic credits that may transfer to our school; to evaluate eligibility for merit and endowed scholarships with specific requirements; to respond to records requests; to evaluate and assess the type of violation committed and how it may impact our university community | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• Your consent, if applicable |

| **Testing History** including standardized testing and corresponding identity verification documentation | To evaluate your eligibility for admission; to evaluate eligibility for merit and endowed scholarships with specific requirements; to respond to | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests |
| **Personal History** including interests, extracurricular activities, references and recommendations and other personal information you may choose to volunteer about yourself, your family members, or other persons, including in your application or your essay, and other information we may learn about your or their background | **To evaluate your eligibility for admission; to evaluate eligibility for merit and endowed scholarships with specific requirements; to respond to records requests** | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• Your consent, if applicable |
| --- | --- | --- |
| **Employment and Professional History and Criminal Record** including resume or CV, job title, location, and work experience, professional certifications, and your self-reported and publicly available criminal record | **To evaluate your eligibility for admission; to evaluate your ability to comply with professional training and licensure requirements; to evaluate eligibility for merit and endowed scholarships with specific requirements; to respond to records requests; to evaluate and assess the type of violation committed and how it may impact our university community** | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• For compliance with a legal obligation  
• Your consent, if applicable |
| **Personal Financial Information** including Social Security number or other tax identification number, personal and business tax reports, wages and benefits, scholarships and grants, bank statements and account numbers, socioeconomic status, and family support | **To evaluate your eligibility for financial aid and determining what financial aid will be offered to you; to respond to records requests** | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• For compliance with a legal obligation  
• Your consent, if applicable |
| **Family Financial Information** including family member names, ages, education, occupations, wages, and savings | **To evaluate your eligibility for financial aid and determining what financial aid will be offered to you; to respond to records requests** | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• Your consent, if applicable |
| **Payment Information** depending on your means of payment, your payment card number or your bank and bank account number | **To receive payment of application fees and refunds, if applicable** | • To process transactions requested by you and meet our contractual obligations  
• Our legitimate interests  
• Your consent, if applicable |
Additionally, Tufts may use or disclose the information provided for statutory, public interest and other purposes, including:

- To prevent or detect fraud.
- To comply with applicable laws, regulations, and Tufts’ policies, including but not limited to its non-discrimination policy.
- To help us to make reasonable accommodations for any disability, as requested by you.
- To allow for consideration of any future accommodation requirements.
- To offer and deliver university news, goods, services, and experiences to you.
- To help inform and support university and school planning and decision making.
- To provide information required by governmental and accrediting organizations.
- To conduct research and statistical analysis and no information that could identify you will be published in connection with this type of analysis.
- If you are admitted and enroll, facilitating your education (such as by sharing EEA Personal Data with registrars and others in order to enable your enrollment and participation in the school to which you have been admitted).

In addition to the purposes stated above, the University considers the processing of your personal information for the above purposes necessary to comply with a legal obligation (e.g. nondiscrimination and professional licensing requirements), to establish, exercise or defend legal claims, and to perform tasks carried out in the public interest (e.g. admissions research).

Your EEA Personal Data will be transferred out of the EEA to the USA, which has different privacy laws than those of the EEA. Tufts has adopted appropriate measures to protect your EEA Personal Data. In most cases, the transfer of your EEA Personal Data is necessary for the performance of a contract between you and Tufts, for the implementation of pre-contractual measures, for the conclusion or performance of a contract concluded in your interest, or for important reasons in the public interest. In limited circumstances, the transfer may be necessary for the establishment, exercise or defense of legal claims or to protect your vital interests.

Will Tufts share my EEA Personal Data with others?
Your application and related materials will be shared with the appropriate faculty and staff at Tufts. Each school has developed its own practices for sharing your personal information based on its consideration of the type and sensitivity of the personal information, the purpose for which the information was provided or otherwise collected, the purpose for sharing the personal information, and the safeguards used to protect the shared information. Accordingly, under certain, considered circumstances, and when relevant, your personal information may also be shared with:

- Parents, Spouses, and Guardians. In some cases, we may share your EEA Personal Data with a parent, spouse, or guardian if necessary, to properly complete the admissions process or in the event of an emergency.
- Service Providers. We may use third parties to support our operations and provide services to our prospective, admitted or enrolled students. In such cases, we may share your information with these third parties.
- School Counselors and Administrators. We may share your information with your school counselors and administrators.
University Affiliated Programs. We may share your information with third parties that are affiliated with the University for the purpose of contacting you about goods, services, or experiences that may be of interest to you.

Research and Studies. We may share your information with third parties that study admissions or other topics related to higher education. We may also share your information with third parties that conduct research or develop products or services designed to improve admissions and other higher education functions.

Required by Law. We may share your information with third parties to the extent we are required to do so by law, court order, or subpoena. In the case of international applicants, we may share your information with appropriate agencies including the U.S. Citizenship and Immigration Services in order to act as your sponsor for visa purposes.

Emergency Circumstances. We may share your EEA Personal Data with a person you have designated as an emergency contact or with other third parties, if, in our sole judgment, such disclosure is necessary to protect your health, safety, or property or the health, safety, or property of any other person. Compelling Purpose. We may share your information in other cases when there is a compelling purpose regarding benefit to Tufts or members of our community.

De-Identified and Aggregate Information. We may use and disclose information about our applicants in de-identified or aggregate form without limitation.

How is my EEA Personal Data used if I am admitted and decide to enroll?
If you are accepted and decide to enroll, we will use your personal information for the purposes described in the EEA Privacy Statement for Students, as amended from time to time. Further information about this will be provided in your offer of admission, and if applicable, your financial aid decision. If you are accepted and decide to enroll, Tufts will also provide data about you to the National Student Clearinghouse and other external agencies and funding bodies, as required.

How long will my EEA Personal Data be kept?
We will store your EEA Personal Data for as long as necessary to complete the application process. Some schools store applicant information permanently. If admitted, your personal information will normally be kept for at least one year or longer after the completion of the application process, depending on the policy of the school to which you applied. If you are admitted and decide to enroll, your personal information will be kept as part of your student record for the duration of your studies (and it may be used as part of our assessment of any future application you make for further studies at Tufts). Details about how long different types of information are retained by Tufts is published at Records Retention Schedule and is available from the school to which you applied. Additional information about how long student information may be retained is available in the EEA Privacy Statement for Students.

What rights do I have with respect to my EEA Personal Data?
The GDPR provides you with several specific data protection rights with respect to your EEA Personal Data. These are generally described below. Further details, including how to submit a request, are published at How to Make a Subject Rights Request under the GDPR.
• The right of access. You have the right to confirmation of the EEA Personal Data that is processed about you by Tufts and to a copy of the information. This right is subject to limitations, including that providing a copy will not adversely affect the rights of others.
• The right to correct. The GDPR includes a right for you to have inaccurate EEA Personal Data rectified, or taking into account the purposes of the processing, completed if it is incomplete.
• The right to erasure (also known as the right to be forgotten). The GDPR includes a right for individuals to have their EEA Personal Data erased in certain limited circumstances. This right is not absolute.
• The right to restrict processing. You have the right to request the restriction or suppression of your EEA Personal Data. This is not an absolute right and only applies in certain circumstances. If processing is restricted, Tufts would not be permitted to use the data without your consent, unless in connection with a legal claim, the protection of another person, or other exceptions. Tufts would be permitted to continue to store the information.
• The right to data portability. The right to data portability allows you to obtain an electronic copy of your EEA Personal Data to enable you to reuse that data for your own purposes across different services. This right allows you to move, copy or transfer EEA Personal Data easily from one IT environment to another. This right only applies to information you have provided to Tufts and depending on the context, applies to some of your information, but not to all of your information. The right to object. The GDPR gives individuals the right to object to the processing of their personal data in certain circumstances, in the absence of a compelling reason for the continued processing.

Where can I go if I have questions?
If you have any questions about how your EEA Personal Data is used, or wish to exercise any of your rights, please consult the EEA Privacy Statement and How to make a Subject Rights Request under the GDPR at Privacy. If you need further assistance, please contact Tufts’ Data Privacy Team at dataprivacy@tufts.edu, or your prospective school as appropriate.

If you are not happy with the way your EEA Personal Data is being handled, or with the response received from us, you have the right to lodge a complaint with the GDPR supervisory authority in the EEA country where you habitually reside, where you work, or where you believe an infringement of the GDPR occurred.

Changes to this Privacy Statement
Tufts University reserves the right to change, modify, or otherwise amend this Privacy Statement at its sole discretion and at any time as it deems circumstances warrant. Any such changes will be posted on this page. This Privacy Statement was last updated on June 11, 2019.
STUDENT ACTIVITY FEE ALLOCATION

A Student Activity Fee is collected from all students enrolled in the Public Health and Professional Degree (PHPD) Programs. These funds are used to finance the fitness center, student activities, events, educationally related travel and for Public Health Student Senate-related activities. Requests for funds must be submitted via a Student Activity Fund Request Application to the Student Activity Fee Committee that includes the Associate Dean of PHPD Programs, two Public Health Student Senate Members, and a Faculty Member. Approval of funding requests will be based on the merit of a student’s application and the availability of funds. Priority is given to students who are presenting a poster or paper at a conference or meeting. If you are a dual degree student the committee recommends seeking support from both programs for which you are affiliated, and noting so on your application. Funds cannot be used to support academic or departmental related projects. All recipients of funds will be expected to provide an accounting of funds received. Guidelines for specific types of requests are noted below. Following these guidelines, does not guarantee a successful award.

Events and Speakers
Funding requests for events and speakers must include a direct message to all PHPD Programs’ students and may not be an extension or part of an academic course. All requests must be submitted prior to the application deadline for events taking place after the application deadline.
- Events should have the students as a focus and be of interest to them.
- Outreach for attendees should be aimed primarily to the PHPD Programs’ students.
- Speakers’ message should directly address a topic related to one or more of the Public Health and Professional Degree program areas.

Travel/Conference Requests
Travel funding requests must be submitted prior to the application deadline for events taking place after the application deadline. Ideally, requests should focus on conferences, competition or student presentation opportunities. All requests must be submitted prior to the application deadline for events taking place after the application deadline. A successful request will include the following:
- A statement of how the newly acquired knowledge will contribute to the student’s professional development.
- Safe housing accommodations that are reasonably priced.
- Travel dates that correspond exactly with the conference and do not include extra days before or after. This does not apply if you are locked into reservations for the night before or after the conference because of your mode of transportation.
- The student contributes financially to some portion of the trip.
- Written support of this trip from the relevant program director or concentration leader.
- Students willingness to share their acquired knowledge or research in a mutually agreed upon forum

Application Process
- Write a brief statement explaining what you want to do and why you think your deserving of financial support.
- Complete an application form providing the required supporting documentation:
- A written letter per application instructions
- Complete an itemized budget summary
- Include any supporting documents you think will benefit your application e.g. conference brochure etc.
- Program Director or Concentration Leader approval signature.

- Applications can be found online in the Current Student’s section of the website.

**Deadline**
The Committee reviews completed applications twice a semester on September 15, November 15, January 15, March 15, and June 15. Late submissions will not be accepted.

**Submit Student Activity Fund Application to:**
Olivia Zimra-Turley
Assistant Director of Student Services
Office of Public Health & Professional Degree Programs
136 Harrison Avenue, Suite MV142
Boston, MA 02110
olivia.zimra_turley@tufts.edu

**Notice of Decision**
Award/decline notices will be sent via email 2 – 3 days after the Committee meets unless stated otherwise. If an application is declined, a student may re-apply by re-submitting it with revisions for review by the Committee at their next meeting.
STUDENT ORGANIZATIONS/CLUBS

The Office of Public Health and Professional Degree Programs fully supports students’ extracurricular activities, so if you are interested in starting a new student organization, please follow the procedures below and your request will be considered by the PHPD Programs’ Directors at their October meeting. Requests for new student organizations are only considered once a year and the application deadline is September 28th. Recognized new student groups will be eligible for funding via the student activity fund request process (see Student Activity Fee Allocation). New student organization applications must include the following:

General Information
- Club/Organization Name
- Program (MPH, MS-Health Communication, MS-Pain, MS-Biomedical Sciences etc.)
- Email and Phone Number
- Student Representative Name and Signature
- Faculty Advisor Name and Signature

Registration Requirements
- Membership must be open to all Tufts University School of Medicine students with priority given to students in the Public Health Programs and Professional Degree programs.
- Constitution (see guidelines below) approved by the members and the leadership of the group
- There must be at least 10 current and active members and a list of their names and programs must be provided.
- Disclosure of any other Tufts funding sources
- Detailed Budget
- Name of faculty advisor (signature required on application)
- All groups approved must submit an annual summary including an overview of activities during the previous year and a final budget report by June 1. Groups must submit a renewal of group registration, including new officer’s names, positions, contact information and proposed activities plan along with a budget by September 15th.

Constitution Guidelines
- Clearly define the organization’s mission and impact. Provide examples of the type and nature of expected programs and activities.
- Define the expected membership including both the voting members and non-voting members.
- Define organizational leadership in terms of:
  - Who qualifies to run for office
  - How the election will be held (specific election plan and process)
  - Identify at least two specific leadership positions (president and treasurer) and leave room for others as needed
  - Define the nomination process, notifications, and necessary lead times
  - Scope of authority for the leadership team
- Define succession planning for leadership in terms of:
Length of term for elected offices
Limitations on successive terms in office (if any)
Timing of elections (strongly encourage March/April)
Methodology of elections – in-person, on-line, electronic, etc. (all methods should be private)
Define the necessary lead time and notifications process

- Define your organizations operating processes in terms of:
  - General membership meetings: timing, frequency, notification
  - Executive leadership meetings: timing, frequency, notification, agenda, reporting back to the general membership
  - Communication and notification process for group sponsored activities, events, etc.

- Define and identify the specific procedures for changing the Constitution of By-laws of the organization

**Application Deadline:** September 28th. Late submissions will not be accepted

**Submit Application To:**
Olivia Zimra-Turley
Assistant Director of Student Services
Office of Public Health & Professional Degree Programs
136 Harrison Avenue, Suite MV142
Boston, MA 02110
olivia.zimra_turley@tufts.edu
STUDENT ORGANIZATION/CLUB FUNDING & EXPENSE REIMBURSEMENT

GENERAL GUIDELINES
When possible, all related purchases should be paid by the Public Health & Professional Degree Programs Student/Academic Services Assistant. In all other cases, the policy detailed below should be followed:

In order to be reimbursed for activities or travel, a student or group/club must have had approval via the Student Activity Fund Request process. Only the President or Treasurer of the group/club can make a request for reimbursements.

A Business Expense Reimbursement Form must be completed for each event unless it is travel related, in which case a separate Travel Authorization and Reimbursement Form must be completed. A copy of these forms can be obtained from the PHPD Academic/Student Services Assistant.

All expense forms must contain the name of the person who is being reimbursed, his/her signature and mailing address. The reimbursement check is mailed directly from Tufts Support Services (TSS) to the address listed on the expense form, so if you plan to move please ensure that the address is where you want the check mailed. Once the expense form is complete with student signature, it can be submitted to the Academic/Student Services Assistant for the necessary additional signatures. The PHPD Office will submit the completed form and original receipts to TSS for payment. The usual turnaround time from TSS is about 10 days from the day they receive the forms.

All expense forms must be submitted to Accounts Payable within 30 days of the event or travel.

RECEIPTS AND OTHER REQUIRED DOCUMENTATION
Original, itemized receipts must be submitted with the appropriate reimbursement form. Additionally, for air travel; original boarding pass(es) must be provided, and for events that involve food; a list of attendees must be provided. If you used a credit/debit card for purchases you intend to be reimbursed for, please be prepared to supply an original receipt, a credit card statement or other documentation reflecting the charge.

Costs incurred through the purchase of alcoholic beverages and sales tax cannot be reimbursed by the University.

There will be no exceptions to the Receipt/Required Documentation Policy.

Events sponsored via student activity funds must be advertised via the PHPD email list-serve or the PHPD social media accounts.

CONTRACTS/DEPOSITS
Students are NOT authorized to sign contracts on behalf of the University and should not use their personal credit card for payment of a club activity/event requiring a contract. Events requiring a contract or deposit, students must contact the Assistant Director of Student Services for PHPD in the
Office of PHPD Programs in advance to make arrangements. This is to protect you as a student in case something goes wrong.

**USING OUTSIDE SERVICES**
A Consultant form must be submitted for using any outside commercial services. For example, if you would like to pay a guest speaker a stipend for an event you would need a check processed by Tufts for the service. Since you are not receiving any goods, an itemized receipt would not be valid. In this example you would need to have the speaker complete a form and a guest speaker honorarium form. These and other required forms can be obtained from the PHPD Academic/Student Services Assistant.

Please do not use personal checks or cash.

**USING TUFTS SERVICES**
Most services used during normal business hours around campus are free of charge. Events that require set up or extensive cleaning after 3:00 PM on week days or on weekends may incur facility fees. There are also fees associated with mandatory Tufts Police supervision for events on school property where alcohol is served. If you believe your event will involve additional services required from Facilities or Tufts Police, please contact the PHPD Academic/Student Services Assistant for guidance.

**USE OF TUFTS NAME/INSIGNIAS**
The Tufts name, logo and seal cannot be used in commercial endeavors or in business or political promotions without permission. Requests to use the Tufts name or seal should be directed to the Assistant Dean of Student Services for PHPD Programs who will forward it with a recommendation to the Medford Campus.
STUDENT GOVERNMENT

PUBLIC HEALTH STUDENT SENATE
The Public Health Student Senate (PHSS) represents students in the MPH (including MS-Nutrition/MPH, Bachelors/MPH, JD/MPH, MD/MPH, DVM/MPH), DrPH, MS-HIA, MS-Health Communication, MS-Pain Research, Education and Policy, MS-Biomedical Sciences, and Physician Assistant Programs. It 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. Bi-annual student feedback forums are held by the Senate and students are also encouraged to propose agenda items to the Senate President for discussion at the monthly meetings, and to communicate.

Purpose of the Senate
- To protect and promote the interests of the student body
- To represent the student body of the Public Health and Professional Degrees Program (PHPD)
- To improve general student welfare and encourage student involvement
- To gather and express student opinions, views, and concerns
- To ensure that PHPD students are fully apprised of all information of impact to their graduate experience
- To foster cohesiveness and a sense of community within the entire graduate population

Minimum Requirements/Expectations of Senate Members
- Ability to represent the student body of the PHPD and promote the purpose of the Public Health Student Senate
- Ability to serve a September - August term (students graduating in May have the option to resign after May 31st)
- Ability to attend no less than 75% of the monthly meetings
- Willingness to potentially run for senate offices including: Finance or Secretary
- Willingness to potentially serve as a representative on a Faculty Committee including: Admissions Committee, Academic Affairs Committee and Promotions Committee
- Ability to be a creative, enthusiastic and helpful member of a team
- Ability to fulfill any and all responsibilities and obligations assumed as seen by the PHPD faculty and administration, Student Senate, and Student Senate President

Funding
The PHPD program provides a set budget for senate activities and functions. The funds in this account can be rolled over from year to year. The PHPD administration will be responsible for the maintenance and oversight of this account.
APPENDICES

Appendix A: PHYSICIAN ASSISTANT PROGRAM GRADUATE OUTCOMES

Graduates of the Physician Assistant Program will

• Understand the basic sciences of anatomy, physiology, pathophysiology and be able to utilize this knowledge in the diagnosis and treatment of diseases.
• Understand the principles of pharmacotherapeutics and to apply them in the treatment of patients.
• Elicit a detailed, accurate history and perform a thorough physical examination.
• Understand how to order and interpret appropriate diagnostic tests in a cost efficient manner.
• Present patient data and document it appropriately in the medical record.
• Provide quality acute and ongoing patient care by appropriately delineating patient problems and by formulating and implementing patient management plans, including referrals to other healthcare providers and agencies.
• Perform or assist in the performance of diagnostic and therapeutic procedures, and manage or assist in the management of medical and surgical conditions, particularly in life-threatening situations.
• Understand the principles of public health and incorporate health promotion and disease prevention into a patient care practice.
• Use information technology in the provision of quality healthcare and clinical decision making.
• Evaluate the literature critically and apply this knowledge and the principles of evidence-based medicine to clinical practice.
• Provide compassionate and competent healthcare to patients of all ages and backgrounds.
• Understand the medical and social issues that affect the geriatric patient and provide appropriate management of these problems.
• Counsel patients, their families and their caregivers regarding issues of health, illness and medical care.
• Understand the historical and contemporary role of the physician assistant in the healthcare system.
• Participate effectively as a member of an interdisciplinary healthcare team.
• Understand the principles of patient oriented healthcare and to communicate clearly with patients.
• Identify the special dynamics of providing healthcare to rural or underserved populations.
• Demonstrate appropriate professional behavior by following the American Academy of Physician Assistants Guidelines for Ethical Behavior for the Physician Assistant Profession.
APPENDIX B: COMPETENCIES FOR THE PHYSICIAN ASSISTANT

Preamble
Between 2003-2004, the National Commission on Certification of Physician Assistants (NCCPA) led an effort with three other national PA organizations (Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), American Academy of Physician Assistants (AAPA), and Physician Assistant Education Association (PAEA) -- formerly Association of Physician Assistant Programs (APAP)) to define PA competencies in response to similar efforts conducted within other health care professions and the growing demand for accountability and assessment in clinical practice. The resultant document, Competencies for the Physician Assistant Profession, provided a foundation from which physician assistant organizations and individual physician assistants could chart a course for advancing the competencies of the PA profession.

This document was updated in 2012 and then approved in its current form by the same four organizations. Adopted 2012 by ARC-PA, NCCPA, and PAEA. Adopted 2013 by AAPA.

Introduction
This document serves as a map for the individual PA, the physician-PA team, and organizations committed to promoting the development and maintenance of professional competencies among physician assistants. While some competencies will be acquired during formal PA education, others will be developed and mastered as physician assistants’ progress through their careers. The PA profession defines the specific knowledge, skills, attitudes, and educational experiences requisite for physician assistants to acquire and demonstrate these competencies.

The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. Professional competencies for physician assistants include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice.

Patient-centered, physician assistant practice reflects a number of overarching themes. These include an unwavering commitment to patient safety, cultural competence, quality health care, lifelong learning, and professional growth. Furthermore, the profession’s dedication to the physician-physician assistant team benefits patients and the larger community.

The PA profession defines the specific knowledge, skills, and attitudes required, as well as provides educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies.

Medical Knowledge
Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigative and analytic thinking
approach to clinical situations. Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- Evidence-based medicine
- Scientific principles related to patient care
- Etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- Signs and symptoms of medical and surgical conditions
- Appropriate diagnostic studies
- Management of general medical and surgical conditions to include pharmacologic and other treatment modalities
- Interventions for prevention of disease and health promotion/maintenance
- Screening methods to detect conditions in an asymptomatic individual
- History and physical findings and diagnostic studies to formulate differential diagnoses

**Interpersonal and Communication Skills**

Interpersonal and communication skills encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients’ families, physicians, professional associates, and other individuals within the health care system. Physician assistants are expected to:

- Create and sustain a therapeutic and ethically sound relationship with patients
- Use effective communication skills to elicit and provide information
- Adapt communication style and messages to the context of the interaction
- Work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- Demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- Accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

**Patient Care**

Patient care includes patient- and setting-specific assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, safe, high quality, and equitable. Physician assistants are expected to:

- Work effectively with physicians and other health care professionals to provide patient-centered care
- Demonstrate compassionate and respectful behaviors when interacting with patients and their families
- Obtain essential and accurate information about their patients
- Make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- Develop and implement patient management plans
- Counsel and educate patients and their families
- Perform medical and surgical procedures essential to their area of practice
- Provide health care services and education aimed at disease prevention and health maintenance
- Use information technology to support patient care decisions and patient education
Professionalism

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

• Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
• Professional relationships with physician supervisors and other health care providers
• Respect, compassion, and integrity
• Accountability to patients, society, and the profession
• Commitment to excellence and on-going professional development
• Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
• Sensitivity and responsiveness to patients’ culture, age, gender, and abilities
• Self-reflection, critical curiosity, and initiative
• Healthy behaviors and life balance
• Commitment to the education of students and other health care professionals

Practice-Based Learning and Improvement

Practice-based learning and improvement includes the processes through which physician assistants engage in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self- and practice-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:

• Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
• Locate, appraise, and integrate evidence from scientific studies related to their patients’ health
• Apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
• Utilize information technology to manage information, access medical information, and support their own education
• Recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others

Systems-Based Practice

Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the health care system of which their practices are a part. Physician assistants are expected to:

• effectively interact with different types of medical practice and delivery systems
• understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
• practice cost-effective health care and resource allocation that does not compromise quality of care
• advocate for quality patient care and assist patients in dealing with system complexities
• partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
• accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
• apply medical information and clinical data systems to provide effective, efficient patient care
• recognize and appropriately address system biases that contribute to health care disparities
• apply the concepts of population health to patient care

AAPA Statement of Values of the Physician Assistant Profession
• Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
• Physician assistants uphold the tenets of patient autonomy, beneficence, nonmalficence, and justice.
• Physician assistants recognize and promote the value of diversity.
• Physician assistants treat equally all persons who seek their care.
• Physician assistants hold in confidence the information shared in the course of practicing medicine.
• Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
• Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
• Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
• Physician assistants use their knowledge and experience to contribute to an improved community.
• Physician assistants respect their professional relationship with physicians.
• Physician assistants share and expand knowledge within the profession.
APPENDIX C: TECHNICAL STANDARDS

The Technical Standards of the Physician Assistant Program define the essential functions that an applicant must be able to perform in order to be admitted to the PA Program, to progress satisfactorily, and to graduate. Essential functions refer to all non-academic criteria that are necessary to participate in the educational program. In developing these criteria, the PA Program affirms the following expectations for our admissions candidates:

- **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.

- **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.

- **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.

- **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.

**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 assistant. Each 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 any special needs of
students. The integrity of the curriculum must be maintained and those elements deemed essential to the education of a physician assistant must be required and completed.

All students will undergo criminal background checks before matriculation and prior to entering the clinical phase of the program.

Revised October 2019.