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Mission and Values

Mission Statement
The Mission of Tufts University School of Medicine is to educate a diverse body of students and advance medical knowledge in a dynamic and collaborative environment. We seek to foster the development of dedicated clinicians, scientists, public health professionals, and educators who will have a sustained positive impact on the health of individuals, communities, and the world.

Values Statements
To achieve the goals of our mission statement, our faculty, students and staff will demonstrate our commitment to the following core values in all that we do:

Commitment to Excellence: To cultivate a perpetual spirit of inquiry and creativity, leading to outstanding evidence-based health care, rigorous research and scholarship, and inspired teaching.

Commitment to Humanism: To relieve suffering and improve quality of life. To treat all people with compassion, respecting human dignity and autonomy.

Commitment to Social Responsibility: To serve and advocate for all people, especially underserved and vulnerable patients and populations, by addressing social determinants of health, health equity, social justice, and stewardship of social resources.

Commitment to Professionalism: To act in accordance with the highest standards of integrity, demonstrating personal accountability and resilience, collegiality and teamwork, and the pursuit of lifelong learning.

Mission and Values Statement of the Tufts University School of Medicine
(Approved by the faculty, March 2017)
Standards of Student Conduct and Honor Code

Standards of Conduct

As a medical student you are embarking on a career in a profession which requires of its members high standards of ethical conduct and honesty. It is expected that each student will make a personal commitment to abide by a standard of behavior that will establish a firm foundation for future professional conduct and respect for the academic environment of Tufts University School of Medicine. This requires avoidance of any form of intellectual dishonesty as well as the demonstration of respect for the rights and well-being of others, including all students, faculty, staff, patients, and other members of the Medical School community. Tufts students are expected to be responsible citizens not only of the Tufts community but also the greater community. Students are expected to comply with all university policies, local ordinances, and state and federal laws. Students are expected to avoid activities that harm the reputation of the University or its members. Students also may not engage in conduct that poses a danger or threat to others. Notwithstanding the above, legitimate and peaceful activities, including but not limited to protests of certain University policies, whether expressed on or off campus, and provided that such activities are lawful and do not interfere with normal University functions, shall not be deemed to be a breach of this code of conduct. The Tufts University School of Medicine Honor Code further imposes an obligation on each student to take affirmative steps to ensure that other medical students comply with these standards of conduct. All students are required to sign a copy of the Honor Code, which is maintained in the student’s file.

Disclosure of Criminal Arrests, Charges, or Convictions

All students must notify the Office of Student Affairs 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 in the Student Handbook. Nondisclosure or falsification of this information may be grounds for disciplinary action, up to and including dismissal from the school.

Student Honor Code

I agree to uphold the Tufts University School of Medicine Standards of Conduct. If I observe violations of this code of conduct, in the interest of supporting these standards, I will take one or more of the following actions:
1. Confront the individual(s) to receive an explanation and to gain satisfaction that there was no intention of breaching the TUSM Standards of Conduct. (It is expected that many incidents will be dealt with in this manner.) If satisfaction is not gained, I will take further action (see 2. and 3. below);

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

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

Drug-Free Campus Program

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

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

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

Educational Objectives

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

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

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

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

**Technical Standards**

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

The awarding of the MD degree certifies that the individual possesses a broad base of knowledge and skills requisite for the practice of medicine. The medical education process must prepare the individual to be a generalist physician, not a specialist. As such, every student must complete all aspects of the required curriculum as determined by the faculty. The Tufts graduate must have the ability to function in a variety of clinical situations and to render a wide spectrum of patient care. The acquisition of scientific knowledge must be accompanied by the development of basic intellectual attitudes, ethical professional attitudes and behaviors, and moral principles that are essential for a responsible physician to possess.

The following five skills and abilities are considered essential for fulfillment of the MD degree:

1. **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.

2. **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.

3. **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.

4. **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.
5. **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 skills and abilities listed above are considered the minimum required in the educational process of a physician. 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 the special needs of students.

* Adapted from the Report of the Special Advisory Panel on Technical Standards for Medical School Admission, AAMC 1979.

**TUSM Procedures and Policies**

**Criminal Background Checks (CORI)**

**Criminal Background Checks**

TUSM participates in the AAMC-facilitated Criminal Background Check Service that procures a national background check on all Tufts applicants upon their conditional acceptance to the medical school. This is to ascertain the ability of accepted applicants to eventually become licensed physicians in the future, enhance the safety and well-being of patients, and to ensure the public's continuing trust in the medical profession. Accepted applicants will be asked to give consent to Certiphi Screening, Inc., to procure a national background check report. The applicants will have the opportunity to review the report before it is made available to the school and to provide any information regarding the information contained in the report. The information contained in the report and the student’s response to the report shall become part of the student’s private educational record which will only be shared on a need to know basis.

In addition, upon matriculation to TUSM, students must also notify the Office of Student Affairs 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. Students with any criminal convictions or past court appearances for any reason or pending criminal cases or past or pending disciplinary action against a professional license are
advised that these events may affect their ability to secure clinical placement at TUSM and also may affect the students’ ability to obtain a state license for practicing medicine.

TUSM affiliated sites require that a current criminal background check be done on anyone who will be scheduled at their site. The Registrar’s Office will obtain a Massachusetts Criminal Offense Record Information (CORI) check on a periodic basis. In the event of a CORI finding of concern, the CORI results will be shared with the student for review and response. The information contained in the CORI report and the student’s response to the report shall become part of the student’s private educational record which will only be shared on a need to know basis.

In addition to the Massachusetts state CORI, some TUSM affiliated sites (e.g. Baystate) are required by law to procure a national criminal background check. Students will be notified if this is a requirement for one of their upcoming clerkships. Failure to complete and submit any required paperwork by the deadline the hospital provides will prevent the student from being able to take the clerkship and will result in a review of the student’s record by the Student Ethics and Promotions Committee for unprofessional conduct.

In the event that the Registrar is informed of a CORI finding of concern, the Dean of Students will be notified, and the situation will be managed on a case-by-case basis. Possible outcomes include but are not limited to: immediate removal from the curriculum, notification of the clinical site (which also has the right to remove a student from their site), appearance before the Student Ethics and Promotions Committee, and referral to Physician Health Services.

**Disclosure of Criminal Arrests, Charges, or Convictions**

All TUSM students must notify the Dean of Student Affairs of any arrests, convictions, guilty pleas or “no contest” pleas to any felony, misdemeanor or other offense; 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 same process as outlined above regarding CORI findings of concern. Nondisclosure or falsification of this information may be grounds for disciplinary action, up to and including dismissal from the school.
Family Education Rights and Privacy Act (FERPA)
Privacy Information (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 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)
- Telephone number (local, cell and 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
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 (http://go.tufts.edu/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.

**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**

16
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

The following pages contain additional information on the Family Educational Rights and Privacy Act (FERPA) for TUSM.

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

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

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

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

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

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

Financial

The Bursar (Posner Hall) maintains all records of charge, billings, and payments. The Assistant Dean of Financial Aid (Financial Aid Office, 8th floor Sackler Building) keeps all records of applications for and awards of financial aid. In accordance with the law, a parent's confidential statements are treated as such and cannot be viewed by you, unless the parent indicates otherwise. The Development Office (75 Kneeland Street) maintains records in connection with gifts and donations that you or your family may have made or may make.

Health and Counseling

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

The term does not include records relating to an eligible student which are:

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

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

In the course of their business, many University Committees compile files on students. The information contained in such files may include any or all of the following items: a student-initiated petition, supportive statements for faculty or other, transcript, test scores, copies of correspondence between student and committee, copy of the committee's action or recommended action. Besides the previously mentioned Committees on Academic Awards and Plans of Study, there are committees on:

Student Ethics and Promotions - principal jurisdiction is student conduct and students in academic difficulty. Actions and recommendations become part of the file of the chairperson of the Student Evaluation and Promotions Committee file. For further information concerning the above, consult the Dean for Students (Office of Student Affairs (OSA), Sackler 4).

Miscellaneous

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

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

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

Recommendations

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

Directory Information (See above for listing)

Directory information is used at Tufts in the following ways:

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

**Academic File Contents**

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

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

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

<p>| Enrollment Records, Cumulative Academic Records (grades, transcripts) | Office of Student Affairs/Registrar's Office 4th Floor 145 Harrison Ave. Boston, MA 02111 | Carol Duffey, Assistant Dean for Student Enrollment/Registrar (617) 636-6568 |</p>
<table>
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<tr>
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<th>Contact Person</th>
<th>Phone Number</th>
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<tr>
<td>Academic Accommodations</td>
<td><strong>Office of Student Affairs</strong>&lt;br&gt;4th Floor&lt;br&gt;145 Harrison Ave.&lt;br&gt;Boston, MA 02111</td>
<td>Emily Walsh, Associate Director of Academic Support</td>
<td>(617) 636-6655</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td><strong>Office of Student Affairs</strong>&lt;br&gt;4th Floor&lt;br&gt;145 Harrison Ave.&lt;br&gt;Boston, MA 02111</td>
<td>Amy Kuhlik, M.D., Dean for Students</td>
<td>(617) 636-6534</td>
</tr>
<tr>
<td>Financial Records</td>
<td><strong>Bursar's Office</strong>&lt;br&gt;200 Harrison Ave.&lt;br&gt;Boston, MA 02111</td>
<td>James Moodie, Health Sciences Bursar</td>
<td>(617) 636-2141</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td><strong>Financial Aid Office</strong>&lt;br&gt;8th Floor&lt;br&gt;145 Harrison Ave.&lt;br&gt;Boston, MA 02111</td>
<td>Tara Olsen, Assistant Dean of Financial Aid</td>
<td>(617) 636-6574</td>
</tr>
<tr>
<td>Health Records*</td>
<td><strong>Student Advisory and Health Administration Office (SAHA)</strong>&lt;br&gt;4th Floor&lt;br&gt;200 Harrison Avenue&lt;br&gt;Boston, MA 02111</td>
<td>Gianna Vroom, Director</td>
<td>(617) 636-2700</td>
</tr>
<tr>
<td>Counseling Records</td>
<td><strong>Student Advisory and Health Administration Office (SAHA)</strong>&lt;br&gt;4th Floor&lt;br&gt;200 Harrison Avenue&lt;br&gt;Boston, MA 02111</td>
<td>Sharon Gendron, Student Wellness Advisor</td>
<td>(617) 636-2700</td>
</tr>
<tr>
<td>Miscellaneous Records (Student education records not included in above list)</td>
<td><strong>Office of Student Affairs/Registrar's Office</strong>&lt;br&gt;4th Floor&lt;br&gt;145 Harrison Ave.&lt;br&gt;Boston, MA 02111</td>
<td>Carol Duffey, Assistant Dean for Student Enrollment/Registrar</td>
<td>(617) 636-6568</td>
</tr>
</tbody>
</table>

*Health Records include health records for students, faculty, and staff.
*Health and counseling records are maintained by the Student Advisory and Health Administration Office and are available only to health professionals. A professional designated by the student in writing may see that student’s records.

**MD Financial Policies**

**Financial Aid Philosophy:**

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

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

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.

**Who May Apply:**
Students whose cost of attendance exceeds their family resources are encouraged to apply for financial aid. To be eligible for financial aid, the applicant must be: 1) accepted or enrolled in a degree-seeking program at TUSM on at least a half-time basis, 2) meeting standards of academic progress, 3) a citizen of the United States or an eligible non-citizen, 4) NOT in default with prior student loans, 5) if male, you must comply with requirements of Selective Service Registration and 6) have no prior drug convictions during a period of enrollment for which the student was receiving Title IV aid. Students are required to apply for financial aid each academic year and eligibility is determined for all financial aid programs available. New students are encouraged to apply as early as possible; please 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 March 29, 2018. To meet this deadline, the following documentation must be received by March 29th:

- 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. Students may request a paper FAFSA from the website if they are not comfortable completing this online. Students should visit [www.fafsa.ed.gov](https://www.fafsa.ed.gov) to complete this requirement.

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

Students who are interested in applying for institutional funds, in addition to federal programs, must submit the following documentation by March 29th. If parents are divorced, please submit the following information for both parents:

- Processed Free Application for Federal Student Aid (FAFSA) complete with parental information
- Signed copies of all pages of student’s AND parents’ 2017 Federal 1040, including schedules and W-2s
- TUSM Parental Information Form
- Current mortgage statement, home equity statement, and/or secondary mortgage statement (if applicable) showing outstanding principal balance due at time FAFSA was filed.
*Please note: Students who are 38 years or older are not required to submit parental information to be considered for institutional assistance.

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

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

**Renewal of Aid:**

Students must complete a financial aid application every year if they wish to receive financial aid. Components of students’ aid packages may change from year to year due to changes in financial circumstances, late applications, changes in program regulations, and/or funds available. Financial aid is never guaranteed from year to year.

**Types of Aid Available:**

- Loans (federal and institutional)
- Institutional Scholarships
- Federal Work Study funds

**Budgeting Information:**

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 readily available in order to secure an apartment, to assist with moving expenses and/or to purchase books/supplies. Refunds from excess financial aid will not be issued until the student has matriculated and begun their studies for a particular year, all paperwork has been completed, and all financial aid funds have actually been received. First time borrowers must complete an entrance interview before loan proceeds can be disbursed to their account. Entrance interviews should be done online at [www.studentloans.gov](http://www.studentloans.gov).
All federal awards are disbursed once per semester in two equal payments. If students are attending both the fall and spring semester, they will receive half of their total award each semester. The Office of Financial Aid attempts to have loans disbursed during the first week of classes each semester if all paperwork is received in a timely fashion.

It is critical that students budget appropriately in order to understand the funding necessary for covering expenses each semester. This can only be accomplished if students have created a budget to determine funds necessary on a monthly basis. Refunds should be deposited to a savings account and monthly transfers to a separate checking account should be scheduled in advance, so students are not tempted to overspend. Semesters vary in length, so students need to plan accordingly and understand how many months the funds are intended to cover. Summer semesters are not considered when a student is not enrolled (i.e. summer between 1st and 2nd year of studies).

Please be aware that the Academic Year is defined as the following and monies should be budgeted appropriately to cover the periods below:

- MD1: August – May
  - Disbursements typically occur in August and January
- MD2: August – June
  - Disbursements typically occur in August and January
- MD3: July – June
  - Disbursements typically occur in July and January
- MD4: July – May
  - Disbursements typically occur in July and January

Please remember 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, be an educated consumer and take ownership of the process from the very beginning to attain financial wellness.

Refunds:

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

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

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

The TUSM Emergency Fund has been established to assist students who are faced with catastrophic or emergency events that result in an unexpected hardship which requires short-term immediate financial assistance. The Financial Aid and Scholarship Committee will review requests to determine which funding, if any, is available to be awarded based on the unique circumstances the student is faced with. This fund is only available to matriculated students with unforeseen, emergency circumstances. The Financial Aid and Scholarship Committee have 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 Perkins Loans, then to Federal Direct GradPLUS Loans.

Please note that your tuition liability remains as described above, according to the TUSM Refund Policy. If federal loan money used to pay tuition must be returned to the Department of Education according to the federal regulations, then any balance due remaining on the student’s account becomes the student’s responsibility. The student is responsible for repayment of any unearned
living expense money from federal aid advanced before the withdrawal. If the total amount of this repayment comes from loans, then the student may make this repayment under the original terms of the loan. If the institution is required to return loan proceeds, this will likely result in a balance owed to TUSM. The student is expected to make immediate payment on any outstanding balance owed and will not be able to continue their studies if a balance exists. Students should make financial arrangements with the Bursars Office immediately upon withdrawal. Please contact the Office of Financial Aid for more information on this policy.

Students should meet with their Financial Aid advisor if they are considering withdrawing to determine the effects on their federal loans. Students would be required to do an exit interview online at www.studentloans.gov.

LOA/Withdrawal Tuition Refund Calendar

The university refund policy, to be applied in the event a student withdraws or takes a leave of absence from the university after the beginning of the fall and spring terms, 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

Freedom of Expression Policy

Tufts University is an educational community that has as its paramount mission the discovery and dissemination of knowledge and the pursuit of the arts through study, teaching, and research. For this community to achieve its mission, all members must have full and equal opportunity to pursue personal and intellectual growth.

Freedom of expression and inquiry are fundamental to the academic enterprise. Without freedom of expression, community members cannot fully share their knowledge or test ideas on the anvil of open debate and criticism. Without freedom of inquiry, community members cannot search for new knowledge or challenge conventional wisdom.

Freedom of expression and inquiry are not absolute. The law, for example, provides that freedom of expression does not include the right to slander the reputation of another, to engage in specified forms of harassment, to threaten or obstruct a speaker who advances unwelcome ideas, or to incite another person to violence. Scholarly inquiry also is limited by federal and state regulation,
ethical tenets, and professional standards designed to protect human and animal subjects. In addition, the University seeks to ensure the orderly function of the educational enterprise and to ensure that all members of the community have the opportunity to participate in and benefit from the discovery and dissemination of knowledge.

Members of the Tufts community owe one another the basic respect and ethical obligations of human beings engaged in a common endeavor. While not enjoying the force of law, these obligations reflect three basic community values:

1. respect for the freedom of other community members to inquire and express themselves fully;
2. the need to exercise freedom of expression and inquiry in ways that respect the human dignity of others;
3. the importance of a climate at Tufts that is conducive to learning and in which all community members, regardless of background, are free from behavior that interferes with their ability to study, grow, and attain their full potential. Members of the university community, including academic and administrative leaders, must hold accountable those who do not respect these values.

When community values are not respected, every member of the Tufts community has an obligation to respond. Those who are the target of such speech should not and must not bear the burden of responding alone. An affront against any member of our community is an affront to all of us. It is only by affirming our collective values that we can build a stronger, more cohesive, and more vibrant community where differences are respected and all are made to feel welcome.

It is incumbent upon all members of the Tufts community, and especially the University leadership, to educate the community about the diverse world in which we live and to support and empower members whose rights are violated. In the end, freedom of expression and inquiry is necessary but not sufficient on its own for learning to take place. Achieving our educational mission requires an environment of respect, tolerance, and civil dialogue.

Approved by the Tufts Board of Trustees, November 7, 2009

Jury Duty
Massachusetts uses the One Day/One Trial jury system where a trial juror serves for one day or for the duration of one trial, unless the court orders otherwise. About 95 percent of jurors serve three days or less; 80 percent serve for just one day. A resident of a county, or an inhabitant of a county for more than 50% of the time, whether or not a registered voter in that state, shall be qualified to serve as a trial juror in that county. Students who live out of state and study here must serve. Jury duty is mandatory for everyone in Massachusetts (including medical students and physicians) so a letter from TUSM cannot exempt you from service.
If necessary, you may postpone your jury duty to any week day (excluding holidays), a school break or vacation, for example, as long as it is not more than one year from your originally scheduled date. You do not have to provide a reason to postpone your jury duty. You may postpone jury duty only once. If you decide to postpone, consider selecting a Friday as your reporting date as often the trials that start then are shorter. You are urged to complete your jury duty during your preclinical years as it is generally easier and less stressful for students.

Students are excused from classes/clerkships to report for jury duty (depending on what is scheduled that day, a make-up assignment or of the missed time might be required). Before you report for service, we recommend that you request a letter from the OSA to bring with you to the courthouse. This letter will confirm that you are enrolled as a medical student and indicate that due to the nature of the curriculum it would be preferable if you were not assigned to a long trial. You may not need to present the letter and will just serve a day or two. However, we have had students who were initially assigned to trials of a week or longer and when they explained their student status (and had the letter as backup), they were excused from that trial. It is also possible it won’t make a difference but you may want to bring a letter, just in case.

To request this letter, fill out the “Request form for various documents.” If you have additional questions or would like input on a postponement date, please contact either Deans Duffey or Kerle.

**Personal Appearance and Dress Code**

The following standards of dress and safety are in effect at all times and in settings where patients or standardized patients may be present. The expectation is for all students to adhere to the following grooming and clothing standards. **Some hospitals may have additional requirements.**

Any student whose appearance, image or hygiene is inconsistent with this policy will be counseled and may be sent home to change clothes/remediate the situation. Continued disregard of the policy will result in disciplinary action.

- Professional attire is clean, neat, moderate in style and appropriate for the type of work being performed. Clothing that is revealing or tight fitting is not professional and therefore inappropriate. Clothing should be clean, not wrinkled, torn, faded or frayed. Fabric such as denim, sweat-jersey, and lycra are not appropriate. Hooded attire is not appropriate.
- No team/political/graphic logos or buttons on attire. Students will avoid wearing accessories on their clothing or person that could present a safety and/or infection hazard, or are embarrassing or offensive to patients.
- Sandals and flip flops are unacceptable.
• No exposed midriffs.
• Students are responsible for maintaining appropriate levels of personal hygiene.
• Fragrance use is discouraged in consideration of patients. Makeup or perfume/aftershave/cologne should not be overdone.
• Extreme or eccentric hairstyles and colors are inappropriate.
• Visible body piercing should be minimal. Multiple earlobe piercings should be removed. Eyebrow and tongue piercings should be removed. Nose rings are not acceptable. Exposed tattoos are discouraged. Tattoos should be covered when possible.
• The hospital issued ID badge and TUSM school ID is considered part of the required uniform and is to be worn above the waist at all times while on the premises, visible, front facing so that name, title and photo are visible. The badge cannot be altered, changed or obscured in any way.

Student Treatment and Conduct in Teacher-Learner Relationships

Statement of Philosophy

Tufts University School of Medicine is committed to fostering an environment that promotes academic and professional success in learners and teachers 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 both teachers and learners bear significant responsibility in creating and maintaining this atmosphere, teachers also bear particular 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, their patients, and those whose education has been entrusted to them. Abusive behavior or mistreatment of anyone in the learning environment is prohibited.

Responsibilities in the Teacher-Learner Relationship

Responsibilities of Teachers

• Treat all learners and fellow teachers with respect and fairness.
• Treat all learners and fellow teachers 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 didactic and clinical encounters.
- Provide timely feedback with constructive suggestions and opportunities for improvement/remediation when needed.

Responsibilities of Learners

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

Behaviors Inappropriate to the Teacher-Learner Relationship

Inappropriate behaviors are those which 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 by the institution. 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 or clinical situation at hand;
- grading/evaluation on factors unrelated to performance, effort, 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.
- consensual romantic relationships between teachers and learners in which the teacher has authority over the learner’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
Any concerns, problems, and complaints may be discussed without fear of retaliation with various individuals in the Medical School community including the course director, clerkship director, Dean of Student Affairs, Associate Dean for Students, Associate Dean for Enrollment Services, Assistant Dean/Registrar or the Director of the Student Advisory and Health Administration Office.

**Procedures for Handling Allegations of Inappropriate Behavior in the Teacher/Learner Context**

If a student decides to file an official complaint, this must be done through the Dean of Student Affairs. The Dean of Students will investigate the complaint and attempt to resolve the matter informally. If the complaint cannot be resolved informally, the matter will be forwarded to the Dean of Clinical Affairs who will conduct his/her own investigation and take appropriate action. Either party may appeal the decision/action of the Dean of Clinical Affairs to an ad hoc grievance committee. The committee will be appointed by the Dean, and consist of two faculty members drawn from the Faculty Senate and one student representative drawn from the Student Council. The decision of the ad hoc grievance committee may be appealed to the Dean, whose decision will be final.

**Sexual Harassment Policy**

Sexual Harassment Policy is included in the [Sexual Misconduct Policy](#): Sexual Misconduct Policy (Title IX)

Sexual Misconduct Policy (Title IX)

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

The following documents can be viewed or downloaded by clicking on the PDF link below:

**EVERYONE:** [Sexual Misconduct / Sexual Assault Policy PDF](#)

**STUDENTS:** [Full Sexual Misconduct Adjudication Process (SMAP includes Sexual Assault) PDF](#)

**STUDENTS:** [Sexual Misconduct Adjudication Process Overview (Includes Sexual Assault) PDF](#)
EMPLOYEES: Discrimination Complaint Processing Guidelines

Sexual Misconduct Information and Resources Brochure (Includes Sexual Assault):

Boston (PDF)
Grafton (PDF)
Medford/Somerville (PDF)

Tufts University Sexual Misconduct Reporting Liaisons (Title IX)

To report an incident of sexual misconduct or to find more resources please visit our Reporting Guide.

Student Ethics and Promotions Committee (SEPC)

Standards for Promotion

Students must complete (and pass) all courses successfully from one year before beginning the courses/rotations in the next year. Students must pass the Step 1 of the USMLE Exam prior to the start of the Advanced Clerkship & Elective phase of the curriculum. Students must take step 2 CK and CS by early fall of their fourth year. See Graduation Requirements.

The Student Ethics and Promotions Committee (SEPC)

The Student Ethics and Promotions Committee is the official faculty committee that reviews ethics violations and instances of unprofessional behavior as well as approves the advancement (promotion) of students from one academic year to the next. A student who receives an incomplete or failing grade in a course, or a low pass or failing grade in a rotation or who has otherwise not fulfilled TUSM’s graduation requirements will be brought before the SEPC where the student’s entire record is reviewed. In addition to academics, the Committee takes into account an assessment of characteristics considered desirable in a good physician, maintenance of the school’s integrity, and the well-being of patients under the student’s care. Issues regarding professionalism and conduct are brought before the SEPC for review.

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

Any student who is reviewed by the Student Ethics and Promotions Committee has the right to appear before and address the committee at the scheduled Committee meeting. Students may meet with the OSA Deans prior to the meeting for support and advice. Other individuals are not permitted to attend the meeting. A student may bring a support person (other than legal counsel) to a final dismissal hearing. This individual is there only for moral support and may not engage in any discussion during the meeting. Any student who is denied advancement by the Student Ethics and Promotions Committee has the right to appeal this decision to Student Appeals Committee.

**TUSM Student Ethics and Promotions Committee (SEPC) Promotions Guidelines »**  
*(Effective 2018-2019)*

**Maximum Time for the M.D. Degree**

The maximum time permitted for completion of the M.D. degree excluding approved leaves or other approved academic experiences is six academic years.

The standard time frame for completion of requirements for the M.D. degree is four academic years. Due to academic or personal difficulties or approved academic enrichment activities, a student may require additional time.

To be making satisfactory academic progress, a student must complete the pre-clerkship phase of the curriculum within three academic years. Students must also complete the clinical phase of the curriculum within three academic years. The student can, therefore, be expected to receive the M.D. degree within a six-year period, excluding approved leaves of absence and/or participation in the Research Concentration Program or Active Citizenship Program.

**Leave of Absence and Maximum Time for the M.D. Degree**

A student may be granted a leave of absence, of not more than one year, for a variety of reasons. The approved period of leave is excluded from the maximum time frame in which a student must complete all degree requirements. However, a student will not be allowed to take more than 8 years (10 years for MD/PhD students) from the time of matriculation to complete the requirements for the M.D. degree, inclusive of leaves of absence.
Student Personal Biographical Information (ID Cards, Name Change, Address Changes)

Official Medical School Communication

Your TUSM email will remain the official mode of communication from the TUSM Administration. It is your responsibility to maintain your email account and check your messages regularly.

TUSM ID card

All students will be issued a TUSM student ID card when they matriculate. Students must show this ID to gain access to TUSM buildings and must wear their ID card at all times while on campus and in the hospitals.

A fee is charged for replacing a lost ID. If a student loses their ID card, they must come to the Registrar’s Office for a letter to bring to Tufts Police after you have paid the fee at the Bursar’s Office (located in Posner Hall).

If a student needs a new ID because of a name change or graduation date change, they must come to the Registrar’s Office for the letter to bring to Tufts Police. You must present your old ID to get the new ID issued. There is no charge for this ID card.

Name Change Requests

The TUSM Registrar’s Office is responsible for maintaining a student’s or former student’s legal name in official school records. Academic records that contain the legal name of the student or former student include transcripts, evaluations and diplomas. Currently-enrolled students and graduates can request that their official school records be updated to reflect a new name provided they submit proof of their legal name change. In order to request a name change on your official school records, you must complete the Name Change Request form and submit one of the documents listed below to the Registrar’s Office. It must be an original document; we will make a copy and return the original to you.

- Social Security Card that reflects legal name
- Biography page of passport
- Court issued document showing the new and old names
- Driver’s license

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

**Student Demographic Information/Student Directory**

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

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

**CORI - Criminal Offense Record Information**

All TUSM affiliated sites require that a criminal background check be done on anyone who will be caring for patients. The Registrar’s Office will conduct a CORI check on all third- and fourth-year students.

**Transcripts**

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

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

Tufts University Wide Policies

Alcohol, Drugs and Medical Marijuana

No Smoking Policy

Massachusetts State Law requires that all public areas be designated non-smoking areas. Tufts University has implemented a smoke-free environment. The No-Smoking Policy affects all indoor spaces, all university facilities, and residences.

Alcohol and Other Drugs

Massachusetts Laws and Tufts' Policies on Alcohol and Other Drugs

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

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

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

Counseling and Treatment for Alcohol and Other Drugs Abuse
The University encourages Tufts students with alcohol and other substance abuse problems to seek assistance and treatment. At TUSM, a variety of resources exist where additional information can be obtained about alcohol and other substance abuse and forms of treatment.

For students on the Boston campus, support is available from the following:

- **Wellness Advising:** Snaggs Gendron: 617-636-2700
- **Physicians Health Services:** 781-434-7404

The Office of Student Affairs (617-636-6534) and the University Chaplain’s office (617-627-3427) are available for referrals to other resources in the community.

**Medical Marijuana Policy**

Chapter 369 “An Act for the Humanitarian Medical Use of Marijuana” allows for the controlled use of medical use of marijuana in the Commonwealth of Massachusetts. Although students, staff, and faculty who legally obtain a medical marijuana “registration card” from the Massachusetts Department of Public Health are allowed to possess and consume certain quantities of marijuana, doing so is not permitted on Tufts University property or at university sponsored events (either on or off campus).

Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. Thus, the use, possession, cultivation, or sale of marijuana violates federal policy. Federal grants are subject to university compliance with the Drug Free Communities and Schools Act, and the Drug Free Workplace Act. The university is also subject to the Controlled Substances Act. This prohibits the university from allowing any form of marijuana use on campus.

**Consensual Relationships Policy**

(*click link to external Office of Equal Opportunity Website*)

**Digital Millennium Copyright Act**

(*click link to external Tufts Technology Services Website*)

**Gaming and Gambling Policy**

The city of Boston requires special licenses for organized events or events that are held in public spaces, including those in residential or academic facilities, which involve games of chance where money will be exchanged or offered as a prize. This is true
even for charitable events. It is also true of tournaments, such as poker, casino nights, etc. It may or may not be possible to get a license to pursue a particular event that fits the above definitions. The Office of Student Affairs should be consulted about any event that may require a license application.

However, the following criteria define allowable events that do not require a license even though gaming may be part of the activity. Such events fall under the general guidelines for social hosting at the University:

- Tournaments or gaming events at which no real money changes hands or is wagered are allowable. Play money or other non-monetary tokens that are not redeemable for cash may be used. The event may have an admission charge that is collected through advance ticket sales or at the door.
- Winners may not receive cash prizes or any percentage (including all) of the admission charge. Non-cash prizes that are determined and announced as part of the event planning and advertising may be awarded to winners. Cash prizes include any merchant credit or gift certificate that may be redeemed for cash or any credit toward an online vendor or gambling Web site.
- Pursuant to the Commonwealth’s laws regarding the distribution of alcohol, the provision of alcoholic beverages to those who have paid an admission fee, whether in advance or at the time of the event, regardless of age, constitutes a cash bar, and as such, is illegal.

Information Stewardship Policy
(click link to external Tufts Technology Services Website)

Missing Person Policy
Tufts University has adopted the following policy with respect to students who are reported to be missing from the Tufts community, in accordance with the requirements of the federal Higher Education Opportunity Act of 2008.

- All students have the option to register a “missing person contact” to be notified in the event you are determined to be missing. The missing person contact, if one is so designated, may be in addition to and separate from the person you have designated as an emergency contact, which is already on file with the university. The university will consider your “emergency contact” to be the person to be notified if you are reported as missing and you did not specify another contact specifically for this purpose. Only authorized campus officials and law enforcement officials will have access to this
information. Graduate students on the University’s Boston and Grafton campuses and those in the Fletcher School should go to the Registrar’s Office on their campus.

- Students, employees, or other individuals should inform the Tufts University Police Department or the Office of Student Affairs if it is believed that a student is missing.
- If it is determined that a student has been missing for more than 24 hours, or if circumstances require more immediate action, the university will notify the local law enforcement agency and the student’s missing person contact or, (if none has been designated) his or her designated emergency contact.

Non-Discrimination Policy
(click link to external Office of Equal Opportunity Website)

Non-Resident Motor Vehicle Registration
(click link to external Public Safety Website)

Religious Accommodation Policy
(click link to external Office of Equal Opportunity Website)

Tufts Threat Assessment and Management Program/ Violence Free University Policy Statement
(click link to external Tufts Threat Assessment and Management Website)

Violence Free University

Violence Free University Policy Statement

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

Crime Awareness and Campus Security Act

The Jeanne Clery Disclosure Act of 1998 as well as its amendments provide the Tufts University Police Department an opportunity to explain various services, policies, programs, and expectations that help contribute to achieving reasonable safety and security at Tufts University. As one of our efforts to comply with the Clery Act, an annual Public Safety brochure is made available. This
publication also informs the Tufts community of campus crime statistics. A printed copy of the brochure may be requested by contacting the Tufts University Police Department (TUPD), 136 Harrison Avenue, Boston, MA.

**Physical Assault**

Anyone who has been physically assaulted is encouraged to report the incident to the Tufts University Police Department (TUPD), who will assist in obtaining medical care and in gaining the cooperation of other police agencies if the incident occurred off campus.

TUPD will issue a Campus Safety Alert if the assailant is unknown or remains at large

A member of the university Office of Student Affairs staff will either respond at the scene of the incident or will be in touch with the victim.

TUPD officials and the Office of Student Affairs are available to discuss options for pursuing a complaint both within and outside the university. Tufts is prepared to hear a complaint concerning physical assault as long as the alleged assailant is a student currently enrolled at Tufts.

**Hate Crimes**

Massachusetts has a specific law that prohibits hate crimes, the Hate Crimes Penalty Act. The law applies to anyone who commits an assault and/or battery with the intent to intimidate a person because of race or ethnicity, religion, national origin, age, sexual orientation, or disability. Students believing that they have been subject to a hate crime are encouraged to report it to and/or seek help from the Tufts University Police Department, (617-636-6610 or, for emergencies, 617-636-6911) the Office of Student Affairs (617-636-6534), and/or the Office of Equal Opportunity (OEO) (617-627-3298). While the Massachusetts law does not include gender as a basis for a hate crime, Tufts’ policy on hate crimes includes gender as a protected class, as well as the other categories listed in the state statute.

**Threatening Behavior**

In circumstances where a student’s behavior raises significant concern that they may present a threat or safety risk for themselves or others in the community, or in cases where a student is causing a disruption to the campus community, the Office of Student Affairs may impose an administrative leave of absence, which requires the student to remain off campus until such time as a determination can be made about the threat, safety risk, and/or disruption to the campus community.
Interim Suspension is a directive, not a disciplinary action, and in of itself no disciplinary consequences. It is not in itself a finding of responsibility for any disciplinary action, nor does it preclude future disciplinary action. However, the behavior which resulted in the Interim Suspension may lead to a disciplinary outcome. During an Interim Suspension, a student may work with faculty members to keep up with coursework through readings and on-line communication from off campus.

Interim Suspension is frequently accompanied by a requirement for the student to undergo a comprehensive psychological evaluation and risk assessment before being able to return to campus.

For further information, please visit the Tufts University Threat Assessment and Management (TTAM) Program website.

Abuse Prevention/Relationship Violence

Massachusetts law prohibits abuse by family, household members, roommates, and partners in substantive dating relationships through physical harm, fear of physical harm, or forcing to involuntarily engage in sexual relations. Massachusetts courts can issue orders protecting the victim from such abuse. Students engaging in such conduct may be arrested and subject to court proceedings and internal disciplinary actions. Tufts administrators may take interim actions based on an arrest or incident involving such abuse.

Harassment

Under Massachusetts law, stalking and cyber-stalking are prohibited felonious acts. Stalking includes a willful, malicious, and knowing pattern of conduct or acts over a period of time directed at a specific person that seriously alarms or annoys the person and that causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, Internet communications, and facsimile. Conduct that does not include a threat of death or bodily injury is also illegal and considered criminal harassment. TUPD and the Office of Student Affairs can explain the options for pursuing court proceedings or internal disciplinary action.

Weapons Policy

No individual other than a Tufts University police officer or other authorized law enforcement officer may possess, carry, store, use, or have in his or her custody or control, a firearm or other weapon anywhere on the campus grounds or in any campus building. This policy includes, but is not limited to, firearms of any nature including: shotguns, rifles, pistols and revolvers, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade)-style knives of any length, throwing knives, or folding
(pocket-style) knives with a blade length of four inches or greater; swords; axes; mace, pepper gas/spray, and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property. Temporary exemption to this policy may be granted only by the Tufts University Police Department, (617-636-6610) for educational or demonstration purposes. Weapons will be confiscated by the University Police and violators may be subject to criminal prosecution and/or referral for college disciplinary action, possibly including suspension or expulsion.

Working with One Another Policy
(click link to external Office of Equal Opportunity Website)

Academic

Academic Accommodations

TUSM Accessibility Services

In order to progress through Tufts University School of Medicine (TUSM), students must be able to comply with the TUSM technical standards, as well as all matriculation, promotion and graduation requirements. The Office of Student Affairs works with students to provide reasonable accommodations for students with documented disabilities covered under the ADA. For more information please reference Tufts University Office of Equal Opportunity.

In accordance with the TUSM policies and State and Federal regulations students with documented disabilities covered under the ADA are considered eligible for accommodation after completing the required paperwork and meeting with the Associate Director of Academic Support. All accommodations must be requested in writing by the student and must be pertinent to the student’s documented disability. Accommodations must not substantially alter the program, intent, process, nor be an administrative burden to execute for the parties involved.

The process of arriving at and implementing accommodations for a student entails:

1. Submission of all documentation by the student and licensed professional at least four weeks prior to the beginning the academic year (or anytime when new chronic disability is documented, though “back accommodations” cannot be provided). Students requesting additional time on written exams must provide neuropsychological testing by a licensed professional within the past three years.
2. Student’s request for specific accommodations. Requests for accommodations must be timely, at least four weeks before the start of the next semester.  

   (Academic Calendar)

3. A meeting with the Associate Director of Academic Support

4. A comprehensive review by the Associate Director of Academic Support. Requests for accommodations may be shared for review and approval by a consulting licensed professional in the relevant field.

   • Approval and agreement of accommodations.

Guidelines for USMLE Accommodation Request  
(Must be completed by October 15th of year two of medical school)

Academic Support

The Office of Student Affairs (OSA) offers a variety of resources to help students with course preparation, USMLE exam preparation, and other academic concerns, including learning style strategies, test anxiety and time management. The OSA supports the student’s transition into medical school by encouraging them to develop and enhance their study skills as they adjust to the high-volume learning environment. The OSA also offers individual and small group workshops and panel presentations regarding study enhancement, time management, board preparation and balancing priorities while in medical school.

Active Citizenship Program

In 2010, TUSM partnered with the Jonathan M. Tisch College of Citizenship and Public Service, a national leader in civic education, to provide the Active Citizenship Concentration Program (ACP). This program is designed for medical students who have completed the preclinical curriculum to pursue an intensive six consecutive month to one year experience in active citizenship as it relates to the practice of medicine or public health either abroad or in the United States. The program was developed as a reflection of the value that both TUSM and the Tisch College place on active civic engagement and community service.

The Tisch College and TUSM prepare students to be lifelong active citizens and place great value on creating an enduring culture of active citizenship. We know through published research, that medical students who participate in clinical experiences in underserved communities are more likely to remain actively engaged in volunteer activities and community service throughout their careers. The ACP is designed to allow students with some clinical experience (generally having completed the third-year core clinical clerkships) to pursue fulltime volunteer work in an underserved area. Students must have a mentor at TUSM (although they may also have a local mentor) and they must complete reading and training modules prior to their immersion in the field.
There is no break in enrollment status during the ACP, therefore, students are eligible to take out loans for living expenses and are entitled to other benefits of enrollment (aside from taking classes). Students are not charged tuition during their time in the program, however they will be charged the Continuation Fee. Students are required to have their ACP experience approved by the Dean for Students. In addition, students must complete the Tisch/TUSM curriculum and mentors must give both midterm and final evaluations.

**What is Active Citizenship?**

Active Citizenship means building stronger, healthier, and safer communities. Active citizens are in every sector and field of study. There are citizen physicians, citizen engineers, citizen bankers, citizen artists, and citizen mathematicians, to name a few. They come from all backgrounds and experiences, but share a commitment to actively engaging in their communities.

**Where does Active Citizenship occur?**

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

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

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

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

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

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

An ACP report/evaluation from the student’s project preceptor is required at the midpoint and at the completion of the ACP. The ACP report form will be emailed to the student at the midpoint and near the conclusion of their ACP. The student must ensure that their preceptor completes and returns the reports to the Registrar’s Office in a timely manner. The student must provide their preceptor with a copy of this information.

**Alpha Omega Alpha Honor Society**

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

**Eligibility is based on the point system listed below:**

*Clinical Performance in Third Year:*

HONORS in Medicine or Surgery – 14 points

HONORS in Family Medicine, Obstetrics/Gynecology, Pediatrics, or Psychiatry – 10.5 points
USMLE Step I Score:

246 or greater ----------- 25 points
239 to 245 --------------- 20 points
232-238 ------------------ 15 points
226-231 ------------------ 10 points
215-225 ------------------5 points

Ineligibility:

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

Transfer Students

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

Leave of Absence (LOA)/Research Concentration Program (RCP)

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

Final Selection of AOA

Selection of AOA members will be made by a committee of TUSM faculty members based on a review of the student’s entire medical school record and demonstration of attributes and qualities of importance to the medical profession.
Attendance/Absence Policy for Preclinical Courses (2018-2019)

Students are required to attend all sessions deemed mandatory (see definition below) unless they have either an excused or an "allowable" absence (please note below that these differ).

In addition, students must attend a course-specific number of mandatory sessions in order to pass each course. This requirement must be met regardless of whether the absence is excused, allowable, or unexcused. Make-up work may be offered in the event of excused absences; this will be determined on a case-by-case basis.

**Excused Absences**

Excused absences from mandatory sessions are granted for illness, medical appointments, personal issues, family emergencies, religious observances and jury duty.

In addition, students may receive an excused absence (of not more than two days) to present a poster or paper once during their four years at TUSM.

In all of these circumstances, excused absences may only be obtained through the Office of Student Affairs (OSA). Students may be asked for supporting documentation for excused absences. Please call the OSA and ask to speak to one of the Deans or send a request via email to med-osa@tufts.edu.

**Religious Observances (excused)**

When possible, the Office of Educational Affairs (OEA) avoids scheduling mandatory sessions/exams on religious holidays. If students observe holidays that coincide with mandatory session dates, students should seek an excused absence from the OSA.

Please note: mandatory sessions may fall before or just after a religious holiday – in this case, students are expected to observe holidays locally as travel for holidays will not be excused.

**Allowable Absences**

Recognizing that there are other important events in students' lives, we grant two allowable absences per year (two days) in years one and two that will not affect your standing with regards to professionalism.* Examples of such events include attending a wedding, graduation, other family event or a conference or meeting. However, please be aware that students are NOT allowed to make up missed quizzes or other graded assignments, therefore points may be lost due to "allowable" absences.
In addition, students may use only one "allowable" absence in the following courses: PBL, EBM, Ethics & Professionalism, MIDPR (Interviewing), laboratories associated with courses, TBL sessions (associated with any course), and CAP.

Also note that "allowable" absences are not "personal days" – students still must have a reason for the absence, and are responsible for notifying course directors, as well as emailing the OSA well in advance of the intended "allowable" absence. If one of these events falls on an exam day, please arrange an appointment to meet with one of the OSA Deans to discuss your options. **Exams are never given prior to the scheduled exam date.** Do not make travel arrangements prior to consulting the OSA as it is not always possible to rearrange exams.

Although students are permitted two allowable absence days per year, **it is essential that students carefully review the attendance policy for all courses**, as some course requirements make it impossible to pass the course with as few as two total (excused, allowable, etc.) absences.

*It is the student's responsibility to be familiar with the requirements of each course which are outlined in each course syllabus.*

*Absences are tracked in a database and unexcused absences are considered a sign of unprofessional conduct. As such, students with a history of multiple unexcused absences may be ineligible for honor societies or other awards, may be brought to the Student Ethics and Promotions Committee and may have this noted in their MSPE/Dean's Letter.*

**How is attendance defined?**

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

- **Mandatory (M)** - Attendance is required, excused absences are granted on a case-by-case basis by the OSA and only for medical or family emergency and/or religious observances.
- **Mandatory + Points (MP)** - Attendance is required and students either earn points for the session by completing an assignment or assessment or have points taken away from their final grade for missing the session without an excused absence. A student with an excused absence may be eligible to receive points as determined by the course director.
- **Points (P)** – Students will earn points for the session by completing an assignment or assessment or have points taken away from their final grade for missing the session without an excused absence. A student with an excused absence may be eligible to receive points as determined by the course director.
What kinds of sessions are mandatory?

- Any session that includes a patient presentation is mandatory. We are fortunate that many patients will contribute to student education by volunteering to be interviewed and/or examined in front of the class. Professional standards and respect for these patients mandate that all students be present for such sessions.
- Most small groups and laboratory sessions are mandatory for the following reasons: to be effective, interactive small group learning requires a critical mass of participants; small groups allow for productive interaction and the development of teamwork skills, essential components for effective medical practice; and, most small group facilitators/faculty are volunteers who give up a half-day or more each time they teach a small group session.
- Clinical skills (anatomy dissection, interviewing, physical diagnosis) and patient care (CAP, clerkships, etc.) sessions are mandatory because they can only be effectively taught by direct participation and experiential learning.
- At the start of the course, students are given notice of mandatory sessions whenever possible. This information is also noted on the TUSK course schedule.

Lecture Attendance

- Most lectures are not mandatory. If a lecture is mandatory, students will "sign in" for lecture using the PollEverywhere system.
- If a student is more than 15 minutes late for a mandatory lecture, it is their responsibility to go to the OEA during the next available break, sign-in and provide a brief written explanation.
- The OEA does not accept phone calls or emails as acceptable forms of attendance verification when a student is tardy and has failed to click or sign in.
- Students will not be allowed to sign-in for mandatory lectures more than four hours after the session has concluded.
- If a student is late for more than three mandatory lectures, they will be alerted that a letter from the OEA will be placed in the student's record (and can be included in the students' MSPE/Dean Letter under professionalism).

Small Group Attendance

- For mandatory small group sessions and/or for small group sessions that are mandatory and worth points, attendance will be taken with a sign-in sheet. You must sign-in during your group session. You may not sign-in for another student.
- No post-session sign-ins will be accepted.
• If a small group faculty leader is more than ten minutes late for a session, it is the students’ responsibility to go to the OEA (Sackler 321) to inform the staff that the group is without a leader. (Students will be reassigned to another small group, if necessary.)

Calendars

Academic Calendars

2018-2019 School of Medicine Calendar
(select link for pdf. Document)

2018-2019 3rd Year Rotation and Exam Dates
(select link for pdf. Document)

2018-2019 4th Year Rotation Dates
(select link for pdf. Document)

2017-2018 School of Medicine Calendar
(select link for pdf. Document)

2017-2018 3rd Year Rotation and Exam Dates
(select link for pdf. Document)

2017-2018 4th Year Rotation Dates
(select link for pdf. Document)

University Holidays
(select link to Tufts Human Resources Website)

Career Decisions

You have already made your most significant career decision by entering medical school. However, within medicine lie many diverse areas of medical practice and research. Although you will not have to choose amongst these fields until the beginning of fourth year, you may wish to begin the process of career exploration early in your medical studies.

The Office of Student Affairs sponsors many career decision- making activities within the Specialty Advising, Guidance and Exploration (SAGE) program. These activities include lunchtime conferences and presentations by career specialty interest groups,
career workshops offered during third year, Career Specialty Fair offered in January of each year, and the Careers in Medicine program administered through the AAMC. The major purpose of these activities is to provide you with a framework for thinking through the important issues in selecting a career path that is a good fit for you personally and academically. The programs will also help to inform you on what it is like to practice within a given specialty.

**Careers in Medicine (CiM)**

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

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

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

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

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

**Choosing a Specialty** - It is important to be able to make healthy decisions about your medical career. This involves finding a good fit between the information you have learned about yourself and about specialties. It also involves considering what is important to you about the residency programs you are interested in pursuing and possible future practice settings. This phase will provide an objective framework to make these decisions.
Getting into Residency - Writing a Curriculum Vitae ("CV") and residency application, interviewing for residency, and going through the Match are integral components to implementing your decision. This is where you put your decisions into action. Information about individual residency programs can be found on FREIDA (Fellowship and Residency Electronic Interactive Database Access).

CiM is a circular program. As you complete different aspects of the program and are exposed to different educational experiences, we encourage you to reassess yourself using any and all of the tools available in the program. To access this program, go to the Careers in Medicine web page and enter your AAMC user name and password.

For further information regarding CiM, please contact the Office of Student Affairs.

Residency Application Process

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

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

Pathway to Residency

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

PTR includes the following:

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

Clerkship Guidelines and Information

When & Where to Report

Prior to the start of each clerkship, log onto your student schedule (https://regweb.med.tufts.edu/Registrar/Student/login.asp) to confirm when and where you are to report for the first day of the rotation. This site has the most up-to-date information.

TUSK

Each clerkship has a section on TUSK that has general clerkship information and reference information (e.g. Learning Objectives, Grading Policy, Clerkship handbook, required and recommended text books, Student Treatment Policy, mid-clerkship feedback form, parking instructions etc.). Please be sure to review the clerkship pages on TUSK.

Clerkship Attendance Policy

Attendance is mandatory for all hospital and outpatient clinic rotations in the third and fourth year. There is plenty of scheduled vacation time during third-year (at Winter Break, up to 4 weeks during elective periods and another 2 weeks at the end of April (following core clerkships and prior to advanced clerkships in May). Outside of that time, there are no “personal days” during the core clerkship year however, we do want you to be able to take care of yourself. This includes being able to schedule doctor’s appointments for routine healthcare. Please aim to schedule those appointments at times when it might cause the least disruption
in patient care and always let your site director know that you will be leaving for an appointment so that you are not considered “missing.” Should your health circumstances necessitate more frequent doctor’s visits, please contact one of the deans in the OSA as special accommodations may be necessary. Time off for weddings (other than your own!), to attend meetings, run marathons, etc. will not be granted. However, we recognize that students do become ill or have other emergencies that require them to occasionally miss time. In the event of a brief illness (one or two days), the student and clerkship director may work together to arrange for time to be made up (at the discretion of the CD). Illness of any length requires written documentation from your physician.

If illness or personal emergency require you to miss more than two days of a rotation, the clerkship director and the Dean for Students or the Associate Dean for Students must be notified (617-636-6534). Students in the Maine Track or Maine for the Year, should contact Dr. Jo Linder (207 662-8766). Students who do not report for a rotation or are absent without appropriate notification to the course director, clerkship director and the Dean or Associate Dean of Students will receive a grade of “Fail” for the rotation.

Please note that time off for hospital holidays is at the discretion of the Clerkship Director and is not to be presumed. Medical School and University holidays are not observed during third and fourth year.

Thanksgiving: students should expect to work 2 of the 4 days (Thursday, Friday, Saturday, Sunday) of the Thanksgiving holiday. The schedule will vary from site to site, clerkship to clerkship).

Religious holidays

Time off may be provided (at the discretion of the clerkship director and only if coverage can be arranged) to observe the religious holiday but not to travel (e.g. leaving early from the site in time to be at temple on Thursday is okay but it is not ok to request the entire day off to travel home). It is expected that time missed will be made up.

TUSK Patient Logs

Completing the Patient Logs is mandatory.

For each clerkship, there is a list (in table form) of the required clinical encounters and the expected level of student responsibility for each encounter. Students are required to log ALL patients seen who fall into one of the required encounters. You will see patients who do not fit into the required clinical encounters. These patients will not appear on your patient log.
The Patient Log enables you to report what you have seen, track your patients and link to articles on diagnoses. All Patient Logs are not alike - the logs match the goals and objectives of each clerkship. You should log patients on a daily basis – do not wait until the end of the clerkship. During the course of the clerkship, the clerkship directors periodically review your patient log to determine if the goals and objectives are being met via patient encounters.

The Patient Log for a particular clerkship is only open while you are on the rotation. When the rotation ends, the log closes and you can no longer do any patient information entries.

Completion of the Patient Log for each clerkship is required. Third year students will be given a failing grade and will be brought to the TUSM Student Ethics and Promotions Committee if they do not complete their Patient Log.

Personal Appearance and Dress Code

The following standards of dress and safety are in effect at all times and in settings where patients or standardized patients may be present. The expectation is for all students to adhere to the following grooming and clothing standards. Some hospitals may have additional requirements.

Any student whose appearance, image or hygiene is inconsistent with this policy will be counseled and may be sent home to change clothes/remediate the situation. Continued disregard of the policy will result in disciplinary action.

- Professional attire is clean, neat, moderate in style and appropriate for the type of work being performed. Clothing that is revealing or tight fitting is not professional and therefore inappropriate. Clothing should be clean, not wrinkled, torn, faded or frayed. Fabric such as denim, sweat-jersey, and lycra are not appropriate. Hooded attire is not appropriate.
- No team/political/graphic logos or buttons on attire. Students will avoid wearing accessories on their clothing or person that could present a safety and/or infection hazard, or are embarrassing or offensive to patients.
- Sandals and flip flops are unacceptable.
- No exposed midriffs.
- Students are responsible for maintaining appropriate levels of personal hygiene.
- Fragrance use is discouraged in consideration of patients. Makeup or perfume/aftershave/cologne should not overdone.
- Extreme or eccentric hairstyles and colors are inappropriate.
• Visible body piercing should be minimal. Multiple earlobe piercings should be removed. Eyebrow and tongue piercings should be removed. Nose rings are not acceptable. Exposed tattoos are discouraged. Tattoos should be covered when possible.
• The hospital issued ID badge and TUSM school ID is considered part of the required uniform and is to be worn above the waist at all times while on the premises, visible, front facing so that name, title and photo are visible. The badge cannot be altered, changed or obscured in any way.

Core Clerkship Representatives

Each class will have students appointed to be Core Clerkship Representatives for the various clerkship disciplines. Their role is to ensure that you have another venue to report things such as mistreatment or major concerns about your clerkship experience. We sincerely hope that you will feel comfortable discussing these issues first and foremost with your clerkship directors or with one of the deans in the OSA but if not, please let your representative know. Deans Kuhlik, Kerle, Duffey and Epstein will be meeting quarterly with the reps. The list of representatives will be emailed to the class in May.

Hospital Requirements

If you receive notice (usually via email from a clerkship administrator) of requirements that must be met before the clerkship, take care of it immediately.

Failure to complete and submit any required paperwork or online Orientation modules by the deadline the clerkship sets will prevent you from being able to take the clerkship and will result in a review of your record by the Student Ethics and Promotions Committee for unprofessional conduct.

CORI - Criminal Offense Record Information

While we have conducted a Massachusetts state criminal background check on every student, some of the TUSM affiliated sites (e.g. Baystate) are required by law to do a national criminal background check on anyone who will be caring for patients. Should you be informed that this is a requirement (usually you will receive an email regarding this matter from the hospital prior to the start of their scheduled block), you are required to complete and return the required paperwork to the hospital by the deadline established by the individual hospital. Failure to complete the paperwork will prevent you from taking the rotation. It is required that you complete and return the hospital's required paperwork by the deadline they set.
Failure to complete and submit any required paperwork by the deadline the clerkship gives you will prevent you from being able to take the clerkship and will result in a review of your record by the Student Ethics and Promotions Committee for unprofessional conduct.

**Respirator Fit Testing (Mask Fit)**

Many of our clinical sites and many away rotations require a respirator mask fit. Ryan Flaherty and his staff at Tufts Medical Center will perform mask fit tests for our students on Tuesdays from 7:00-7:30 AM and Thursdays from 3:00-3:30 PM on Atrium 4 in the Hallway. You will need a verification form signed after you have completed the test. You will be responsible for keeping this form as “proof” that you completed the test. You can bring a copy of that document to the Registrar’s Office, we would be happy to keep a copy of it for your file.

Prior to the start of the academic year, you will be required to complete and submit to the OSA, the OSHA Respirator Fit testing clearance form. That document will be reviewed by a physician. Before going to TMC, you will stop by the OSA to pick up the OSHA questionnaire you completed signed by either Dr. Kuhlik or Dr. Epstein. You cannot have the test done without this document. The completed forms will be kept in the OSA and can be picked up from 8:30 AM – 5:00 PM.;

During third year Orientation, Maine track students will have their mask fit done at Maine Medical Center and Baystate students will have theirs done at Baystate.

**End of Clerkship Examinations - NBME Miniboard Examinations, CLIPP exam, Family Medicine** (Note: The NBME Miniboard is also known as the Shelf Exam or Miniboards)

On the morning of last day of each rotation block, students are required to take a National Board of Medical Examiners Subject examination (miniboard exam), CLIPP exam (Pediatrics) or Family Medicine exam. These exam scores are a portion of your final clerkship grade. The results are received by the Registrar’s Office about one week after the examination is given and then forwarded to the overall clerkship directors. Examinations take place on the Boston campus, Baystate Medical Center and Maine Medical Center. Students participating in clerkships at Baystate Medical Center will take the examination at Baystate Medical Center. Students participating in clerkships at Maine Medical Center will take the examination at Maine Medical Center. Students in the Maine track participating in the Longitudinal Integrated Clerkship (LIC) have a separate set of exam dates and will take their exams at MMC.
The exams administered in Boston start at 9:30 am. Exams at Baystate start at 9:00 am and exams at Maine Medical Center start at various times (between 8:00 - 9:00 am).

The exams are 2 hours and 45 minutes long. The miniboards and CLIPP exams have 100 questions. There is information on the NBME Subject Examinations content and sample questions on the NBME web site.

Any questions about these examinations should be directed to the Registrar’s Office. All students are required to take the exam on the last day of the rotation at the scheduled time. Students will not be allowed to take the exam early or on another date. Please make your travel plans accordingly. Under extenuating circumstances, if a student is not able to take the exam, he/she must contact the Dean for Students.

**Exam Release Policies**

<table>
<thead>
<tr>
<th>Course</th>
<th>End of Clerkship Exam Release Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>Released when Thursday office hours are over for their preceptor.</td>
</tr>
<tr>
<td>Medicine</td>
<td>All day Thursday off.</td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>Released between 1:00 – 3:00 pm Thursday.</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Released between 3:00 – 5:00 pm on Thursday.</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Released at noon Thursday.</td>
</tr>
<tr>
<td>Surgery</td>
<td>Students are required to work on clinical duties until noon on Wednesday. After that they are released from all clinical duties (including M+M and grand round conferences).</td>
</tr>
</tbody>
</table>

**Clerkship Evaluations Completed by Students**

Student evaluation of the curriculum provides Course Directors, Department Chairs, Deans, the Curriculum Committee and others with valuable feedback vital to the planning of the educational program. Evaluation questionnaires are administered to students throughout the four years in both preclinical courses and clerkships. Students have the opportunity to be a part of the ongoing evaluation and feedback process to assure the highest quality curriculum to meet TUSM’s overall mission.
Online questionnaires are administered to students via TUSK during the last week of third-year and fourth-year clerkships. Completion of an evaluation form for clerkships is required. Third year students will be given a failing grade if they do not complete the clerkship evaluation. Evaluations for third year clerkships are posted a week before the end of the clerkship and will stay available for 3 weeks after the end of the clerkship.

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

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

When completing an evaluation, usernames are requested to record who has submitted an evaluation. Once the evaluation is completed and submitted, the usernames are separated from the responses electronically; usernames and the responses are sent to separate data tables. Responses are sorted and stored safely on TUSK. The evaluator, faculty, chairs and deans do not have access to the data except through the evaluation reports generated as described above. The evaluator can only see responses in a confidential evaluation report. The report is sent to the course director, department chair, and appropriate deans. Student names will never be associated with the responses or comments.

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

Clerkship evaluation results are available for review on reserve in the library and on TUSK.

**Objective Structured Clinical Examination (OSCE)**

The OSCE (Objective Structured Clinical Examination) is an end-of-third-year assessment of clinical skills. Students must pass the exam in order to graduate.

For all Boston and Springfield-based students, the nine station OSCE, conducted at the Clinical Skills Simulation Center (CSSC) (3rd floor, 35 Kneeland Street), consists of seven encounters with standardized patients (SPs) and two skills stations. SPs score student performance while faculty monitor the student-standardized patient encounters from a control room.
For all Maine-Track students and those in Maine for third year, the OSCE will be conducted in the Hannaford Center for Safety, Simulation and Innovation.

The exam runs from approximately 9:30am-3:00pm. The dates for the OSCE take place between mid-March and the end of June. The date that you are assigned to take the OSCE will be sent to you about three months prior to the exam.

Two documents that will help you prepare for the exam; they are posted on TUSK: http://tusk.tufts.edu/view/course/Medical/380

1) UMASS Standardized Patient (SP) Program Physical Exam Scoring Guidelines for OSCEs, and
2) TUSM Checklist for Complete Physical Exam.

Also, the OSCE FAQ on TUSK contains detailed information about the OSCE: http://tusk.tufts.edu/view/url/M2044C/775325.

If you have any questions or concerns about the exam after reviewing the FAQ, please contact Ann Maderer, ann.maderer@tufts.edu.

Annual Clerkship Grading Policy

Annual grading policies for clerkships are distributed at 3rd-Year Orientation and posted on TUSK.

Clerkship Policies

Supervision of TUSM Students in the Clinical Setting

During the core clerkships and all clinical rotations students must be under the supervision of a faculty physician who is working within the scope of their practice. Student supervision may directly occur via a resident physician (intern, resident, fellow) who is under the supervision of a faculty physician.

Prior to starting the core clerkships ALL students have successfully completed the Interviewing, Physical Diagnosis and Competency-based Apprenticeship in Primary Care (CAP) Courses. In so doing, each has been deemed competent to conduct a history and physical examination in the clinical setting without direct supervision (e.g. in the room), with the exception of breast and pelvic examinations where in-room supervision is expected.
Prior to starting the core clerkships ALL students have successfully completed the Core Clerkships Orientation that includes training in simple bedside procedures. Students may perform phlebotomy and insertion of peripheral intravenous catheters, in the clinical setting, without direct (e.g. in the room) supervision (by completing the Orientation experience they have been deemed competent in these procedures. For all other procedures, students must be directly observed by a resident or faculty member who is working within the scope of their practice.

**Policy on Conflict of Interest in Core Clerkships and Advanced Electives**

In order to avoid a conflict of interest in the evaluation of students as well as to promote a fair and positive learning environment, students may not be assigned to a clinical rotation where they will be directly supervised or otherwise evaluated by a physician (or other medical provider) with whom they have a current or prior medical relationship. If a student requires emergency medical attention during a clerkship and the best (or available) provider is their direct supervisor or evaluator, the student will have the option to be reassigned to another site after recovery from illness. This will be accomplished through the Dean of Student Affairs with strict confidentiality.

In addition to the above policy, students may not be supervised or otherwise evaluated by any family member or close friend (inclusive of close friends of family members). Students are expected to disclose such relationships prior to the Clerkship Lottery process (this includes prior personal physicians as above) and will be excluded from such rotations.

Clerkship Directors as well as those who directly supervise students will attest to the fact that no such COI exists by a signature on the student’s evaluation form.

**Student Work Hours Policy**

Tufts University School of Medicine recognizes that education is the primary goal for medical students during the third- and fourth-year clinical clerkships. The following work hour policy developed by the Core Collaborators subcommittee of the Curriculum Committee outlines student work hour limitations that maximize the educational value of clinical training while limiting fatigue that may impair a student’s ability to aid in patient care or achieve the learning objectives of the rotation. The Core Collaborators recognize that didactic teaching sessions are an essential part of the third-year core curriculum. For this reason, each clerkship is encouraged to implement this policy in a way that interferes least with didactic and case-based learning. Under the rubric of TUSM’s Honor Code, students are accountable for tracking their own efforts.
1. Medical students engaged in clinical activity will be on duty no more than 80 hours per week (averaged over a four week period). For the purposes of this policy, duty hours are defined as time spent in the hospital directly related to patient care or educational requirements such as in-hospital conferences, and on-call time (even if spent sleeping). Preparation for patient care, conferences, or exams is not considered “duty” time and may be done outside of the clinical setting.

2. Medical students shall not spend beyond 30 consecutive hours in the clinical setting while on duty. This allows students to remain in the hospital post-call for a few hours in order to complete on-call notes, patient care, and for the educational experience related to their on-call activities that may take place during the morning post-call.

Suggested ways to implement this policy include (but are not limited to):

- Schedule all third-year didactic sessions on a specific day of the week and avoid any overnight call the evening prior.
- If didactic sessions occur daily, schedule all overnight call on Friday or Saturday nights with no didactic sessions the following day.
- Regular weekday “on-call” activities on rotations with daily didactic sessions can end at 10 or 11 p.m. thereby allowing students to return the following day for didactics and patient-care activities.
- Fourth-year ward rotations may have students follow intern or resident schedules.

Clerkship directors are required to share this policy as well as their specific implementation plan with all residents and attending physicians as well as medical students.

Community Service Learning (CSL)

The Tisch College and Tufts University School of Medicine Community Service Learning (Tisch &TUSM CSL) program stems from the firm belief that physicians have a social responsibility that extends beyond the clinic and hospital walls.

In preparation for their role as both care providers and community leaders, medical students work directly with community organizations as collaborators, mentors, and educators. These firsthand experiences enable students to learn more about healthcare disparities, gain exposure to a diverse range of patient populations, and hone crucial clinical, communication, organization, and teamwork skills that will benefit their future work as physicians.
The program is led by Course Co-Directors Dr. Mark D. Pearlmutter, M84, Dr. Carolyn Rubin, Ed.D., and our part-time CSL Coordinator, Jen Greer-Morrissey.

This work is supported in part by the Jonathan M. Tisch College of Civic Life. All Tufts students are part of this unique college that works across Tufts schools to prepare students from every field to be lifelong active citizens. Collaborating with Tufts schools, departments, and student groups, Tisch College develops students' knowledge, skills and experiences, helping them identify and implement solutions to complex social problems.

Current TUSM students should refer to the TUSK CSL Course website for the most up-to-date Tisch & TUSM CSL Program information, forms, and policies.

Core Clerkship Orientation Guide

Core Clerkships and Basic Electives

During the Core Clerkships students focus on developing their clinical skills and learn to take responsibility for patient care under close preceptor supervision at a number of affiliated sites representing a wide variety of clinical settings. The Core Clerkships start during the last block of the second year and consist of eight weeks each of medicine and surgery and six weeks each of family medicine, obstetrics-gynecology, pediatrics, psychiatry. An additional eight weeks of Basic Electives allow for career exploration and, based on the student’s interest, more advanced work in a variety of disciplines.

The medical school believes that all students should have experiences in a variety of teaching settings. Students should expect to participate in rotations that are located outside of Boston, including some at the Baystate Medical Center in Springfield, Massachusetts (the western campus of TUSM), and Maine Medical Center in Portland, Maine. View a list of Third-Year core teaching sites.

Advanced Electives

Advanced Electives begin during the last block of third year and extend throughout fourth year. These experiences expand the basic clinical knowledge and skills acquired in the first three years, enabling the student to manage clinical problems with the degree of independence required of the first-year postgraduate level of medical training. The specific program is based on the individual student’s career plans and needs and is chosen by the student with faculty advice and is subject to the approval of the Dean for Students. Each fourth-year student is required to take a minimum of nine 4-week rotations. Five of these nine rotations must be taken at TUSM-affiliated sites. Of these five rotations, the following requirements must be met: two must be Acting Internships; one
must be a clinical neuroscience experience; and one must be in medicine. A large selection of electives, including many nationally and abroad, allows fourth-year students to explore areas of interest and to round out their personalized educational program.

**Core Clerkship Orientation Guide**
*(refer to the Tusk Website)*

**Examination Policies (Pre-Clerkship)**

**TUSM First- and Second-Year Examination Policies and Procedures**

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

**Absence from Preclinical Examinations**

The following Absence from Preclinical Examination Policy is for extenuating circumstances only. Attendance at all examinations is mandatory and it is expected that all students will take the examination on the day and time scheduled. Health, family, or personal emergencies that may interfere with attendance at an exam must be discussed with and approved by the Student Affairs’ deans PRIOR to the start of the exam. The deans will notify the course director and the Office of Educational Affairs (OEA). As soon as circumstances permit, the student is required to confer with the Office of Student Affairs and the course director to arrange make-up examination(s). Please note that make-up examinations are not administered in advance of the scheduled exam date.

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

**Seating**

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

**ExamSoft Download Policy**

Students are responsible for downloading exams within a specified window of time (usually 48-72 hours), determined by the Office of Educational Affairs (OEA). The OEA will notify students by email that their exam is ready for download. Unless otherwise specified by the OEA, students will have until 2 p.m. on the business day before the exam is scheduled to download the exam so that any technical issues that arise may be addressed immediately, unless otherwise stated. Therefore, if an exam is on a Monday, it must be downloaded before 2:00pm on the Friday before that exam is scheduled. Should there be a delay in posting the exam for download, the deadline will be extended accordingly. Students who fail to comply with the download deadline will meet with the Student Affairs’ deans. If the download deadline is not adhered to a second time, the student will receive a grade of “zero” on the exam (which may result in failing the course) and be brought to the Student Ethics and Promotions Committee.

**Arrival**

- Students may not bring personal belongings into the seating area of the testing room.
  - Backpacks and purses should be left in student lockers.
  - Head coverings (except for religious reasons) may not be worn and should be stored in student lockers.
  - Students may only wear pocket-less sweaters, sweatshirts, and jackets.
- Phones (turned off or silenced) and smartwatches should be left in student lockers or with proctors. If an electronic device emits a sound during the examination, the device will be collected, and the student will report to the Office of Student Affairs at the close of the exam.
- No food is allowed during examinations (except for health accommodations – students must apply through the OSA well in advance of the examination); drinks are permitted IN SEALED CONTAINERS.
- Exams will begin on time.
- Students must arrive and be seated 15 minutes before the beginning of an exam.
- Exams will be administered in two different locations. Specific information will be sent to students by email prior to every exam.

**Late Arrival to Exams**
• Students who arrive up to 30 minutes after an exam start time may begin the exam but will not receive additional time at the end of the exam.
• Students who arrive late for an exam (up to 30 minutes beyond the exam start time) must immediately contact the Associate Dean for Students in Sackler 4, Office of Student Affairs. The Associate Dean for Students may permit a student with extenuating circumstances to take the exam.
• Students who arrive more than 30 minutes after the start time of an exam will not be permitted to take the exam and will receive a zero score. A zero-exam score may result in a failure for the course and require review by the Promotions Committee in June.

Seating

• Students must sit one seat away from each other during exams.
• The seat assignment will be emailed prior to the exam.
• If a student has a concern about the seat in which they have been assigned it is their responsibility to contact the OEA immediately about it.
• Students are not permitted to change their seats during exams without permission to do so.

Start

• Unless otherwise specified, students will be given one packet of scrap paper. Students must PRINT their name CLEARLY on the paper (it must be turned in at the end of the exam).
• Student may use their own pencil or pen with the scrap paper.
• Laptops should be turned on, sound turned off, and plugged in.
• Students may only begin their exam when the announcement is made by the OEA staff person to do so.
• Start and finish times and the number of exam questions will be written on the board.

During the exam

• All technical problems during exams must be brought to the attention of the exam proctor.
• Content-based questions will not be addressed; concerns about the exam questions should be sent to the OEA after the exam.
• When using the restroom, students should tip down the top of their laptops or “hide” their screens.
Finish

- Students are given a 10, 5, and 2-minute warning prior to the end of the exam.
- Once the 2-minute warning is given, students are to remain seated until the end of the exam.
- When the "stop" announcement is made, students must immediately stop work, submit and upload their exams. **Failure to stop after the announcement is made will result in a report to the Associate Dean for Students.**
- All paper (if provided) must be turned in at the proctor’s desk with the students NAME PRINTED **CLEARLY ON THE PAPER.**
- All students must confirm submission of their exams by showing the proctor the “green screen” and checkmark. Failure to do so can result in the OEA contacting the student after the exam if it turns out the import was not done successfully.

Departure

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

Secure Testing

The Curriculum Committee has voted to use a system of secure testing. This means that exam questions will be kept in a secure exam-question bank. Exams will not be returned to students. There will be opportunity for self-assessment during the course with a series of on-line quizzes and/or interactive (i.e., iClicker) questions in lectures.

Distribution of Examination Results

The OEA scores and returns interim multiple-choice exam results to students usually within five business days. Essay examinations or other grading that requires manual scoring may take up to three weeks depending on faculty availability. Results are posted to Examsoft or distributed on the third floor in the OEA.

The exams themselves are not returned. Exams and answers will be posted on a board in the OEA for several days with set viewing times. Students will be sent an email with information about when they may view the exams in the OEA. Sharing exam answers or questions with students who have not yet taken the exam is a violation of the TUSM Honor Code and students who do so will be subject to disciplinary action. **Note: exams are only available for viewing during this time frame and will not be available during the summer remedial exam period. However, students will have access to course study materials/quizzes on TUSK.**
At each stage in the educational process, the Student Affairs, Educational Affairs administration and faculty identify those students who are in academic difficulty or who are failing in order that proper remedial measures may be taken by the student. It is the responsibility of each student to pick up exam results in order to monitor his/her progress and to notify the Office of Student Affairs if tutorial assistance is desired.

Policy on Grade Reporting

Grades for course requirements other than multiple-choice examinations (essay examinations, small group participation, written assignments, presentations, etc.) are reported to the OEA by the course director two-three weeks after the deadline assigned to the work and prior to the end of the course.* The OEA records and reports cumulative scores to course directors and academic deans.

Multiple choice examinations are scored in the OEA using ExamSoft. The OEA runs grade reports on the day of the exam and provides an item analysis to the course director within 24 hours whenever possible. Changes approved by the course director are applied to the exam questions and the OEA generates updated reports. The OEA follows the grade guidelines as specified in the course syllabus. Exam reports are posted to ExamSoft.

Scores are reported to students when they are complete. Students who score less than 70% on exams are strongly encouraged to meet with course directors for assistance. Score rosters are also given to academic deans so that students can be contacted about tutorial services. The Office of Student Affairs will offer assistance or tutorial services to students who are falling behind or failing.

*Grading may require additional time based on the complexity of the material to be graded. It may not be possible to report score details to students until after the course is completed.

Calculating Cumulative Scores for Final Grading

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

Final cumulative scoring is in accordance with the description provided to students in the course syllabus. In extenuating circumstances, a course director may need to change the grading criteria while a course is in progress. As an example, should an examination not take place because of a weather-related school closing, the course director may allocate this component of the grade to other course elements. Any change to the structure of final grades is recorded in the OEA and reported in writing to students prior to the end of the course.
Final Evaluation of Students

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

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

Grade Appeal Policies

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

**Standardized Patient or OSCE (Objective Structured Clinical Exam) Exams**: Course, clerkship or OSCE directors automatically review the data (including reviewing videotapes as necessary) of students who fail to achieve a satisfactory score on any standardized patient or OSCE exam. Students may not appeal the grading of these exams. Students may not review the videotapes for the purpose of challenging the scoring/grading of the exam. At the discretion of the course, clerkship or OSCE director, a student may review videotapes of the exam (in the presence of the course, clerkship or OSCE director or other designated faculty member) for the purpose of receiving feedback.

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

Experiences Abroad and International Electives

Students who wish to participate in an international experience as part of their academic program must apply for approval and placement from the Global Health Selection Committee through the TUSM Dean’s Office. All students are required to have a TUSM faculty mentor and a field preceptor. Students participating in an international experience are expected to maintain their academic and administrative responsibilities while abroad.

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

Requirements:

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

Emergency Evacuation Insurance:

Tufts students are provided with free evacuation insurance while abroad through International SOS. You will be given a card at the pre-departure orientation – please keep it on you at all times while away.

Tufts Travel Registry

Before going abroad, all students must register their trip with the Tufts Travel Registry. This will ensure that the university has an accurate record of all students abroad at any given time, and can act accordingly if there are any issues that arise. Registering with the travel registry will also register your trip with International SOS.

Additional Requirements:

- Attend pre-departure orientation
- Meet with TUSM faculty advisor to plan for trip
- Review pre-departure resources available on TUSK
• Check with your insurance plan to determine the level of medical coverage they will provide while you are abroad. Obtain overseas medical coverage if your insurance plan doesn’t provide it.
• Register your trip details with the Tufts Travel Registry, which will also register your trip with International SOS
• If you are a financial aid recipient, meet with the Financial Aid Office to resolve any outstanding issues.
• In advance of your departure, obtain the required immunizations for the country/countries that you will be visiting.
• In advance of your departure, obtain the necessary visas for the country/countries that you will be visiting. Be advised that the timeline for issuing visas vary by country.
• If you are receiving academic credit, be in touch with registrar and/or program administrators.
• If you are a combined degree student, complete any additional forms required by the program (i.e. MPH Fieldwork or Applied Learning Experience forms).

Clinical Rotations

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

Recommendations:

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

Primary Care Physician

Make an appointment with your primary care physician several months in advance of your anticipated departure date.

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

Travel Clinics

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

Research the Area

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

• Center for Disease Control
• State Department Travel Advisories

If you have questions about the requirements or the recommendations for arranging an international experience, please contact the Global Health Program Coordinator or the Dean for Multicultural Affairs and Global Health.

Grading Policies (Preclinical)

Grading System

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

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

Policy on Grade of Incomplete

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

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

The course director will submit the grade of "Incomplete" to the Registrar. The student will then complete the required work at a time mutually agreed on by the course director and the student. This completion will not be considered a make-up examination and, therefore, does not require approval by the Student Ethics and Promotions Committee. If a student interrupts his/her course schedule (i.e. by taking a Leave of Absence or participating in the Research Concentration Program) which does not permit the completion of incomplete coursework during the same academic year in which the incomplete was granted, the student will receive a final grade of Incomplete for those courses.

Students cannot begin an academic year without satisfactorily completing the previous year's work. Failure to complete course work without fulfillment of these criteria will result in a grade of "Fail". The Student Ethics and Promotions Committee must then authorize any make-up attempt. The basis for the failure should be indicated on the student report form submitted to the Registrar.

Grade Appeal Policies

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

**Standardized Patient or OSCE (Objective Structured Clinical Exam) Exams**: Course, clerkship or OSCE directors automatically review the data (including reviewing videotapes as necessary) of students who fail to achieve a satisfactory score on any standardized patient or OSCE exam. Students may not appeal the grading of these exams. Students may not review the videotapes for the purpose of challenging the scoring/grading of the exam. At the discretion of the course, clerkship or OSCE director, a student may review videotapes of the exam (in the presence of the course, clerkship or OSCE director or other designated faculty member) for the purpose of receiving feedback.

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

**Graduation Requirements**

Current requirements for graduation are the following:

- Successful completion of the first two years of medical school.
- Passing the Step 1 examination of the United States Medical Licensure Examination (USMLE).
- Successful completion of the required clerkships in the Core Clerkships/ Basic Electives.
- Successful completion of the Advanced Clerkships & Electives requirements.
- Taking Step 2 CK and CS of the United States Medical Licensure Examination.
- A Passing performance in the Observed Structured Clinical Examination (OSCE).
- Have paid a minimum of four full years of tuition (eight semesters) plus any additional tuition and fees incurred. Students, who transfer into third year, must pay a minimum of two full years of tuition plus any additional tuition and fees incurred.
Students, who transfer into second year, must pay a minimum of three full years of tuition plus any additional tuition and fees incurred. All students must have paid all bills owed to the University.

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

* MD/MBA students receive one month’s clinical elective credit upon successful completion of 4th year MBA coursework.

* MD/MPH students receive one month’s clinical elective credit upon successful completion of their Applied Learning Experience. If the ALE was completed prior to the student’s last year, 9 rotations are required.

* MD/PhD students may request one month’s clinical elective if they are completing research or a paper pertaining to their PhD program. Dr. Rosenberg and Dr. Kuhlik must approve the credit.

**Limited Licensure**

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

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

**Leave of Absence Policy**

**Leave of Absence**

A leave of absence (LOA) is a period of non-enrollment and therefore, students on a LOA are not considered to be making progress towards their degree(s). The term of the leave is for a period of up to one year. Each request for leave will be evaluated by the Student Affairs Deans to determine the conditions of the leave, including duration of time, effective date and return date. Students
granted a LOA are expected to use that time to address the life events and circumstances which precipitated the need for time away from the curriculum.

Students may need to take a LOA for medical, personal, parental, programmatic or administrative reasons. Leaves of absence do not exceed one academic year. Since all situations and circumstances are different, LOA requests are handled on a case-by-case basis. Students should not presume that their request for a LOA will be approved. Students considering a leave of absence should make an appointment with the Dean of Students or Associate Dean for Students to discuss the options available given their individual circumstance. Leaves of absence are not ordinarily granted in order for students to attend another University to pursue other coursework or another degree or to pursue a job or business opportunity.

Students may not participate in coursework or rotations while on a leave of absence. Students on Leave of Absence may not reside in the residence hall, or utilize University facilities or resources including the library, and fitness center. In addition, under certain circumstances students may not be allowed on Tufts University campuses.

A completed TUSM leave of absence form (available in the Office of Student Affairs) with the required signatures must be submitted to the Registrar prior to the LOA. All financial aid recipients must meet with a financial aid counselor to discuss the impact of the Leave of Absence on their financial aid status and possible loan repayment requirements. Financial clearance must be obtained from the Bursar’s Office and clearance for health insurance must be obtained from the Student Advisory and Health Administration Office for all students before going on leave. Students should review the Health Insurance Policy for Students on Leave of Absence, as published in this handbook and in the Student Advisory and Health Administration Office. The Leave of Absence does not become official until the Registrar (or designee) signs the form. Students who are on leave of absence are responsible for providing the Registrar with up to date address information.

**Personal Leave of Absence**

A student who has experienced a family emergency, illness, death, or who encounters other unforeseen circumstances that require the student to take time off from school, may request a personal leave of absence. The term of the leave is for a period of up to one year.

**Medical Leave of Absence**

A student in good academic standing may request a medical leave of absence. A medical leave of absence is granted by the Dean of Students upon the recommendation of a student’s treating physician. The Dean shall collect pertinent data from the treating
physician and may request a second opinion from an administratively approved physician to document the necessity for such leave. If the opinions of the two Physicians differ, the Dean of Students and the student shall accept the opinion of the administratively approved physician.

The purpose of the medical leave is to enable students to seek treatment for a health-related condition that interferes with medical school work. 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 in consultation with the Dean of Students.

**Administrative**

Students may be placed on administrative leave as a result of action taken by the Student Ethics and Promotions Committee or by the Dean for Students 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.

In addition, if a student fails to submit a completed Leave of Absence form they will be automatically be placed on an administrative leave.

**Programmatic**

Certain combined degree programs (e.g. M.D./Ph.D.) require students to take a leave from the medical school while completing their coursework. M.D./Ph.D. students must complete all outstanding M.D. requirements, including taking Step 1, before going on leave and must complete all Ph.D. requirements (including dissertation defense) before returning to the medical school curriculum.

**Return from Leave Guidelines**

Students returning to the pre-clerkship curriculum must notify the School of intent to return from leave at least 60 days in advance. Students returning from a leave to the Clerkship phase of the curriculum must contact the Registrar by December 15th to enter the scheduling process and obtain the scheduling calendar. Note that students returning to the Core Clerkship year must have a passing USMLE Step 1 score prior to entering the lottery. In order to participate in the clerkship scheduling process students must take the USMLE Step 1 exam no later than December 15th. Lack of financial clearance may result in denial of participation in clinical scheduling or starting classes/rotations.
The student must receive clearance in order to return from leave of absence. Financial clearance must be obtained from the Bursar’s Office and clearance for health insurance and immunization requirements must be obtained from the Student Advisory and Health Administration Office for all students returning from leave.

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 the Medical School.

A student on a medical leave of absence who seeks reentry 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 Dean of Students, after a thorough review of the documentation submitted by the student.

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

**Withdrawal**

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

LOA and Withdrawal Tuition Refund Calendar
The university refund policy, to be applied in the event a student withdraws or takes a leave of absence from the university after the beginning of the fall and spring terms, 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

Maximum time for the M.D. Degree
The standard time frame for completion of requirements for the M.D. degree is four academic years. Due to academic or personal difficulties or approved academic enrichment activities, a student may require additional time.

To be making satisfactory academic progress, a student must complete the pre-clerkship phase of the curriculum within three academic years. Students must also complete the clinical phase of the curriculum within three academic years. The student can, therefore, be expected to receive the M.D. degree within a six-year period, excluding approved leaves of absence and/or participation in the Research Concentration Program or Active Citizenship Program.

The maximum time permitted for completion of the M.D. degree excluding approved leaves or other approved academic experiences is six academic years.

Leave of Absence and Maximum Time for the M.D. Degree
A student may be granted a leave of absence, of not more than one year, for a variety of reasons. The approved period of leave is excluded from the maximum time frame in which a student must complete all degree requirements. However, a student will not be allowed to take more than 8 years (10 years for MD/PhD students) from the time of matriculation to complete the requirements for the M.D. degree, inclusive of leaves of absence.
Personal Appearance and Dress Code

The following standards of dress and safety are in effect at all times and in settings where patients or standardized patients may be present. The expectation is for all students to adhere to the following grooming and clothing standards. Some hospitals may have additional requirements.

Any student whose appearance, image or hygiene is inconsistent with this policy will be counseled and may be sent home to change clothes/remediate the situation. Continued disregard of the policy will result in disciplinary action.

- Professional attire is clean, neat, moderate in style and appropriate for the type of work being performed. Clothing that is revealing or tight fitting is not professional and therefore inappropriate. Clothing should be clean, not wrinkled, torn, faded or frayed. Fabric such as denim, sweat-jersey, and lycra are not appropriate. Hooded attire is not appropriate.
- No team/political/graphic logos or buttons on attire. Students will avoid wearing accessories on their clothing or person that could present a safety and/or infection hazard, or are embarrassing or offensive to patients.
- Sandals and flip flops are unacceptable.
- No exposed midriffs.
- Students are responsible for maintaining appropriate levels of personal hygiene.
- Fragrance use is discouraged in consideration of patients. Makeup or perfume/aftershave/cologne should not overdone.
- Extreme or eccentric hairstyles and colors are inappropriate.
- Visible body piercing should be minimal. Multiple earlobe piercings should be removed. Eyebrow and tongue piercings should be removed. Nose rings are not acceptable. Exposed tattoos are discouraged. Tattoos should be covered when possible.
- The hospital issued ID badge and TUSM school ID is considered part of the required uniform and is to be worn above the waist at all times while on the premises, visible, front facing so that name, title and photo are visible. The badge cannot be altered, changed or obscured in any way.

Registration

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

- Complete a Registration Form
- Obtain Financial Clearance
- Comply with the Health Insurance and Immunization Requirements
- Complete the TUSM HIPAA training (on TUSK)
- Complete the TUSM Universal Precautions Certification (on TUSK)
- Review and sign off on the TUSM Student Treatment Policy (on TUSK)

Registration Form: A Registration Form is provided by the Registrar’s Office at the beginning of the academic year. The form shows the addresses and demographic data on file for the student. The student must review the form for accuracy, make changes if necessary, sign and return the form to the Registrar’s Office by the stated deadline. Students are responsible for the maintenance of their addresses via SIS online.

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

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

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

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

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

Satisfactory Academic Progress

The academic requirements for the M.D. degree include the satisfactory completion of the M.D. curriculum at Tufts University School of Medicine. The progress of each student working towards the M.D. degree is monitored carefully, and the determination of Satisfactory Academic Progress (SAP) is reviewed by the TUSM Student Ethics and Promotion Committee (SEPC) on a semester basis. At the end of each academic year, students must have academic standing consistent with TUSM’s curricular and graduation requirements. Also see Student Ethics and Promotions Committee Standards for Promotion.

Federal law and regulations require that all students receiving financial assistance maintain satisfactory academic progress, and this policy is applied equally to all students regardless of financial aid status. Satisfactory Academic Progress is the successful completion of degree requirements according to established increments that lead to awarding of the M.D. degree within established time limits. The following policy details the standards for Satisfactory Academic Progress at TUSM, which apply to all students.

Time Frame

The maximum time permitted for completion of the M.D. degree is six academic years (excluding approved leaves or other approved academic experiences).

The standard time frame for completion of requirements for the M.D. degree is four academic years. Due to academic or personal difficulties or approved academic enrichment activities, a student may require additional time.

To be making satisfactory academic progress, a student must complete the pre-clerkship phase of the curriculum within three academic years. Students must also complete the clinical phase of the curriculum within three academic years. The student can,
therefore, be expected to receive the M.D. degree within a six-year period, excluding approved leaves of absence and/or participation in the Research Concentration Program or Active Citizenship Program.

**SAP and Leaves of Absence**

A student may be granted a leave of absence, of not more than one year, for a variety of reasons. The approved period of leave is excluded from the maximum time frame in which a student must complete all degree requirements. However, a student will not be allowed to take more than 8 years (10 years for MD/PhD students) from the time of matriculation to complete the requirements for the M.D. degree, inclusive of leaves of absence.

**Qualitative Measures of SAP**

Each student is required to complete successfully all of TUSM’s required courses, clerkships, examinations and other requirements in order to graduate with the M.D. degree.

TUSM does not measure academic progress by means of a cumulative grade point average but with grades of Pass or Fail in pre-clerkship years and with grades of Honors, High Pass, Pass, Low Pass or Fail in clinical clerkships (Third and Fourth Year).

Depending on a student’s enrollment history, taking a Leave of Absence could have an impact on the student’s qualitative measure. It could be possible that upon return from LOA, the student may be on financial aid warning.

**Quantitative Review**

Students must have academic standing consistent with TUSM curriculum and graduation requirements to maintain continued financial aid assistance. To meet graduation requirements, students must successfully complete the prescribed courses of study of the first through the fourth years (See TUSM Student Handbook).

All courses in First Year must be completed with a grade of Pass for progression to Second Year.

All courses in Second Year must be completed with a grade of Pass and the USMLE Step 1 exam must be taken by the deadline set by the Dean of Students for progression to the Core Clerkships/Basic Electives component of the curriculum (3rd Year).

A student who has 4 or more failures in any given semester will be automatically put on financial aid warning status.
All students are required to successfully complete the Core Clerkships/Basic Electives with a minimum grade of Pass and have achieved a passing score on the USMLE Step 1 exam in order to be promoted to the Advanced Clerkships and Electives phase of the curriculum (4th Year). Performance resulting in grades of Low Pass or Fail is reviewed by the TUSM Student Ethics and Promotions Committee, and may result in dismissal.

In the Advanced Clerkships and Electives year, students must complete all clerkships, courses or other requirements with a minimum grade of Pass to meet graduation requirements. Performance resulting in grades of Low Pass or Fail is reviewed by the TUSM Student Ethics and Promotions Committee, and may result in dismissal.

**Treatment of Courses:**

Grades for core courses and clerkships will be evaluated as follows:

- Attempted and earned: H, HP, P, LP only when approved by SEPC
- Attempted but not earned: F, I, W
- Grade not counted as attempted or earned: AU (audit)

**Treatment of Repeat Coursework**

- Repeat Coursework or Clerkship

Students may receive financial aid funding for the repeat of a failed course or withdrawal of a course(s). Repeat of the same course may be funded one additional time once the student has successfully passed the individual course.

- Repeat of Entire Year

Under current financial aid guidelines, students who failed a course(s) and are required to repeat either an entire year of coursework or a partial curriculum of at least half-time status, which would also include successfully completed courses, will be eligible for federal loans for the repeat of the required academic year. Funding will be provided only once for the repeat of the same academic year.

**Review and Notification of Lack of Satisfactory Academic Progress**
At the end of each semester there is a review of a student’s SAP by the TUSM Registrar. Progression to the next term or academic year is based upon a review of all grades, including withdrawals, incompletes and unsatisfactory grades. Any student who has not achieved a minimum of a satisfactory grade in all core courses/clerkships cannot progress to the next year with the exception of a Low Pass grade the Student Ethics and Promotion Committee has reviewed and voted to allow the grade to stand and the student is eligible to graduate with a Low Pass.

The Assistant Dean for Student Enrollment/Registrar, will notify on a per semester basis, in writing, all students who have not met the standards for Satisfactory Academic Progress outlined above. The notification will indicate the nature of the deficiency, any methods that may be available for correcting the deficiency, and any consequences that have resulted or may result, such as Academic Probation, or dismissal. Upon determining that a student is not making satisfactory academic progress, students will be informed in writing by the Assistant Dean for Student Enrollment/Registrar notifying the student they have been 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 are meeting Promotions Committee requirements will be considered to be making SAP at the end of the warning period and no additional action will be warranted.

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.

**Appeals**

Eligibility for continued financial aid will only be re-established if the student subsequently meets Satisfactory Academic Progress requirements, or if the student successfully appeals the decision to the Tufts Financial Appeals Committee.

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.

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, 145 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.

**Financial Aid Probation**

Once an appeal has been approved, a student is placed on financial aid probation and is eligible for financial aid. The Associate Dean of Enrollment Services and Admissions, in conjunction with the student and the Assistant Dean for Student Enrollment/Registrar, will develop an academic plan for the student that will ensure, if followed, that the student is able to meet TUSM’s SAP standards by a specific point of time. Ordinarily, this time frame will be for an academic year. The student is eligible for financial aid during the time frame stated in the academic plan. At the end of the time frame stated in the academic plan, the student must have met the SAP standards. A student who does not comply with each SAP standard by the end of the financial aid probationary period is suspended from financial aid eligibility. A student shall be reinstated for financial aid eligibility when he/she has satisfactorily completed sufficient coursework to meet the standards of progress within the maximum time frames delineated above.

Note: A student who has lost eligibility for financial aid due to deficiencies in satisfactory academic progress cannot automatically regain eligibility by paying tuition for a semester or by sitting out a term. Eligibility may be regained only by eliminating all SAP deficiencies at the student’s expense until all requirements of this policy are met.

**Dismissal or Withdrawal**

Students who dismissed or withdraw from TUSM are not making satisfactory academic progress and are not eligible to receive financial aid.

**Enforcement**
The Offices of the Registrar, Financial Aid, Student Affairs, and the TUSM Student Ethics and Promotion Committee collaboratively shall have the responsibility for monitoring and enforcing Satisfactory Academic Progress. The Assistant Dean for Student Enrollment/Registrar will notify the Student Ethics and Promotion Committee each term of any students who are not making satisfactory academic progress. The Student Ethics and Promotion Committee will determine whether academic sanctions are warranted and will inform the student thus. The Registrar’s Office will inform any student whose financial aid has been impacted.

Student as Teacher

Introduction

The major accrediting bodies that oversee medical students and residents training in the United States, The Liaison Committee on Medical Education (LCME) and the Accreditation Council for Graduate Medical Education (ACGME) respectively, have reaffirmed teaching as a necessary skill for all medical trainees.

The main goal of TUSM’s SAT program is to expose all students to basic principles of teaching and learning at different points in their four year medical school training. This developmental teaching requirement was launched with the class of 2016 in Fall 2012. Upon completion of the program, students will have achieved nine learning objectives that are grouped in three competency domains: 1) Adult and Practice-Based Learning and Improvement; 2) Instructional Design and Performance; and, 3) Learner’s Assessment and Evaluation (see below for the complete list of competency domains and learning objectives).

Structure

The program requirements involve two components. First, students must complete four online SAT TUSK modules at specific points in their medical school training. Second, students must participate in an SAT field teaching experience of their choice at any point in their medical school training (see TUSM’s SAT Teaching Opportunities Catalog for a complete list of field teaching experience options).

Current Students: Please visit the TUSK SAT Page for more information about the SAT modules, requirement timelines, field teaching experience guidelines and for additional related materials.

Student Research Opportunities
A medical education at TUSM would not be complete without its vital research community. With schools of medicine, biomedical sciences, nutrition, dental medicine and veterinary medicine, Tufts offers unparalleled opportunities for interdisciplinary cooperation in health sciences education and research.

The understanding and appreciation of medical research is considered an essential component of the curriculum. All students are strongly encouraged to obtain research experience. Numerous opportunities are available for students to join the research of faculty members in a variety of laboratories, clinics, and departments at TUSM and its affiliated hospitals, as well as programs at institutions across the United States.

A selection of short-term research opportunities is offered to students during the summer vacation period between years one and two. Summer research fellowships are available with stipends for a minimum of eight weeks of research. Students may also select research choices for elective blocks in clinical years. Students who are interested in long-term research opportunities may elect to interrupt the regular curriculum and join the Research Concentration Program (RCP). This program allows students to spend a tuition-free year engaged in a dedicated research project.

TUSM confers the Doctor of Medicine degree with Research Honors to graduates who have devoted a substantial portion of their four years of medical school to scientific research and whose work has been a noteworthy contribution to that research effort. The award is intended for students who have made unusual achievements in research and whose activities as students could serve as a sound basis for further achievements in biomedical research.

The web pages of the Sackler School of Biomedical Sciences allow you to explore the research direction of various laboratories. Feel free to communicate directly with faculty to explore the availability of research opportunities and specific areas of investigation.

There are numerous opportunities for both short-term and long-term experiences in basic, clinical and public health research in a variety of laboratories, clinics, and departments at Tufts University School of Medicine and its primary teaching hospital, Tufts Medical Center. In addition, there are a variety of programs at institutions across the United States that provide students the valuable opportunity to participate in research.

Research Links:

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

Transferring into TUSM

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

Tuition Requirement and Charging Policy

Tufts University School of Medicine tuition rates are adjusted annually. Tuition is billed by semester. A minimum of eight semesters of full tuition is required for the M.D. degree.

Students who opt to extend their length of time in the M.D. program by participating in the Research Concentration Program (RCP) or the Active Citizenship Program (ACP) will be assessed the Continuation Fee for the semester(s) that they are in the RCP or ACP program. Full tuition will be assessed in subsequent semesters up until 8 semesters of full tuition are collected.
Students who are required by the Student Ethics and Promotions Committee to remediate coursework or clerkships that will require them to be enrolled for a total of more than 8 semesters to complete degree requirements will be assessed the Continuation fee for the semester(s) they are remediating coursework.

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

For students approved to participate in the Step 1 or Step 2 Independent Study Program in a given semester, a student who takes a clerkship before pursuing the Step 1 or Step 2 Independent Study will be charged full tuition and the usual fees. Students who do not take a clerkship but go directly into the Step 1 Independent Study at the start of a semester, will be charged the Continuation Fee. If the student is eligible to take clerkships later in that semester and opts to do so, the Continuation Fee will be rescinded and full tuition will be assessed.

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

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

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

**United States Medical Licensing Examination (USMLE)**

The United States Medical Licensing Examinations (USMLE) are the only avenue to medical licensure in the United States. Step 1, Step 2 Clinical Knowledge, and Step 2 Clinical Skills are administered by the National Board of Medical Examiners (NBME). Step 3 is administered by the medical licensing authority of each state. Scores of each examination taken become part of the student’s academic record. The release date of scores is determined by the NBME. The expected time period for the NBME to report scores to students after the Step 1 or 2CK examinations is generally 3 to 4 weeks. Achievement of passing scores on the United States Medical Licensing Examinations is not a substitute for achievement of passing grades in courses, clerkships or rotations.
The student is responsible for completing the online application, paying the examination fee and bringing the Certification of ID form to the Registrar's Office for certification (applies only to Step 1). Processing of applications by the NBME can take up to 4 weeks and will result in a “scheduling permit." The “permit” will be emailed to the student and it is required for then scheduling the specific date and location of the examination with Prometrics test center. It is advisable to send the completed application as early as possible as test dates are assigned on a first-come, first-serve basis. However, test dates at Prometrics only open up 6 months in advance of the exam date. Students with questions regarding the Step 1 and 2 application process should contact the Registrar’s Office.

**Step 1**

Step 1 must be taken after second year courses end and before starting the Core Clerkship phase of the curriculum. Step 1 must be passed before a student is promoted to Advanced Clerkships phase of the curriculum. MD/PhD students are required to take the exam before leaving for the Sackler School to begin their PhD. A student must pass Step 1 within 3 attempts and within 2 years after the completion of second year courses.

If a student does not take the exam by the set deadline, and therefore does not start Core Clerkships, the student must take a leave of absence for one year with an approved Step 1 study plan. The exam must be taken by December 31 of that same year.

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

*Step 1 Remediation/Independent Study*

A student who has failed the Step 1 exam may be advised or required by the Dean of Students or the Associate Dean of Students to take additional time either in either a formal Step 1 Boards Preparation (e.g. Institute for Board Prep) course or a full time structured Independent Study to prepare for the exam retake. Additionally, when circumstances warrant it, the Dean of Students or Associate Dean of Students may approve a student who has not failed the Step 1 exam for participation in the Step 1 Independent Study program.
As part of this academic plan, students may be approved for up to 8 - 12 weeks (full time) of Step 1 Independent Study. Students approved for this academic plan are considered enrolled full time for the period of the Independent Study. Ordinarily, it is expected that a student will participate in only one Step 1 Independent Study program.

**Step 1 Boards Preparation Course**

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

**Step 1 Independent Study**

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

**Tuition Information**

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

**Credit**

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

**Step 2 Clinical Knowledge (CK) and Clinical Skills (CS)**

Tufts University School of Medicine requires all students to sit for Step 2 CK and CS in order to be eligible to graduate. Students are required to take Step 2 CS exam by October 15th and Step 2 CK exam by November 1st of their fourth year. Students with extenuating circumstances who wish to schedule a testing date after the deadline must contact the Dean for Students or the
Associate Dean for Students for consideration of an exception to the policy. Students entering RCP or ACP or taking a LOA are required to schedule the CK and CS exams before beginning their research/project or time off.

**M19 Student Deadlines:**

Step 2 CK: September 15, 2018

Step 2 CS: October 15, 2018

**Health**

**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 medical students who are actively involved in the clinical care of patients. Our medical students and our faculty are involved in patient care at a number of our affiliated hospitals. Faculty and medical students are responsible for being familiar with and following the policy and guidelines of this document, as well as any policy of the affiliated institution in which they are taking care of patients. All students are required to attend annually a mandatory session concerning HIV infection that is presented to all medical students at Tufts University School of Medicine.

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

Any response to HIV infection should be guided by the very best contemporary knowledge of this potentially devastating infection. Unnecessary, ill-conceived and possibly discriminatory actions should not be undertaken. However, it is essential that the potential infectivity of the human body fluids or tissues processed in any laboratory be recognized. Education concerning what does and what does not constitute a risk of HIV transmission is the most effective means available for containing the epidemic.
Given this introduction, the following specific recommendations are provided to guide the administration, faculty, students and staff of Tufts University School of Medicine.

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

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

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

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

5. Students should aid in the provision of competent and humane care to all patients, irrespective of their known or suspected HIV status. Medical students should follow guidelines promulgated by the US Public Health Service* which have been distributed to all students. Students, faculty and staff should follow these guidelines to protect themselves and to decrease the risk of HIV transmission. Medical students, faculty and staff are expected to adhere to the guidelines promulgated by the U.S. Public Health Service. Copies of these guidelines are available in the Office of Student Affairs, and have been sent to every department chairman.

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

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

8. Students who are at high risk for infection because of their immune status, due to HIV or any other reason, will be encouraged to discuss their work responsibilities with their personal health care provider. If the health care provider determines that there are certain rotation assignments the student should not accept, this should be communicated to the Dean for Students.

Consideration for assignment based on the risk of any individual developing an opportunistic infection will be reviewed since patients with AIDS are known to excrete viruses such as CMV and Varicella, and also have a high incidence of Tuberculosis. Students who might be at risk include those:

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

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

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

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

All newly accepted students are required to submit immunization documentation by the deadlines listed below:

- **MD Program** - June 29, 2018
- **MD/MBA Program** - June 1, 2018
- **MD/PhD Program** - June 1, 2018

Students applying for away rotations during 4th year may need to meet additional immunization requirements. Several medical centers require positive antibody titers (blood work) for measles, mumps, rubella, varicella and hepatitis B, instead of proof of vaccination. Laboratory reports are required.

The following immunization documentation is required as a condition of matriculation and must be kept up-to-date:

*If submitting antibody titer (blood work) laboratory reports must be included with other immunization documentation.*

**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 MMR vaccine and positive rubella antibody titer or positive antibody titers for measles, mumps, and rubella.

**Tuberculosis Skin Test or QuantiFERON Gold Test:** Required 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.

**Varicella (chicken pox):** If history of disease, positive antibody titer is required or 2 doses of varicella vaccine.

**Hepatitis B:** 3 doses of vaccine and positive quantitative antibody titer required.

The hepatitis B vaccine is a three-dose series, which takes six months to complete. For students, who have not already started the series, documentation for two doses of the vaccine must be submitted by the deadline.
**Meningococcal**: One dose of vaccine within five years prior to start date or a signed State Waiver Form.

**Influenza**: The 2018-2019 Seasonal Influenza vaccine is required for all students with patient contact, unless medically contraindicated. *(The 2018-19 vaccine will be available in August 2018)*

**Recommended**

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

**Needlestick Injury Policy and Protocol**

Students who incur an occupational exposure to blood or body fluids through the skin, eye or mucous membrane while working on a clinical rotation should immediately wash the area with soap and water (for 15 minutes). They should then report the incident immediately to the nursing supervisor who can activate the hospital’s needle stick team (to ask for permission to draw blood from the source patient). The student should then report immediately to the hospital’s Emergency Room for evaluation and treatment (at some sites, during regular hours, students can report to Employee Health but it’s best to report to the ER). Students should report that they are not employees and should provide health insurance information. The student’s blood should be drawn for Hepatitis B antigen and antibody screening (HbsAg and anti-HBs) and for HIV antibody screening. HIV testing must be done in accordance with the current recommended protocol. If not already done, students need to request that the hospital resource nurse in charge of “source patients” be called to make sure that the “source patient” is checked as well. Medical students may be requested to complete an Incident Report. For payment purposes, please note that students are not eligible for Workers’ Compensation benefits since they are not technically an employee of the hospital or Tufts University. Please be certain to ask that a copy of your ER visit and lab information be sent to your PCP. You will be responsible for the initial payment of all insurance co-pays and charges by the hospital. However, the Medical School will reimburse students for up to $500.00 for costs incurred from needle stick injuries. In order to be reimbursed, you must retain copies of your payments (for associated medical visits and medications) and turn them in to one of the deans in the Office of Student Affairs.

**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. To determine if your coverage meets the minimum state requirements see section 8.05 of the Student Health Insurance Program.
Regulation (SHIP) : State Waiver Regulations or at Mass.gov. All matriculated students are automatically billed for the student plan offered through Tufts University. Students who submit an approved Waiver Form will have a credit for this charge posted to their account. Failure to comply by submitting an Enrollment Form or Waiver with by the deadline given will result in being automatically enrolled in the UHCSR student plan.

The student health insurance plan is available to all matriculated students and their eligible dependent(s). Failure to make payment for two-person or family coverage will result in cancellation of the policy for the student’s dependent(s).

The Boston and Grafton campuses’ student health insurance plan is underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Plan, and administered by UnitedHealthcare Student Resources (UHCSR). The plan provides coverage to students on a nationwide preferred provider organization (PPO) network. Plan coverage 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 either the Boston or Grafton 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.

Wellness Advising

Student Wellness Advising, located within Student Advisory and Health Administration (SAHA) office, is a friendly and accessible hub of support for students on the Boston Health Science Campus. Whether you are struggling with adjusting to life in the city, transitioning to the new academic demands, having relationship challenges or wanting to be referred to a therapist or psychiatrist, we can help!

The Wellness Advisor works with all students to offer practical approaches to manage every day stressors and challenges. Students can learn to manage personal problems and situational crises effectively, learn strategies to cope with academic stress, and develop self-awareness, personal responsibility, and skills for life-long learning. The Wellness Advisor also triages and refers students who may need to talk with a clinician about depression, anxiety, or other mental health challenges.

All of the services provided by the Wellness Advisor are provided at no cost to the student.

To schedule an appointment to meet with the Wellness Advisor, please call Student Advisory & Health Administration Office at 617-636-2700.
**Student Wellness Interest Group (SWIG)** is a student group who works collaboratively with the Wellness Advisor on the following:

- Educate students on mental wellness and implementation of such practices
- Utilize the expertise from Tufts University to promote student wellness and health
- Collaborate with Medical, Dental, and Friedman School wellness groups to host events that nourish and support mental health
- Connect all classmates with Tufts resources from other programs and interest groups

**Privacy Statement:**

Student Wellness Advising cares about your holistic health and is committed to working with you to preserve the privacy of your communications with the Wellness Advisor. Information will not be shared or disclosed to other staff or anyone else (without your explicit permission). However, there may be times when information needs to be shared with other staff or health care providers. Some examples include serious concern about the health or safety of you or someone else, or when the law requires the release of information. When possible, every effort will be made to consult with you and secure your permission. The Wellness Advisor believes that transparency and mutual understanding are two critical components of a successful relationship between staff and students. You are encouraged to have a conversation with the wellness advisor about what this privacy statement means for you.

**Student Life**

*Barnes and Noble Bookstore*

*(select link to Tufts Barnes and Noble Website)*

**Computer Support**

*(Select link for Tufts Hirsh Health Sciences Library)*

**Fitness Facilities**

*Sackler Building Lower Level*

Regular Hours of Operation:

Monday to Friday 6:00AM – 10:00PM
Saturday and Sunday 12:00PM – 7:00PM
The Tauber Fitness Center has three areas: a 2500 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 Sackler Center 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. Should you run into an issue with your ID access, please contact the Public Safety Department at 136 Harrison Avenue. Fitness classes are offered in the studio to all members. Classes are available for a small fee on a first-come first-serve basis.

PLEASE NOTE:

- Proper workout attire is required.
- Lockers are for DAILY use - do not leave locks or clothes overnight.
- Bring your own towel and toiletries.
- Guests are NOT allowed in the facility - current Boston Campus students and faculty and staff with an active membership have access.

The fitness center is moderately sized. The main area contains 17 pieces of cardio-equipment, a 9-piece selectorized strength training circuit and a free weight area. To supplement greater fitness needs, we will continue to subsidize membership to the Wang YMCA, where students can take advantage of a full array of amenities, including a pool, basketball courts and a much larger variety of equipment. For questions about subsidized rates, contact your school's Student Affairs office. If you are not familiar with the YMCA, we encourage you to take a look at the Wang YMCA website or visit them at 8 Oak St, Boston, MA.

The Tauber Fitness Center employs a number of student workers. Students who are interested in part-time employment at the fitness center should review the following job description:

Student Supervisor

We are also looking for experienced Instructors to teach group fitness classes (Yoga, Aerobics, Pilates, etc.) Work Study students are preferred for all fitness center positions. If you are interested in applying or have questions regarding the fitness center, please email
Jackie Desmairis, Fitness Center Coordinator, at jackie.desmarais@tufts.edu. If you are inquiring about employment, you should include your Name, School, related experience, if any, and your expected hours of availability. Instructors who are interested in teaching classes, should include the Type of Class, days/hours of class offering, prior teaching experience and references. Applications will be reviewed by the applicant's Student Affairs office and the Tufts Athletic Department.

Students who are selected to work at the Fitness Center must participate in a full training session prior to commencing employment.

**Housing Resources**
Student's attending the School of Medicine have options to live either on or off campus.

We offer 94 rooms of on-campus housing in Posner Hall, the Medical School dormitory. Many other students live in off-campus apartments that are a short walk or Public Transit ride away. To help you in your search for housing in the Boston area, we have provided the links below with information about local neighborhoods, housing trends, and options for finding off-campus housing.

Tufts University provides an [Off-Campus Housing website](#) for both the Boston Campus and the Medford/Somerville Campus as a free service to the Tufts community, and covers topics including rental listings, roommate searches, and Massachusetts tenant rights. Since this site is also used by students on the Medford/Somerville campus, you may want to note that you are a medical student and focus your search on the areas closest to downtown Boston.

The Office of Admissions and Office of Student Affairs can assist you with general information about where students typically live and help get you in touch with a current student to ask housing questions. General housing questions can be directed to med-housing@tufts.edu or 617-636-0893. Students who are part of the Public Health and Professions Degree Programs (MBS, MPH, MS, DrPH, PA) should visit the [PHPD Housing Resources](#) page.

**Resources**

- [List of helpful housing websites](#)
- [Things to consider when apartment hunting in Boston](#)
- [Boston neighborhood descriptions](#)
- [Get a quote for renter’s insurance](#)
- [Having a car in Boston](#)
Parking Information
Tufts Shared Services, Inc. (TSS)
Parking and Transportation Department
274 Tremont Street Garage, 1st Floor, Boston, MA 02111
(617) 636-5580
Monday – Thursday from 7:00 A.M. – 6:00 P.M.
Fridays from 7:00 A.M. – 4:00 P.M.

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

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

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

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

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

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

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

**Parking Regulations for Tufts University Students**

- Parking is permitted only with a currently valid TTS parking sticker and parking coupon.
- Vehicle registration to prove ownership and Tufts identification card must both be presented to the Parking Office in order to obtain a sticker for one car per school year.
- No in and out parking is allowed on the same parking ticket. If you do have occasion to leave the garage, a new ticket must be used on re-entry.
- Parking stickers are not transferable. Anyone who uses a lost, stolen or fraudulent sticker will be subject to loss of parking privileges.
- Questions regarding parking should be directed to the Parking Office at (617) 636-5580.
Motorcycles
Motorcycles may be left in the 274 Tremont Street Parking Garage for $8.00 per day. Students can also register their motorcycles and park at the Traveler Street Lot under the same rules as a car. Students must have their registration information and student ID to get a parking decal. Motorcycle owners should obtain a new decal each September from the parking office and place it on the motorcycle. Motorcycles registered out-of-state must file with the campus Police. Out-of-state owners need not register before obtaining cards.

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

Posner Hall
Location and Information
The Posner Hall Dormitory was built in 1954 with renovations occurring regularly, resulting in a well-maintained facility. It houses our Medical School professional students and our PHPD and Sackler School graduate students in a 94-room building located at 200 Harrison Avenue, Boston. The dormitory is located on Tufts University’s Health Sciences Campus where most classes are held and is next to Tufts Medical Center.

The rooms (a typical example is shown in the photo on the right) are located on the first through fourth floors of the building and each floor houses students from various degree programs and class years. The floors are co-ed and the overall atmosphere of the dorm is similar to what you would find in a “quiet study” affinity group. (Residents are graduate and professional students with full-time course loads who will often use the dorm as a place to study.)

The rooms are single occupancy measuring 11 X 13.5 feet with one window and two closets. All rooms are furnished with a newly installed air conditioner, twin bed, dresser, desk and chair with a bookshelf. Floors have been updated in the common kitchens and bathrooms (separate facilities for men & women). Rooms are equipped with telephone and TV jacks and the resident must contact
the service companies to activate. Additionally, there is a common lounge with a study area on the second floor and an exercise room and a laundry room in the basement. Additional information about Posner Hall is available here. Our Facilities staff maintains the dormitory on a daily basis.

**Move-In Dates and Lease Terms**

The standard move-in dates for the 2019-2020 academic year are **Saturday, July 27th** and **Sunday, July 28th, 2019**. Lease terms begins prior to Orientation Week of the MD program (July 30, 2019) and continue through the weekend following the last exam for first year MD students (June 5, 2020). We lease for the entire academic year and student are billed in two equal rent payments at the beginning of the fall and spring semesters. Any resident who chooses to leave the dormitory earlier than the lease-end date will not be eligible for a refund (see Housing License Agreement section below).

We accept summer lease contracts from students who wish to continue residing in the dormitory during June and/or July based on availability. Summer leases will only be accepted for a full month term.

**Cost**

The cost for the 2019-2020 academic year (June 27, 2019 to end of June 7, 202) is **$11,250.00**.

**Housing License Agreement**

A signed Housing License Agreement must be submitted with a NON-REFUNDABLE deposit in order to secure a dorm room. Room assignments for next year will begin in late spring with Housing Agreements received by April 15th given priority. After April 15th, rooms will be granted based on remaining availability. Students are responsible for all room charges once a Housing Agreement has been submitted. Housing Agreements will only be cancelled in the situation that the dorm is full and a replacement resident is found for the entire term of the contract. (Replacement residents must be Medical/PHPD/Sackler School students approved by the Office of Student Affairs.) A cancelled contract will release a student from future housing charges but DOES NOT result in a refund of deposits or of charges already incurred.

[2019-2020 Housing Agreement](#)
Note: By signing and submitting a Housing License Agreement, the student is agreeing to the requirements listed, including being responsible for housing payments for the full year. You should only submit your Housing Agreement AFTER you have made a final decision to live in the dormitory.

A completed agreement and deposit check made out to “Trustees of Tufts College” should be returned to:

Tufts University School of Medicine
Office of Student Affairs, Sackler 4
145 Harrison Avenue
Boston, Massachusetts 02111

Inquiries

If you have questions or need additional information, please contact the Office of Student Affairs at 617-636-6568 or email med-osa@tufts.edu.

Room Scheduling

**Faculty and Staff** Room Requests: [Space and Resource Reservation System](#)

**Student** Room Requests: [Student Room Request Form](#)

Faculty, staff & students may review availability of rooms by: Campus/location; Seating capacity; Room configuration; AV equipment

[Space and Resource Reservation System](#) - Log into the Space and Resource Reservation System using your Tufts username (UTLN)

Student Club Event Planning Guidelines

Please see the below guidelines for information relating to student club event planning.

* Just a reminder that all student club event information must be sent to the medpresidents@elist.tufts.edu email before Sunday at noon to be included in the class presidents weekly email.

Please email the Student Council Treasurer with any questions. The Office of Student Affairs staff are also available for questions: [Dean John Matias](#) and [Paula Gagnon](#).
VENDOR CONTRACTS/AGREEMENTS:

- Students are not authorized to sign contracts on behalf of Tufts University and may not use their personal credit card for payment of a club activity or event.
- As you are planning events, if a vendor presents a contract/agreement that requires a signature, and/or a deposit/down payment to reserve a space or date, please request a copy of the contract and contact information, and send to med-osas@tufts.edu, along with the details of your event.
- Students must contact the OSA **4+ weeks in advance** to make arrangements for any event requiring a contract and/or deposit/down payment.

*This is to protect you as a student in the event of any unforeseen scenario.*

ROOM RESERVATIONS:

- Tufts University has an online room/space reservation system. The link to the system may be found on the OEA webpage. To access the system and to see any Boston room/space available for your meeting/event, via an internet browser, log into http://roomscheduling.tufts.edu with your UTLN and click the "Browse for Space" tab. Note: **At this time, students only have access to browse, but do not have access to actually reserve the space online.**
- Students manually complete the Tufts University Health Science Campus Room Request Form and submit via email to Boston_RoomRequest@tufts.edu for Boston room/space requests. Blank copies are available at the student fax area in the Office of Student Affairs (Sackler 4th floor).
- If you are expecting **more than 30 people**, the **event is after hours**, and/or **non-TUSM guests will be in attendance**, complete the Tufts University Health Science Campus Room Request Form and submit the form with the event details for Dean Matias review/approval and a copy to Paula Gagnon.

Event details to include in the write-up:
  - Name of event
  - Club(s) organizing the event
  - Brief summary/purpose of event
  - Details of food/caterer
  - Who is invited/will be attending event (TUSM Medical, TUSM Dental, student/staff, etc.)
- Expected number of attendees
- Date(s) of event

- Once your room/space reservation is confirmed, be sure to email Jessica.Scott@tufts.edu regarding room set up. Please note that there may be extra costs associated with after-hours events.
- Audio/Visual: For the use of a projector, audio recorders, panel microphones, etc. contact Tufts Technology Services A/V (617) 627-3376.
- Facilities (Set up): If you are serving food and require the use of tables & chairs or have a specific room set-up request, contact Jessica Scott (617) 636-6910 a **minimum** of 48 business/working hours.

**FOOD**

- On campus food service is available through Corporate Chefs or Catering with Distinction. Contact Corporate Chefs at cc.plates@elior.onmicrosoft.com (617) 636-0540; or Catering with Distinction at info@cateringwithdistinction.com (617) 345-4200.
- Be advised that these services – facilities, ed. media, and catering – will be charged according to their rates, including during business and after-hours coverage.
- A Tufts purchasing card (credit card), commonly referred to as a "P-Card", may be used to make purchases over $400. If your club intends to use the P-Card, an email must be sent to Chris.Bishal@tufts.edu with your club's detailed request at least a week in advance of the purchase/event. PLEASE PLAN ACCORDINGLY, as any requests made to use the P-Card with less than a week's notice are up to the discretion of the OSA.
- Blank Business Expense Reimbursement forms (for expenses incurred by the student club and to be paid from the student club funds) are in the OSA student fax area. Within 30 days, the original detailed receipts are required along with the signed and completed Business Expense Reimbursement form, event sign-in sheet, and weekly class email announcement of event.

**FUNDRAISING**

- For fundraising events where you intend to collect money, please email Lauren.Fielding@tufts.edu at least three weeks in advance to set up a product to sell via eCommerce, an online purchasing system used when selling products. Please contact the OSA if you have any questions regarding the online payment system.
• Note: Clubs can accept cash for bake sales and it can be safely secured in the OSA before it gets deposited to your club account.

SAGE CO-SPONSORED EVENTS

If you are part of a Residency Interest Group (ex. Surgery Interest Group, Internal Medicine Interest Group, etc.) and are planning a speaker/panel event, the leader of the group should contact the OSA with information about any events they are having that fall under the heading of career exploration so that they can be co-branded as SAGE events.

• By Sunday at noon the week prior to your event (10-14 days in advance of the actual event), please email Carol "Sue" Poindexter or Chris Bishal with information about any upcoming events that your club is scheduling. Include the name of your interest group, the date, time, and location of your event, speaker names & titles, and topic, as well as a club contact name and email. When the club is providing food at a SAGE event, please also indicate this in the email. You can expect to hear within 3 days whether or not your event needs to be co-branded.

TUFTS NAME USE

• Use of the name Tufts and corresponding insignia cannot be use without appropriate permission. If you would like to use the Tufts name on any items, please contact the OSA 4-6 weeks in advance to provide a final proof of design and details of its use.

Student Club Funding Policies

*The policies below are formed by IRS auditing guidelines and Tufts University Finance Department and Student Council Bylaws.

* Questions, please email the Student Council Treasurer; or Office of Student Affairs staff are also available: Dean John Matias (john.matias@tufts.edu), Paula Gagnon (paula.gagnon@tufts.edu) and Chris Bishal (chris.bishal@tufts.edu). The OSA contact telephone number is 617-636-6534.

Failure to follow policies described below may result in the inability to process the reimbursement.

• Reimbursements
• Receipts
• Club Budgets
• Use of the OSA Corporate Credit Card (P Card)
• Online Purchases
• Use and Storage of Items Purchased with Club Funds
• Conferences and Travel
• Donations
• Fundraising/Product Sales
• Tufts Name Use/Logo
• Parking Passes for Speakers
• Payment for Professional Services

**REIMBURSEMENTS**

• All reimbursement paperwork **must be submitted within 30 days of purchase** to the OSA. **After 30 days,** the student risks having the reimbursement denied by the Finance Department.

• Only students who are currently enrolled full-time in the Medical School may be reimbursed for club fund purchases. Students not enrolled full-time or participating in RCP are not eligible for reimbursement.

• **Delivery/Pick-up - Let the restaurant know when you are placing the order:**
  o Tufts is a **tax-exempt** institution. This enables clubs to purchase items tax free, if the vendor allows it. For purchases greater than $50, club leaders must contact the Student Council Treasurer to ensure tax-exempt status has been explored prior to purchase.
  o Ask for an **itemized receipt** indicating how and when the expense was paid – request that the delivery driver brings the itemized receipt. If the food purchase was made online, a bank statement for that expense must be submitted as well.

• Students can access the tax-exempt certificate online when connected to the [TU Network](#). **This certificate can only be used for University purchases** – personal use of the tax ID number is a violation of Tufts’ Code of Conduct and may result in disciplinary action.

**Business Expense Reimbursement Form Checklist:**

**Please submit all Business Expense Reimbursement Forms and documents to the OSA.** Any reimbursement form submitted without this information will not be processed.
• **Complete and sign**: A [Business Expense Reimbursement Form](#) must be filled out (available in the OSA or the [Tufts Support Services website](#)).
  
  o **Co-Sponsored Events**: If the event was co-sponsored, please make sure to note on the reimbursement form any costs that will be shared between your club and another club. Accompanying the form must be a written statement of acknowledgement, from the others club(s), noting either a specific dollar amount or percentage contributed, along with their Dept. ID.
  
  o **Account Code 5305**: In addition to the Student Club Dept. ID, Business Expense and Travel Expense Reimbursement forms require an account code.
  
  o **Reviewed & Approved**: All reimbursements must be reviewed and approved by the student club president or treasurer. They must initial each reimbursement form before it is submitted to the OSA.
  
  o **Reimbursement is paid to the person whose name, address and signature are on the reimbursement form.** Tufts cannot reimburse students for purchases listed on another student's credit card, or for receipts that have another student's name on them.

• **Original, Itemized Receipt**: the receipt must indicate how and when the purchase was paid.
  
  o If purchases were made online, the student must provide proof of payment such as the bank or credit card statement for those expenses only (not the entire bank statement, the isolated charge is fine).

• **Event sign-in sheet**

• **Copy of weekly class email**: The Weekly Class Email where the event was advertised must accompany the form. Please highlight the club event listing.

*It is the student's responsibility to obtain any additional information, such as a bank statement or an original, detailed receipt, which may be required to process the reimbursement.*

**Reimbursement Process:**

1. Preliminary review by the OSA to ensure all documents are received, followed by the Student Council Treasurer
2. Reviewed and approved by an OSA Dean
3. Sent to Tufts Support Services on the Medford campus, which generates and mails checks to students directly. **This entire process typically takes 3 weeks, but can take longer.** If you have not received a check for a reimbursement or need to check the status of a reimbursement, please see Chris Bishal in the OSA.
*The amount of time it takes to process each reimbursement may vary – please plan accordingly.*

**RECEIPTS**

- Reimbursement forms must be submitted with [original, detailed receipts](#) to the OSA. Pictures or scanned copies of receipts, any receipts that are not itemized, or receipts that do not indicate how the purchase was paid for will not be accepted. There are no exceptions as this is per the Finance Audit team.
- Any receipts with [hand-written tips](#) must be accompanied by a credit card or bank statement showing the full amount paid by the student.
- If the receipt is NOT itemized, it is the responsibility of the student to contact the restaurant/vendor and get an itemized receipt.
- It is the responsibility of the student to obtain a duplicate receipt from the vendor if they misplaced or lost their original receipt.
- **Personal item purchases must be on a separate transaction/receipt.** If students plan to buy personal items at the same time as club purchases, those personal item purchases must be on a separate receipt.
- Some restaurants may say that they do not have the capability to print a computer statement of the itemized bill. Ask that they include the waiter’s pad notes that itemize the purchase and provide the total.

**CLUB BUDGETS**

- All purchases made with club money should be first [cleared through the club president(s) or treasurer](#). After reviewing and approving the expense, the president or treasurer will initial the reimbursement form before it is turned into the OSA. These expenses must be notated in the budget spreadsheet.
- Every year, the Fiscal Year begins July 1st and ends June 30th. All reimbursements made during the fiscal year must be turned in at least [6 weeks in advance of June 30th (Mid-May)](#). Reimbursements not received before the deadline will be paid out of the next fiscal year’s student club budget, if there is funding available.
- Student Council club funds granted are to be used by the end of the current academic year. For all clubs, [unused student club funding awarded for the year will not roll over to the next fiscal year](#).
- Every club is required to keep a spreadsheet of their expenses, maintained by the club president and/or treasurer. This should include all financial transactions related to the club, including all purchases, donations, and award money received and spent. This spreadsheet should be kept current at all times.
• The president(s) and treasurer will receive their club Dept. ID and balance once at the beginning of the academic year. They will give this information to the members of their club and it is the personal responsibility of each student to keep track of this information and to fill it out on each reimbursement form they submit.

• It is the club president's and/or treasurer's responsibility to ensure that their club does not overspend the amount allocated within their club's account. *Any expenditures that exceed the club's balance are the sole responsibility of the club and student who overspent the balance.*

• When turning over leadership of the club, the club president and/or treasurer will need to complete and return to the OSA the 'Club Turnover Form' with the names of incoming and outgoing club leadership and the current club balance with an up-to-date copy of their club's spreadsheet.

• "40% RULE": If a club's leadership chooses to spend more than 40% of their current budget in a given school year, it will trigger an automatic review by the Student Council and members of the OSA before any further purchases can be made. For clubs with national affiliations, this would include Student Council funds AND national funds.

   *Club Leaders: Please reach out to the Student Council Treasurer before spending club funds if that purchase might exceed 40% of the club budget.*

**USE OF THE OSA CORPORATE CREDIT CARD (P Card)**

• A Tufts purchasing card (credit card), commonly referred to as a "P card," may be an option for student club purchases over $400. If your club intends to pay for an expense by the P card, please send an email Chris Bishal with your club's detailed request a minimum of one week in advance of the purchase/event. PLEASE PLAN ACCORDINGLY, as any requests made to use the P card with less than the required notice are up to the discretion of the OSA.

• If approved, a club leader will be required to complete an **OSA Corporate P-Card Use Form** (available at the OSA).

• Once the purchase has been made in the OSA, **no other charges** can be added to the P card later by students. **If you wish to include a tip**, please let the vendor know at the time of the purchase, and indicate this on the P-Card Use form.

• **Within 24 hours of the event**, you must submit to the OSA, along with the original, detailed receipt
  - An event sign-in sheet
  - Copy of the class email the event was advertised in

   *If a sign-in sheet is not submitted, the club will not be permitted to use the P card until the OSA receives the sheet.*
ONLINE PURCHASES

- All purchases made online with a credit card must be accompanied by a credit card or bank statement indicating the amount purchased. A screenshot of the purchases, or isolated information obtained from online banking is preferred to the entire statement. If submitting the whole statement, the student should cross out any personal identifying information before turning it into the OSA.

USE AND STORAGE OF ITEMS PURCHASED WITH CLUB FUNDS

- All non-disposable items purchased with Student Council funds must be pre-approved by Student Council. Please contact the Student Council Treasurer and your class president with requests.
- If groups are purchasing items which can be reused for future club events (i.e. soccer goals and pinnies for the soccer club), these items will need to be stored in the secure Posner Hall Closet. Please inform the OSA when purchasing these items and contact OSA when needing to store or retrieve items. All unused and reusable items should be stored in the Posner Hall closet, too.

CONFERENCES AND TRAVEL

- Conference applications will be reviewed by the club leader(s). Club leader(s) will submit one application per group, with all conference attendees listed on the application, to the Student Council.
- Completed applications must be submitted at least 30-45 days prior to conference to medpresidents@elist.tufts.edu.
- The OSA should be informed as soon as club members know they are planning on attending any conferences. All absences due to conference attendance must be approved by Dean Kerle.
- Conferences must be advertised to all members of a student club so that all members have the opportunity to attend if they wish.
- The club president will gather, organize and review all conference attendees' reimbursement forms and receipts and submit them as a group together, following travel to the conference. Reimbursement forms will not be reviewed until all of the group's complete forms have been submitted.
- Students should use the Travel Expense Reimbursement Form (available in the OSA or the Tufts Support Services website). Do not use the Business Expense Reimbursement form when submitting receipts.
- Student clubs' proof of national affiliation should be provided annually to the OSA.
• Because conferences may involve travel to other states and countries, please be aware of what is needed before you go. Please refer to the ‘Receipts’ section of this document to make sure you get all itemized receipts before you leave the state. 
• Alcohol purchases of any kind will not be reimbursed. 
• International travelers must register at Tufts Travel Registry page.

DONATIONS

• Donations/payments received for clubs should be brought to the OSA immediately for depositing. Please provide your club name and Dept. ID and the reason for the donation/payment. Note: Checks must be made payable to "Tufts University". The club name can be notated on the Memo line of the check, or with an attached note.
• Donations made to an organization must be made via an email request. The W9 Vendor Certification form (These forms are available in the OSA and on the Tufts Support Services website) must be completed by the vendor and submitted by the club, along with the club Dept. ID, club name, amount being donated and the reason for making the donation.

FUNDRAISING/PRODUCT SALES

• Please contact the OSA before announcing any fundraiser, at least 4 weeks in advance. If the fundraiser involves purchasing of products, an online store must be created through the OSA.

TUFTS NAME USE/LOGO

• Use of the Tufts name and corresponding insignia cannot be used without appropriate permission. Please contact the OSA if you would like to use the Tufts name on any items (t-shirts, mugs, etc.) at least 4-6 weeks in advance of planned distribution.

PARKING PASSES FOR SPEAKERS

• To request a Tufts Medical Center Garage parking pass for non-Tufts affiliated panel members who are traveling to campus, please contact the Student Council Treasurer three days in advance. The cost of the parking pass will be deducted directly from the club's budget.

PAYMENT FOR PROFESSIONAL SERVICES

• If a student club will be paying a third party vendor, a Tufts University W9 (for individuals) or Vendor Certification Form (for organizations) must be filled out by the third party. These forms are available in the OSA and on the Tufts Support Services website.
Student Council
(click link Tufts Student Council Website)

Student Council By-Laws
The Student Council is made up of the Presidents and elected Student Council Representatives in all four classes at Tufts University School of Medicine (TUSM). Students sit on faculty standing committees and other TUSM committees as voting members and participate in making policy that affects them directly or indirectly. Students are responsible for implementation of school policies and administration of matters that affect all four years of TUSM.

In addition to elected class officers, Student Council can appoint representatives for various committees. Students who want to serve on committees as representatives can present themselves at the meeting at which appointments will be made and indicate their interest. Student Council selects its representative from those students.

Class Elections
Elected representatives serve for one year beginning in May, with the exception of first-year students who serve from October to May. The Student Council oversees all class elections. Each class shall elect the following class officials: President, three Student Council Representatives, four Curriculum Committee Representatives, one Ethics Representative, two Social Committee Chairpersons, one Diversity Representative and one Alumni Council Representative. The President of a class may not be absent from the Boston area for more than two consecutive months without the appointment of a council representative from the class as acting President.

Student Council
The three Student Council Representatives from each class and the four class Presidents comprise the voting members (16 total) of the TUSM Student Council. Meetings are held at least once a semester. Minutes of each meeting are typed by a first year Student Council Representative and emailed to the President of the Student Council to be reviewed and then emailed to the members of the Council prior to the next meeting. There are four executive officers – President, Vice President, Secretary, Treasurer. The President is the fourth year class President; the Vice President is the third year class President; the Secretary is a first year Student Council Representative; and the Treasurer is a second year Student Council Representative. The presence of nine members and at least one officer constitutes a quorum, and matters are decided by a majority vote of members present. Special meetings of the Student
Council can be called at any time by the President, provided twenty-four hour notice of the meeting is given to every Student Council member. The Student Council Representatives are responsible for advising their class of matters discussed at every Student Council meeting, for determining the sense of the class on issues by conducting class meetings or by other means, and for reporting class opinions accurately to the Student Council. The Student Council representatives are expected to attend Student Council meetings. After three absences from the Student Council meetings, a member can be suspended by a two-thirds vote of the Council, and the appropriate class elects a new representative.

Any student can propose an agenda item for an upcoming council meeting by notifying the Student Council President or their Student Council Representative at least one week prior to the meeting.

All of the Class Presidents meet regularly with the Deans in the OSA and OEA as needed. Additionally, in conjunction with the OSA, the Student Council is responsible for student-run activities such as: class elections, senior class yearbook, and school-wide social affairs.

The Student Council is funded by the Student Activities Fee paid by all TUSM students. With these monies, the Student Council subsidizes student organizations including all student-run groups and activities that benefit all classes. Every year the Student Council disburses money to each of the four classes. The Student Council has a funding meeting at the beginning of each semester to determine the distribution of monies to student organizations and clubs.

**Bylaws of the Student Council of Tufts University School of Medicine**

**Preamble**

This states the goals and purposes of the Council.

**Article I: Membership and Organization**

This article discusses membership of the Student Council, voting policy, and who is invited to Student Council Meetings.

**Article II: Meetings of the Council**

This article discusses Student Council meetings: when we are to have them, how we find out about them, agendas, etc.

**Article III: Duties of the Officers and the Members of Student Council**
This article delineates specifically the jobs of Student Council President, Treasurer, Secretary, and/or Elected Representative.

**Article IV: Committees of the Council**

This article defines permanent and special Committees of the Student Council and their purpose.

**Article V: Representatives of the Council**

This article discusses the duties of students either selected by Student Council or elected by their class to represent the Council to other organizations, both in-house and nationally.

**Article VI: Class Government**

This article discusses Student Government on the class level: guidelines for elections, which officers should be chosen by the Class President, class committees, etc.

**Article VII: Student Council Bylaws Committee Policy**

**Article VIII: Student Council Funding Committee and Policy**

This article dictates policy surrounding the disbursal of funds to groups who petition Student Council for funds and the subsequent responsibilities of the groups receiving funding.

**Article IX: Rights of the Student Body**

This article explains the procedure for members of the student body to bring an issue to the attention of the rest of the student body for consideration.

**Article X: Student Council Policy on Alcohol**

**Article XI: Use of Tufts Name, Mark of Insignia**

**Article XII: Official Name and Address**

**Preamble:**

The goals of the Tufts University School of Medicine Student Council are as follows:
To serve as the voice of the student body to the medical community at Tufts.

To serve as a liaison between the student body and the Medical School and University Administrations.

To foster student unity.

To provide financial support of events, projects, and organizations that benefit the total medical education of the student body.

To assist in coordination of student representation to the various intramural committees and extramural organizations requesting such representation.

To oversee such activities of the individual classes as it deems necessary to ensure fair and just consideration for all students.

**Article 1: Membership and Organization**

**Section 1**: The membership of the Council shall consist of one class President and three class Representatives from each class, for a total Council membership of 16.

**Section 2**: A quorum shall be required for the Council to conduct business. A quorum shall consist of the presence of nine members of the council including at least one officer of the Council and at least one member from each of the four classes. However, for any Council meeting that takes place from the time of Commencement in May to the seating of new Council members from the first year class in October, a quorum shall consist of seven members.

**Section 3**: The officers of Student Council shall be as follows:

- **A**: The President, who shall be the fourth-year class President.
- **B**: The Vice President, who shall be the third-year class President
- **C**: The Treasurer, who shall be two Student Council Representatives of the second-year class.
- **D**: The Secretary, who shall be a Student Council Representative of the first-year class.

**Section 4**: The Treasurer shall be appointed at the last meeting of the academic year and will be responsible for overseeing all financial transactions between student clubs and administration. The Secretary shall be appointed after the seating of the first year members. The position of Secretary can be filled in one of two ways: either one of the first year Council representatives volunteers to be the Secretary for the entire year or the three Council representatives from the first year class can rotate the responsibility at
each meeting. In the absence of a Secretary, the presiding officer pro tempore may select a Secretary. The nominees for each position shall be officers of the Council. The terms of each office shall run until the following May.

**Section 5:** In the event that a vacancy occurs in the offices of the Council, a special election shall be held. A special election shall be held at the discretion of the Council or at the request from the class from which the vacancy exists.

**Section 6:** Voting policy: The majority vote of a quorum shall be required for approval of any business conducted by the Council. In the absence of a quorum, no business requiring a vote of the Council shall take place, and all such business will be postponed until the next meeting of the Council or until the presence of a quorum is obtained.

**Section 7:** The Council reserves the right to conduct such business as it deems necessary to fulfill its goals as outlined in the Preamble to these Bylaws.

**Section 8:** The Council shall establish such committees as it deems necessary to conduct business as established by Article IV.

**Article II:** Meetings of the Council

**Section 1:** All meetings of the Council shall be open to any member of the student body and Dean’s Office who wishes to attend. Other non-students will be allowed to attend at the discretion of the Council. The Council reserves the right to conduct portions of its business in Executive Session as required by any provisions of the Bylaws or at the request of any member of the Council with the consent of a majority of the members present.

- A: The council reserves the right to request the attendance of any of the non-voting representatives appointed by the Council. (See Article V)

**Section 2:** The Student Council year shall run from May to May. Regular meetings of the Council will be held during the year except in June, July and August. Regular meetings with proposed agendas are as follows: August to discuss ideas for fall; October for the fall funding meeting; January to discuss Gala and to conduct the spring funding meeting; and March to discuss awards and Bylaws revision. Special meetings of the Council may be called at any time at the request of the Student Council President or at least three members of the Council.

**Section 3:** The President shall notify the members of the Council of regular meetings at least one week before the date of the meeting. The student body and Representatives (as outlined in Article I, Section 7 and in Article V, Section 2) will be notified through
email from the class Presidents. In case of a special meeting of the Council, notification to all parties will be made at least twenty-four hours before said meeting is to be held.

**Section 4**: The President shall set the agenda for meetings of the Council. Any student who wishes to raise an issue or question before the Council should notify the Student Council President at least one week before the meeting for inclusion in the agenda.

**Section 5**: The order of business for all meetings of the council shall be as follows:

- A: Call to order by the presiding officer
- B: Approval of minutes from the last meeting
- C: Old business
- D: New business
- E: Reports of committees/representatives
- F: Class business
- G. Date for next meeting

This order of business may only be changed by unanimous consent of the Council members present.

**Article III: Duties of the Officers and Members of the Council**

**Section 1**: The President of the Council shall preside at all meetings of the Council and shall supervise, in a general way, all the functions of the Council and Student Government. The President shall also serve as the official representative to the following committees (See Article V, Section 2)

- A: Medical School Executive Council
- B: Any other committee or group as requested by the committee or group or request of the Council.

**Section 2**: The Vice President shall preside at any Council meeting in the absence of the President and shall assume such duties and responsibilities as requested by the President.

**Section 3**: The Treasurer shall:

- A: Be responsible and accountable for the Council’s account.
- B: Be responsible for keeping an up-to-date record of all financial transactions of the Council.
• C: Will make available to any Council member upon request, and to any other interested party with the approval of majority of the council, all financial records.
• D: Fulfill any and all requirements regarding Council finances as required in other sections of the Bylaws (see Article VIII).
• E: Serve as the Chairman of the Council’s Funding Committee (see Article VIII).
• F: Assume such responsibilities and duties as requested by the President or a majority of the Council.

Section 4: The Secretary shall:

• A: Keep a written record of all meetings in the form of minutes: attendance, business discussed and voted upon, reports of committees, and future meetings. This responsibility may be delegated to other members of the Council at the Secretary’s discretion, with the approval of the Council (see Article I, Section 4).
• B: Email said minutes to the President by a date no more than two weeks after the meeting. The President will review the minutes and email them to the Council before the following meeting.
• C: Provide the Dean’s Office and Council Members with a list of names, addresses, and telephone numbers of all members and representatives of the Council.
• D: Assume such duties and responsibilities as requested by the President or a majority of the Council.

Section 5: The Members of the Council shall:

• A: Attend all meetings of the Council or its committees to which the member is assigned, either in person or via internet. Absenteeism from more than three meetings may be grounds for dismissal upon review and approval of such action by the Council.
• B: Make a report to their class of the business discussed at Council meetings.
• C: Define issues and opinions of their class for presentation to the Council.
• D: Act as a liaison between their class and the Medical School administration as requested by their class.
• E: Assume such duties and responsibilities as requested by the President, a majority of the Council, or the members of their class.
• F: Facilitate training of incoming Student Council members/officers.

Article IV: Committees of the Council

Section 1: The committees of the Council shall be of two types: Permanent and Special.
Section 2: The permanent Committees of the Council shall be as follows:

- Medical Alumni Executive Council
- Curriculum Committee

Section 3: Special Committees of the Council may be established at any time with a majority vote of the Council.

Section 4: All committees of the Council shall conduct their business in accordance with the Bylaws of the Council unless specifically exempted in their mandate.

Section 5: In establishing a committee, the Council shall specifically identify:

- A: The committee’s purpose and goal.
- B: The makeup of its membership.
- C: Any guidelines the Council wishes to provide.
- D: The time at which a final report from the committee shall be returned to the Council, and said committee is dissolved.

Section 6: All committees of the Council shall present interim reports at each meeting of the Council (See Article II, Section 6). In addition to final reports from Special Committees (See Article IV, Section 5), each Permanent Committee shall make a final report of its business as mandated by the appropriate section of the Bylaws. Final reports from the Committees shall include not only the opinions of the majority of said committee, but also all minority opinions if significant differences occur.

Article V: Representatives to the Council

Section 1: The Council shall appoint such representatives as deemed necessary to fulfill the goals of the Council as outlined in the Preamble and when requested by groups for the purpose of communicating with the Council and student body.

Section 2: Representatives shall be of two types: Permanent and Special.

Permanent representatives are those representatives who serve with the various intramural committees or extramural organizations for the express purpose of representing the TUSM student body to said committees and organizations.

Permanent representatives shall be elected at the beginning of each year (i.e. in May or September) or at any time when a vacancy exists, for a term of one year, or until the following May.
Permanent representatives shall be appointed to each of the following groups:

- A: Medical School Executive Council (see Article III, Section 1)
- B: Medical Alumni Executive Council (four elected student Representatives, one from each of the four classes)
- C: Curriculum Committee (see Article VI, Section 2)

Section 3: Special representatives are representatives who are appointed by the Council to participate in forums or other events occurring over a limited period of time. These students represent the Tufts University School of Medicine student body at such events and obtain information from these events, which, in the opinion of the Council, is of benefit to the student body or the Council.

Section 4: All representatives shall abide by the Bylaws of the Council in matters of attendance and reporting to the Council and to the student body, and act in accordance with the goals of the Council.

Section 5: The Council shall elect representatives in accordance with the guidelines provided by organizations seeking such representatives when such guidelines exist.

Article VI: Class Government

Section 1: The Council shall oversee in a general way the performance of Class Government in all classes.

Section 2: Each class shall elect, by the procedure outlined in Sections 5 and 6, the following class officials: President, three Student Council Representatives, four Curriculum Committee Representatives, one TUSM Ethics Committee Representative, two Social Committee Chairpersons, one Diversity Representative, and one Alumni Council Representative.

Section 3: The following stipulations shall apply to all Student Council elections:

- A: Candidates may only run for one position.
- B: Candidates must run independently (i.e. not as part of a ticket.)
- C: In the event of an inadequate number of candidates for a said position, the class will be notified and will be given twenty-four (24) hours for interested candidates to submit a statement, before the general election.
- D: The Student Council will be responsible for the organization and execution of elections, without placing responsibility on the Office of Student Affairs or the Office of Educational Affairs.
Section 4: Each class shall retain the option of appointing more than one representative/official to such positions, as it deems necessary to properly conduct class business (with the exception of President, Ethics Committee Representative, and Student Council Representatives.)

Section 5: Election Process: Election of class officials shall proceed by the following mechanism:

- A: Nominations will be accepted for at least two weeks in an open fashion.
- B: Once the class is presented with the candidates, the class then has an additional week before the election takes place to review candidates’ statements.
- C: Individuals nominated for positions shall have an opportunity to withdraw their names from balloting.
- D: Voting shall take place via a secure online voting site approved by the Office of Student Affairs and will ensure the entire class has an opportunity to participate.
- E: Participation by at least sixty-five percent (65%) of the class shall be required for an election to be considered valid for the first and second year elections, and at least fifty percent (50%) for the third and fourth year elections. If, for the third and fourth year elections, there are no challenging candidates to the current positions, twenty-five percent (25%) participation will suffice for an election to be considered valid.
- F: The nominee receiving a plurality of the votes cast in a valid election shall be the official, provided there is a margin of two votes. If the margin is less than or equal to two votes, a run-off will be held between the candidates involved. Clarification: In this case, a margin of two votes should be taken to mean MORE THAN TWO VOTES such that if Candidate A has forty-two (42) votes and Candidate B has forty (40) votes, a run-off is in order.
- G: In the event of a run-off, the two candidates will be notified and their interest in the office in question will be re-affirmed. The run-off will then be announced with the posting of the election results. The run-off will be held immediately after the initial voting has ended via the same secure online voting site. Until the run-off results become available, the incumbent officer will continue to perform the duties of said office. If either or both of the candidates already occupy an office within the Student Government, they are expected to continue to perform their duties; however, they should not take advantage of their office as an opportunity to campaign. In the event that a candidate in the run-off does not win the election by a margin greater than two votes, a second run-off will be held. In the event that a second run-off does not result in a winner, the President of the class will decide the outcome. EXCEPTION: Run-off elections for President shall continue until a candidate is elected.
- H: The Council, whose decision shall be final and binding on all parties, shall resolve any disputes involving class elections.
• I: The Council reserves the right to invalidate any election results for reasons including, but not limited to, violation of election guidelines and/or etiquette.

Section 6: Terms of office for all officials and representatives shall be for one year or part thereof with a uniform termination at the end of April except for the fourth-year officials who shall hold office through Commencement Day.

Section 7: The general timetable for elections for each class shall be as follows, with specific dates decided by each class every year with the approval of the Council.

• A: Elections for the second, third, and fourth year classes will be held after February.
• B: First year class officials: Nominations accepted in late September of the first year with elections to take place by mid October.

Section 8: A President from another class will oversee the election process in each class.

Section 9: Each class shall retain the right to establish such committees it deems necessary to conduct the business of the class with the following committees required to be formed by the indicated class:

• A: Yearbook Committee-fourth year class
• B: Library Advisory Committee-one student from each of the classes.

Section 10: The duties of each class officer and committee shall be those indicated by their respective titles (see Article III) and as follows:

• A: The Student Council President shall supervise all class business and representation, chair all committees with the exception of the Yearbook Committee, and serve as the principal liaison between his or her class and the Administration.
• B: Representatives to all Committees will present the opinion of their class during the appropriate business of their committee. The only exceptions to this shall be the Representative to the Ethics and Student Evaluations and Promotion Committees.
• C: Yearbook Committee: The third year President shall select a yearbook editor from the third year class at the time of elections in April. The editor’s term shall run from time of appointment until the yearbooks are completed, which may not be until after Commencement the following year. The editor shall be responsible for all aspects of yearbook production and may
assemble a staff to achieve this end. The editor shall provide information about yearbook production to the succeeding class' editor. The editor or a delegate shall report to the Council on the finances of the yearbook twice a year.

- D: Grievance Committee: If the occasion arises, this committee will be formed to assist students who have complaints or problems involving the Medical School and shall work with the Administration to seek a fair and just resolution for such complaints and problems. The committee will be comprised of class officers and other representatives from the class as deemed necessary by the members of the Student Council.

Section 11: The Class President is the sole executive officer of the class. The President acts as liaison between administration, faculty and the class, makes announcements, and determines the opinion of the class on matters of concern. The President administers the monies given to the class each year by the Student Council. The fourth year President coordinates graduation exercises and delivers a graduation address. All class Presidents are members of the Student Council, and as such, have the same responsibilities as the Student Council Representatives.

Article VII: Student Council Bylaws Committee and Policy

Section 1: The Student Council will review and revise the Bylaws at least once yearly to reflect any changes in policy or practice made during the preceding year.

Section 2: The second year President shall organize the review each year, and shall solicit proposed revisions from the Student Council. The President make such revisions known to the Student Council. He or she will then solicit any criticisms of any proposed revisions and determine their validity and need for change before making a final recommendations to the Student Council.

Section 3: The second year President shall be required to present a final revision to the Council following this review process. At that time, the Council shall then vote on the proposed revisions based on the recommendations.

Section 4: Exceptions to the provision to this Article shall be considered as circumstances warrant, and only with the approval of a majority of the Council.

Article VIII: Student Council Funding Committee and Policy

Section 1: The Student Council Funding Committee has been established for the purpose of distributing the money at the Council’s disposal in accordance with the goals of the Council (see Preamble). The Committee shall decide what guidelines it will follow except where outlined below.
**Section 2:** Each student shall be assessed a Student Activities Fee annually to be collected by the Bursar at the beginning of each academic year. The share of this money shall be distributed in accordance with the Council Bylaws.

**Section 3:** The Funding Committee shall have a membership consisting of the entire Student Council membership. The Committee shall meet once at the beginning of the fall semester and once at the beginning of the spring semester. All clubs will present at the fall meeting; all clubs new that year will present again for funds at the spring meeting, along with all clubs new that spring. Clubs may not solicit funds from the Council outside of the two designated funding meetings held each year.

**Section 4:** The Committee shall receive for review applications for funding from the following sources:

- A: Any Tufts medical student as an individual.
- B: Any active in-house (i.e. Tufts-based) organization.
- C: Any active national organization having a duly recognized chapter at Tufts.

**Section 5:** The Committee may decide in what form said applications must be submitted. Failure to follow those guidelines shall be grounds for the Committee to refuse action on said application.

**Section 6:** The Committee shall consider in this review of an application for funding the following:

- A: Whether the goals of the Council will be fulfilled.
- B: Whether other sources of funding are available for use to support the activities of the organization seeking funding.
- C: Whether the proposed budget is fair and accurate.
- D: Any other factor the Committee deems appropriate to consider, including past activities, success of the group or project, membership size, and benefit to the Tufts community.

**Section 7:** In considering each application, the Committee shall abide by the following guidelines:

- A: Applications from in-house organizations and from Tufts chapters of national organizations shall be allowed for organizational expenses and activities exclusive of travel, provided that such activities are open to the student body at large. There will be a limit of six hundred dollars ($600) per academic year per organization for such expenses.
- B: In addition, Tufts chapters of national organizations may submit applications for expenses associated with travel to any conference sponsored by the national organization (e.g. travel, hotel, and registration fee) with a limit of four hundred dollars ($400) per year per organization.
• C: In accordance with the above, the maximum disbursement to any in-house organization shall be six hundred dollars ($600) per year. The funding for Tufts chapters of national organizations may reach a maximum of one thousand dollars ($1000) a year, to include funding for expenditures for national conferences. During the fall funding meeting, a new student group may receive a maximum of three hundred dollars ($300) for the first semester and may then reapply for an additional three hundred dollars ($300) in the spring. A new student group may also apply for funding at the spring funding meeting, receiving a maximum of three hundred dollars ($300). A new Tufts Chapter of a national organization may receive a maximum of seven hundred dollars ($700), included in that amount is the four hundred dollars ($400) funding for national conference, for the first semester and then may reapply for an additional three hundred dollars ($300) in the spring.

• D: The Council reserves the right to award less than the maximum allowable amount to any organization. Groups with shared Medical and Dental School membership will be eligible for funding for the medical students. The Dental School or individual dental students are responsible for funding dental student involvement in TUSM organizations (the amount of the funding shall be determined by the Chair of the organization). Awarding of funds may be delayed until matched funds are available from the other graduate school(s) involved.

• E. The Council reserves the right to determine if a student group is to be considered “new” if the name of the student organization has changed from the previous year but the mission remains the same. If the student group has been inactive for over a year, no meetings or club activities, the group must be considered new and therefore eligible for a maximum of three hundred dollars allotted per semester. Any remaining funds will be reallocated to the Student Council account.

• F: The Council will allow no more than one hundred dollars ($100) of Council funding per group to be used for speaker honoraria annually.

• G. The Ethics Representatives from four TUSM classes will be allotted six hundred dollars ($600) each year to be used amongst the four classes.

• H. The Diversity Representatives from four TUSM classes will be allotted six hundred dollars ($600) each year to be used amongst the four classes.

• The Sharewood Project will automatically be allotted six hundred dollars ($600) each year, without having to apply for funding. If, however, Sharewood needs money for conferences (maximum of $400), they must apply for this funding.

• J: In the event that a Student Council member seeks to solicit Student Council funding for his/her own club, that member must excuse himself or herself from that portion of the funding meeting while their application for funding is reviewed.

• K: Clubs may not fractionate and seek additional funding for subdivisions within their own club (e.g. designating a subcommittee for publication of a newsletter and seeking additional funding for said activity)
Section 8: In the case of a club, national or otherwise, which has its own funding account, the following rule shall apply each semester when deciding to fund this club:

- A: A club shall be given funding not to exceed a total account balance of more than two thousand dollars ($2000) after predicted expenses at the end of the current semester.
  - a. This value shall be calculated with the following formula: Total Account Balance = Current Balance - Proposed Expenses for the Semester + New Semester Funding; not to exceed $2000.
  - b. If a club is seeking funding for the academic year, the below equation shall apply: Total Account Balance = Current Balance - Proposed Expenses for the Academic Year + New Yearly Funding; not to exceed $2000.
  - c. The purpose of the $2000 is to provide a reserve for these clubs. If TUSM were to have financial difficulties and student council funding is reduced, these clubs would be able to support themselves for several years with this reserve while we can provide funding to other student groups with no reserves.

- B: If a club would like to apply for a rule exception, e.g. planning for a school-wide event or community service project, they shall be required to write a brief explanation as an addendum to the funding application. The student council shall review the application and determine, in a case-by-case basis, whether they be given an exception.

Section 9: All clubs that would like to use rooms in the Sackler building, or any building owned by Tufts University School of Medicine, must receive approval from the OSA.

Section 10: Student Council Project Award: The Student Council will allocate a minimum of one thousand five hundred dollars ($1500) annually toward the support of a project(s) or endeavor(s) originating from TUSM students that benefits the Tufts University School of Medicine community. Activities can include, but are not limited to, community outreach, community service, research, and other scholarly pursuits. Projects may not involve global health endeavors – these projects must seek funding and approval through the Global Health Office. These monies may be allocated to one or divided among many applicants at the discretion of the Council. Applications shall be solicited for review at a designated meeting in the spring semester, and the recipient(s) shall be determined at that time, or at a time to be determined. In order for monies to be dispersed, the awardee(s) must provide the Student Council with a PowerPoint of their project to go on the Student Council Website; and turn in proper receipts to the Office of Student Affairs (see Addendum 1). The student must use the grant before the end of the next academic year, or by graduation if in the fourth year.

Section 11: Meetings of the committee shall be held according to the Bylaws of the council in regards to quorum and voting requirements. Individuals, representatives or organizations applying for funding shall be notified of Committee meetings at least one
week before the meetings, and their presence is required for action on their application. Upon reviewing each application, the committee shall go into executive session and vote to recommend or not recommend said application for funding.

**Section 12:** Any club has the right to appeal Student Council's decision regarding funding. A member of the club's leadership must present their appeal to the Student Council Treasurer no more than seven days after the notice of funding has been dispersed. The appeal must detail how the club fulfills all the aforementioned criteria for club funding (See Sections 6 and 7). The appeal must be no longer then one thousand (1000) words. Should Student Council deem necessary, the club's leadership may be called for questioning. Within two weeks of when the appeal is presented to the Student Council Treasurer, the Student Council will vote again regarding the club's funding and the club will be notified.

**Section 13:** All recipients of funds will be expected to provide the Treasurer (or his/her designate) an accounting of all the Student Council funds received. This shall be performed in the following manner:

- **A:** At least every two weeks during the spring and fall semester the Treasurer (or his/her designate) shall review requests including the original receipts for congruity between the group/individual budget and spending. See Addendum 1 for Student Club Funding Guidelines.
- **B:** The requests and receipts shall then be provisionally approved and sent to the Associate Dean of Student Affairs.
- **C:** Provisionally approved requests and receipts shall then be subject to final approval by the Finance Department.
- **D:** In the event that a group/individual's spending is deemed to be out of keeping with the approved budget, the group’s treasurer/individual will be only be reimbursed for the amount remaining in their account. In extenuating circumstances, club treasurers may submit an appeal in writing to the Student Council. If the Student Council deems the case worthy, the club may present it at the next Student Council Meeting.
- **E:** Clubs must designate one individual to act as club treasurer, and this individual will be responsible for reporting all transactions directly with the Student Council Treasurer.
- **F:** Before funds will be disbursed in the fall, a club's treasurer, or another member of the club's leadership, must attend a Funding Meeting organized by the Student Council Treasurer. Any exceptions will be made on an individual basis and must be emailed to the Student Council Treasurer before the Funding Meeting.

**Section 14:** All recipients of funds from the Council shall be special representatives of the Council (as per article V) and therefore shall be required to report to the Council on their activities.

**Section 15:** The following exceptions to the above policy shall be permitted:
• A: Each class shall receive a minimum of one thousand five hundred dollars ($1,500) at the start of each academic year to be used by the Student Government of that class.
• B: The senior class shall be allowed special consideration to apply for additional funds to cover expenses associated with fourth year class activities (e.g. graduation party, yearbook).
• C: The senior class shall be awarded two thousand five hundred dollars ($2,500) to be applied toward expenses for senior week activities.
• D: The Student Council shall provide funding for the Spring Gala. The Council shall determine the sums of the funding at the spring funding meeting. Expenses from previous years may be used to guide the Council for such funding.
• E: The Council will allocate up to one hundred dollars ($100) for a gift to the graduating Student Council President. The senior class Council representatives or the Council as a whole will determine this gift.
• F: Any other exception that a majority of the Council votes to allow.
• G: Any unused funds left in the Council’s account at the end of each academic year shall be “rolled over” and added to the available funds for the upcoming year. This applies to both TUSM Student Council’s account and for each class.

Section 16: Yearbook funding: funding for the senior class yearbook shall be a maximum of $15,000 of the annual Student Council budget, subject to change.

Article IX: Rights of the Student Body

Section 1: The student body has the right to expect that the Council and its respective Class Governments function in the student body’s best interest. The student body shall have the right to petition the Council to bring any issue before the entire student body provided at least 25% of the body, including at least 25 members from each class, petition the Council. In such a case, the wishes of the majority of the student body, as determined by a referendum in which at least 65% of the student body participates, shall be followed.

Article X: Student Council Policy on Alcohol

Under revision

Article XI: Use of Tufts Name, Mark or Insignia
Section 1: The Tufts University name, seal, and logo may not be used in conjunction with any private or commercial enterprise, in tandem with the advertisement of any product, or by any individual or group promoting itself. Use of the university name, seal or logo on letterhead and business cards is standardized and regulated by the Office of Communications and Public Relations. Any questions regarding the use of the University name, seal, or logo in circumstances other that the ones listed above should be referred to the Director of Publications.

Section 2: The University reserves the right to change this policy from time to time. Proposed changes normally will be developed by the Vice Provost, in consultation with appropriate representatives or committees of the school faculties, school Deans, University Counsel, the Provost, Executive Vice President, and the Information Technology Council. The President has sole authority to approve changes to this Policy.

Article XII: Official Name and Address

Name: Tufts University School of Medicine Student Council

Address: 
c/o Office of Student Affairs
145 Harrison Avenue
Boston, MA 02111

Web Address: http://tusk.tufts.edu/view/url/M2316C/933831

Addendum 1: Student Club Funding Guidelines General Requirements For Expense Reimbursement In order to ensure full reimbursement for club expenses, please provide the following documentation within 30 days of the event:

Business Expense Reimbursement Form

A Business Expense Reimbursement Form must be filled out completely for each event. These forms can be found on the front desk in the Office of Student Affairs (OSA).

The exception to this form involves expenses incurred while participating in a national conference. In these instances, it is necessary to fill out the Travel Reimbursement Forms, which can be obtained from the OSA. If students plan on using an outside service, prior approval of the OSA is necessary and if approved, a Consultant Form and W-9 Form must be completed.
All expense forms must include the name, signature and current mailing address of the student who is being reimbursed. The reimbursement check is mailed directly from Accounts Payable to the address listed on the expense form.

**Original, Itemized Receipts**

Every Expense Reimbursement Form must have attached the original, itemized receipts that coincide with the expenses being submitted.

If students plan to buy personal items at the same time as club purchases, the purchases must be separate. All receipts must be itemized. Be aware that summary credit card receipts and credit card statements will not be accepted. In the case of travel, Airline Boarding Passes will be required to be submitted with Travel Reimbursement Forms (this is including Student Council Awards that were used toward travel).

**Attendance Sheet**

Attendance for club events should be accurately documented and must be provided with every Expense Reimbursement Form.

**Appropriate Advertising Documentation**

To get reimbursed, an event must be appropriately advertised, in a timely manner, to the entire student body. A copy of the announcement must be sent to medpresidents@elist.tufts.edu by noon on the Sunday before the event. A copy of the original email advertising the event must be attached to the Expense Reimbursement Form.

**Expense Reimbursement Process**

Once the appropriate supporting documentation has been compiled and attached to the Expense Reimbursement Form, it can be submitted to the OSA for the necessary signatures from the Student Council Treasurer and the Dean of Student Affairs. Do not leave completed Expense/Travel Reimbursement Forms on the front desk in the OSA. Give the forms directly to the Administrative Coordinator. It is your responsibility to ensure that they have been received.

The OSA will submit the completed forms and receipts to Accounts Payable for reimbursement. The Student Council Treasurer will check in with the OSA on a regular basis to ensure that expenses are signed and submitted in a timely manner.
Accounts Payable will send a reimbursement check directly to the contact and address listed in the appropriate Expense Reimbursement Form. The usual turnaround time from Accounts Payable is approximately ten (10) days from the day they receive the forms.

The OSA will keep a copy of the submitted expense forms and will also provide the Student Council Treasurer with a copy.

There will be no exceptions to the policies outlined in the addendum, and reimbursement will be denied of all requirements are not met. Failure to properly fill out the Expense Reimbursement Form, and provide original receipt and sign in sheet will delay expense reimbursement.

**Fund Usage Guidelines**

**Co-Sponsored Events**

Student clubs cannot transfer funds from one club to another. If there is a co-sponsored event ensure that a representative (i.e. club treasurer) from both clubs signs the Expense Reimbursement Form, as well as the person being reimbursed.

**Speaker Honoraria**

The Student Council will allow no more than one hundred dollars ($100) of funding per club to be used for speaker honoraria annually.

**Travel Expenses**

The extra four hundred dollars ($400) awarded to nationally affiliated clubs can only be used for national conference expenses. These expenses include travel and registration fees.

**Major Purchases**

In the case of major purchases, arrangements should be made through Patrice Ambrosia to purchase items through Tufts so that the best price may be obtained and the purchase is tax exempt. Allow at least two weeks notice.

If the club is interested in hiring or contracting out particular services such as catering, DJ, cruise ship, or a class party in a restaurant or bar, Patrice Ambrosia must be visited prior to making any arrangements.
If you are purchasing equipment/supplies for your club, they must be stored at Tufts. This ensures that the club still has access to that stock when the original purchaser has moved on to the clinical years.

**Fundraising**

If a club does any fundraising they may deposit the proceeds into their Tufts Account. However, provide accurate documentation of all transactions and deposits to the OSA and the Student Council Treasurer. Doing so ensures that at the end of the year, any money clubs have left from fundraising will be carried over to next year. Otherwise, there are no guarantees that the money will remain allocated to the respective club.

**Contracts & Deposits**

Students are not authorized to sign contracts on behalf of the Tufts and may not use their personal credit card for payment of a club activity or event. Students must contact Patrice Ambrosia in advance to make arrangements for any events requiring a contract and/or deposit/down payment. This is to protect you as a student in the event of any unforeseen scenario.

**Use of Tufts Name/Insignia**

The use of the name “Tufts” and corresponding insignia cannot be used without appropriate permission for commercial endeavors, fundraising activities or in business/political promotions. Requests to use the Tufts name or insignia should be directed to the OSA who will forward it with a recommendation to the Medford Campus.

For specific questions contact the Student Council Treasurer and reference the most up-to-date Funding Guidelines dispersed at the mandatory funding meetings.

**Addendum 2: Student Organizations and Activities**

Traditionally, student groups at Tufts are established and run by students. There are a number of groups that stay consistent from year to year, while others wax and wane according to student interest.

Student groups are funded at biannual Student Council meetings. To apply for money, a budget for proposed activities must be presented to the Council. If a group receives money from the Council, they are expected to provide receipts for expenditures for that calendar year. There are some guidelines on how much money groups can receive from the Council. (see Addendum 1).
Students are encouraged to participate in the activities and clubs. Please visit our Student Council Website for the most up to date listing of Tufts’ student organizations (see Article XII). If your interests are not represented, we encourage you to start a group.

If you are interested in any group, contact either a Student Council officer or the leadership for the specific organization. However, if you feel you want to share another common activity with your classmates, start a group.

*These Bylaws have been approved by the Tufts University School of Medicine Student Council and are accurate as of October 2013.*

**Weather**

**Alerts & Advisories**

[View the latest University announcements.](#)

**Inclement Weather Policy - Year 1 and Year 2:**

When Tufts University School of Medicine is closed, classes are canceled and administrative offices including the OSA, OEA, Financial Aid, Student Advisory, the library and the fitness center are closed. You may be contacted by Dean Epstein who will let you know of any new arrangements for exams or other required activities. If this occurs on a CAP day, you should call your CAP preceptor to determine if his/her office will be open. If the office is open and you can safely travel to the site via walking or public transportation (assuming that it’s running), you are expected to report to your CAP site. If safe travel is not possible, please do not put yourself or others at risk. In that case, let your preceptor know that you will not be able to travel in for the session (this session should be made-up at a later time).

**Inclement Weather Policy - Years 3 and 4 (clinical rotations):**

The University closures (any campus, including Boston) will not impact students on clinical rotations at area hospitals or physician offices.

**There are no “snow days” during the clinical years.** That said, during a weather emergency, your safety is our highest concern. If you live within walking distance of your site or if you can travel via public transit (assuming it is running), you are expected to report to your site (if you are working at a private practice office you should call to confirm that the office is open). If travel to the site would be dangerous, please let your clerkship director and team know that you cannot safely travel to the site (you will not be penalized for this decision as long as you cannot get to the site by public transportation). You will be expected to make-up the day/night if you are on call.
Outlined below is information on how to determine if the Medical School will be closed during weather emergencies. Due to the possibility of power outages in weather emergencies, email is not always a reliable way to communicate this information.

Weather emergency closings are publicized in the following ways:

Tufts University Homepage
Tufts University Announcements
Tufts University's mobile site
Tufts University's Facebook and Twitter accounts

Phone: Boston and Medford/Somerville campuses: 617-627-INFO (4636)

Media: Television channels 4 (WBZ), 5 (WCVB) and 7 (WHDH); AM radio 680 and 1030

If the Medical School is closed (or opening delayed), the announcement could be ANY of the following:

1) Tufts University all campuses
2) Tufts University-Boston Campus
3) Tufts Health Sciences Campus
4) Tufts Medical School or Tufts University School of Medicine

Please note that in some cases, classes may be cancelled or delayed only on the Grafton or Medford campus due to the track of the storm and the announcement will specify only the campus(es) that are closed.

For more information about preparing for winter storms and other weather-related emergencies, please visit the Emergency Preparedness website.

Administrative Offices and Services

(Select link for Tufts Admissions Website)
Alumni Relations
(Select link for Tufts Alumni Relations Website)

Bursar
(Select link for Tufts Bursar Website)

Campus Police
(Select link for Tufts Campus Police Website)

Deans Office
(Select link for The Office of the Dean’s Website)

The Office of the Dean is responsible for the academic and administrative functions of Tufts University School of Medicine, including overseeing the School’s academic departments, the teaching and research enterprises, student services, and campus buildings and facilities.

The primary responsibilities of the Office of the Dean include financial and strategic planning, resource allocation, faculty recruitment, interface with clinical affiliates, and other management responsibilities related to the function of a large and diverse medical school.

Educational Affairs
(Select link for Tufts Educational Affairs Office)

The Office of Educational Affairs (OEA) is responsible for the medical education program, including curricular development, evaluation and assessment; centralized management of the curriculum; overseeing and administering educational grants; supporting the teaching faculty through faculty development programs; providing administrative support for education-related faculty committees; and scheduling space for classes, conferences, and meetings on the Health Sciences campus.

The Office of Educational Affairs also manages the Clinical Skills and Simulation Center (CSSC) a 9,000 square foot training facility located at 35 Kneeland Street, 3rd floor.

Specific curricular responsibilities of the OEA include: scheduling and administering the first- and second-year medical school academic programs, including Competency based Apprenticeship in Primary Care (CAP), Selectives and the Problem-Based Learning
program. The OEA also coordinates specialized clinical programs such as Standardized Patient programs and a number of medical education electives.

Also, faculty may be interested in the many teaching opportunities at TUSM.

The OEA is a highly student-centered office and maintains an open-door policy. Please feel free to contact us or stop by!

Financial Aid

*Select link for Tufts Financial Aid Website*

**Financing Your Medical Education**

The admissions process at TUSM is need-blind, as an applicant’s financial circumstances are not considered in the selection process. Financial aid forms become available in December of each year, but the FAFSA may be submitted any time after October 1st. If you have interviewed with us prior to January, we will email you the information on the application process including all forms. Those interviewing in January and beyond will have information shared by the Office of Financial Aid on how to apply during their interview session.

Interviewed applicants do not need to be admitted to TUSM in order to submit financial aid applications. The Office of Financial Aid strongly encourages all interviewed applicants to submit complete financial aid applications as soon as possible. This is particularly true for applicants who have interviewed with us and remain in Active Wait List status. Students in this group may be admitted at any time and required to respond quickly. If your complete financial aid application is already on file with the Office of Financial Aid, the staff is able to generate an award in a timely manner so that you can make your decision.

**Financial Aid Awards for Accepted Applicants**

The Admissions Office notifies the Office of Financial Aid when an applicant has been admitted to TUSM. If the applicant has submitted a complete financial aid application, the Office of Financial Aid will generate an award letter as soon as possible. All applicants admitted prior to March who have submitted complete financial aid applications should expect to receive an award letter in April. Applicants admitted during and after the month of April will be packaged as soon as possible after their admission. The financial aid staff will award a newly admitted applicant quickly, but they must have the applicant’s complete financial aid application on file to do so. All applicants are held to the priority deadline regardless of when they interviewed at TUSM. For more financial aid information, please visit the Office of Financial Aid Homepage.

**Frequently Asked Questions:**

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

When determining federal Title IV eligibility, all medical students are considered independent. Only the student’s (and spouse’s if applicable) financial information will be
used to determine need for federal loan programs. Since institutional funding is limited, parental information is used as a way to
determine the family’s ability to pay for the student’s educational expenses. It allows the Office of Financial Aid to consider all families in
an equitable fashion, as the same need analysis formula is applied to all families consistently. A parent contribution will be calculated
regardless of marital status and financial dependency, unless the student is 38 years or older when determining eligibility for institutional
aid. If parental information is not provided or files are not complete by the priority deadline, students will only be considered for federal
funds.

**Should everyone file financial aid applications with parental information?** We encourage all first-time financial aid applicants to file with
parental information in order to determine the extent of possible assistance available from the family. The potential parental/family
resource is used to rank each student in order of consideration for institutional and some Title VII low-interest loans and scholarships. If
you don’t include your parents, you may miss out on institutional aid you would otherwise be eligible for. If you did not qualify for
financial aid as an undergraduate, do not assume that you will not qualify for financial aid as a medical student.

**What is the maximum amount of institutional scholarship a student may receive?** No individual scholarship will exceed a value
equivalent to 75% of MD tuition and no student may receive a combination of multiple scholarships, from any source, that exceeds the
value of 100% MD tuition. Externally funded scholarships are considered when determining the total scholarship eligibility for institutional
funding. Students are encouraged to disclose outside scholarship awards as early as possible to avoid having their institutional scholarship
or loans reduced later in the year.

**How do outside scholarships/loans impact a financial aid package?** Federal law clearly states that a financial aid recipient may not
receive funds from any source in excess of the cost of attendance. If funding not originally reflected in the financial aid package causes an
over award, we may be required to reduce institutional, federal, and/or private loans as not to exceed the cost of attendance. Students
who are notified that they will be receiving outside assistance once their initial eligibility for institutional assistance has been determined
will have their aid eligibility recalculated when the Office of Financial Aid has been notified. This may include reducing institutional loans
and/or scholarships at the time of notification, regardless of the time of year. Students are encouraged to disclose outside scholarship
awards as early as possible to avoid having adjustments made to their financial aid award later in the year. Students who receive an
outside scholarship after aid eligibility has been determined and awards have been accepted will have their loans reduced dollar for dollar
upon the receipt of an outside scholarship in order to reduce indebtedness, i.e. scholarships will be considered to replace loan funds. If an
over award does NOT exist and students still have room within their budget, they may always request additional funding. In addition, the
Office of Financial Aid will also review students who are recipients of institutional scholarship funding that receive subsequent outside
scholarship awards. If it is determined that the total amount of all scholarship resources exceeds the value equivalent to 100% of MD
tuition, institutional scholarships will be adjusted. Tufts University School of Medicine will not provide institutional scholarship funds for
any student that exceed a combined total equivalent to 100% MD tuition value regardless of the source of funding.
**How does the Office of Financial Aid determine financial need?** Once a student has been admitted to TUSM, their financial aid advisor reviews their completed financial aid application. Financial aid advisors determine a student’s Total Family Contribution (TFC) when determining eligibility for institutional aid by assessing the student’s (and spouse’s if applicable) and parents’ taxed and untaxed income, assets (including home equity), and family information. The calculated TFC is then subtracted from the appropriate Cost of Attendance (COA), a figure that includes direct (billed costs like tuition and fees) and indirect (unbilled expenses such as housing and personal expenses) that students incur during their enrollment. What remains is the student’s demonstrated financial need.

The need is reduced by any outside assistance the student expects to receive (i.e. private scholarships, military assistance, etc.) and the remaining financial need is further reduced with a standard loan component. After the standard loan component is added to the award AND if the student has any remaining need, they are considered for institutional assistance. If students file after the priority deadline, institutional assistance would be offered only after reviewing all on-time applicants and only if funds remain available. The maximum amount of financial aid that a student is eligible for will be summarized on the Financial Aid Notice (FAN) they receive but will never exceed the Cost of Attendance. All medical students are considered dependent for institutional aid and a parent contribution will be calculated regardless of marital status and financial dependency, unless the student is 38 years or older. Students and parents’ are never expected to pay the calculated TFC out of pocket. The TFC is used to get a snapshot of the family’s resources and to rank students based on their need when determining eligibility for institutional resources.

**I have unusual extenuating circumstances and am unable to provide parental information. Is there a formal appeal process for a parental waiver?** In the event students have documented, unusual and extenuating circumstances, they may submit an appeal to waive parental information. Students must submit the Parental Information Waiver Application form, a letter detailing the situation including relevant documentation, and three (3) letters of reference from a parent, third-party (i.e. teacher, clergy member, physician, attorney, and/or financial aid professional from undergraduate studies), and any individual of choice. Once all information has been received, the Scholarship and Financial Aid Committee will review your request and inform you of the final determination. To be considered on-time, students must complete this requirement by the priority deadline. Parental information is only required when assessing eligibility for institutional assistance (i.e. TUSM scholarship and/or TUSM loans) and/or some Title VII loans. Parental information is never required in order to borrow Federal Direct Unsubsidized or Federal Direct GradPLUS loans.

**My parents reside outside the United States and I am a citizen or permanent resident. How do I apply for institutional financial aid?** Families residing in a foreign country should submit the foreign tax return, as well as a copy that has been translated to English and converted to US dollars. The exchange rate must be based on the date the FAFSA was filed. If a foreign tax return does not exist in a particular country, we may accept a notarized statement attesting to all income and assets. Parents are held to the same deadlines regardless of the country they reside.
Are international and/or DACA students eligible for financial aid? DACA and/or international students are not eligible for federal or institutional assistance at this time. DACA and/or international students must be prepared to absorb the cost of US medical education and will be expected to have proof of funding for all years of their education prior to matriculation. There may be private loans available if the student has a US cosigner and meets other eligibility requirements determined by the lender.

My parents are divorced/separated. Who should fill out the financial aid applications? Both parents are required to complete the Parental Information Form(s) and provide their 2017 Federal Tax Returns, including all schedules and W-2s. Students should choose the parent who provides most of their support and/or the last parent they resided with to use on the FAFSA. The other parent would still be required to complete the parental information form and submit all required documentation.

How much can students borrow per year in Federal Stafford Loans? The maximum amount a student can borrow in Federal Direct Unsubsidized Loans is $42,722 for first year students, $44,944 for second year students, $47,167 for third year students and $44,944 for fourth-year students. Actual eligibility for these loan programs will be outlined on the student’s financial aid award 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 this program requires annual credit approval that is based on federally-mandated criteria. Negative credit history may 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 on the student’s Financial Aid Notice.

How much debt does the average MD student graduate with? The average medical school indebtedness for the graduating class of 2018 was $222,682.

What is Federal Work Study? Federal Work Study (FWS) is a need-based program designed to allow students to work part-time to assist with educational expenses. The Office of Financial Aid awards FWS funding to students that meet eligibility requirements. Students are responsible for notifying the Office of Financial Aid if they are interested in receiving FWS as part of their financial aid package. Students are responsible for securing their employment. Employers may find students that are eligible for work study to be beneficial as a portion of the student’s earnings are subsidized by the federal government. Additionally, FWS earnings are excluded from the FAFSA when determining eligibility. More employment information may be found on the student employment website.
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 the MD policy of satisfactory academic progress. The Registrar’s Office determines if students are making SAP and all questions should be directed to that department by calling 617-636-6568.

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 and the student has begun their enrollment for the semester. Students are required to submit a Master Promissory Note (MPN) both 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 www.studentloans.gov to complete your Master Promissory Notes for the Federal Direct Unsubsidized and/or Federal Direct Grad PLUS Loan programs. 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.

What happens when tuition is adjusted? Any adjustment in tuition charges has an immediate impact on the amount of financial aid awarded. In many cases, financial aid is retroactively reduced to allow for the adjustment. If you think your award may change, be careful not to spend your refund as an adjustment may require you to repay this partially or in full. Students who are not charged tuition will not be eligible to receive institutional aid but may be eligible for federal aid depending on their enrollment status. Students on a leave of absence (temporary withdrawal) are not eligible for financial assistance. Students participating in RCP (Research Concentration Program) and/or ACP (Active Citizens Program) are typically eligible for federal aid as they’re enrolled full-time.

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 and federal default fees are deducted from all loan proceeds prior to disbursement. As of July 1, 2018, the Federal Direct Unsubsidized Loan fee is 1.066% and the Federal Direct Graduate PLUS Loan has a 4.264% fee. Loans with first disbursements issued on or after October 1, 2018, will have a fee of 1.062% for the Federal Direct Unsubsidized Loans and 4.248% for the Federal Direct Graduate PLUS Loan.

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 2018-10 year,
Federal Direct Unsubsidized Loans will have an interest rate of 6% and GradPLUS loans will have an interest rate of 7% for the life of the loan.

**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.

**Global Health**
*(Select link for more information on Global Health Programs at TUSM)*

Tufts University School of Medicine views global health education as an important component of its educational mission. TUSM graduates and faculty are engaged in collaborative research, education, and training with colleagues in a number of countries around the world and serve as advisors and mentors for students planning global health experiences. Together with our international partners, TUSM is preparing its students to be part of a growing number of health professionals equipped with the skills needed to tackle global health challenges around the world.

TUSM currently has student Global Health Programs in India, Panama, Haiti, Ghana, Nicaragua, and Namibia. Please select the appropriate category below for additional information and opportunity descriptions.

- **Summer/Fall Programs**
- **Spring Programs**
• Requirements for Placement with Independent Programs
• Experiences through External Programs

For information on applying to participate in global health and funding support through the TUSM Travel Grant, click here.

Multicultural Affairs
(Select link for Tufts Multicultural Affairs Website)

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

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

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

Support Programs

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

Community Outreach

• The Colleen Romain Scholarship
- **REACH Program for High School Students**
- **Teachers and High School Students Program (TAHSS)**
- **Student National Medical Association (SNMA)**
- **Minority Association of Pre-Health Students Program (MAPS)**

**Programs at the Sackler School**

- **The Great Diseases Curriculum**
- **Building Diversity in Biomedical Sciences (BDBS)**
- **The Post-Baccalaureate Research Program (PREP)**
- **Training in Education and Critical Research Skills (TEACRS)**
- **Mentored Undergraduate Teaching at Pine Manor College-Sackler School Course SK205**

**Registrar**

*(Select link for Tufts Registrar’s Website)*

The Registrar’s Office is part of the Office of Student Affairs at the Tufts University School of Medicine. We are responsible for enrollment management and student support services. The offices provide a multitude of services to over 830 students, 400+ faculty members, the 20+ TUSM clinical affiliates, and TUSM academic and administrative offices.

The Registrar’s Office is responsible for the support and management of the administrative student information systems, annual registration, annual verification of HIPAA and Universal Precautions compliance, administration of the TUSM Visiting Student Program, the annual clerkship scheduling processes for the 3rd and 4th year students. We publish the Guide to Third Year Clerkships, the Fourth Year Electives Catalog and the 3rd Year Orientation Guide & Reference Materials.

A principal responsibility of the Registrar’s Office is creating and maintaining each student’s permanent academic file. In addition to responsibilities listed above the office is responsible for tracking grades received, tracking student status changes, tuition assessment and verification, USMLE application certification, administering end of clerkship exams, managing locker assignments in Sackler for the 1st and 2nd year students, producing enrollment and other various statistics. We also handle all transcript requests and state licensure paperwork for graduates of the medical school.
The Registrar’s Office works closely with the Student Evaluation and Promotions Committee, the 3rd Year Clerkship Directors and the Core Collaborators.

The Registrar’s Office staff also helps support all OSA events (Orientation, White Coat Ceremony, Match Day, 3rd Year Orientation and Commencement).

**Student Advisory & Health Administration**
*(Select link for Tufts Student Advisory & Health Administration Website)*

The SAHA office serves all Tufts University Health Sciences Schools

The Student Advisory & Health Administration Office (SAHA) is a division of Student Affairs for the Boston and Grafton Health Sciences Campuses. The schools for which services are provided include: the School of Dental Medicine, the School of Medicine, the Public Health & Professional Degree Programs, the Friedman School of Nutrition Science and Policy, the Sackler School of Graduate Biomedical Sciences, and the Cummings School of Veterinary Medicine.

An annual mandatory health administration fee is automatically billed to all students for services provided by SAHA.

**Services provided by this office include:**

- Advice to students regarding general well-being including helping students transition and manage the increased academic demands and stresses. Triage and refer students regarding professional counseling, psychiatric care, long-term therapy, or hospitalization to Boston Health Sciences Students.
- Collection and screening of all immunization documentation required by the Commonwealth of Massachusetts and Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC) for Boston and Grafton Health Sciences Students.
- Oversight of the student health insurance required by the Commonwealth of Massachusetts and Tufts University Schools for Boston and Grafton Health Sciences Students.
- Oversight of the disability insurance for Dental, Medical and PA Students

**There are no medical services provided by this office.**

**Student Affairs**
*(Select link for Tufts Student Affairs Website)*
The Office of Student Affairs provides guidance, support, and administrative assistance to students and is a great place to visit with any questions you may have while attending TUSM. The office coordinates important events including Orientation, White Coat Ceremony, Match Day, and Commencement activities. The OSA also acts as a liaison to faculty and administration, assists with academic advising and personal counseling, and coordinates the residency application process.

Other areas of responsibility include:

- Learning Community Program
- Residency Nights
- Class Meetings
- Career Decisions
- Pathway to Residency
- Research Information
- Academic Progress
- Tutorial Program
- Class Officers & Student Government, Class Elections
- Student Organizations
- Harassment and Student Treatment Concerns
- Posner Dormitory & Off Campus Housing Listings
- Student Evaluations
- Student Ethics and Promotions Committee