ACADEMIC AFFAIRS
STUDENT HANDBOOK

FROM THE OFFICE OF ACADEMIC AFFAIRS
AY 2021-2022 Version 2021.1

Within-year updates included in blue
This handbook is designed to serve as a guide to student life, both on and off campus. On its pages, you will find descriptions of many of the opportunities Tufts offers and the policies, rules and regulations governing all aspects of your status as a student and as a member and representative of the Tufts Community.

The University reserves the right to make changes, without notice, of any course offering, requirement, policy, regulation, date, and financial or other information contained in the handbook. We reserve the right to correct any clerical errors that may appear in this handbook.

**NON-DISCRIMINATION POLICY**

The Office of Equal Opportunity (OEO) exists to ensure that the University’s commitment and goals toward equal opportunity are integral components of Tufts’ policies.

We further this mission by ensuring that the University maintains compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX, through complaint resolution, programming and outreach. OEO cooperates with members of the Tufts community to resolve complaints of discrimination, sexual harassment, and sexual misconduct, and set forth University policies and guidelines that pertain to these areas of conflict. We also ensure that the University maintains compliance with all federal, state, and local laws pertaining to affirmative action. OEO is guided by the University’s commitment to and desire for a truly integrated, interactive, productive, successful, and diverse body of students, faculty, staff, and community members.

[http://OEO.tufts.edu](http://OEO.tufts.edu)
# Office of Academic Affairs

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<td>Kara Witt</td>
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<td>Assistant Director for Clinical Scheduling/Placement</td>
<td>Canvas Administrator</td>
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<td>Kirsten Bowen</td>
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<td>John Bourgeois</td>
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<td>Barbara Berman</td>
<td>Charlotte Hydrick</td>
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<td>Associate Director of Financial Aid</td>
<td>Financial Aid Coordinator &amp; International Visitor Coordinator</td>
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<td>and Scheduling Coordinator</td>
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<td>Ford Barnet</td>
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1. CURRICULUM MISSION STATEMENT

The mission of the Cummings School curriculum is to prepare graduates for entry level practice in any of the major domestic species, provide exposure to the innovative Cummings School Signature Opportunities, and provide enough flexibility and access to resources to allow our students to pursue non-practice or non-traditional practice careers (such as public health, wildlife, international veterinary medicine and biomedical research). The curriculum is designed to nurture students who will become leaders in developing the science, technology and ethics that will shape veterinary medicine in the future and to foster students to become lifelong learners.

2. COUNCIL ON EDUCATION STANDARDS FOR ACCREDITATION

The American Veterinary Medical Association’s Council on Education has provided veterinary schools with a listing of Standards of Accreditation. The Standards listing is posted on student bulletin boards in the Loew Center and by the mailboxes in Varis. A copy of the Standards may also be obtained in the Dean’s office or online at www.avma.org/education/accreditation-veterinary-colleges. Students may offer suggestions, comments, and complaints for the school anonymously by sending them to the Dean’s or Student Affair’s offices, via U.S. Mail, by posting them through the inter-campus mail service, or via the link below to access a form for this purpose: https://tufts.qualtrics.com/jfe/form/SV_eKzrIQC1uJS1B

3. WELLNESS AS A SCHOOL PRIORITY

Cummings School strives to promote wellbeing and supports students as they conduct their studies and support services, including wellbeing support, counseling, and career guidance are available through the Cummings Support Center (CSC) located at 6 Captain O’Brien Road.

a. Support from the Administration

All members of the Administration, including the Dean, Associate and Assistant Deans, Department Chairs, Medical Director, and the staff of the Office of Academic Affairs support our students and the important educational mission of the Cummings School.

Students are encouraged to contact Ms. Barbara Berman (Barbara.Berman@tufts.edu), Assistant Dean for Student Affairs or Dr. Nicholas Frank (Nicholas.Frank@tufts.edu), the Associate Dean for Academic Affairs (ADAA) for support and guidance, or if any help is required with identifying resources. The Student Affairs Office can be reached on extension 88733.

Reasons for contacting Assistant Dean Barbara Berman or Dr. Frank relating to wellness include:

- Occurrence of personal events that affect attendance
- Leave of Absence requests
- Academic difficulties
• Requests for accommodations during the pre-clinical curriculum or clinical year
• Advice on connecting with counselors at the school or in the region
• Feedback on educational programs or student support services
• Mentoring on handling interpersonal issues
• Concerns regarding diversity
• Information on managing professional conduct violations (e.g., exam cheating)

b. Faculty Advisor Program
Each incoming DVM student is placed in the Faculty Advisor Program for the first year. Students can contact their faculty advisor for advice and guidance, and advising groups meet once or twice a semester.

c. Counseling Services
Our two counselors are Anna Cherubino and Robert (Bob) Lenhardt and their email addresses are Anna.Cherubino@tufts.edu and Robert.Lenhardt@tufts.edu, respectively. Bob is available for appointments on Tuesdays from 12:00 to 8:00 PM and Anna is available on Wednesdays and Thursdays from 12:00 AM to 8:00 PM. Students can request appointments by emailing the counselors directly or by calling 1-800-756-3124 and this number can be used by students to reach a licensed counselor 24 hours/day, 7 days/week. Students are also encouraged to make appointments with Anna and Bob to simply have conversations about their lives and experiences in veterinary school. We would like students to seek support from the counselors even when everything is going well.

During the clinical year, students interact with Mr. Eric Richman, a licensed social worker in the Foster Hospital for Small Animals. Eric supports clients, hospital personnel, and students as they manage difficult decisions such as euthanasia. He also supports students on clinical rotations if they seek help with managing stress. Immediate counseling is provided when needed and advice is given on how to set up long-term counseling.

d. Wellness Advisor
Dr. Lynn Roy serves as the part-time wellness advisor for the Cummings School, and she develops and implements wellness programming on campus. Email: Lynn.Roy@tufts.edu.

e. Career Counselor
Dr. Gillian Kruskall (V14) serves as our part-time career counselor, and she is a veterinarian with experience in private practice. Dr. Kruskall’s office is located in the Cummings Support Center and her email address is Gillian.Kruskall@tufts.edu. The support that she provides includes advice related to choosing selectives and electives; assistance finding summer jobs; CV review; interview skills; employment contracts; advice related to post-graduate positions; identification of open veterinary positions; and maintenance of job listings. Group sessions are organized to discuss these topics. The CSC also organizes evening Career Chats that allow
students to meet with veterinarians from different disciplines and the Alumni Affairs Office
arranges alumni panel discussions at least twice each year. Students are invited to attend
alumni networking events and individual students can be matched with Cummings School
graduates for career-specific advice.

A **Student Opportunities Database** is maintained on Canvas to provide information on
externships, internships, and summer work.

**f. SAVMA Wellness Committee**

Students are encouraged to join this committee and it plans seminars, workshops, and other
events relating to wellness. The committee contributes to the wellness web site and meets
with members of the Administration to bring forward initiatives or raise concerns.

**g. Healer’s Art**

The Healer’s Art Program is offered annually, and students can receive selective credit for
participating. Email notices are sent to all students when this course is offered and more
information on the Healer’s Art can be found at [www.rishiprograms.org/healers-art](http://www.rishiprograms.org/healers-art).

**h. Wellness Web Site**

More information on wellness can be found at [vetsites.tufts.edu/wellness](http://vetsites.tufts.edu/wellness).

**4. DIVERSITY AS A SCHOOL PRIORITY**

The Cummings School maintains a policy of non-discrimination and equal opportunity in
fulfillment of federal requirements. Tufts does not discriminate in its educational programs or
activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious
creed, disability or handicap, sex or gender, gender identity and/or expression, sexual
orientation, military or veteran status, genetic information, or any other characteristic
protected under applicable federal, state, or local law.

At Cummings School, we are committed to building a community that is diverse, inclusive,
and welcoming to all groups. Faculty, staff, and students work together to promote a culture
where all are empowered to reach their full potential.

Dr. Flo Tseng ([Flo.Tseng@tufts.edu](mailto:Flo.Tseng@tufts.edu)) is the Associate Dean for Diversity, Inclusion, Equity, and
Climate and she works closely with diversity groups on issues and concerns
regarding diversity and inclusion. An Anti-racism Task Force exists to address racism.

Cummings School believes that diversity goes beyond race and is committed to maintaining a
campus that is tolerant and inclusive.

**a. Tufts Veterinary Council on Diversity (TVCD)**

This group includes DVM students, graduate students, faculty, and staff. Programming
includes Diversity Month (e.g., seminars, community-building activities such as Story Night, international bake sales); civic engagement with national groups promoting diversity and inclusion; a campus-wide campaign to encourage peer-to-peer “listening” and support; celebrations of cultural diversity around holiday traditions; and strategic planning on a national level for enhancing diversity and inclusion in the veterinary profession, including sexual orientation and gender identity.

b. Cummings Hosts International (CHI)
This group was established in 2014 and it meets the unique needs of international visitors by providing information and resources to both the department facilitating the international visit and to the international visitor. CHI is committed to enhancing opportunities to explore diversity through organizing campus-wide events that encourage communication and learning and celebrate cultural traditions.

c. Diversity Web Site
Additional Information related to diversity, equity, and inclusion initiatives at Cummings School can be found on the diversity website: vetsites.tufts.edu/diversity/

5. STUDENT CODE OF ETHICAL PRACTICES AND PROFESSIONAL CONDUCT

a. Guidelines for Professional Student Conduct
Cummins School of Veterinary Medicine at Tufts University strives to attract and train students who have a core ethical foundation and the capacity to reflect this in ethical professional behavior. Ethical professional behavior as a student is the foundation for continued ethical behavior as a member of society. Matriculation at the Cummings School is not a right, but a privilege. Cummings School reserves the right to condition attendance upon adherence to these guidelines in order to protect its ability to maintain its standards in training students and researchers and function as an educational, research, and service institution. Accordingly, all students who enroll in Cummings School agree to be governed by these guidelines and to accept all final disciplinary actions taken by the Student Ethics and Grievance Committee pursuant to them.

The guidelines are in Appendix 1 of this handbook. It is the responsibility of every student to review these professional conduct guidelines before beginning formal educational activities, and it is the responsibility of Cummings School to ensure that students understand the guidelines. Entering students are asked at orientation to sign a statement indicating that they have read, understand, and will abide by these guidelines as a Cummings School student. A copy of each student’s signed agreement is retained in his or her permanent record.

b. Procedures for Professional Conduct Violations – refer to Appendix 1
A full description of the procedures and actions is provided in Appendix 1.
c. **Information Technology Responsible Use Policy**

A University-wide policy governing the use of technology went into effect in the fall of 1998. All students are required to familiarize themselves and comply with policies governing the use of technology at Tufts. The policies can be found at: [https://it.tufts.edu/ispol](https://it.tufts.edu/ispol)

Each student has access to the Canvas for reviewing digital images and other educational materials. The ability to access copyrighted materials on the Canvas must be restricted by password. It is essential to the development of the database that students do not share their password with anyone inside or outside of the Tufts University.

d. **Recording of Teaching Sessions**

It is school policy that students generally may not record sounds or images or teaching sessions without the expressed consent of the instructor, and in some cases, of the Office of Academic Affairs. In addition, it is not permissible to copy and distribute such images, recordings, or transcripts thereof in any form (digital, print, website, etc.) without authorization. To do so results in the unauthorized use of intellectual property and may violate public law.

e. **University Policy on Misconduct in Scientific Research and Scholarship**

Students should view the Provost’s Office website for the revised Tufts University policy [http://viceprovost.tufts.edu/ovpr-policies/scientific-integrity/policy/](http://viceprovost.tufts.edu/ovpr-policies/scientific-integrity/policy/)

f. **Sexual Misconduct Policy (Title IX): Student**

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 University 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. Please follow link for details of the complete policy: [https://oeo.tufts.edu/policies-procedures/sexual-misconduct/](https://oeo.tufts.edu/policies-procedures/sexual-misconduct/)

6. **ATTENDANCE**

a. **Attendance for Preclinical Curriculum**

It is recommended that students attend all regularly scheduled lectures. For courses that require lecture attendance, course directors will state their attendance policy, which in most cases will be chosen from the Academic Affairs policy below, in their syllabi/course information handouts and also announce it at the beginning of the course. Course Directors put extensive
effort into planning laboratory exercises, and attendance is expected for all laboratories and interactive sessions. Attendance may also be required when guest lecturers are delivering sessions. Quizzes may be given during labs to ensure attendance. Note that interactive sessions, laboratories, and some guest lecturer presentations are not recorded with Lecture Capture. If students have concerns about the attendance policy for a course, they should contact their Veterinary Education Review Committee (VERC) or Curriculum Committee representatives.

Attendance Policy

- This is a required-attendance course and there are no unexcused absences permitted (i.e. no ‘free passes’). Students must attend all sessions unless they have an excused absence, as defined below. In the event that a student has an unexcused absence, a Fail grade will be recorded for the course.

OR:

- This is a required-attendance course, but one unexcused absence is permitted (‘one free pass’). Students must attend all other sessions unless they have an excused absence, as defined below. In the event that a student has an additional unexcused absence, a Fail grade will be recorded for the course.

OPTIONAL:

In the event of an absence, students are required to complete an additional assignment consisting of <enter information>

Attendance Record

- Attendance will be recorded using sign-in sheets. It is the individual student’s responsibility to make sure that their attendance is recorded.

AND/OR:

- Attendance will be recorded using Poll Everywhere and students should log into the program. It is the individual student’s responsibility to make sure that their attendance is recorded.

Excused and Unexcused Absences

- Students may obtain an excused absence from a session by contacting their course director or the Student Affairs Office via email prior to, or on the day of the session that they miss.

- Emails sent the next day will only be accepted if a medical condition or family emergency prevents the student from emailing the course director on the day of the session.

- Note that a doctor’s note is not required unless it is requested by the course director or Office of Academic Affairs because of repeated absences.
• Absences are approved for the same reasons as listed in the Examination Absence Policy, which can be found below and in the Academic Affairs Student Handbook on Canvas. Note that the criteria for excused and unexcused absences have been set by the Office of Academic Affairs with input from course directors.

• Students should not appeal to the course director for individual exceptions because these are school policies that must be applied consistently across the DVM program. If course directors receive requests for exceptions, they are advised to refer students to Dr. Nicholas Frank, Associate Dean for Academic Affairs or Assistant Dean Barbara Berman.

Lateness

• Students arriving late to sessions will be recorded as absent if they do not arrive within 15 minutes of the session starting. Repeated lateness is unacceptable and may result in a failing grade for the course. Students who leave before the session ends will also be marked absent unless the absence is excused.

b. Religious Holidays

Students are encouraged to participate in their religious holiday observances. Wherever possible, Cummings will try to avoid scheduling mandatory work on religious holy days. This includes examinations and class sessions that are difficult to make up, such as laboratories. However, there may be times when such conflicts are unavoidable. Because there are many diverse religions represented at the School, it will not always be feasible to develop a schedule that avoids all conflicts with all students' religious observances. In the unfortunate event that such a conflict arises, students should consult with the Student Affairs Office as soon as possible.

c. Snow Days

In the event of official snow days, classes will be cancelled or delayed. If students are unsure about traveling to campus because of poor weather and required-attendance classes are scheduled for that day, note that the Office of Academic Affairs will contact the course director and request that the attendance policy be relaxed for safety reasons. Please check with Assistant Dean Barbara Berman if you have questions.

Listen to any of the following radio stations to learn whether classes will be canceled or delayed due to storm conditions:

Worcester Stations:
WCRB 102.5 WMJX 106.7
WROR 105.7 WXKS 107.9
WORC 13.10 WTAG 58.0

An announcement that "Tufts University is closed" applies to classes on ALL campuses. If
Tufts University is not included on the cancellation list, you should assume that classes will be held. If any one of Tufts campuses is closed, the announcement will specify which campus will be closed.

Grafton campus students are encouraged to call the "snow line" to determine whether the campus is closed or there will be a delayed opening due to a weather emergency. The number is (508) 839-6124 and is usually activated by 6:00 a.m. when classes will be cancelled or delayed. Please note that fourth year students and third year students in the clinical phase of the program are considered "essential personnel" and may be required to be on clinics as scheduled. Specific instructions regarding weather emergencies will be given out by rotation directors.

7. EXAMINATIONS

a. Cummings School Examination Policy

Occasionally, situations arise that prevent students from taking examinations at the scheduled time. Absences are permitted for some circumstances, as outlined below, however, they should be minimized as they may reduce preparation time for subsequent examinations. Also, absences often affect others if course directors have to postpone examination reviews or delay the release of grades.

Procedures:

1. If the student has extenuating circumstances that prevent them from taking an examination, they should contact both the course director and Assistant Dean Barbara Berman (barbara.berman@tufts.edu) via email as soon as possible.

2. With the exception of acute illness, the student must receive written email permission from Assistant Dean Barbara Berman before they are absent from an examination.

3. The course director may check with the Student Affairs Office to confirm that Assistant Dean Barbara Berman has granted permission for the absence. In the event of a personal crisis (e.g., death in the family), the Student Affairs Office will inform the course director ahead of the examination that compassionate leave has been granted.

4. Once permission has been granted, the student will coordinate with the course director and Student Affairs Office to reschedule the examination. Students with accommodations will still receive their allocated amount of time to complete examinations.

b. Approved Examination Absences

Examination absences will be permitted for the following reasons:

**Illness:** The student should email both Assistant Dean Barbara Berman and the course director as soon as possible if they anticipate missing an examination because of illness. In situations of acute illness, the student should remain at home or seek medical care, even if the absence has not been approved before the examination begins. The honor system is applied, and requests
will be approved if the student attests that they are experiencing illness. A medical note may be required if requested by the course director, or if repeated absences occur.

*Compassionate leave:* Students experiencing a death in the family or other personal crisis will be granted compassionate leave from all classes and examinations after contacting Assistant Dean Barbara Berman.

*Conferences (participating):* Although students are encouraged to attend conferences where possible, absences from examinations are only permitted if the student is a) presenting a scientific abstract as a poster or podium presentation or b) receiving a competitive scholarship from a national or state organization to attend the meeting.

*Funerals:* Students are permitted to miss examinations to attend funerals for relatives or close friends.

*Pets:* Students may request an examination absence if a pet requires emergency medical care, but requests will only be approved for emergency situations when all other reasonable options have been exhausted. Absences will not be approved for scheduled appointments. Students should email the course director and Assistant Dean Barbara Berman to request an absence as soon as possible.

*Religious holidays:* Examination absences will be considered for religious holidays and students should consult the Cummings School Policy on Religious Holidays listed below.

*Transportation issues:* In the event of a car accident, students should seek medical care and contact the school when the situation has stabilized. If other transportation issues such as mechanical problems with a car or canceled trains/ flights are encountered, students should email the course director and Assistant Dean Barbara Berman as soon as possible. Absences will only be approved if there are no other options available.

c. **Unapproved Examination Absences**

*Conferences (attending):* Examination absences cannot be approved for students to attend conferences or other off-site educational events, except as described above.

*Student associations:* Students are encouraged to join national/international student associations and assume leadership roles in these organizations, but examinations must be prioritized. Regrettably, examination absences cannot be approved for these meetings.

*Weddings:* Examinations are an important component of the DVM program, so unfortunately, absences cannot be approved for students to attend weddings.

d. **One-time Exception (‘One Free Pass’)**

Students are permitted ONE exception to the above policy for attending conferences, student associations, and weddings or other important family events ONCE during their first three (preclinical) years. Students must still request the absence by following the procedure described above and take the make-up examination before or after the scheduled date, in
consultation with the Office of Academic Affairs.

e. Appeal Process for Examination Absences
If permission is denied for an absence, students may submit an appeal by sending an email to both Assistant Dean Barbara Berman and Associate Dean Nicholas Frank (nicholas.frank@tufts.edu).

f. Requests to Change Exam Dates
Veterinary Education Review Committee (VERC) representatives are invited to scheduling meetings organized by Associate Registrar Sarah Hurd. These meetings with course directors are held during the semester before the one that is being scheduled. VERC reps should raise concerns about specific exam schedules at these meetings.

Once the semester has started, changes to examination schedules are discouraged and will only be considered if the VERC reps conduct a poll of the class and the proposal has unanimous support. Students should not be pressured to vote one way or the other on the proposal. If the proposed change has unanimous support from the students in the class, it can be presented to the ADAA and Course Director for consideration.

g. On-site Exams: Exam Day Procedures
Students wishing to request formal accommodations for examinations should contact Assistant Dean Barbara Berman prior to the start of the semester or as soon as possible after classes start (refer to Section IX: Students with Disabilities).

Exams are administered using the ExamSoft software. You are expected to download the exam to your personal computer prior to the exam start time (you will receive an email when the exam is ready for downloading). If you know that you have a computer problem, you should arrange ahead of time to borrow a laptop from the Library. A few backup computers will also be available in case of emergency. Before the exam starts exit ALL programs, especially antivirus software, since these programs can freeze your computer preventing you from working on the exam.

At the time of the exam, you may not take an examination nor complete an assignment for another person. You will be asked to leave backpacks, phones, jackets, hats, etc. at the front of the classroom. ExamSoft provides a calculator, a highlighter, and a note field for you to record your thoughts. Scrap paper may be provided by the instructor after the exam begins.

Punctuality is essential for all exams and it is distracting for students who have started their exam to have people coming in late. Please be considerate of your classmates and try to be seated ready for the exam at the required time. For the same reason, trips to the restroom should be avoided if possible. Please visit the restroom before the exam starts. If you cannot delay using the bathroom, you may be asked to sign out with the instructor or staff member proctoring the exam and only one person will be excused at a time.
At the end of the exam, you must upload your answers to ExamSoft and show the proctor the computer screen with the “green checkmark” documenting success. Turn in your scrap paper and sign out before leaving the room.

Students must take all examinations when scheduled, unless appropriately excused.

h. Exams Administered Remotely

Exams are administered using the ExamSoft software and closed-book exams may be remote proctored using ExamID and ExamMonitor. Students will be given directions on setting this software up on their computers prior to the first exam and will be instructed to take a baseline photo. This photograph should be in the same lighting as where the exam will be taken. Every time that an exam is taken, a photograph will be taken of the student and compared to the baseline photograph. In addition, the exams will be video recorded.

At the end of the examination, the program will upload the student’s answer file and video. The computer should not be turned off while files are being uploaded, but other programs may be used while the video is uploading. If the student’s video is flagged for suspicious activity, the course director and ADAA will be notified, and the student will be asked to provide an explanation. If cheating is suspected after discussing the activity with the student, the matter will be referred to the Student Ethics and Grievance Committee.

On the day of the exam, the course director or administrative assistant will send the password to the class 30 minutes prior to the start of the exam. Students should not start the exam until the scheduled start time.

In the event of problems:

- If it takes too long for the examination to open, students should wait at least 60 seconds and then perform a hard shutdown of their laptop. Assistance will be provided by IT.
- If the exam freezes or closes while the student is taking the exam, the laptop should be restarted, and question responses **will be retained**. Examify will open back up where the student left off. A box with a continuation number will appear and Karen Reagan should be called at 508-865-3665 and she should be given the code on the screen. A resume code will then be provided to reopen the exam.
- Bathroom breaks are discouraged during remote proctored exams because this activity will be flagged. However, if a student needs to use the bathroom, they should email Karen Reagan after the exam so that there is an explanation for the flagged activity.
- Scrap paper is allowed. Students must answer Question 2 at the beginning of the exam and the final exam question related to scrap paper.
- Video recordings of the exam will be reviewed to ensure integrity.
- After finishing the exam, students should wait for the final exam upload (depending upon internet connections, this may take a few minutes or up to one hour). The computer
should not be switched off the laptop during this time. While the exam is uploading, students should have access other files and the internet.

Students must take all examinations when scheduled, unless appropriately excused.

i. Number of Examinations

The number of exams is determined by school policy set by Curriculum Committee. One examination of up to two hours in length is given for every 20 hours of class contact time (not including examinations or review sessions). Classes with contact time of less than 21 hours will have one 2-hour examination, 21-40 hours two 2-hour examinations, 41-60 hours three 2-hour examinations etc. Course directors may elect to give fewer or shorter examinations or to give homework assignments that contribute toward the final grade. Course directors who wish to give additional examinations must seek the approval of the Curriculum Committee.

j. Review of Examinations

Returning examinations to students is at the discretion of the Course Director. If the Course Director intends to re-use many of the same questions in subsequent years, the examinations usually will not be returned or posted. If examinations are not returned, the Course Director is still expected to provide students with an opportunity to review the corrected examinations, and examination review sessions are scheduled for most courses. Students who wish to further review questions on the examination should schedule a meeting with the Course Director.

k. Rounding of Examination and Course Grades

Numerical scores for the whole course are rounded to the nearest whole number according to the system used by software programs such as Excel (round down if < 0.5 and up if ≥ 0.5); and that number will be used to calculate the letter grade according to the standard formula. Only the final course numerical score is rounded, not each individual assignment or examination score.

l. Posting of Examination Grades

Students will receive their individual score and/or grade after every examination. When examinations are returned to students, the grade will be indicated on the examination but will not be visible to other students. When examinations are not returned, the Course Director will provide each student with their grade through Canvas, which ensures confidentiality. A histogram or similar graph illustrating the curve and grade cut-off points may be posted or placed on-line.

8. COURSE/ROTATION GRADING POLICIES

The Course Director includes the course grading policy in the course information (syllabus) and typically reviews the policy during the first class. Grading policies include:
a. **Number and Types of Examinations or Other Means of Evaluation**
The number and types of examinations (whether multiple choice, fill-in, essay, some combination thereof, etc.) should be described. The percentage of the final grade resulting from each evaluation component in the course, such as examinations, term papers, oral presentations, etc., should be stated as well.

Course directors looking for guidelines on the number of exams and/or the number of exam questions per exam should refer to the Course Directors Handbook.

b. **Conversion of Raw Numerical Scores from Examinations into Letter Grades**
It should be clear whether examinations and the course will be graded on the basis of some pre-established benchmarks ("at least 80% will be required for a B", etc.), or by some other method, such as using a "curve".

c. **Expectation for Grading Policy to be Implemented as Written and Stated**
Throughout the course, the Course Director is expected to adhere to the grading policy stated in the syllabus and at the beginning of the course. The policy should not change, unless there are extraordinary reasons, in which case the Course Director can seek a waiver of this rule from the ADAA.

d. **Submission of Final grades**
Grades are to be submitted by the Course Director to Associate Registrar Sarah Hurd within seven (7) working days following the final examination/end of the course. Course Directors employing an essay-based final examination may petition the Assistant Dean for Student Affairs for an extension of the time of submission of the course report form, but there will not be an extension beyond seven (7) working days after the last final examination scheduled during finals week.

e. **Letter Grading**
A five-letter (11-point) grading system with pluses (+) and minuses (-) is used for most courses:

- A or A+ = excellent performance
- A-, B+, B = good
- B-, C+, C = satisfactory
- C-, D = marginal
- F = failure

The following scale for assignment of letter grades from the numerical score has been approved as a standard benchmark for all pre-clinical courses. Note that passing is set at 65%, and the D range is very small (only 5 points) so pluses and minuses are not assigned. No grade is assigned to a student who has exempted from a course. Exemption status should be recorded on the Grade Report Form.
If the grade given for any course appears to be inconsistent with general grading policy, it is the responsibility of the Course Director to provide the Student Promotions Committee with an explanation of the student's performance in their course.

**f. Course Exemption**
Students who have an advanced degree (MS or PhD), two or more graduate-level courses in the subject for which they seek exemption, or transfer students who have taken a course due to asynchrony of the curriculum may petition the Curriculum Committee prior to the initiation of the course for an exemption. Laboratory courses cannot be exempted.

**g. Grade Point Average (GPA) Computation**
The value of a student's letter grade in each course (quality points) within a grading period is multiplied by the number of credits assigned to that course. This figure is then divided by the total number of course credits within the grading period to compute the corresponding grade point average (GPA).

**h. Grade Values and Associated Quality Points**
The following system is applied:

<table>
<thead>
<tr>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>4.0</td>
<td>3.67</td>
<td>3.33</td>
<td>3.0</td>
<td>2.67</td>
<td>2.33</td>
<td>2.00</td>
<td>1.67</td>
<td>1.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Any student whose GPA falls below 2.0 will be reviewed by the SPC and may require remediation. C minus grades may bring the GPA below 2.0 (see scale above).

**i. Determination of Course and Rotation Credits**
Credits, pre-assigned to all courses by the Curriculum Committee, are based on the number of contact hours as well as course content.

Honors/Pass/Fail or Pass/Fail. Such courses are not assigned credit values and thus, are not included in GPA calculations.

**Courses**
For a lecture, required review or examination: 1-hour value per 1 hour of class.  
For laboratory, student presentation, or small group sessions: \( \frac{1}{2} \) hour value per 1 hour of class.

Course hours for calculation of course credits:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 or fewer hours</td>
<td>1</td>
</tr>
<tr>
<td>15-28</td>
<td>2</td>
</tr>
<tr>
<td>Course Hours</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>29-42</td>
<td>3</td>
</tr>
<tr>
<td>43-56</td>
<td>4</td>
</tr>
<tr>
<td>57-76</td>
<td>5</td>
</tr>
<tr>
<td>Each additional 20 hours</td>
<td>+1</td>
</tr>
</tbody>
</table>

Example: A course with 40 hours of lecture and 20 hours of lab, would be given a value of 40 + 10 = 50 hours. By the above formula, the course would be awarded 4 credits.

**Rotations** (late third year and fourth year):

One credit per week of graded rotation is granted for late third and fourth year required rotations.

**j. Failing Grades & Remediation**

When a student has received a failing grade or a grade of D and remediation has been authorized by the Student Promotions Committee (for example during the summer), the final course grade for successful remediation will be recorded as PR (Pass-Remediation) and will carry the equivalent of 2.0 quality points to be used in the GPA calculation. The original grade is retained on the transcript but is not computed in the GPA. If a student has to repeat all or part of the year and is required to repeat the course, the new course grade may range up to A.

**k. Incomplete Grades**

Incomplete grades are submitted when evaluation of student performance cannot be achieved within the designated time limit for the course (e.g., because of the student's authorized absence or documented illness at the time of evaluation). The Student Promotions Committee must approve conditions under which the course work could be completed. Upon completion of the course, the new grade submitted replaces the Incomplete on the transcript.

**l. Incomplete Grades and Course/Rotation Evaluations**

An incomplete grade will be given if a student does not fill out and submit an on-line evaluation within twenty-one (21) days of the end of the course (see below).

**m. Early Intervention for Students with Academic Performance Concerns**

Faculty are encouraged to enlist the assistance of faculty advisors and the ADAA in academic counseling of students who are not meeting course requirements, especially those students attaining D or F grades on midterm examinations. Steps to improve performance include tutoring and organized remediation with the Course Director, and individualized learning strategies with self-evaluation developed through academic counseling. Once students are identified, options are discussed, and a plan is developed.

**n. Grade Appeals**

If a student believes that they have not received an appropriate grade, then it is the student's
responsibility to take the matter up with the Course Director. Students should be aware that the Course Director has only fourteen (14) working days after announcing the final grades to make a grade change. After this time, any proposed grade changes must be reviewed and approved by the Student Promotions Committee. The student has the right to petition the Student Promotions Committee to dispute issues pertaining to course grading policy.

9. ACADEMIC STANDARDS AND PROMOTION

In revision. The revised policies will be substituted after Executive Faculty Board approval and all students will be notified via email.

The faculty of Cummings School of Veterinary Medicine expect students to earn course grades of C or above to demonstrate satisfactory comprehension of course material taught in the curriculum. Students must always maintain a cumulative grade point average of 2.0 or greater to be eligible for promotion to the next year of the curriculum and to graduate from the school. Students who struggle with a course or courses are encouraged to seek help early to avoid the consequences of poor academic performance.

a. Procedures for Students Receiving D or F grades in the Preclinical Years

The consequences for students who receive a grade of D or F will be as follows:

i. A student receiving a grade of D or F in a course will be contacted at the close of the semester by the ADAA. The student is required to meet or talk with the ADAA or a designated representative to discuss course performance, potential consequences, and remediation plans.

ii. A student may earn 1 grade of D after matriculation without a requirement of remediation. If a student receives 2 grades of D in the same academic year, determination of which course is to be remediated will be at the discretion of the Student Promotion Committee (SPC). See below for calculation of GPA in the case of remediation.

iii. The SPC will review the academic record of any student receiving a) grades in a semester in which the semester GPA falls below a 2.0 or b) 2 or more D grades cumulatively after matriculation. The student must provide the committee with an explanation of the poor performance and a plan for future performance. The SPC will approve the student’s plan or provide an alternative plan and expected benchmarks for the student to follow. Failure to meet the academic plan benchmarks will result in re-review by the SPC. The SPC will consider all options up to and including dismissal from the school. See #9 for calculation of GPA in the case of remediation.

iv. The SPC will review the entire academic record of a student receiving any grade of F. The student will, at a minimum, be required to remediate the course during the summer or repeat the course during the next academic year. The SPC will determine the plan for each student. See below for calculation of GPA in the case of remediation.

v. Any student getting 2 or more Fs; 4 or more Ds; or 1 F and 2 Ds in any single year of the curriculum will be reviewed by the SPC and will be considered for dismissal from the program or repeat of the academic year regardless of the student’s cumulative GPA.
Students with extenuating circumstances may petition the SPC to be allowed to repeat the year.

vi. Following matriculation, students who have cumulatively received 3 or more Fs; 5 or more Ds; 1 F and 3 Ds; or 2 Fs and 1 D will require a review by the SPC and will be recommended for dismissal from the program regardless of the student’s cumulative GPA.

b. Procedures for Students Receiving NPR or F Grades in the Clinical Year

Rotation grades are determined after receiving input from clinical faculty, residents, and technicians. A standardized grading rubric is used that refers to the learning objectives for the rotation. Effort is made to give constructive feedback to students during the rotation. Students are graded Honors (H), Pass (P), Not Practice Ready (NPR), or Fail (F), and an H, P, or F is recorded on the transcript. The NPR grade is used internally and is not recorded on the transcript. The rotation director should submit the final grade form to the Associate Registrar as soon as possible after students complete the rotation/elective.

i. Students must receive a Pass or Honors grade to successfully complete each of their clinical rotations.

ii. A Fail grade on clinical rotations or electives is considered a deficient grade and will require, at a minimum, repeat of the rotation. No credit is earned for a rotation for which the grade is considered deficient. The weeks used to repeat a core rotation for academic cause cannot also be counted as elective time.

iii. The SPC will review Fail grades for core rotations or electives, and satisfactory completion of these elements of the curriculum is a requirement for graduation. If students receive an F grade, they must repeat the rotation and receive a Pass or Honors grade. The student’s performance is subject to review by the SPC and actions may be taken, up to and including a recommendation for dismissal.

iv. For all core and elective fourth year rotations, failure of any grading category, including professional skills, will result in failure of the rotation. This is regardless of the "weight" assigned during routine grading, for the various categories. The result is that no student may graduate if there is an F in any grading category during the fourth year, even if higher scores have been awarded for all other categories in the rotation. Ideally, students should receive feedback that their performance is not meeting expectations to allow them time to improve their performance.

v. Not Practice Ready (NPR) grades:

Students can receive Not Practice Ready (NPR) grades for any of the categories included in the grading rubric. If an NPR grade is given, the student must remediate the area(s) of concern. Remediation activities are determined by the rotation director, in consultation with the ADAA. If more than four NPRs are given across the categories for a rotation, the student automatically receives an F grade and must repeat the rotation.
If a student receives an NPR grade for the same category on three rotations, an F grade is automatically given for the next rotation that the student receives an NPR grade in the same category.

c. Impact of Remediation on Preclinical Grade Point Average and Transcripts

i. For successful remediation of a course (study and demonstration of comprehension to the satisfaction of the Course Director), a student must perform at the C-minus level (70%) or better, as determined by the SPC. The original D or F grade will show on the transcript as a comment. The remediated grade will appear on the transcript as either a PR (Pass-Remediation) or an FR (Fail-Remediation). A PR will carry the equivalent of 2.0 quality points to be used in the grade point calculation. In the case of successful or unsuccessful remediation, only the original grade will contribute toward the total number of D/F grades counted in consideration for possible dismissal from the DVM program. After successful remediation, the original deficient grade does continue to count in the total number of deficient grades of a student being considered for dismissal.

ii. After repeat of a course during the next academic year, the original grade will appear on the transcript but will not be factored into the grade point calculation. The new grade will show on the transcript as the final grade (ranging from A to F) and that grade will be used in the grade point calculation. After successful repeat of a course, the original deficient grade will continue to count in the total number of deficient grades of a student being considered for dismissal unless the grade achieved is a B or better, in which case the deficient grade will be removed from the cumulative count. It is also the case that a D or F in a repeated course is included in the 5-D (or equivalent) count.

iii. Students have a maximum of 6 years of active enrollment to successfully complete the curriculum.

iv. The opportunity to remediate, or otherwise satisfactorily complete a course, is determined by the SPC, after a review of the student's entire academic record. Make-up examinations typically are administered during the summer. The student's advisor may be notified in case of academic difficulties.

d. Communications Regarding Grades

Communications to students regarding deficient grades or failure to meet academic standards in pre-clinical courses will be made by the Office of Academic Affairs. In the case of clinical rotations, the rotation director will communicate with students.

e. Appeals

The process for a promotion denial or dismissal decision is an appeal to the Executive Faculty Board (EFB). The student must submit to the Chair of the EFB (the Dean) their written request for a hearing at a regularly scheduled EFB meeting. The written request shall contain a statement of the policy or procedure which the student claims has been violated and state the
remedy sought. If the student does not allege that a policy or procedure has been violated but wishes to challenge the decision on some other basis, the written request must detail any additional information or circumstances relevant to the student’s appeal. The presiding officer of the EFB has the power to grant/deny such a request. However, in the event of a denial, the petitioner can require that the request be submitted to the full EFB for consideration; and, with the concurrence of one-third of the members present at the meeting, the request for a hearing shall be approved.

If the request to appear at the EFB meeting is approved, the student shall have the right to appear in person in order to present their case and may be accompanied to the meeting by a faculty advisor, family member or friend for the sole purpose of providing moral support and observing the discussion. Legal counsel is not allowed to be present.

f. Transfer Students

Requirements for transfer students will be determined by the ADAA on a case-by-case basis.

10. TUITION POLICIES FOR REMEDIATED/REPEATED COURSES TUITION AND FINANCIAL AID POLICIES FOR LEAVES OF ABSENCE, COURSE REMEDIATION, AND REPEATED SEMESTER OR YEAR IN THE DVM PROGRAM

Revised and approved by Executive Faculty Board; March 2021

a. Eligibility for Financial Aid

1. Students should discuss financial aid eligibility, loan repayment requirements, etc., with our Financial Aid Office to understand how policies apply to their specific situation.

2. Federal financial aid recipients must be making satisfactory academic progress in order to be eligible to receive federal funds.

3. Students on Medical Leave of Absence for less than 180 days are considered to still be in satisfactory academic standing, provided they have not been placed on academic probation by the Student Promotions Committee. After 180 days a federal financial aid recipient must be treated as having withdrawn even if in good academic standing, and the federal financial aid refund process will apply.

4. Students on personal or other leaves should consult with the financial aid office to determine their federal financial aid status.

5. Cummings School of Veterinary Medicine does not provide grants or other forms of financial aid for students who are remediating courses, repeating terms or years, or are on leaves of absence.

b. Tuition for Remediation of Individual Courses

1. There are no tuition or other fees for remediation of individual courses, where remediation is required by the Student Promotions Committee.

2. If a student is required to repeat one or more courses, then Section C applies.

c. Tuition for repetition of all or part of an academic year
1. Students may be required to repeat all or part of a semester because of unsatisfactory progress (required by the Student Promotions Committee), personal leave, a medical leave, or a school-initiated leave.

2. A student who misses all or part of a semester is not eligible for any tuition or fee refund unless they choose to withdraw (see withdrawal policy).

3. As established under separate policy, the DVM program must normally be completed in a maximum enrollment of six years.

4. When a student is required to repeat all or part of an academic year, for academic, medical, or other approved reasons, they will be charged a **continuation tuition fee** for the first two repeated semesters, or part there-of (i.e., even if not taking a full course load, the continuation fee shall apply).

   a. The continuation tuition fee for the next academic year shall be set annually by the School no later than February 28th. The continuation fee shall not be less than $2,000 per semester and increases shall not exceed 10% year-over-year.

   b. Student fees are not credited from the previous semester and students are responsible for paying all fees.

   c. Additional semesters (i.e., after the first two semesters) shall be subject to the full tuition and fees.

5. Students who are in dual degree programs must speak to the director of their programs for specific guidance. Repetition of a DVM program term does not automatically require repetition of the associated graduate program term if progress in the graduate program has been satisfactory. Students should consult their graduation program for advice regarding tuition for repeated courses.

11. LEAVES OF ABSENCE

   a. Application for Leave of Absence (LOA)

During their time at Cummings a student may apply to take a voluntary leave of absence (LOA) for medical or personal reasons. This section summarizes the school’s LOA categories and process.

Students are encouraged to discuss LOA requests with the Assistant Dean for Student Affairs, ADAA, or faculty advisor before formally initiating this process. Once the decision has been made to formally request a LOA, the student should write a letter to the Dean explaining the relevant circumstances and stating the type of leave requested. The proposed departure date and anticipated date of return should also be included. This letter is sent to the Assistant Dean for Student Affairs as a PDF attachment to an email.

Given that circumstances differ, Cummings School handles each LOA on a case-by-case basis to provide students with individualized attention aimed at fostering long-term success in our program. Although the Dean makes the final decision, a team approach is generally taken when LOA requests are considered.
The student must return from leave in time to complete the DVM degree within a total of six years, with the exception of combined DVM/PhD students or those with documented medical conditions.

a. **Types of Leave**

1. **Emergency Leave** - Short duration; requested only for illness, death in the family or other similar circumstances. Emergency leave is granted subject to the ability of the student to continue the on-going curriculum upon return.

2. **Personal Leave** - In special situations a personal leave may be granted. Please note student financial difficulty is not typically considered a basis for leave of absence.

3. **Medical Leave** - A student may request a medical leave to more fully attend to health-related issues. A medical leave may also be appropriate if a student finds it difficult to productively or safely manage the demands of their academic program due to a health concern. The medical leave request process will include a letter from the student’s health care provider that addresses the reasons for the request and the benefit of a medical leave. Before approval is granted the Dean may consult with Tufts University and/or outside experts, as they deem necessary.

4. **Administrative Leave** - In special situations, where a student’s behavior presents a risk of harm to the community, when serious criminal charges have been made and a legal decision is pending, or where the student fails to meet the minimum requirements of the program, the Dean may place the students on a school-initiated administrative leave of absence. The decision to readmit a student after a leave will be based on evidence of the student’s recovery and/or demonstrated ability to resume studies at Cummings School. The Dean may consult with Tufts University and/or outside experts, as they deem necessary in order to evaluate the student’s readiness to return to Cummings School.

b. **Leave and Standards of Conduct**

Students on LOAs are considered members of the Tufts community, and therefore are expected to adhere to the same standards of conduct as enrolled students both on and off campus. The Student Code of Ethical Practices and Professional Conduct, printed in Section III of this handbook and in Canvas applies, in its entirety, to students on LOA.

c. **Return from Leave of Absence**

If a student’s request for LOA is granted the student will be notified in writing, and any requirements for re-entry will be specified. Specifications will include a date by which a tuition deposit will be due, a description of any necessary documentation, coursework that may need to be completed, or other relevant conditions for demonstrating the student’s readiness to return. Note that “clearance” from the student’s health care provider will be required for students wishing to return from a Medical Leave and in some cases from a School Initiated Leave. In some cases, the school may require a second opinion from a Tufts-affiliated health care provider or other “expert” before re-entry may be permitted.
d. Graduation after Leave of Absence

Students who were on approved leaves of absence(s) and are reasonably expected to complete their degree requirements within 12 weeks of their class’s graduation date will be permitted to participate in all commencement activities. However, students who do not complete their degree requirements within 6 weeks of the class’s graduation date may not be granted their degree and diploma until the next Tufts University degree date. A student’s ability to receive their degree will depend on the date of successful completion of all requirements and after approvals by the Student Promotions Committee and the Executive Faculty Board. Degrees are conferred by the University trustees in February, May, September, and November each year.

12. WITHDRAWAL

a. Request to Withdraw

A student who wishes to withdraw from the program must notify the Dean in writing. The official date of withdrawal will determine the computation of costs and refunds.

b. Administrative Clearance Upon Departure

Every student leaving Cummings School is required to complete an administrative clearance procedure to satisfy University officers that they have met all obligations. Clearance forms are provided to those students approved for leave of absence, those who are withdrawing from the program, and those who complete their degrees. Specific departments requesting clearance include the Physical Plant office, residence dormitory, the Bursar, and Student Affairs. Students completing the administrative clearance procedure prior to the end of their scheduled program are required to surrender their Tufts ID card at the Student Affairs Office for final clearance.

c. Refund/Repayment Policies

Cummings School’s general refund policy to be applied in the event a student withdraws from school after beginning a term is as follows:

<table>
<thead>
<tr>
<th>Attendance Duration</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance of two (2) weeks or less</td>
<td>80%</td>
</tr>
<tr>
<td>Attendance of two (2) to three (3) weeks</td>
<td>60%</td>
</tr>
<tr>
<td>Attendance of three (3) to four (4) weeks</td>
<td>40%</td>
</tr>
<tr>
<td>Attendance of four (4) to five (5) weeks</td>
<td>20%</td>
</tr>
<tr>
<td>Greater than 5 weeks</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Other charges for the term (e.g., health insurance, activity fee, microscope fee) and other similar assessments are not pro-rated upon withdrawal during a term.

d. Federal Refund Policy

When a student who has received federal student aid withdraws during a semester in which the student began attendance, but before 60% of the semester has passed, the school will
determine the amount of federal aid the student has earned at the time of withdrawal. The amount earned is calculated by multiplying the total amount of federal aid by the percentage of the term for which the student was enrolled before withdrawing. If the amount of aid already disbursed to the student is more than the amount earned, then a return of funds to the lender may be required. If the aid disbursed was used to pay institutional charges, the unearned funds are returned to the appropriate Student Financial Aid (SFA) program by the school. If the student has received funds for living expenses, the student will be required to return the unearned portion of those funds to the appropriate SFA program. Loans may be repaid in accordance with the terms of the promissory note.

One hundred percent (100%) of SFA are earned if a student withdraws after the 60% point of the semester and no repayment of those funds to the lender is generally required.

Although the federal refund process requires the return of unearned FSA funds to the lender, a student's tuition liability is based on the University tuition refund policy as described above. Any balance due on the student's tuition account after federal funds are returned to the lender is the student's responsibility.

e. Distribution of Refunds and Repayments

Return of funds on behalf of financial aid recipients must be returned by Cummings School in the following order:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- Perkins Loan
- FFEL/Direct PLUS

Pell Grant
FSEOG
Other Title IV programs

f. Return of Funds by Aid Recipients

Funds must be returned as follows:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- Perkins Loan
- FFEL/Direct PLUS

Pell Grant
FSEOG

Note that Cummings School does not participate in all programs listed. Students should speak with someone in the Financial Aid Office for more information regarding these policies.

The above Cummings School medical leave of absence refund policy may or may not apply to Federal Student Aid recipients depending on the time of withdrawal and the duration of the leave. The Federal Refund Policy will apply when required depending on those two factors. Students on medical leave of absence enter loan repayment and must attend a financial aid exit interview if the leave exceeds 180 days or if the student fails to return from an approved leave of absence that is less than 180 days. Students considering a leave of absence must contact the Financial Aid Office to review the refund policy.
g. Medical Leave of Absence Refunds

If a student receives approval for a medical leave of absence, has paid all tuition charges for the semester, and is currently in good standing, including good academic standing, the student will be credited for a comparable semester upon return to full-time status. Any increase in tuition during the interim period will be charged to the student. Students will be responsible for paying all fees Students who return but were not in good standing at the time of their leave of absence will be charged tuition based on their individual Student Promotions Committee-determined requirements. Please note: Graduate students are advised to speak with the Graduate Studies Coordinator regarding tuition policies for specific graduate programs.

If a medical LOA exceeds 180 days, a federal student aid recipient must be treated as having withdrawn, and the federal refund process will apply.

13. GRADUATION

The principal judgment to be made regarding a student's readiness to graduate is whether or not the student has demonstrated academic and clinical competence to practice general veterinary medicine at a level deemed satisfactory by the faculty.

Students who have unpaid tuition accounts will not be eligible to receive their diplomas until they have received financial clearance from the Bursar's Office.

A searchable database of potential experiences for students and employment opportunities is provided in Canvas under “Student Opportunities.” The database contains over 1,500 approved sites for external fourth year electives, and many of these sites are also possible opportunities for pre-clinical selectives, summer research experience, or post-graduate positions. The database can be searched by type of experience desired, location, animal species, or key words. Details about each site and contact information are retrieved in the search. The Student Affairs Office compiles employment opportunities for graduating students, and these are added to the Student Opportunities Database.

SECTION II

14. PRESCRIBED CURRICULUM

In a professional school, satisfactory knowledge of a given subject is essential for progression to the next course. Courses must be taken in the sequence offered; therefore, the successful completion of all courses is mandatory. A Cummings School student cannot receive credit for a required course that was taken at another institution, except by the formal exemption procedure.
15. LEARNING ENVIRONMENT

a. Prompt Communications
Students are expected to check their email and respond promptly (within 24 hours) to emails from the Office of Academic Affairs. Communications with faculty, staff, and colleagues should be professional and respectful at all times.

b. Learning Objectives
It is a school policy (2018) that all lectures and laboratory sessions have 3-5 learning objectives (LOs).

c. Breaks Between Classes
Faculty and other instructors are directed to finish lectures at 10 minutes to the hour in order to provide students with 10-minute breaks between classes.

d. Maintaining a Positive Learning Environment
Students, faculty, and staff are expected to engage in respectful dialogue. Students should bring forth concerns or complaints in a respectful and collegial manner so that a positive learning environment is maintained for both learners and educators. Students are strongly encouraged to provide feedback to Veterinary Education Review Committee (VERC) representatives and student class officers if concerns arise regarding the learning environment at the Cummings School.

16. ESSENTIAL FUNCTIONS

The technical standards of the Cummings School define the essential functions that an applicant and veterinary medical student must be able to perform in order to be admitted to Cummings, 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.

a. Expectations of Graduates
Cummings School and its faculty affirm the following expectations of our graduates:

1. The awarding of the Doctor of Veterinary Medicine degree certifies that the individual possesses a broad base of knowledge and skills requisite for the practice of veterinary medicine. The veterinary medical education process must prepare the individual to be a generalist veterinarian. Therefore, a comprehensive veterinary medical education, rooted in common knowledge, skills and behaviors, is the prerequisite for general practice, as well as for entry into specialized post graduate training programs. Cummings School of Veterinary Medicine must act to protect the health and safety of patients, and therefore must ensure that the Cummings graduate has the ability to function in a variety of clinical situations and to render a wide spectrum of patient care.
2. 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 veterinarian to possess. The goal of our faculty is to produce a generalist veterinarian. As such, every student must complete all aspects of the required curriculum as determined by the faculty.

b. List of Essential Functions

A candidate for the DVM degree must have abilities and skills of five varieties:

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

2. **Communication**: A candidate must be able to communicate effectively with clients and to hear and 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, owners, peers, staff and faculty. Communication may include 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 Function**: Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate must be able to execute motor activities reasonably required to provide general care and safe restraint, to perform diagnostic procedures and to provide 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 veterinarians, requires all of these intellectual abilities. Candidates must be able to measure, calculate, reason, analyze and synthesize. In addition, the student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Candidates must be able to tolerate working with chemical solutions used in teaching and diagnostic laboratories. The candidate must be able to learn and manage the clinical problems of many patients simultaneously. The candidate must have the capacity to perform these problem-solving skills in a timely fashion. The ability to incorporate new information from peers, 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 their intellectual abilities, the exercise of good judgment, the prompt completion of all course responsibilities and responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with clients, staff, and colleagues. 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 necessary personal qualities.

These are considered minimum abilities required in the educational process of a veterinarian. Each otherwise qualified disabled person will be evaluated on an individual basis with consideration of reasonable accommodation(s) to assist the student in meeting programmatic requirements. Cummings School of Veterinary Medicine reaffirms its commitment to be flexible, innovative and creative in trying to meet the special needs of disabled students. The integrity of the curriculum must be maintained, and those elements deemed essential to the education of a veterinarian must be required and completed, including experience with a wide range of species. The use of an intermediary is not considered a reasonable accommodation. Finally, all veterinary medical students must possess those intellectual, ethical, mental health, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty.

17. STUDENTS WITH DISABILITIES

Cummings School is committed to providing support services and reasonable accommodations to students with disabilities to ensure a comprehensively accessible experience. We engage in an interactive process with each student and review requests for accommodation on a case-by-case basis. In determining reasonable accommodation, we consider each student’s condition(s), history, experience and request. Those students requesting accommodations may be required to provide current documentation, including test results, from a qualified professional. Documentation will generally be considered current if it is no more than five years old. It should be submitted to Assistant Dean Barbara Berman as soon as possible prior to an academic term, as it may take several weeks for a request to be considered and the parties to engage in an interactive process.

   a. Required Documentation

A neuropsychological or psycho-educational assessment will generally be required to evaluate students with learning disabilities and Attention Deficit Hyperactivity Disorder (ADHD). These batteries should include aptitude and achievement tests. Students with documented visual, hearing or other disabilities are required to submit the most current evaluation from their medical provider.

The documentation should be current and include the following:

1. A clear statement of the disability including prognosis.
2. History, including the length of time practitioner has known you.
3. A summary of evaluation procedures, as well as diagnostic tests/evaluation results used to make the diagnosis.
4. A statement of the functional impact or limitations the disability has on learning.
5. Recommended accommodation(s) accompanied by an explanation of its relevance to the disability as well as supporting data from the evaluation. In addition, students should provide an explanation of prior accommodations if applicable. 

While receipt of prior accommodations in high school, college or in other academic settings will inform the process of determining appropriate accommodations (if any), they do not guarantee receipt of accommodations at Cummings.

At the time documentation is submitted the student should make an appointment to see the Assistant Dean of Student Affairs (508 839-8733) or the ADAA (508 887-4380) to initiate the accommodations request process.

For more information, go to: https://oeo.tufts.edu/

a. Professionals Conducting Assessments

Professionals conducting assessments, rendering diagnosis of specific conditions and making recommendation for appropriate accommodations must be qualified to do so. Diagnoses, histories, and recommendations must be made on professional letterhead, dated and signed.

Please note that in some cases updated documentation will be required in order to continue accommodations into a new academic period.

b. Disabilities and Allergies Relating to Specific Species

Cummings School provides reasonable accommodations to qualified students with disabilities or allergies that affect their ability to work with certain species. Accommodations that alter the fundamental academic program will not be authorized. It is the student's responsibility to contact the Assistant Dean for Student Affairs, who will discuss the student’s needs, and determine what form of documentation will be required. Students who wish to request accommodations are urged to do so early to allow sufficient time to understand the student’s needs and secure and provide necessary and appropriate accommodations to enhance the student's academic performance.

18. INTERNATIONAL STUDENTS

In accordance with the Patriot Act of 2001, Tufts University is required to comply with the Student and Exchange Visitor Information System (SEVIS), and the immigration and naturalization student/scholar tracking system. This program went into effect on January 30, 2003. Requirements for international students (studying in the U.S. on a non-immigrant visa) are as follows:

• Students must be registered for a full-time load of courses each term. For graduate-level students at Tufts this requires 9.0 credits or 6.0 credits and an RA/TA. Consult with your department and the I-Center if there are special circumstances around being
administratively full time.

- Students must update their address and change of addresses on a regular and timely basis by informing the Tufts International Center of any change within 10 days of the change. This can be done in SIS via the local address fields.

- Students will have to be aware of the end date of their legal status on their visa document. Students must extend or shorten their document before this end date.

- Students will have to ensure that all legal requirements have been met when transferring from one school to another in the U.S.

- Students must notify the International Center prior to taking a Leave of Absence, Medical Leave, withdrawal, or dropping below full-time registration. Students must have a valid travel signature before temporarily departing the US.

- Students will face penalties and potentially be prohibited from continuing their studies in the U.S. if they do not comply with the policies and requirements of their visa status.

- Students may consult the International Center about any questions or concerns regarding their visa status.

- The International Center can be reached by calling 617-627-3458, emailing internationalcenter@tufts.edu, or visiting the office at 20 Sawyer Avenue on the Medford campus to schedule an appointment.

19. SELECTIVES (PRECLINICAL) PROGRAM

   a. Administration of Program

The Preclinical Selectives Program is administered through the Office of Academic Affairs and Ms. Karen Reagan is the primary contact for this program. The ADAA serves as the course director. Information can be found on Canvas and forms are submitted through the DVM Selectives Portal> Selective Credit Submission. A web site also exists for this program:

vet.tufts.edu/education/dvm-program/special-programs-in-the-dvm-program/selectives-program/

   b. Policies

Students are required to complete a minimum of 3.0 credits of selectives during the first 2.5 years of their academic program, up to an including the fall semester of Year III.

Selectives may be completed during the academic semesters, with 0.5 credit = 1 afternoon/week for a minimum of 40 hours or 1.0 credit = 2 afternoons/week for a minimum of 80 hours; (time allocation flexible). Students can earn up to 1.0 credit/semester or up to 2.0 credits for one summer. At least 1 of the 3 credits must be taken during the academic semester.

Students deemed by the Students Promotions Committee to be encountering academic difficulty at the conclusion of a semester or academic year, may be required to select the
noncredit self-study option in order to concentrate efforts on mastering the core curriculum. These students are then required to obtain 3.0 credits by utilizing the summers. All students in Year I-III may select self-study time as a noncredit selective option for any semester.

Students in the DVM/MPH and DVM/MS programs may use required graduate program courses to fulfill selective credits.

Selective credit can be awarded for paid employment (see below).

c. Travel Abroad for Selective Credit

If you are doing a self-styled selective that involves traveling outside of the US, you must contact Sharyn Shugrue, Office of International Programs, Grafton Campus. Sharyn will help direct you to the Tufts’ Travel Registry link. The Travel Registry will determine “safe travel” or not. Approval from the travel registry is necessary for school credit. Sharyn can be reached via email at sharyn.shugrue@tufts.edu or by phone at (X87949).

Failure to follow these procedures prior to travel may result in the Office of Academic Affairs canceling any credit received for this selective.

d. Grading

Selectives are graded Pass/Fail.

Students have the responsibility of providing the site supervisor with the evaluation form on the first day of the selective. The evaluation form must be completed, signed and submitted through the DVM Selectives Portal> Selective Credit Submission on Canvas, otherwise credit will not be awarded.

Once a student has committed to a selective, it should be viewed as the equivalent of a required course. Students may drop a selective without incurring a failing grade during a semester if extenuating circumstances such as illness occur, but approval is required, and Karen Reagan should be contacted.

e. Employment Policy for Selectives

Students may take part-time jobs during the semester or work during the summers and to obtain selective credit for these activities, and self-styled selectives are often created for this purpose. If the selective is a job that the student is being paid for, it must be animal or veterinary related and the student must provide evidence of it being an educational experience. To receive selective credit, students must provide this evidence by submitting one of the following items through the DVM Selectives Portal> Selective Credit Submission, otherwise credit will not be awarded.

a. A log of cases with notes written for a minimum of ten cases
b. A written reflection on the experience explaining how it is related to veterinary medicine
c. Conduct a small research project and provide a written report

Reports should not exceed two pages in length and must be 12-point font. Poorly written or incomplete reports will not be accepted.

20. COURSE/ROTATION EVALUATIONS

Curriculum Committee and Executive Faculty Board have determined that a formal and uniform evaluation by students of all core veterinary didactic and laboratory courses be conducted annually. These evaluations are administered by the OAA through Blue® and consist of multiple-choice questions and open-ended questions. Students receive an incomplete course grade if they do not complete an on-line evaluation for the course or rotation.

Summary of the Blue Course Evaluation System

- Evaluation forms can be accessed through Blue, and students will be reminded to complete evaluations for all courses they have taken.
- The evaluation forms for both courses and rotations include multiple choice questions and room for comments and answers to more open-ended questions. Each instructor in a course will be evaluated separately. Students are expected to answer the multiple-choice questions for all courses in which they are enrolled and are encouraged to add comments.
- Consistent with the procedures used by the Office of Institutional Research at Tufts University, your individual response are kept CONFIDENTIAL except for references to discrimination or harassment, as explained here. The Blue system tracks who has or has not filled out the form, but comments or multiple-choice answers are not traced back to a specific student. Blue does not allow students to fill out more than one form for each course or rotation.
- Course evaluation forms are available on-line for the entire semester in which the course is offered. Completed evaluation forms are compiled and the results sent to the Course Director, Associate Dean for Academic Affairs and the department chair of the Course Director three weeks after the course has ended. Students must complete on-line evaluations for all courses by twenty-one (21) days after the completion of the course (i.e., after the final examination, or last class session if there is no final examination), otherwise an incomplete grade is awarded.
- Completion of on-line evaluations is required. Students failing to complete an on-line evaluation form by this deadline are assigned a grade of Incomplete in the course, which is removed once the on-line evaluation is completed. The Office of Academic Affairs interacts with students failing to complete the required evaluation and the administrative aspects of any follow-up. The ADAA writes to each student who has not completed evaluations formally notifying them of the likelihood of not being able to be promoted to the next academic year. The SPC decides on a course of action when a student fails to complete evaluations.
• Results from core rotation evaluations are collated every four months and results are presented to rotation personnel in aggregate so that students cannot be identified. The Office of Academic Affairs does not routinely evaluate elective or selective courses, although some directors of such rotations have requested evaluations to be administered.

• Beginning approximately one month after the completion of the course, the Course Director and department chairs receive a statistical report of the multiple-choice answers as well as a printout that compiles all student comments. The Office of Academic Affairs does not edit comments made by students, but offensive words may be flagged and evaluations containing these words may be sent to department chairs for faculty and internship or residency directors for house officers. These evaluations are then discussed in person in a redacted form.

Questions about the on-line systems used for evaluations should be directed to Ms. Karen Reagan (karen.reagan@tufts.edu).

21. VETERINARY EDUCATION REVIEW COMMITTEE REPRESENTATIVES

Veterinary Education Review Committee (VERC) representatives are students and there are 4 or more representatives for each class. First-year students elect class officers and VERC reps early during the first semester of their first year. For subsequent years, each class elects the following year’s VERC reps at the end of the academic year. The Assistant Dean for Student Affairs assigns a VERC rep to each course and notifies the Associate Dean for Academic Affairs and each Course Director of the VERC rep assigned to each course. Each VERC rep may represent more than one course each semester.

One of the important functions of VERC reps is to serve as a liaison between the Course Director and the students. This includes any necessary communication, scheduling of review sessions, etc. Whenever possible, the VERC rep represents opinions of the class AS A WHOLE (i.e., a consensus) to the Course Director. This involves taking polls, etc., to determine how the majority of the class feels regarding certain issues. If there are minority opinions on an issue, the percentage of students with each opinion should be presented to the Course Director. VERC reps generally do not represent individual students with problems or questions. Rather, such students should be referred directly to the Course Director or instructor. The Course Director should ask whether an opinion stated by the VERC rep is a personal one or a class consensus. It is the VERC rep’s responsibility to remind the students of the importance of completing on-line course evaluations available on Blue.

In addition to representing the student body, the VERC rep also represents the Course Director by communicating important news regarding classes to the students. Selected VERC reps participate with faculty in semester scheduling meetings to draft class schedules before the Student Affairs Office finalizes them.

There may be instances in which VERC reps contact course directors to request changes in the date or time of a scheduled examination, or to schedule an additional review session. Should
the Course Director agree to this, the Course Director must notify the Associate Registrar and Scheduling Coordinator.

In accomplishing each of these functions, the VERC reps work closely with the administration on curriculum matters, meet twice a semester with the ADAA. Another function of a VERC Rep is participation in coordinated review of courses that are part of a body system or grouping of courses with similar topics. These reviews are organized through the Curriculum Committee and include student representatives to this committee.

SECTION III

22. CLINICAL YEAR POLICIES & PROCEDURES

a. Scheduling

Ms. Nancy Horniak serves as the Assistant Director for Clinical Scheduling and Placement and should be contacted for all scheduling matters.

b. Students Requesting Scheduling Changes during Clinic Year

It is difficult to alter the clinical year schedule without impacting other students, so schedule changes will only be approved without further review for the following reasons:

1. Unexpected cancellation of an externship opportunity by the practice or institution
2. Requests made for health reasons (may require documentation)
3. Requests resulting from other extenuating circumstances such as family emergencies, death in the family

Nancy Horniak should be contacted as soon as possible if these situations arise.

Approval may be granted for schedule changes that result from:

1. Changes in career focus
2. New externships becoming available
3. Personal reasons other than those listed above.

If a student would like to request a schedule change for one of the reasons in this group, they must contact Nancy Horniak a minimum of 12 weeks ahead of time, otherwise requests will be automatically denied. The Office of Academic Affairs requires time to process schedule changes to minimize the impact on other students and clinical services. Requests in this category require approval from the Associate Dean for Academic Affairs.

Students are NOT permitted to swap rotations at any time and all schedule changes must be made through the Office of Academic Affairs according to this policy.
c. Attendance During Clinical Rotations

Students who know they will be absent from a rotation must immediately notify the Assistant Director for Clinical Scheduling and Placement (Nancy Horniak) who will discuss the matter with the Rotation Director. It is within the Rotation Director's purview to decide whether it is an excusable absence, and/or if the period of time missed that must be made up. If the student does not receive an excused absence, or does not make up the required time, they may receive an incomplete or failing grade. Any re-scheduled rotation time must be approved by the Rotation Director and by Nancy Horniak. For emergency absence or lateness, students must notify their specific designated rotation faculty or clinician contact as soon as possible.

d. Excused and Unexcused Absences

Students may request an excused absence from the rotation because of illness or personal reasons such as funerals. Nancy Horniak and the Rotation Director should be contacted, and the absence protocols described in the previous section must be followed. Three-week rotations can accommodate students missing two days, whereas only one day can be missed from two-week and one-week without make-up time being required.

Professional days may be requested for attending conferences or going to interviews, and the Rotation Director must approve these absences ahead of time.

There are many other personal reasons for students requesting days off clinical rotations including weddings, travel to externship sites, and social events. These are unexcused absences and it is our current policy that students must contact the Rotation Director to request time off in advance of the rotation starting.

1. Emergency Absence/Tardy Protocol for FHSA and HLA Rotations

Students who will be absent from or late to a rotation must notify their designated rotation faculty or clinician contact via the mechanism described below:

Monday through Friday, up to 4 PM, students should contact the Client Services Representative at 508-887-4418. Please be sure to leave a detailed voicemail message if she does not answer directly. After 4 PM or on weekends, please call the Cummings hospital switchboard operator at 508-839-5395. The switchboard is staffed daily from 8 AM to 11 PM. Provide the Client Services Representative or the switchboard operator with your scheduled rotation/elective, the name of the person to be notified, and your name and your phone number. It is the student’s responsibility to ensure that proper notification is made.

In addition, it is the student’s responsibility to notify the Assistant Director of Clinical Schedules and Placement (Nancy Horniak) at 508-887-4772. The Rotation Director or on-service faculty member will determine whether it is an excusable absence and/or whether the period of time missed must be made up. If a student does not receive an excused absence or does not make up the required time, the student may receive an incomplete or failing grade. Rescheduled
rotation/elective time must be approved by the Rotation Director and Nancy Horniak.

2. Emergency Absence/Tardy Protocol for Field Service or Tufts @ Tech Rotations

Tufts Veterinary Field Service (TVFS; Woodstock, CT)
Monday through Friday, students should call the clinic at 860-974-2780. If you call before the clinic is open, please leave a message with the answering service. In addition, please forward an email to the following email address: tuftsmartulatoryservice@tufts.edu. Rescheduled rotation/elective time must be approved by the Rotation Directors (Dr. David Hernke and Craig Embree) and Nancy Horniak.

Tufts @ Tech (Worcester, MA)
Monday through Friday, students must contact the rotation director. Rescheduled rotation/elective time must be approved by the rotation director and Nancy Horniak.

3. Excused Absence to Take Board Examinations

Fourth year students who plan to take their board examinations may be released from their rotation/elective site but may be expected to make-up time missed. The head of the rotation/elective must be notified by the student 60 days in advance of such absences, and the student will work with him/her to re-schedule time missed. Please note: Any student who is scheduled for a rotation during the December/January block will be expected to take their boards during their scheduled time “off”.

   e. Essential Personnel

Late third/fourth year students in the clinical phase of the program are considered “essential personnel” and may be required to be on clinics on holidays or as scheduled if the school should close. Specific instructions regarding weather emergencies will be given out by rotation directors.

   f. Monday Holidays

Monday holidays are covered by the previous week’s rotation assignments; therefore the Monday holiday becomes that last day of the rotation and the new group of students begin their rotation on Tuesday. Below is a list of all Monday Holidays.

<table>
<thead>
<tr>
<th>Month</th>
<th>Holiday</th>
<th>Third Monday</th>
<th>Last Monday</th>
<th>First Monday</th>
<th>Second Monday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Martin Luther King Jr. Day</td>
<td>Third Monday</td>
<td>Third Monday</td>
<td>First Monday</td>
<td>Second Monday</td>
</tr>
<tr>
<td>February</td>
<td>President’s Day</td>
<td>Third Monday</td>
<td>Last Monday</td>
<td>First Monday</td>
<td>Second Monday</td>
</tr>
<tr>
<td>April</td>
<td>Patriot’s Day</td>
<td>Third Monday</td>
<td>Third Monday</td>
<td>First Monday</td>
<td>Second Monday</td>
</tr>
<tr>
<td>May</td>
<td>Memorial Day</td>
<td>Third Monday</td>
<td></td>
<td>First Monday</td>
<td>Second Monday</td>
</tr>
<tr>
<td>September</td>
<td>Labor Day</td>
<td>Third Monday</td>
<td></td>
<td>First Monday</td>
<td>Second Monday</td>
</tr>
<tr>
<td>October</td>
<td>Indigenous People Day</td>
<td>Third Monday</td>
<td></td>
<td>First Monday</td>
<td>Second Monday</td>
</tr>
</tbody>
</table>

Please note that University bonus days that fall on Mondays are not holidays and are subject to
the start of a new rotation. Students should consider this a normal workday.

g. Grading

Core Rotation Grades

Honors/Pass/Fail grades are recorded on student transcripts. A standardized grading rubric is used with rotation-specific descriptions and there are up to 11 categories. The rubric is based upon the learning objectives for the rotation. Please go to the 4th Year Clinical Rotations Portal on CANVAS to review the learning objectives and grading rubrics for each core rotation.

Not Practice Ready (NPR) System

A ‘Not Practice Ready’ system is used to identify areas that students need extra help with, and the school is committed to helping all students reach the required competency level required for primary care practice by the time of graduation. Students are assessed according to where they are in clinical year, with expectations rising as clinical year progresses.

If a student receives an NPR in any category, it must be remediated within 6 weeks of the grade being posted, according to an individual remediation plan developed by the ADAA in consultation with the rotation director.

Not Practice Ready grades do not appear on the student’s transcript if they are successfully remediated, but unsuccessful remediation of NPRs results in a Fail for the rotation.

Up to 3 weeks of elective time may be used for remediating NPRs. If more than four NPRs are received within the same rotation, the overall grade is converted to a Fail.

If a student receives more than three NPRs in the same category across multiple rotations, a Fail is given for the rotation on the fourth occasion that an NPR is given.

If a Fail is given in any category, the student fails the rotation.

Elective Rotation Grades: Honors/Pass/Fail grades are recorded on student transcripts. Students should take note of NPR grades for individual categories and remediation of NPRs recorded for electives is at the discretion of the Associate Dean for Academic Affairs.

h. Elective Grading Rubric Form for On or Off Campus Electives

All students must provide their elective evaluator with an elective grade form for all on- and off-campus electives/externships upon completion. of their on/off campus electives rotations. Please fill out the top section of the grade form before submission to your evaluator. Please follow-up with your evaluator if you do not receive your elective grade forms in a timely fashion. Additional copies of the grade form can be obtained from Canvas. Please contact Sarah Hurd at 508-887-4602 for further assistance regarding any grading issues.

i. Elective/Externship Rotations
Elective weeks must be completed during clinic year and to receive elective credit, students are required to complete a minimum of 5 full days/40 hours (1 week) at the same practice/site.

Students should not plan to spend more than 4 weeks at the same elective practice/site. In rare circumstances exceptions to this policy may be made in consultation with Nancy Horniak who will consult with the ADAA.

j. Vacation Time

All students receive a minimum of 4 vacation weeks. Inclusive in the 4 weeks are the E/V week scheduled during the December holiday blocks. It is your choice if you want to use this time for either an elective or vacation week.

k. Travel Abroad for School Credit

Whenever a student travels outside the US for work/projects that involves school credit they must submit a Student Externship Approval Form at least 6 weeks prior to the elective start date. Students must submit the Student Externship Approval Form via email to cummingsselectives@tufts.edu.

If your elective is approved, it will be necessary for you to register with the travel registry. The Tufts International Travel Safety Policy and the Travel Registry can be accessed via the Tufts International Safety and Operations Website: https://tufts-travel.terradotta.com. The Travel Registry can also be accessed directly at https://global.tufts.edu/tufts-travel-registry.

l. Required Notification for Scheduling On/Off Campus Elective

Cummings School deems it necessary for late third- and fourth-year students participating in On or Off Campus Electives to provide the following information on the Externship Google document:

https://docs.google.com/spreadsheets/d/1i_16ckUvavAOi-NSwxBMZO7swRFUf1JXrBo3OrvMU/edit?usp=sharing

- Student name
- Date/s of elective
- Name of elective
- Address
- Contact person & contact phone number
- Contact email

Students must submit the required information via Externship Google document. **Failure to comply with this requirement may result in credit NOT being awarded for this elective/rotation.**

m. Approval for New Elective Sites

If a student would like to participate in an off-campus elective (externship) that is not pre-
approved by the school, the elective site must complete the New Externship Site Form and submit it to CummingsElectives@tufts.edu for approval at least two weeks prior to the start of the elective. The form is available on Canvas in the Clinic Year Portal in the Electives Information section.

Students should not plan to spend more than 6 weeks at the same elective practice/site. In rare circumstances exceptions to this policy may be made in consultation with Nancy Horniak who will consult with the ADAA.

Students interested in receiving credit for attending conferences, symposia, etc., must receive pre-approval from the ADAA. Any student approved for conference and/or symposium, will be expected to provide the ADAA with proof of registration, a list of the sessions attended, and a 1–2-page reflection on what they learned and how they benefitted from attending the event.

n. Online Electives and Vacation time

Students are required to track their vacation weeks, online electives, and on and off campus electives. Students are required to add their vacation weeks and elective weeks to a Google Doc that is sent weekly. Kirsten Bowen will forward the Google Doc to students via email every Wednesday. Students are required to fill in their elective or vacation week no later than 5pm on Thursdays. She will follow up with students if she has any elective or vacation questions. If students have any questions please contact via email, Kirsten.bowen@tufts.edu.

o. Student Leaving Clinical Year Externships Early

Once a student commits to an externship they are expected to remain at the site for the agreed-upon number of weeks unless they make a compelling case that they are in a negative environment. Unfortunately, some externships are not as worthwhile as others, but this does not justify leaving the externship early. Students may be occupying slots that would otherwise be available to others and leaving early may negatively impact the reputation of the school and reduce the likelihood that other Tufts students are given the same opportunity in the future. We therefore consider following through on commitments to be a professionalism matter.

Approved reasons for leaving an externship immediately include:

- Concerns about personal safety
- Sexual harassment or any form of discrimination
- Illness
- A death in the family

Contact the Office of Academic Affairs as soon as possible if one of these situations arises.

All other situations must be discussed with the ADAA prior to informing the practice of any change in plan. Examples of other reasons include ethical or legal concerns, and excessive criticism from the supervising veterinarians or staff members. Note that insufficient hands-on experience is not a valid reason for leaving an externship. Information resources on externships should be reviewed ahead of time and practices should be contacted before commitments are made if further clarification is required. Some states, including New York
State, restrict hands-on opportunities for externs.
It is important to note that students who leave externships without approval will receive a Fail grade for professionalism.

p. Use of Cell Phones
The use of cell phones for personal business should be minimized or avoided during working hours. These devices must be set on a silent ring while in the building to not disturb others. Texting and other personal cell phone/smart phone use are limited to breaks and mealtimes except for urgent issues, such as personal health reasons (doctor appointment, etc.).

q. Some External Electives Sites May Require the Additional Information
Should certain situations arise, please refer to this as your guide. Please be prepared to provide the following Information to the contacts listed below:

- Proposed dates of elective
- Name and address of elective and/or externship site

Proof of Professional Liability Insurance:
Ms. Linda Mayo: linda.mayo@tufts.edu.

Proof of Health Insurance:
Please contact Cynthia Linton in the Health office: cynthia.linton@tufts.edu.

Proof of Rabies and/or Status of Vaccination including COVID:
Please contact Lucia Fenney via email: lucia.fenney@tufts.edu.

Proof of Enrollment and/or Letter of Good Standing:
Please contact Sarah Hurd via email: sarah.hurd@tufts.edu.

r. Social Networking
Websites such as Facebook, Twitter, etc. are not to be accessed during the workday. It is essential that NO information about animals or clients EVER be posted to these sites. Client confidentiality is an absolute requirement throughout the profession and must not be violated. For example, do NOT post a picture of a “cute” animal posing with you or post any information related to a patient. Refer to the Social Media Policy below.

s. Veterinary Board Examination
The National Board of Veterinary Medical Examiners (NBVME) provides standardized examinations for use by state and provincial licensing boards as part of their licensure procedure for veterinarians. The North American Veterinary Licensing Exam (NAVLE), administered by the NBVME, is a requirement for licensure to practice veterinary medicine in all licensing jurisdictions in North America, and most veterinary students take the NAVLE during one of two annual testing windows. Testing windows typically include four weeks in
November-December and two weeks in April.

The following link will take you to the NBVME website where you will find information about NAVLE, including procedures for applying to take the exam: http://www.nbvme.org/

 t. Massachusetts Board of Registration in Veterinary Medicine

The MA Registry website contains licensure information as well as the application forms you will need to apply for your license: http://www.mass.gov/ocabr/licensee/dpl-boards/vt/

 u. Out of State Licensing Boards

This site provides contact information for veterinary medicine licensing boards in the United States and Canada: http://www.icva.net/navle/.

 v. List of Rotation Directors

Refer to the Clinical Portal on Canvas: https://canvas.tufts.edu/courses/19317

 w. Large Animal Emphasis (LAE) Program

Overview: Students who declare themselves as LAE students may modify their 4th year schedule to remove several core small animal subspecialty rotations and instead utilize this time to gain additional exposure and experience in the large animal disciplines.

Removed
Small Animal Subspecialty Rotations:
   Cardiology: 2 weeks
   Neurology: 2 weeks
   Oncology: 2 weeks
   Dermatology: 2 weeks

Substitute with:
Large Animal Clinical Anatomy: ONE week (required)

Large Animal Subspecialty Rotations: FIVE weeks must be completed on the Grafton campus or with Tufts Veterinary Field Service (TVFS) in one or a combination of the following: TVFS Large Animal Practice, Equine Sports Medicine, Large Animal Surgery, Large Animal Radiology, Large Animal Ultrasound, Large Animal Anesthesia, or Large Animal Clinical Pathology.

Oversight of LA Emphasis Program: Students request to join the program through Nancy Horniak in the Office of Academic Affairs. They then meet with Dr. Thomas Jenei to develop an alternative 6-week program according to their interest. The plan must be approved, and a signed document is generated outlining the core requirements for each student. Each plan is subject to scheduling approval. Students may still schedule elective time in the small animal subspecialties as schedules permit. They must be scheduled to start during the first week of the
rotation so that they receive a proper orientation to the service. These would count as elective weeks and would not count towards the required LAE weeks.

SECTION IV

23. STUDENT AFFAIRS OFFICE PROCEDURES

The Student Affairs Office is one of the units of the Office of Academic Affairs and it is overseen by Assistant Dean Barbara Berman. Ms. Linda Mayo is the staff assistant for this office, and she can be contacted via email (Linda.Mayo@tufts.edu) or telephone (508-839-8733 or ext. 88733). The Admissions Office and Financial Aid Office are also units of the Office of Academic Affairs.

a. Change of Address/Emergency Contact Information

It is imperative that students go to their accounts in the Student Information System (SIS) go.tufts.edu/sis to note address or telephone number changes for themselves or their emergency contacts, or to designate a new emergency contact person.

b. Legal Name Change Requests

The Student Affairs 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, a diploma and/or certificate. Currently enrolled students, former 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, please submit a copy of a court issued document showing the new and old names and a picture ID to the Student Affairs Office.

c. Preferred Name Change Requests

If you have a first name that differs from your legal name, you have the ability to update it for general communications. For more information about how to implement a preferred named change, go to https://it.tufts.edu/namechangepreferred.

d. Tufts Emergency Rapid Notification System

This system is designed to alert all members of the Tufts community of an emergency situation by contacting them via telephone, email, or text messaging. New students will be contacted by system staff requesting participation by providing relevant information.

e. Student Organizations

Student organizations at Cummings School are established and run by students. Most groups are active from year to year, while others come and go according to student interest. Students who wish to start a new organization must submit a mission statement along with a general overview of proposed activities associated with the organization, to the SAO for approval.
Student organizations are required to select a faculty advisor who will provide guidance, assistance, and support to the group.

Student organizations are required to abide by the business policies in place at the university, and at least one officer from each organization must attend the annual “Doing Business at Tufts” seminar, typically offered during the early part of each academic year.

Organizations planning transportation to off-campus events, events for which contracts with outside venues and services are involved, events where alcohol will be served, and fund-raising activities must notify the SAO to be sure that all university policies are being met.

Student organizations will be responsible for adhering to all room request procedures, special event setup requests, and any other paperwork required for on and off-campus events.

Student organizations must contact the Cummings School Associate Director of Communications for approval before producing merchandise (including tee shirts, hats, water bottles, etc.) bearing the Cummings School or Tufts University names or logos.

The Associate Director of Communications should be contacted for assistance when student organizations wish to advertise an event to the public.

SAVMA is considered the umbrella organization for student organizations and is the major source of funding for all recognized student organizations on campus. Organization officers must work with SAVMA leaders to apply for funding.

**f. Policies for Student-run Labs Involving Animals and Cadavers**

Student-run labs must follow the requirements in the grid below: *Faculty adviser and IACUC requirements for student animal labs*

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>On-site adviser requirement</th>
<th>IACUC protocol required?</th>
<th>Owner consent required?</th>
<th>Location?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heartworm or similar clinic – student collects from clinic patient or own animal for medical indication</td>
<td>Licensed veterinarian</td>
<td>No</td>
<td>No (standard hospital consent for clinic patients)</td>
<td>Any properly equipped and secure room</td>
</tr>
<tr>
<td>Handling and restraint lab – privately owned animals</td>
<td>Faculty or staff 1) must be listed on IACUC protocol 2) All procedures must be described in approved IACUC protocol.</td>
<td>Yes</td>
<td>Yes</td>
<td>Any IACUC approved room (most FHS/HLA rooms; LAMS; McGrath) listed in the approved IACUC protocol</td>
</tr>
<tr>
<td>Handling and restraint lab – school-owned animals</td>
<td>Faculty or staff 1) must be listed on IACUC protocol 2) All procedures must be described in approved IACUC protocol.</td>
<td>Yes</td>
<td>No</td>
<td>Any IACUC approved room (most FHSA/HLA rooms; LAMS; McGrath) listed in the approved IACUC protocol</td>
</tr>
<tr>
<td>Cadaver – from cadaver donation program, LAMS, Wildlife</td>
<td>Faculty or Staff</td>
<td>No – if obtained from within the animal facility (i.e. cadaver donation program, LAMS, Wildlife)</td>
<td>Yes- if obtained from cadaver donation program No - if obtained from LAMS or Wildlife</td>
<td>Any properly equipped and secure room</td>
</tr>
<tr>
<td>Cadaver – slaughterhouse</td>
<td>Faculty or Staff</td>
<td>No IACUC protocol. Submit Cadaver Form to Attending Veterinarian</td>
<td>No</td>
<td>Any properly equipped and secure room</td>
</tr>
<tr>
<td>Cadaver – euthanized specifically for lab (e.g., anatomy)</td>
<td>a) Person performing procedure must be listed on IACUC protocol b) All procedures must be described in approved IACUC protocol</td>
<td>Yes</td>
<td>No</td>
<td>Any properly equipped and secure room</td>
</tr>
</tbody>
</table>

*IACUC website: https://viceprovost.tufts.edu/iacuc/ Password: animalcare

IACUC contact (Grafton Campus): Ann Holm; email: ann.holm@tufts.edu; phone: x84639

**g. On-campus Movie/Film Screening**

There are laws governing the screening of copyrighted videos, DVDs and even streaming websites. The penalties for breaking these laws include fines and imprisonment. Individual students or student groups wishing to show films/movies on campus should contact the SAO in advance to be sure their plans are following laws and policies.

**h. Transcripts and Related Certifications**

Official and unofficial transcripts are available to students by request. Students may view and
print their unofficial transcripts and request an official transcript via the SIS student portal at http://go.tufts.edu/SIS. Select the “Request” menu and then choose an option. Transcripts are free of charge. Please allow three to five working days for processing.

Students can check their academic progress, including semester grades via the SIS portal.

Official transcripts requested for a third party are issued directly to the third party and not given to the student. Official transcripts are imprinted with a Tufts University seal.

Current and former students with overdue or otherwise unpaid accounts and students who are not “administratively cleared” may not be entitled to receive official transcripts for themselves or for a third party. The latter category (not “administratively cleared”) might include, but not be limited to students who have not fulfilled their vaccine documentation requirements.

Transcripts on file from previously attended colleges cannot be duplicated. Students and graduates must contact those colleges directly for copies of such transcripts.

1. Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that sets out requirements for the protection of privacy of students and their parents. This policy is designed to help students and in some cases their parents understand how to access their education records, how to amend them, and, if they wish, how to prevent their disclosure to third parties.

Tufts University complies with FERPA through this policy and other school-specific practices.

Scope

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

Definitions

Student is defined, for purposes of this policy, 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 that are directly related to a student and that are maintained by the University or by a party acting on its behalf. Common examples of education records include grades, transcripts, class lists, course schedules, disciplinary records, disability accommodation or accessibility service records, date and place of birth, parent/guardian address, contact information, work study/fellowship records, and, in some cases, email sent by faculty and staff.

Exclusions to Education Records. However, not all records maintained by the University are considered education records. The following are generally 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 (TUPD) which are maintained separately and solely for law enforcement purposes.
- Most records created and maintained by a physician, psychiatrist, psychologist or other healthcare provider for 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
- Photo

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

**Parent** is defined, for the purposes of this policy, as a parent of a student and includes a natural parent, a guardian or an individual acting as a parent in the absence of a parent or a guardian.

Tufts encourages families to discuss and establish clear expectations for how they will
share information from students’ education records before classes start and well before grades come in. In general, parents have greater access and play a more active role in managing education records where the student is (i) a minor child (under the age of 18), (ii) enrolled in a primary or secondary program (rather than a post-secondary or graduate-level program), and (iii) a tax dependent. However, we recognize that parents’ level of involvement varies from family to family, student to student, and year to year. Students who wish to provide parents with access to their education records, can do so through the privacy settings on SIS.

Policy Statement

FERPA provides students and, in some cases, their parents* 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.

Many education records (including transcripts) can be requested online through the Student Information System (SIS), without having to file a formal FERPA request. For more ways to access your education records, see the “Academic” tab on SIS.

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.**

Release of Your Records to Third Parties

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. A copy of your request to obtain and disclose information to a third party will be retained. For additional information about authorizing disclosures from your education records, please contact the Registrar’s Office.
Personally-identifiable information ("PII") from your education records may not be given to third parties without your written consent, with the following exceptions:

- **Directory information** may be published and made available to third parties even if it includes PII (such as your name, email and photo); to prevent disclosure of your directory information to third parties, you must register for an official Privacy Block through SIS.

- PII may be disclosed to **Tufts officials** such as employees and members of faculty and trustee committees, or to vendors and contractors who have a need to know or who are required to work with your records to carry out their duties.

- PII may be disclosed to officials of **other educational institutions** in which you seek to enroll. If your record is transferred to another institution, 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 programs in which you may be cross-registered or enrolled at the University.

- PII may be disclosed 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 or other professional organizations in connection with an audit or evaluation of federal or state supported education programs.

- PII may be disclosed to an individual or organization required to be informed in connection with your application or receipt of financial aid.

- PII may be disclosed to **state and local officials** to whom information is specifically required to be reported by state laws enacted prior to November 19, 1974.

- PII may be disclosed to appropriate parties in a health or safety emergency if necessary to protect your health or safety or that of another.

- PII may be disclosed in compliance with a subpoena, or in response to other legal action involving the student and the University.

- PII may be disclosed when the information is a record of a campus disciplinary proceeding. For students under the age of 21, the University may also inform parents and legal guardians 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.

- PII may be disclosed to **accrediting organizations** that are legally authorized to evaluate the quality of educational training in institutions or programs.

- PII may be disclosed when releasing information to appropriate parties conducting educational studies. De-identified student data from education records may be released for this purpose. Procedures are taken to ensure that personally
identifiable information cannot be traced back to a particular student or their parents.

**Record Retention**

FERPA does not require the University to preserve students’ education records in perpetuity. In fact, there is no specific record retention requirement. As a general matter, most education records are not maintained for more than 7 years after a student’s expected date of graduation.

For specific questions about record retention, please contact the registrar’s office.

**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**

See TTS Training Module

**Approval Entities**

Office of University Counsel Academic Council
Office of the President

**Approval Date**

May 2015

**Revised Effective Date**

October 31, 2019

**Executive Sponsor(s)**

Mary R. Jeka, Senior Vice President and General Counsel

**Responsible Office(s)**

Office(s) of the Registrar

**Revision**

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

**Review Cycle**

Annually
j. **Policy on Travel Outside of the United States**

Students planning international travel associated with their Cummings education must register with the travel registry. The Tufts International Travel Safety Policy and the Travel Registry can be accessed via the Tufts International Safety and Operations Website: [https://tufts-travel.terradonna.com](https://tufts-travel.terradonna.com). The Travel Registry can also be accessed directly at [https://global.tufts.edu/tufts-travel-registry](https://global.tufts.edu/tufts-travel-registry).

It is also strongly recommended that you enroll in STEP (Smart Traveler Enrollment Program), a free program of the US Department of State: [https://step.state.gov/step/](https://step.state.gov/step/)

**Emergency plan**

a. When you are checked out you will be given an International SOS card and bracelet for use in the event of the need for an emergency evacuation.

b. You are required to fill out a form listing both US contacts to be notified and also multiple contacts in your destination country in case of an emergency.

c. You must contact your mentor upon your arrival at your research/project site to let us know you are safe. In many cases you can rent a cell phone with international calling capability or purchase a basic hand phone and local SIM card in-country.

d. Before you leave for your research/project destination you must identify a medical facility where you could be taken in case of an emergency. You should write this down along with Tufts emergency numbers on the Emergency Plan form and carry it with you at all times. It is recommended that in addition a hard copy, you carry an electronic copy on your phone.

e. You must also leave a copy of your itinerary, including airline ticket numbers, with IDGH so that someone may assist you should there be disruptions in your travel plans.

f. Check that your regular insurance coverage is appropriate for the work you are doing and the location of the research/project. SOS is in addition to your regular coverage.

**NEED EMERGENCY ASSISTANCE?** Call International SOS anytime 24/7 at 215-942-8226 or at 215-942-8478 (dedicated scholastic line)

Tufts’ University official contact: Chelsea Ferrell, Program Manager, Global Operations, Tufts University Office phone #: 617-627-4649

24. **FINANCIAL AID**

a. **General Information**

The Financial Aid Office helps students and their families locate the funds necessary to attend the Cummings School. Financial aid funds are available from federal, state, institutional, and private sources, and are administered in adherence with very specific regulations. With few exceptions, Cummings School's aid is administered on the basis of demonstrated need.
Applications for financial assistance generally must be filed by continuing students in April each year, and in March for incoming students. Specific dates will be determined and announced each year. Application materials are made available to all students and applicants in January. Notifications of awards are generally made in June and July. Financial aid awards may vary from year to year, depending upon available funding and individual circumstances.

Consideration for federal aid is given only to those students who are U.S. citizens or permanent residents. Students must be in good academic standing to be considered for federal aid.

b. Philosophy

The cost of a veterinary medical education is high, and financial aid resources are limited. It is the philosophy of the School that students and their families must bear the primary responsibility for financing the educational costs. Cummings School aid is made available only to students whose family resources are insufficient to cover attendance costs. The School utilizes a variety of need-analysis forms to measure family resources and compute financial need.

For more detailed information about the financial aid process and the available resources, refer to the Financial Aid Handbook: https://wikis.uit.tufts.edu/confluence/display/TCSVMFinancialAid/Financial+Aid+Documents

23. COMMUNICATIONS

a. Telephone: Outside Calls

When dialing the Grafton campus from outside the University, dial (508) 839-5302 and enter the 5-digit extension, when prompted to do so. Calls related to hospital business or clinical matters should be directed to (508) 839-5395.

b. Telephone: List of Frequently Used Numbers

Grafton Campus


<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>84200</td>
</tr>
<tr>
<td>Admissions</td>
<td>87920</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>84605</td>
</tr>
<tr>
<td>Bursar</td>
<td>84932</td>
</tr>
<tr>
<td>Center for Animals</td>
<td>87991</td>
</tr>
<tr>
<td>Clinical Coordinator</td>
<td>84772</td>
</tr>
<tr>
<td>Clinical Sciences</td>
<td>87960</td>
</tr>
<tr>
<td>Dean’s Office</td>
<td>84700</td>
</tr>
<tr>
<td>Diagnostic Laboratory</td>
<td>84669</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>88733</td>
</tr>
<tr>
<td>International Programs</td>
<td>87949</td>
</tr>
<tr>
<td>Library</td>
<td>87957</td>
</tr>
<tr>
<td>Pharmacy (FHSA)</td>
<td>84697</td>
</tr>
<tr>
<td>Pharmacy (HLA)</td>
<td>84870</td>
</tr>
<tr>
<td>Police</td>
<td>84900</td>
</tr>
<tr>
<td>Radiology</td>
<td>87941</td>
</tr>
<tr>
<td>Registrar</td>
<td>84602</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>88733</td>
</tr>
<tr>
<td>Wildlife Clinic</td>
<td>84918</td>
</tr>
</tbody>
</table>

**OTHER:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tufts Veterinary Field Service</td>
<td>(860) 974-2780</td>
</tr>
<tr>
<td>Police Emergency</td>
<td>66911</td>
</tr>
</tbody>
</table>

**c. Campus Mail**

First- and second-year students receive mail in assigned mailboxes located in the basement of the Franklin M. Loew Education Center. It is the student’s responsibility to check their mailbox regularly. Third year students receive mail in an assigned mailbox located behind the Varis Lecture Hall Lobby. Mail is sent to fourth year students at the residence on file in the Student Affairs office, or to the student mailboxes in the Varis Lecture Hall Lobby. The school will take personal messages for students in the event of an emergency only.

**d. Email**

Students are subscribed to a class email list service. Students are responsible for checking their email regularly.

25. HEALTH INSURANCE

**a. Student Advisory & Health Administration Office**

The Student Advisory & Health Administration Office (SAHA) is located at 200 Harrison Avenue on the fourth floor of Posner Hall on the Boston Campus.
Office hours are Monday - Friday, 9:00 a.m. - 5:00 p.m. Phone: 617-636-2700 – Fax: 617-636-2708

The office provides:

- Oversight of the student health insurance required by the Commonwealth of Massachusetts and disability insurance programs.
- Collection and screening of all immunization documentation required by the Commonwealth of Massachusetts and Tufts University and those recommended for healthcare workers by the Centers for Disease Control and Prevention (CDC).
- Administration of the voluntary dental insurance plan.
- Free weekly yoga classes
- Coordinates student rabies vaccine clinics.

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

b. Student Health Insurance

The Commonwealth of Massachusetts and Tufts University Health Sciences Schools require all matriculated students of higher education to obtain health insurance. Tufts University offers a comprehensive student health insurance plan that meets the State and University requirements. The student health insurance plan, underwritten by HPHC Insurance Company, an affiliate of Harvard Pilgrim Health Care (HPHC), and administered by United Health Care Student Resources (UHCSR), includes primary and emergency care, major medical coverage, a prescription plan, eye care, mental health benefits, and many other services. When making decisions regarding health insurance, students should be aware there is no health service clinic available to Tufts University Grafton and Boston Campus students.
The plan is available to all matriculated health sciences students and their eligible dependents. Eligible dependents include spouse, domestic partner, or dependent(s) under the age of 26. Each semester, students are charged one-half of the annual insurance cost at the individual rate. Two-person or family health insurance coverage is available at an additional cost. Depending on the date of enrollment, full payment for two-person or family coverage is required at the time of enrollment. To add a dependent contact the Student Advisory & Health Administration (SAHA) Office.

Open Enrollment for the student plan occurs every summer with coverage starting on September 1st. This provides a once-a-year opportunity for students to apply for enrollment or add dependents without a qualifying event. To apply for coverage during Open Enrollment students must complete an online enrollment form at: http://go.tufts.edu/sis. Students will receive an email with their electronic insurance ID cards.

The online enrollment option is not available after August 31st.

Students are not eligible to apply for coverage or to add a dependent(s) at any other time of the academic year unless there is a qualifying event. Qualifying events include change in marital status; birth or adoption of a child; or loss of alternate insurance through no fault of the student or dependent. Application must be submitted within thirty (30) days of the qualifying event. Students should contact the SAHA Office at 617-636-2701 for information on applying for coverage and the prorated payment amount.

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

**c. Waiving Student Health Insurance**

Per the Commonwealth of Massachusetts and Tufts University’s Health Sciences Schools’ policy, all matriculated students of higher education are required to obtain health insurance. The student health insurance plan is not intended to replace the student’s current coverage.

Students are not required to enroll in the school offered health insurance plan and may waive the student plan by completing a waiver form. To determine if your coverage meets the minimum state requirements visit the Student Health Insurance page at http://medicine.tufts.edu/saha or at Mass.gov. Students must waive the student health insurance coverage each academic year. Completion of a waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by the Commonwealth of Massachusetts and Tufts University.

To waive the student plan during Open Enrollment, complete the online waiver at: http://go.tufts.edu/sis. Use your insurance card to answer all the questions on the waiver. Students who submit an approved Waiver Form will have a credit for the health insurance charge posted to their account.
Students who do not act to either waive or enroll by August 31st, or whose waiver has been denied, will be automatically enrolled in the school offered health insurance plan. The online waiver option is not available after August 31st. Students are able to waive the school health insurance plan at any time during the academic year; please contact the SAHA Office for waiver instructions.

d. Fee Waivers

Students have two (2) waiver periods during the year to waive the school health insurance plan. Waiver Period 1 will occur during Open Enrollment, June 1st – August 31st to waive for the year. Waiver Period 2 will occur November 1st – February 1st to waive spring semester coverage March 1st – August 31st, for those who enrolled in the fall and now have found alternate coverage.

e. Health Administration Fee

The health administration fee is mandatory for services provided by the SAHA Office. The Health Administration Fee cannot be waived.

f. Student Health Insurance Policy for Students on Leave of Absence

Boston and Grafton Health Sciences students, who have been granted a Leave of Absence and who are enrolled in the student health insurance plan will be required to continue enrollment in the plan at least until the end of the paid insurance semester or continuing enrollment in the plan for up to one (1) year from their effective date of which the leave begins. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

The student has fifteen (15) calendar days from the effective date of Leave of Absence to notify the Student Advisory & Health Administration Office of their intent by submitting A Leave of Absence Health Insurance Form. Students must be paid in full within the fifteen (15) day period and must adhere to payment deadlines for subsequent semesters.

Students who previously waived the student health insurance but experience a Qualifying Event while on a Leave of Absence may enroll for coverage by submitting an Enrollment Form, Qualifying Letter, and payment within thirty (30) days of their qualifying event.

g. Student Health Insurance Policy for Withdrawn or Dismissed Students

Boston and Grafton Health Sciences students, who are withdrawn or dismissed and who are enrolled in the student health insurance plan will be required to continue enrollment in the plan until the end of the paid insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st. Students who are withdrawn or dismissed within the first 7 days of the month of March, who are enrolled in the student health insurance plan have the choice to have their coverage end on February 28th/29th or continue enrollment in the 2nd semi-annual coverage period, March 1st – August 31st.

The student must be a matriculated student for at least 31 days prior to the withdrawal or
dismissal, if not the student will be removed from the plan and refunded premium. In the event claims are paid the student will be required to reimburse the health insurance company.

h. **Student Health Insurance Policy for Graduating Students**

Boston and Grafton Health Sciences students, who are graduating and enrolled in the student health insurance plan will be required to continue enrollment in the plan until the end of the paid insurance semester. The Fall term ends on February 28th/29th and the Spring term ends on August 31st.

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

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

Health insurance coverage in the Commonwealth of Massachusetts is available through the Commonwealth Connector. More information can be found at: [www.mahealthconnector.org](http://www.mahealthconnector.org)

26. IMMUNIZATIONS

a. **Documentation of Immunizations**

To comply with Massachusetts State Law and University policy, all Health Sciences Campus students must have immunization documentation on file at the Student Advisory & Health Administration Office. The Cummings School of Veterinary Medicine Immunization Form must be completed and signed by a health care professional or equivalent medical documentation must be submitted by the given immunization deadline. The form is available from the following website: [http://medicine.tufts.edu/saha](http://medicine.tufts.edu/saha). Note: for antibody titer(s) copies of the lab report(s) are required.

If unable to provide documentation of past immunizations, students will need to provide laboratory evidence of immunity, or be revaccinated. Questions regarding immunization requirements should be directed to Lucia Fenney, Immunization Administrator, at 617-636-2712, or can be emailed to Lucia.Fenney@tufts.edu.

Upon notification from the SAHA Office, students are required to provide updated immunization documentation as mandated by the Commonwealth of Massachusetts, Tufts University, and the Centers for Disease Control and Prevention (CDC). Students who fail to meet the immunization requirements may be subject to suspension from the Cummings Veterinary School program.

b. **Required Immunizations**

Veterinary students are required to provide documentation for the following immunizations prior to their start date (with the exception for new students regarding the rabies vaccine, see below). Additional requirements are in place for all Cummings students.

**Rabies:** Three doses of pre-exposure vaccination or positive antibody titer If vaccination, booster dose, or antibody titer is two years old or older, a new rabies antibody titer is required.
While enrolled, all Cummings students must have a rabies titer checked every two years post vaccine or titer. If titer level is insufficient for immunity, a booster dose is required.

Students who are not in compliance with the rabies requirement will not be allowed to participate in clinical activities, coursework, or employment that involves contact with mammals—including electives and selectives—on or off campus.

Note: New students who have either fulfilled the rabies requirement or who have registered to participate in the on-campus rabies vaccine clinic will be considered in compliance.

Post-exposure Rabies Treatment: In the event that a student requires rabies post-exposure treatment, the school provides up to $500 towards deductible payments or costs that are not covered by the student’s health insurance.

**Tetanus Diphtheria Acellular Pertussis (Tdap):** One dose of the adult Tdap vaccine is required. If Tdap vaccine is older than ten years a Td booster is required.

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

**Varicella (Chicken Pox):** Physician verification of year of disease, positive antibody titer, or two doses of varicella vaccine.

**Hepatitis B:** Three doses of hepatitis B vaccine or a positive antibody titer.

**Influenza:** Annual seasonal influenza vaccine required for all students, unless medically contraindicated.

**COVID:** Proof of vaccine required.

**Meningococcal:** Recommended (except for students 21 years of age and younger): Documentation of a dose of MenACWY vaccine received on or after 16th birthday. Students 21 years of age and younger: dose on or after 16th birthday or signed State Waiver Form.

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

### c. Recommended Immunizations

Influenza: Annual seasonal influenza vaccine recommended for all students.

### d. Tuberculosis Testing

A tuberculosis skin test dated within twelve months prior to matriculation is required for students in the combined DVM/MPH Program.

### e. Special Safety Considerations (e.g., Pregnancy)

Includes pregnancy and other medical conditions which may require special care

Students who are pregnant or are considering becoming pregnant or who have other medical conditions which may require special care around animals are encouraged to speak with the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs to discuss program options, accommodations and important safety considerations.
27. DENTAL INSURANCE

   a. Dental Insurance

   b. Limited free dental health services
   These services are available through the Tufts University Undergraduate Dental School Clinic and include oral examinations, emergency services (diagnostic only), radiographs, and prophylaxis. Cummings School also pays 50% of the cost for other dental services (not including gold, lab fees, and implant teeth and materials). The fees for the free services are paid by Cummings School of Veterinary Medicine. Appointments are available by calling 617-636-6998. You must present your student I.D. to receive the free services.

28. OTHER INSURANCE

   This insurance is provided separately from the Student Advisory & Health Administration

   a. Personal Property Losses and Insurance Coverage
   The University shall not be liable directly or indirectly for loss and/or damages to personal property due to fire, theft, or any other cause. You are encouraged to review your personal property insurance to ascertain that your property and belongings are covered for theft and loss while away at school.

   b. Professional Liability Insurance
   All Tufts veterinary students are insured for professional liability through the University's professional liability policy. This policy provides coverage during your activities at Tufts and at approved extern sites. SAVMA members are eligible for additional liability insurance free of charge and are encouraged to do so. Information can be found via the following link: http://www.avmaplit.com/products/student-liability/.

   c. Safety and Insurance
   The Departments of Environmental Health and Safety and Risk Management are responsible for all aspects of safety and insurance. Please contact Tufts University Environmental Health and Safety at Grafton: 508-887-4556 (x84556) or Risk Management at Medford: 617-627-3981 (x73981).

   Students who participate in electives or selectives away from Tufts should familiarize themselves with the host institutions guidelines regarding accidents upon or prior to arrival at
the site. All accidents that require medical attention should be reported within two days, to the Environmental Health and Safety and Risk Management.

All accidents and/or injuries involving students, even those that seem minor, must be reported to the Campus Police, Environmental Health and Safety and to the faculty supervisor.

29. FACILITIES AND SERVICES

a. Athletic Facilities

Grafton Campus

The Grafton Campus has basketball, volleyball, and tennis courts, a baseball diamond, a horseshoe pit, and soccer goals. These facilities are available for use by Cummings School students, faculty, and staff. Reservations for playing time in any of these areas can be made by calling Campus Police at x84392. Sports equipment is available to be borrowed and is located outside of the auditorium in the Varis Campus Center.

Medford Campus

All athletic facilities on the Medford campus are free when you present your Tufts ID. Facilities include playing fields, a 25-yard swimming pool, four indoor tennis courts, two basketball courts, a 400-meter indoor track, fitness center, five squash courts, and a sauna. Reservations are required for authorized use of all playing fields and may be made by contacting Matt Malone (matt.malone@tufts.edu). Cummings School students can participate in the intramural sports program. Teams compete in the following areas: flag football, basketball, floor hockey, tennis, badminton, and soccer. For more information call (617) 628-5000, ext. 73232 or visit http://www.gotuftsjumbos.com/information/intramurals.

Tufts Mountain Club

The Tufts Mountain Club one of the largest student organizations at Tufts University. Based out of the Medford/Somerville campus, they run daily activities both locally and outside the Boston area that provide students the opportunity to get outdoors and/or enjoy some adventure activities. TMC posts all their upcoming trips on their “Trips Board” which can be found on their Facebook site https://www.facebook.com/tuftsmountainclub/.

b. Cummings Support Center (CSC)

The Cummings Support Center, located on Capt. O’Brien Road next to the Center for Animals and Public Policy, houses our career counseling program. This program is intended to assist students in learning about veterinary career options and making mentoring connections with veterinary professionals and Cummings School alumni who can provide perspective and guidance. Guidance is available from the point of choosing selectives and summer opportunities in first and second years of the curriculum, through choosing fourth year
electives and negotiating internship and job applications.

The Cummings Support Center also houses our counseling service, which provides which includes on-site assessment, free, confidential one-on-one counseling with licensed clinical social workers (up to six sessions per issue), and referrals to off-campus resources. Counseling appointments are available three days each week and include evening options. As an extension to our counseling service, students can access free, confidential support from professional therapists 24 hours/day, 7 days/week via the Talk One2One program by calling 800-756-3124.

c. Bursar’s Office and Billing Policy

The Bursar’s Office bills and collects student tuition and fees. The Grafton office is open Wednesdays 9AM to 1PM (subject to availability) and is located in the Campus Police Building. Semester statements are due the first week of August for the fall term and the first week of December for the spring term. You will receive your statement electronically through Tufts eBill. Payments can be made directly at the Grafton Bursar’s office, online through Tufts eBill, or mailed to Tufts University, Bursar’s Office, P O Box 3475, Boston MA 02241-3475.

All students must receive financial clearance from the Bursar’s office in order to register for classes. Accounts not paid or settled by the due date may be subject to a late fine. If you have questions about your bill, please contact the Bursar’s Office at (617) 636-6551 or hsbursar@tufts.edu. More information about fiscal services can be found on the Bursar’s website: http://finance.tufts.edu/controller/bursar/generalinfo/

Under S2248 PL 115-407 Section 103, Tufts will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the balance not covered by VA benefits is still expected to be settled by the due date.

d. Webster Library

The Webster Family Veterinary Library is located in the Franklin M. Loew Veterinary Medical Education Center on the Grafton campus, and is open Monday through Thursday, 8:00 a.m.-11:00 p.m., Friday, 8:00 a.m. – 8:00 p.m., Saturday, 9:00 a.m. - 5:00 p.m., and Sunday 12:00 p.m. - 11:00 p.m. Holiday and summer hours are posted on the website: https://vetlibrary.tufts.edu/about/hours.

Library services include research assistance, interlibrary loan, and laptop checkout. Access to the Tufts Libraries online catalog, electronic journals, and databases is available on and off-campus 24/7. Interlibrary loan services facilitate borrowing from most other major biomedical and academic libraries. Printing is available for students with a JumboCash account using the Tufts ID. See http://dining.tufts.edu/?pid=71&c=9 to set up an account.

The library’s collection of print journals is arranged alphabetically on the second floor. Other in-house library materials -- books, reserve readings, reference, audiovisuals, and laptops -- are located on the main level. The library also holds the 6000-volume John A. Seaverns Equine
Collection.

To borrow books or laptops, students must present their Tufts IDs at the Circulation Desk. The wireless network provides additional flexibility for laptop users.

For more information call (508) 839-7957, email webvet@tufts.edu or visit the library’s website https://vetlibrary.tufts.edu/.

e. Varis Campus Center (VCC)

Cummings School students and employees can access the campus center 24 hours/day, 7 days/week. After 7 p.m. and before 6:00 a.m., building access will only be available at the front porch door; entrance can be gained using your ID at the card reader. Elms Café is found within the Varis Campus Center and offers breakfast and lunch.

f. Fitness Room

This facility is located in the basement of the VCC. Prior to using any fitness equipment, you should consult your physician to be sure you are in good health.

- There is no attendant on duty; users must take responsibility for their own safety. We recommend that you do not use the facility alone.
- Immediately stop using and report any defective equipment or other concerns to Linda Mayo at 508 839-8733.
- The fitness center is restricted to Cummings staff, faculty, and students only.
- In the event of an emergency please push the panic button, and/or contact TUPD at X66911.
- Equipment is reserved for student use between the hours of 12:00 – 1:00 p.m. during the academic year. At other times of the day, any member of the Cummings School community may use equipment on a first-come-first-served basis.
- When others are waiting, 30 minutes is the maximum length of time permitted for fitness equipment use. A sign-up sheet is available for individuals waiting for equipment.
- Between the hours of 7:00 p.m. and 6:00 a.m., individuals who wish to use the fitness room must notify campus police at ext. 84900 when they arrive and when they leave.
- Equipment must be wiped down after each use. Spray cleaner and paper towels are provided for this purpose.
- Lockers are provided for individual fitness room users. Locks must be removed when the individual leaves the fitness room/locker room area so that others may use the lockers.

g. Student Office

A sign-up sheet will be posted outside of the office for student groups to reserve office time.
File cabinet space and mailboxes will be provided for student organizations upon request. SAVMA has oversight of space and mailbox assignments.

h. Student Lounges

The lounge on the south side of the building has been designated as a “quiet space” for study and quiet small group discussion. While a second television is available in this lounge, it should only be turned on if others in the room agree.

The lounge on the north side of the building (with television and game tables) is for socializing and relaxing.

Students are responsible for overall cleanliness of the lounges. This includes putting trash and food into proper receptacles, cleaning the refrigerator and microwaves, wiping-down tabletops so they are free of crumbs, cups, food wrappers, etc.

Problems with equipment/games (TV, game tables) should be reported to Student Affairs Office: 508 839-8733. Students’ personal belongings may not be left in lounges.

i. Newspapers

The Tufts Observer, an undergraduate newspaper, is available at the Health Sciences Library. This paper contains listings of events on campus, including films which can be seen for a general admission fee and a Tufts ID, theater, guest speakers, concerts, etc., as well as a calendar of Boston entertainment. This listing of Boston happenings can be supplemented by the "Calendar" section of Thursday's Boston Globe as well as the Boston Phoenix. The Observer will tell you about issues and news of the Medford campus, and the Worcester Telegram & Gazette has information about events in the Central Massachusetts area.

j. Parking Services

There are selected areas on the Grafton campus designated for student parking. Parking permits can be purchased online: https://access.tufts.edu/parking-permits and the charge for Grafton student parking permits is $15.00. Students will receive a campus map designating those areas in which students are permitted to park. Permits must be purchased annually. Also, at this time, out of state or country vehicles may be registered for student exemption stickers by filling out the required Commonwealth of Massachusetts forms. Information can be obtained in the Grafton campus police station—see location in the Campus Police section below.

k. Campus Police

The Tufts University Police are responsible for safety and security on the Grafton campus and are on duty 24 hours a day, 7 days a week. The University Police Station is located in the Central Services Building, Grafton campus. You should phone the police at 508-839-5303 (x66911 on campus) in any emergency or to report all suspicious activities. Please call (508) 887-4900 (x84900) for non-emergency matters, such as lockouts, safety escorts, past reports of a crime, information requests, or after-hours facility requests. For Public Safety/Auxiliary
Services, please call 508-887-4392 (x84392). Public Safety/Auxiliary Services include parking issues, ID cards, key requests, or card access requests/problems.

The Tufts University Police derive their police authority from the Commonwealth of Massachusetts. This authority enables the police to make arrests for any criminal offenses committed in or upon lands or structures owned, used, or occupied by Tufts University. All Tufts University Police Officers are armed.

All Tufts Police Officers must attend a police academy that is certified by the Massachusetts Criminal Justice Training Council. Candidates must pass a background investigation, psychological test, fitness test, physical exam, and mandatory yearly drug testing.

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

Students are required to report all injuries, accidents, or other police or medical related incidents, regardless of how minor to the Tufts Police Department. Students may, at any time, also request assistance in matters of room lockouts, lost or found property, or maintenance problems occurring after 5:00 pm and on the weekends, and campus-wide escorts. The police department recommends that you travel in pairs, especially after dark, and be aware of what is going on around you.

For lockout requests, you will be required to produce your university ID card to the responding officer. ID cards are issued by the the Public Safety Auxiliary Services division upon your initial employment or enrollment at the Cummings School.

1. Escort Service – “Go Safe Rides”

Safety escorts to the parking lots is provided 24/7. Call 8-4900 to make arrangements when you are ready to leave. Try to travel in groups, especially at night, and be aware of what's going on around you. Solicitors are not allowed in school buildings.

k. Voter Registration Forms

Massachusetts voter registration forms are available in the Student Affairs Office. These are to be used for Massachusetts residents to register to vote and/or change their name or address for voter registration.

30. ALCOHOL AND DRUG POLICIES

a. Policy on Alcohol

Alcohol may be permitted on campus with prior notification to and approval from the Assistant Dean of Student Affairs. The group hosting the event will be required to hire a TIPS-certified,
insured bartender when alcohol will be served on campus. In addition, a one-day permit for the Town of Grafton and a Campus Police detail officer must be secured for the duration of the event. The Student Affairs Office will assist student groups with these requirements and must receive three weeks’ notice of such events to allow time to obtain the required permit.

Students may not serve alcohol at functions on Tufts property without prior notification to the Assistant Dean for Student Affairs. Please refer to the Policy on Alcohol section on page 16 for more information.

b. Drug-Free Campus Program (see Appendix 3: University Policies)

The Drug-Free School and Communities Act Amendments of 1989 require that Tufts have a program to prevent the unlawful possession, use and or distribution of illicit drugs and alcohol by students and employees.

The illicit use of drugs and alcohol can seriously impair health and safety. The University is committed to addressing and preventing illicit drug use and alcohol abuse within the community. All students are urged to familiarize themselves with our Drug-Free Campus Program which is sent to Tufts students annually.

c. Medical and Recreational Marijuana Policy

Although Massachusetts state law permits the possession and consumption of limited quantities of marijuana in certain circumstances, under federal law, marijuana is still considered an “illegal” Schedule I drug pursuant to the Controlled Substances Act and is prohibited under the Drug Free Communities and Schools Act as well as the Drug Free Workplace Act. Thus, federal law prohibits the possession or use of marijuana on Tufts University property and at University sponsored events—whether on or off campus or for medical or recreational use.

32. PRESS POLICY FOR GRADUATE AND PROFESSIONAL STUDENTS

Tufts University and Cummings School maintain and foster many relationships with reporters, and other members of the news media, including those in print, broadcast, and online media. We regularly provide experts from within our faculty as sources for the news media, and our most seasoned faculty experts often work directly with the press. As a result, Tufts University and its schools receive positive attention relating to the clinical, research, and professional activities of its faculty and also of its graduate students and post-docs.

To effectively manage these media relationships, we rely on professionals in Tufts University’s Office of Public Relations. It is their responsibility to ensure that the interests of the University and its schools, faculty, and students are successfully met when a reporter is gathering information for a story. The public relations team at the University works to ensure that your clinical work, research, or other professional activities relating to Tufts are represented fairly and accurately. In addition, we want to try to ensure that information about Tufts is presented
factually (that the School name is given as Cummings School of Veterinary Medicine, for example, or that you are a student at Cummings School). These details may not be foremost on the reporter’s mind, but we care a great deal about these pieces of identifying information. Many of our students are involved with research or other work that major media wish to highlight, and this is often the best type of visibility and promotion for Tufts. Because it is visibility for Tufts, our public relations staff members need to be involved in interaction with news media. The public relations team is here to help you assess potential media opportunities and work effectively and comfortably with journalists.

Therefore, if you are approached by a media outlet regarding your studies, research or work at Tufts, it is important to contact the Office of Public Relations. Students who are contacted by media outlets regarding their work should also let faculty members with whom they collaborate know about such inquiries.

If you are contacted by a reporter, and before you are interviewed or provide information, please contact Associate Director of Public Relations Tara Pettinato, 508-839-7910, taraneh.pettinato@tufts.edu. If she is unavailable, Deputy Director Patrick Collins (617-627-4173) or another colleague in the Office of Public Relations will be able to assist.

31. POLICY ON PETS

Pets are not permitted in classrooms, hallways, laboratories, or elsewhere on the Grafton campus. For more information on the University-wide policy regarding service and assistance animals and for information about the presence of pets on other campuses, please see: http://oeo.tufts.edu/policies-procedures/pet-policy/

32. USE OF ANIMALS IN TEACHING (refer to Appendix 2)

33. SOCIAL MEDIA POLICY

a. Overview and Scope

Blogs, social networks and other marketing communications tools such as Facebook, Twitter, Google+, LinkedIn, Snapchat, Pinterest and YouTube present new and different ways of communicating with your friends, colleagues and the public at large. As a member of the Cummings School of Veterinary Medicine’s community, you are encouraged to use these tools to share your knowledge, expertise and creativity, as well as connect with others with common interests. This document contains policies and guidelines for responsible use of these new and emerging tools that will help you use them effectively and within university guidelines, as well as protect the clients, research and clinical programs, and the community and educational offerings of the Cummings School of Veterinary Medicine.

The Social Media Policy & Guidelines outlines best practices and rules for use of internet-based
social media tools by students, faculty and staff at the Cummings School of Veterinary Medicine. Guidelines for both personal and institutional presences are covered in the Policies and Guidelines section.

b. Policies and Guidelines for Social Media

General Guidelines
Social networks and other online media are a very popular mode of engagement and two-way communication. Social networks provide great tools that aid communication, outbound marketing, education and collaboration with others. Given the nature of social networking, two-way and real-time communications, these new forums introduce the potential for significant risks associated with inappropriate use. Following guidelines and training, as well as using sound common sense and professionalism, can minimize this risk.

Cummings School relies on its students, faculty and staff to ensure the trust and support of the communities it serves. While Cummings School encourages the use of social networking to enhance open communications with several key audiences, we expect these communications will reflect the highest standards of our institution and support the privacy and trust of our students, clients, and research partners.

Cummings School’s social media policy is aligned with the social media policies of Tufts University (https://communications.tufts.edu/policies-guidelines/tufts_socialmediapolicy/), which advises social media users/developers to abide by all Tufts University policies governing employees, student privacy and confidentiality.

If there were one rule of thumb governing the use of social media among Cummings School's community, it is this: think twice, post once. Although many sites allow an individual to “delete” posts after they are submitted, significant damage to your reputation and the school’s reputation can be done when this happens. Since text, pictures, videos and other user-submitted content can spread rapidly through the internet, one should never assume that content can be permanently retracted. Simply put, if you would not want your parents, clients, prospective employer, classmates or neighbors reading it on the front page of a newspaper, don’t post it.

Adhering to these guidelines will help to ensure that you uphold the reputation of the University, Cummings School, your colleagues, and yourself.

Responsibility

- Follow all applicable University policies. This includes, but is not limited to, policies regarding maintaining client confidentiality, professionalism, conduct, ethics, sexual harassment, responsible use standards, social networking site guidelines, copyright, and intellectual property.

- There is no such thing as a truly "private" social media site: search engines can turn up posts
years after the publication date, comments can be forwarded or copied, and archival systems save information even if you delete a post.

- Be respectful and professional to fellow employees, students, competitors and clients. Do not post derogatory comments about any of these groups—or anyone else.

- Do not post school-related information that may compromise our organizational practices, client privacy, respect for animals, or security. Take care not to violate intellectual property, copyrighted or trademarked information.

- Remember that once you publish something through social media, you lose a degree of control over your message. Before you post something, be certain that you are prepared to share it with a potential audience of millions.

- You are responsible for what you post both on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

- Make sure that you have all the facts before you post. Cite and link to your sources whenever possible. If you make an error, correct it quickly and visibly; doing so will earn you respect in the online community.

- Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on both you and the Cummings School and may result in liability for either/both parties.

**Transparency**

- Use your University affiliation appropriately. Where your connection to Cummings School of Veterinary Medicine is apparent, make it clear that you are speaking for yourself and not on behalf of the School.

- If you communicate publicly on online about Cummings School-related matters, disclose your connection and role.

**c. Protection of Private Information**

Posting, releasing, or otherwise disclosing photos, identifiable descriptions, images, or records on social media of the educational, clinical, or research activities of the Cummings School is strictly prohibited. This includes, but is not limited to:

- Photos or descriptions of client-owned animals, wildlife patients and school-owned animals without the consent of the animal’s owner(s), faculty attending veterinarian, and either the Marketing Director or Associate Director of Public Relations;

- Photos or descriptions of research activities, without the permission of the funding source, Associate Dean for Research, and the Marketing Director or Associate Director of Public Relations;

- Photos or descriptions of animals at the Tufts Wildlife Clinic, without the written consent of the clinic director and Marketing Director or the Associate Director of Public Relations;
• Photos or description of activities within the McGrath Anatomy Lab. Any photos and/or videos taken in class (with advanced permission of faculty) may only be used for personal use to help advance studies.

• On-campus or Tufts-sanctioned event photos without written consent of those depicted;

• Information that would compromise the security or operation of Cummings School;

• Photos or descriptions of client-donated or other animals in the pathology section or Anatomy Laboratory;

• Disseminating or describing copyrighted intellectual property or trademarked information;

• Descriptions or accounts of student examinations or other academic evaluation tools;

• Description of personal information about students, colleagues, clients, or research partners without their consent.

Material violating these guidelines will be removed by Tufts University. Please notify the Marketing Director at 508-887-4307 right away should you find material that violates these rules.

d. Personal Accounts

For any personal online activity, use a personal e-mail address (not your tufts.edu e-mail address) as your primary means of identification. Just as you would not use Tufts University stationery for a letter to the editor with your personal views, do not use your University e-mail address for personal views. Similarly, please review the Information Stewardship Policy as it pertains to use of Tufts computer and network resources for non-Tufts use.

• Discussions regarding client-owned animals, client-donated cadaver or necropsy subjects, research studies and other protected and proprietary information are prohibited, even if all identifying information is excluded.

• Under no circumstances should photos of school-owned animals, client-owned animals or the clients themselves, client-donated cadaver or necropsy subjects, patients, research subjects, volunteers or cadavers, including photos depicting any body parts of these individuals, be displayed unless specific written permission to do so has been obtained and submitted in advance to the Marketing Director or Associate Director of Public Relations.

• If you identify yourself as a member of the Tufts community via your personal social media presence(s), please clarify that you are sharing your views as an individual, not as a formal representative of Tufts. In addition, never conceal your identity for the purpose of promoting Tufts through social media.

• It is strictly forbidden to use the Cummings School and/or Tufts name to promote or endorse any product, cause, political party, or candidate.

• Avoid conflicts of interest and maintain a distinction between your personal identity and the identity you represent on behalf of the university.
e. Contact Information
For questions related to the Social Media Policy and Guidelines please contact the Office of Academic Affairs.

f. Related Resources
Tufts Social Media Guidelines http://webcomm.tufts.edu/socialmedia

34. CUMMINGS SCHOOL SAFETY PROGRAM
The primary goal of the Safety Program is to provide a safe work and learning environment for all Tufts faculty, staff, students, and our communities. The Safety Program is a series of practices and protocols that, when followed properly, will give members of the Tufts community the skills needed to protect themselves, others, and the environment, as we work and study potentially dangerous organisms and processes. The Safety Program is run by the Office of Environmental Health and Safety (EH&S) which provides training and information on all aspects related to safety.

a. Biohazards in Teaching Laboratories
The Alden Laboratory (TL-011) in the Loew Center is the location of several teaching laboratory sessions, which include the use of infectious agents that are BL-2 level biohazards. These laboratories include those in the Microbiology Laboratory course, the Urinary Pathophysiology laboratory, and various sessions of the Hemic Lymphatic and Clinical Pathology course. The syllabus for each laboratory has appropriate instructions for managing the biohazard involved, and students and laboratory workers in the course must be notified of any biohazard by the Course Director, as well as of appropriate means to prevent infection.

Because the exposure is limited to BL-2, the Tufts University Safety Office has developed a protocol for disinfection of the laboratory surfaces, in conjunction with the Course Directors and the Office of Academic Affairs. After disinfection, the laboratory may be used for other purposes. AT NO TIME, IS EATING OR DRINKING TO OCCUR IN THIS LABORATORY SPACE, EVEN AFTER DISINFECTION. Signs have been posted informing people entering the room of the need for such caution.

In other sections of this handbook we provide a summary taken from the Biosafety in Microbiological and Biomedical Laboratories manual, compiled by the CDC, NIH and the US Department of Health and Human Services. All persons who are in any BL-2 laboratory must follow standard BL-2 safety precautions. In addition, all persons must be warned by the Course Director or instructor of the potential for exposure to these pathogens via the oral route of transmission, thus indicating strict hand-washing and keeping of hands away from the mouth.

b. Basic Laboratory Safety
There are four types of laboratories: research, testing, teaching, and clinical. While the facility, materials, equipment, and procedures are often similar, the health hazards vary considerably from minimal to severe. Making new and untested materials or equipment or developing new procedures all with unknown hazard, is common in the research laboratory, while teaching, testing, and clinical laboratories use highly tested and calibrated equipment and procedures whose hazards are documented. Before performing a research, experiment or conducting a laboratory exercise, the student plans each step of the procedure, knows the hazard of all equipment and materials, and knows the protective actions (safety goggles, lab coat, protective gloves) to take. The laboratory supervisor or instructor is the primary source for safety information, supported by Tufts Environmental Health and Safety.

For more information on basic laboratory safety, please refer to “Tufts University Research and Laboratory Safety Guide” located at http://publicsafety.tufts.edu/ehs/research-and-laboratory-safety-guide/

c. Biological Safety

The objective of the Tufts Biological Safety Program is to prevent occupationally-acquired infections by reducing exposure to infectious agents, recombinant DNA organisms, human blood, blood components or potentially infectious materials, and primary and established human and primate cell lines. Due to the nature of the infectious agents that are studied in the laboratory, Tufts University will require that all persons who are in any BL-2 lab follow standard BL-2 safety precautions such as:

d. Standard Laboratory Practices

- Wash hands after entering and before exiting the laboratory.
- Tie back long hair; do not wear dangling jewelry.
- Do not bring food, gum, drinks (including water), or water bottles into the laboratory.
- Do not touch the face, apply cosmetics, adjust contact lenses, or bite nails.
- Do not handle personal items (cosmetics, cell phones, calculators, pens, pencils, etc.) while in the laboratory.
- Keep door closed while the laboratory is in session.
- Minimize the use of sharps. Use needles and scalpels according to appropriate guidelines and precautions.
- Use proper transport vessels (test tube racks) for moving cultures in the laboratory and store vessels containing cultures in a leak-proof container when work with them is complete.
- Notify your supervisor of all spills or injuries.
- Immune-compromised students (including those who are pregnant or may become pregnant) and students living with or caring for an immune-compromised individual are
advised to consult physicians to determine the appropriate level of participation in the laboratory.

e. Personal Protection Requirements

- Wear laboratory coats.
- Wear closed-toe shoes that cover the top of the foot.
- Wear gloves when handling microorganisms or hazardous chemicals.
- Wear safety goggles or safety glasses for normal laboratory procedures involving liquid cultures that do not generate a splash hazard (e.g., proper pipetting, spread plates, etc.). Use safety goggles and face shields or safety goggles and masks when performing procedures that may create a splash hazard. If work is performed in a biological safety cabinet, goggles, and face shields/masks do not need to be worn.

f. Radiation Safety

Radiation sources such as radioactive materials and radiation producing machines are utilized by veterinarians, students, and staff for the purpose of diagnosing or healing ailments for animal patients in a veterinary health clinic. Often these sources are chosen because of their unique radiation characteristics. Common radiation sources emit ionizing radiation, such as x rays and gamma rays, or non-ionizing radiation such as lasers and MRI machines. However, there are health risks associated with receiving uncontrolled doses of these radiations.

Radiation Safety is a discipline that analyzes the effects of radiation and determines acceptable dose and implements effective protective measures as needed. Radiation Safety at Tufts is achieved through the efforts of professional staff including instructors and qualified operators of radiation producing equipment and materials, the Tufts Radiation Safety Committee, and the Tufts Radiation Safety Officer. Consult the Tufts Radiation Safety Manual and Laser Safety Manual for advice and guidance on best practices and procedures to follow when working with and around x-ray machines, irradiation devices, nuclear medicine imaging and lasers. (http://publicsafety.tufts.edu/ehs/files/TULaserSafety2014v3.0.pdf).

g. Safe Small and Large Animal Handling Methods

Veterinarians and veterinary medicine students are dedicated to the diagnosis, treatment, and rehabilitation of animals-pets, zoo animals, farm animals, and wild animals. Do not rely on the owners’ statements about the aggressiveness of the animal. Crowded, stressed, frightened, injured and sick animals may behave in unpredictable ways and in ways the owner may not have experienced. Animals can bite, scratch, kick, and move without warning. Observe the animal carefully for signs of stress and fear and avoid creating stress and fear by keeping your body out of range of the face and paws of the cat or dog. Crouch but do not sit on the floor to
handle the dog or cat because you need to be able to move fast! Verbal, physical, and drug restraints should be avoided if safe; however, these are humane and may be necessary for the protection of the patient and the veterinarian and staff. Protective gloves, leathers, and face shields may be needed when handling animals in a clinic setting. It is an important skill to diagnose and treat animals and at the same time maintain control of the animal and protect yourself and others from injury and disease.

35. COMMITTEES WITH STUDENT PARTICIPATION

Cummings School recognizes the importance of student representation on the various committees that make decisions which directly affect student life. Student representatives will be nominated through the student government organization and must be in good academic standing. The nominees are then presented to the Dean and Executive Faculty Board for approval. If the Board rejects a nominee, the student government will nominate another student.

Elected student representatives are eligible to vote in committee deliberations. Each class which is not represented by a voting member may designate one student observer for each standing committee on which students are authorized to sit. Observers will have the right to attend all meetings, and to be heard on questions which are before the committee. However, such observers will not have voting privileges, and will not be counted for the purposes of determining the presence of a quorum unless the elected student representative is absent, in which case the student observer will fulfill the duties of the elected studentmember.

Following is a description of those Standing Committees which include student representatives:

a. Admissions Committee (2 student representatives)

The Admissions Committee is composed of 16 faculty members, the director of admissions, the Assistant/Associate Dean for Academic Affairs and 2 student representatives. This committee is responsible for developing policy, and procedures governing admissions and readmissions of student to the DVM degree program of the School subject to approval of the Executive Faculty Board. The Committee interviews selected prospective students and recommends candidates to the Dean.

b. Advanced Education Committee (1 graduate student representative)

This Committee is responsible for developing policy and procedures for the graduate degrees and research programs of the School, establishing thesis guidelines and procedures, approving thesis projects, and accepting the final thesis. The Committee has the authority to implement these policies and procedures subject to the review of the Executive Faculty Board.

c. Animal Welfare Committee (2 student representatives)

The Animal Welfare Committee is composed of 5 faculty members and 2 students. This Committee has delegated its responsibility to review and make recommendations on the use of animals in the Cummings School's teaching and research programs to the Institutional Animal Care and Use
Committee. All basic science and clinical projects utilizing animals (other than for the express benefit of the animal) are subject to such review. This committee recommends guidelines and policy to the Executive Faculty Board.

d. Curriculum Committee (3 student representatives)
The Curriculum Committee is composed of 10 faculty members and 1 student representatives from each of the DVM program first, second and third years (3 students in total). This committee makes recommendations to the Executive Faculty Board on the Cummings School’s educational policies, the content of the curriculum, contact hours and credit assignments for courses, and arrangement of the schedule. In concert with the Cummings School’s administration, this committee evaluates the quality, effectiveness, and breadth of the educational program.

e. Student Ethics and Grievance Committee (1 student representative)
The Student Ethics and Grievance Committee is composed of 6 faculty members and 1 student representative. This committee is responsible for recommending action in cases of student disciplinary problems (exclusive of academic deficiency) and maintaining the honor code. This committee also hears student grievances concerning individual or school related matters and makes appropriate recommendations to the relevant standing committee(s), the Executive Faculty Board, or the Dean.

The Committee is also responsible for dealing with problems relating to chemical dependency in the student body.

f. Student Promotions Committee (1 student representative)
The Student Promotions Committee is composed of 7 faculty members, the Assistant Dean of Student Affairs, the Assistant/Associate Dean for Academic Affairs and 1 student representative. This committee is responsible for developing standards, policies and procedures for student promotion in the DVM program; evaluating all student records to determine conformity to those standards; recommending repetition of course materials, and probationary status or dismissal in cases of academic deficiency; granting or denying re-examinations; and recommending students for academic awards and graduation.

OTHER COMMITTEES INVOLVING STUDENT PARTICIPATION

g. Financial Aid Advisory and Appeals Board (2 or 3 student representatives)
The Board is responsible for reviewing and recommending policies for the administration of financial aid programs, establishing Cummings School priorities for the distribution of student aid funds, and encouraging support for scholarship funding. The Financial Aid Advisory & Appeals Board serves as the final appeal body for students with grievances relative to the awarding of funds, or general administration of the financial aid program.
The Board is not a Standing Committee established through Cummings School's Bylaws. Therefore, student representation is not determined through the election procedure prescribed by the by-laws.

Please note: The Dean may appoint one non-faculty member to each standing committee who shall have full voting rights in committee deliberation.

h. Student Professional Conduct Committee (2 student representatives per class)
The SPCC serves two major roles. The first is to actively promote the new student honor code on campus and the second is review cases of alleged professional misconduct. The committee also acts as a resource for any questions or concerns regarding professionalism. Student committee members will be given the opportunity to attend mediation training to help manage any presented cases.

The committee will meet at least twice a semester to review general business and as needed to review cases. The SPCC will have access to a faculty advisor and the support of the faculty Student Ethics and Grievance Committee (SEGC). Two student representatives will be elected per DVM class. The student representative of the SEGC will also have automatic membership to the Student PCC. In addition, two committee members “at large” will be selected by the SEGC from those students who expressed an interest in serving but were not elected as class representatives. A chairperson for the committee will be selected by the SPCC from one of the second-year students.

APPENDIX 1: STUDENT CODE OF ETHICAL PRACTICES AND PROFESSIONAL CONDUCT

Guidelines for Professional Student Conduct
Cummins School of Veterinary Medicine at Tufts University strives to attract and train students who have a core ethical foundation and the capacity to reflect this in ethical professional behavior. Ethical professional behavior as a student is the foundation for continued ethical behavior as a member of society. Matriculation at the Cummings School is not a right, but a privilege. The School reserves the right to condition attendance upon adherence to these guidelines in order to protect its ability to maintain its standards in educating students and function as an educational, research, and service institution. Accordingly, all students who enroll in the School agree to be governed by these guidelines and to accept all final disciplinary actions taken by the School pursuant to them. For the purposes of this handbook a student is defined as any individual enrolled in and attends any course with associated course credits at the Cummings School.

The guidelines are available online in the Academic Affairs Handbook. It is the responsibility of every student to review these professional conduct guidelines before beginning formal educational activities, and it is the responsibility of the School to ensure that students understand the guidelines. Entering students are asked at orientation to sign a statement indicating that they have read, understand, and will abide by these guidelines as a Cummings School student. A copy of each student’s signed agreement is retained in his or her permanent record.

Professional conduct during enrollment at the Cummings School is a critical component of academic learning. As a distinct entity within the University, the Cummings School has established these guidelines of professional conduct for guidance and protection of students in two circumstances:
1. While they are enrolled as a student in the School
2. After they have left the School in matters pertaining to their credentials, transcripts, and degrees that have been granted by the School

These guidelines are written to promote a sense of intellectual honesty, trust, responsibility, and professionalism among students, faculty, and staff of the Cummings School.

a. **PART I: SUBSTANTIVE PRINCIPLES**

**GENERAL PRINCIPLES**

The Student Ethics and Grievance Committee has formulated this Student Code of Ethical Practices and Professional Conduct. This Code and this Handbook, established by faculty and student representatives, shall serve as a set of ethical and professional standards which all students will be expected to use as a guide for acceptable conduct. This Code shall also serve as the set of substantive and procedural rules which the Student Ethics and Grievance Committee (SEGC) will apply in counseling students regarding appropriate ethical and professional conduct.

Neither this Code, nor this Handbook is intended to contain an exclusive or complete list of standards, violations of which could result in discipline. Although they contain those principles, which in the view of the Committee, should be sufficient in the great majority of cases for the great majority of students, no set of standards can anticipate all types of inappropriate or unacceptable conduct. The SEGC reserves the right to counsel and discipline students regarding conduct in violation of fundamental standards of morality, decency and professionalism even if prohibition of some kind of conduct is not specifically mentioned in this Code.

It should be understood that these guidelines represent standards for which to strive, and that not every infraction will necessitate formal investigation by the SEGC. It should also be recognized that these guidelines cannot anticipate every potential offense, and that unethical behavior not specifically mentioned can be investigated. Specific incidents will be considered in the context in which they occur. In addition, the magnitude and repeat nature of infractions will be taken into account.

The SEGC has no intention of interfering with the private and essentially personal conduct of students. However, this Code and this Handbook are not restricted to behavior occurring on School or University property, or relating immediately and directly to School or University functions or events. The Cummings School must protect its ability to function as a respected educator of students. The School is further obligated to the veterinary profession to confer the degree of "Doctor of Veterinary Medicine" only on those who are fit to practice veterinary medicine and uphold the ethical principles of the profession. Certain kinds of behavior (e.g., the commission of felony crimes, habitual and chronic use of illegal drugs, cruelty to animals) can reflect an unfitness to practice veterinary medicine, and can compromise the ability of the School to train respected professionals, even when and where such behavior is not directly related to School affairs. Accordingly, the substantive principles of the Code are divided into two different parts - "Ethical Practices" which pertain to School and University functions and events, and "Principles of Professional Conduct" which pertain to broader moral and professional standards expected of Cummings School students. The "Principles of Professional Conduct" in this Code are, to a large extent, patterned after rules found in the veterinary practice acts of the various states. A school which is entrusted with the task of training veterinarians must recognize that technical expertise, alone, is not sufficient for the competent veterinarian. An understanding of ethics forms the foundation for any veterinarian's conduct.

The substantive rules contained in this Code of Ethical Practices and Professional Conduct are mandatory; each student will be expected to act in accordance with them. The SEGC, however, shall exercise their discretion, based on its evaluation of the facts and needs of each particular case, in determining what, if any, counseling or disciplinary action is appropriate.

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The procedures contained within this Code are the *only* vehicle for the discipline of students. No course instructor shall attempt or threaten to use grades, or any other means suitable to the academic evaluation of students, to discipline or otherwise admonish any student.

Rules and standards of this Code are often phrased in the negative, as prohibitions. This is the nature of a disciplinary code and does not mean that most students need prohibitions to guide their behavior, or that most of the actions prohibited in the Code are likely to occur. Indeed, it is because students are *assumed* to act honorably and decently that it is easier to formulate a brief list of prohibitions rather than a long list of the types of honorable conduct. Moreover, although the SEGC exists, in part, to impose discipline for inappropriate conduct, the Committees are *not* an adversary to the student body. Wherever possible, the SEGC will seek to counsel students in disciplinary matters, or to refer grievances and complaints from individual students or the student body concerning School matters. It is part of the function of the Committees to keep open avenues of communication among students, faculty, and staff so that the School will be a better place for all to learn, teach, and further the practice of veterinary medicine.

**ETHICAL PRACTICES**

The following conduct is prohibited and can result in counseling or disciplinary action by the SEGC:

1. Receiving, or giving to, or seeking assistance from any student or person; consulting notes, or any written, printed, or electronic material during any in-class or take-home examination, quiz, or exercise without the permission of the course director or appropriate instructor. Please note that the use of cellular or wifi enabled devices during exams is strictly prohibited except when explicitly approved by the course director.

2. Taking or attempting to take, removing, stealing, obtaining and/or copying any course related materials, including examinations, in an unauthorized manner. This includes, but is not limited to, exams that clearly state the exam is not to be removed from the Student Affairs Office or classroom, and/or when a course director, faculty member, or proctor indicates either verbally or in a written form that such a policy exists.

3. Presenting another's words or ideas as one's own in any thesis, paper, report or presentation without proper attribution or engaging in other actions of academic dishonesty. Taking an examination or completing an assignment for another person.

4. Take all examinations when scheduled, unless appropriately excused. Excused absences include only student illness documented by a physician or serious illness or death in the immediate family. Students may not delay taking examinations for the sole purpose of gaining academic advantage over colleagues. Repeated failure to take examinations or to complete any required exercises for any reason except illness or other extenuating circumstances shall be investigated by the Academic and Student Affairs Offices.

5. Theft or unauthorized use of, or malicious or unwarranted damage to, or destruction of property belonging to Tufts University, a member of the School or University community, or a guest or veterinary client of the School or University or their affiliates.

6. Failure to adhere to regulations of the University, Health Sciences, or Cummings School Libraries, including but not limited to theft, or unauthorized use of books and journals, unauthorized removal of reserved materials or examinations placed in the Webster Library for the use of students.

7. Failure to adhere to regulations governing the use of School or University property, and failure to follow the directions of security officers and/or responsible School and University personnel relating thereto.

8. Taking or attempting to take, steal, or obtain in an unauthorized manner any material pertaining to a class, including but not limited to anatomic specimens and displays, instructional materials, and other laboratory equipment. This includes unauthorized use of or alteration of electronic material.

9. Failing to follow prescribed laboratory or clinical protocols and procedures or instructions, thereby endangering the health or safety of other persons or of animals.
10. Alteration or falsification of academic, research, or patient documents. Failure to safeguard the confidentiality of patient information, including paper or computerized records and verbal communication.

11. The employment of fraud, misrepresentation, or deception in the completion of any School or University record, form or inquiry.

12. Violence or the threat of violence to any person.

13. discourteous, disrespectful, or unlawful behavior.

14. The employment of fraud, misrepresentation, or deception in any application for, or in connection with, financial aid (including loans, scholarships, grants and work study programs) from the School or University.

15. Repeated failure to take any examination(s), or to complete any required exercise(s) for any reason except illness, or other extenuating circumstances.

16. Late arrival to classes, examinations, and clinical rotations. Attendance policies are set by the individual course and rotation directors.

17. Unexcused failure to appear for, and complete all duties pertaining to, all clinical rotations for any reason except illness or other extenuating circumstances.

**PRINCIPLES OF PROFESSIONAL CONDUCT**

The following actions can be grounds for disciplinary actions by the SEGC:

1. Conviction in any state or federal court of a felony, or of a crime involving moral turpitude.

2. Conviction or violation of any state or federal law regulating the possession, use, or distribution of any narcotic drug or controlled substance.

3. Inebriation during professional activities or use of illegal drugs.

4. Conduct constituting the illegal (unlicensed) practice of veterinary medicine, as defined by the Statutes of the jurisdiction in which such conduct occurs.

5. Conduct constituting cruelty to animals, as defined by the Anti-Cruelty to Animals Statutes of the jurisdiction in which such conduct occurs.

6. Act in a discriminatory manner toward any persons based upon race, religion, gender, sexual orientation, disability, age, nation of origin, or socioeconomic status.

7. Conduct reflecting unfavorably on the profession of veterinary medicine.

Such conduct shall include, but is not limited to the following:

a. Knowingly making any false or fraudulent statement, written or oral, in connection with the student's providing veterinary services or care.

b. Discourteous or disrespectful behavior to any client of any hospital, clinic, or institution for which the student is engaged in veterinary services or care.

c. Intentional or negligent mistreatment or neglect of any animal for which the student is providing veterinary services or care.

d. Intentional or negligent dereliction of duty to a veterinarian in any veterinary hospital, clinic, or office in which the student is engaged in veterinary services or care.

e. The employment of fraud, misrepresentation, or deception in connection with an application for a certificate of registration to practice veterinary medicine.

**b. PART II: PROCEDURES AND PENALTIES**

**GENERAL PRINCIPLES**
This part of the Student Code of Ethical Practices and Professional Conduct sets out guidelines which will normally be followed by the Student Ethics and Grievance Committee (SEG) in deliberations concerning possible violations of the Code. The Student Ethics and Grievance Committee shall be free to adopt additional procedures not inconsistent with these guidelines in order to facilitate its consideration of disciplinary matters.

The Student Ethics and Grievance Committee (SEG) is a standing committee of the Cummings School, whose members include faculty, staff, and one elected student; SEG is responsible for recommending action in cases of student disciplinary problems. It also hears student grievances concerning individual or school-related matters, and makes appropriate recommendations to relevant standing committees, the Executive Faculty Board, or the Dean.

It should be noted that the Cummings School Bylaws assign the task of making the actual decision concerning discipline to the Executive Faculty Board (EFB). The EFB is the senior policy-making body of the School. The Board is made up of elected faculty and appointed administrators within the School. It is the function of the Student Ethics and Grievance Committee to make recommendations concerning discipline to the Board. The Board will reach its own conclusions about whether there has been a violation of this Code, and about any appropriate penalty. It is the decision of the Executive Faculty Board, and not any recommendation of the SEG which constitutes a disciplinary decision. In its deliberations, the Executive Faculty Board is not bound by the rules or procedures of the SEG; the Board will function pursuant to its own procedures.

**DISCIPLINARY PROCEDURE**

The procedure whereby students may be disciplined pursuant to this Code consists of seven steps or stages: Inquiry or Complaint; Investigation; Hearing Procedure; Adjudication; Recommendation; Decision; and Appeal.

1. **Inquiry or Complaint**
   a. A Complaint is a statement made to the SEG that, in the complainant’s opinion, a violation of the Code has occurred, and the committee should investigate the alleged violation.
   b. An Inquiry is a request to determine whether an infraction of the Code has occurred. Inquiries may be made in the same manner and by the same persons as Complaints. Inquiries should be made only when the inquirer cannot assert that a violation of the Code has, in fact, occurred; but has a good faith belief that a violation may have occurred, and that further investigation is justified.
   c. A Complaint or Inquiry may be made by any Cummings School student, faculty member, staff member, or officer of the University Police. Person’s outside of the Cummings School may report alleged violations to someone qualified to make a Complaint, and the latter may then make a Complaint.
   d. A Complaint may be made in writing and/or verbally to any member of the SEG, or may be addressed to the committee as a whole.
   e. A Complaint or Inquiry should normally be brought within one year of the knowledge of an alleged violation, except in extraordinary circumstances.

2. **Investigation**
   a. Within two (2) weeks of receipt of a Complaint or Inquiry, the SEG shall begin its investigation of the allegations or inquiries therein.
   b. The SEG shall have the authority to ask for written statements from and / or to appear before it any person who may have knowledge of, or who may shed light upon the alleged violation of the Code.
c. In cases of allegations of academic or ethical misconduct involving one or more students in one of the non-DVM graduate programs brought to the SEGC for investigation, the SEGC will notify the involved graduate program director(s) and AEC chair, without including student names, that an investigation involving one of their students is in progress. When the SEGC investigates an ethics allegation involving one or more students in a graduate program a faculty and graduate student representative proposed by the AEC chair and mutually agreed upon by the SEGC chair, will join the SEGC as ad hoc non-voting members during the investigation and deliberation. The faculty representative will also join the SEGC chair when meeting with the EFB to discuss any positive findings or penalty recommendations.

d. The SEGC shall not begin a full-scale investigation of any Complaint or Inquiry unless a majority of those members present vote that such an investigation is warranted. If it appears that the allegations of a Complaint or Inquiry are without merit, or cannot be reasonably substantiated, the SEGC may, by a majority of those voting members present, dismiss the Complaint or Inquiry and conclude the proceedings in the student's favor. In this case, the person making the original Complaint or Inquiry will be notified of this conclusion.

3. Hearing Procedure
a. The student about whom a Complaint or Inquiry is made will be informed in writing of the type of allegation (Complaint or Inquiry) and the substance of each allegation at least seven days before hearing of the Ethics and Grievance Committee (SEGC).

b. The chairperson of the SEGC shall meet before the hearing with the student about whom a Complaint or Inquiry is made to review the procedural rules and the general substance of the allegation.

c. The student about whom the Complaint or Inquiry is made shall be given the opportunity to appear, in person, before the Committee in order to present one’s position.

d. Legal counsel representing the student is not permitted to be present during any of the SEGC’s proceedings. However, the student may be accompanied by a fellow student and/or a member of the faculty for the purpose of advice and assistance at the time that s/he appears before the SEGC. Such other persons will not be afforded the opportunity to question witnesses or to address the SEGC. The student shall be questioned by the SEGC and shall be given full and complete opportunity to make any statement and to provide any evidence to the SEGC. The student may also call witnesses or other persons (e.g., character references) before the SEGC.

e. The SEGC shall not attempt to prove that a violation of the Code occurred but shall impartially evaluate Complaints or Inquiries. Accordingly, no member of the SEGC shall present any case against the accused to the SEGC. However, all members of the SEGC may ask any questions of any witness or pertaining to any evidence.

f. The SEGC is not bound by the Rules of Evidence and may hear any testimony or consider any evidence which it deems relevant or significant.

g. No recording or transcript of the investigatory stage of the proceedings will be made. The Clerk of the Committee shall take routine minutes.

h. The student may request a second hearing with the SEGC if they would like to bring further evidence or information in his/her defense.

4. Adjudication
a. Adjudication is the process by which the SEGC determines what, if any, recommendations(s) to make to the appropriate standing committees or to the Executive Faculty Board.
b. Adjudication shall be divided into stages: first, a determination of whether the student has violated the Code; and second, a determination of appropriate action or penalty.

c. The SEGc shall vote separately on the questions of whether there has been a violation of the Code, and on an appropriate action or penalty. In order for the SEGc to find that there has been a violation of the Code, or for the SEGc to recommend an action or penalty to the Executive Faculty Board, three-fourths of the voting members of the SEGc who are present must vote that there has been such violation, or in favor of such action or penalty.

d. If the SEGc fails to vote that there has been a violation of the Code, or fails to vote for an action or penalty, no action shall be taken and the matter shall be considered closed. Until such time as a recommendation may be made to the Executive Faculty Board or to another standing committee, neither the SEGc nor any member thereof shall inform any member of the Executive Faculty Board of the pendency of the disciplinary proceedings. If the SEGc cannot reach a three-fourths affirmative vote that there has been a violation, or on an action or penalty, and for this reason fails to make a recommendation to the Executive Faculty Board, there will be no notation in the student’s record that disciplinary proceedings have occurred. The fact of such proceedings may not be considered in any subsequent disciplinary proceedings(s) against the student, and the proceedings will remain confidential. If a case is dismissed by the SEGc the accused student and complainant will be notified of the decision within 48 hours. Regardless of the outcome, the SEGc will report the results of their investigation, to the relevant program director(s) at the completion of the case. This includes the Associate Dean for Academic Affairs for the DVM program and the AEC chair for non-DVM student graduate programs.

e. The student will not be present during the SEGc’s adjudicatory deliberations. In the interest of assuring free and open discussion by the SEGc, the student will not be informed about what was stated by members of the SEGc during discussion leading up to the vote. Nor shall the Clerk of the Committee take minutes of this discussion, aside from noting how each member of the SEGc voted, and noting the final directions of the SEGc regarding the content of its report to the Executive Faculty Board.

5. **Recommendations**

a. Any determination that, in the SEGc's view, a student has violated the Code and that appropriate action or penalty should be ordered by the Executive Faculty Board shall be transmitted to the Clerk of the Executive Faculty Board within two (2) weeks of the SEGc's determination. The SEGc's recommendations shall be in writing, shall be signed by the Chairman, and shall contain a report summarizing the SEGc's reasons for finding that there has been a violation of the Code, and for recommending an action or penalty. The SEGc's report may contain any supporting material that would be useful to the Executive Faculty Board in making its decision.

b. The SEGc's report shall include the date of the vote, whether the Code was violated, and the recommended action or penalty.

c. Any member of the SEGc, including members who voted against the determination that the Code was violated, or the recommended action or penalty, may submit a statement explaining one’s vote or position, and such statement(s) shall be included in the report transmitted to the Executive Faculty Board.

d. A copy of the SEGc’s report shall be given to the student.

e. If the SEGc finds there is no violation of the Code, it has the authority to advise a student concerning the standards of conduct required by the Code.

6. **Decision**
a. The Executive Faculty Board shall meet in Executive Session to discuss and render the final
decision on whether a violation of the Code has occurred and a decision of the appropriate
action or penalty. If the Executive Faculty Board determines that a violation of the Code has not
occurred, there shall be no mention in the student's Cummings School record of the disciplinary
proceedings.

b. The Executive Faculty Board may render a decision based on the report of the Ethics and Grievance
Committee or may send the matter back to the Ethics and Grievance Committee for further
investigation.

7. Appeal

a. The student may appeal any final decision of the Executive Faculty Board to the Dean of the
Cummings School.

b. If the student wishes to appeal, s/he must, within two (2) weeks of receipt of the Executive Faculty
Board's final decision, notify the Dean, in writing, that an appeal is to be made.

c. The Dean shall receive the complete file of the Student Ethics and Grievance Committee on the
matter under appeal.

d. The Dean may request and/or hear and/or review any additional evidence or testimony, which the
Dean deems relevant.

e. The number of appeal meetings with the Dean for any given case may be limited at the Dean’s
discretion.

f. Legal counsel representing the student is not permitted to be present during the appeal meeting.
However, the student may be accompanied by a fellow student and/or a member of the faculty for
the purpose of advice and assistance at the time that s/he appears before the Dean. Such other
persons will not be afforded the opportunity to question witnesses or to address the Dean.

g. The Dean may affirm the decision of the Executive Faculty Board or may make a different
determination about whether there has been a violation of the Code, or about the appropriate
action or penalty. Any such determinations shall constitute the ultimate disciplinary decision.

h. If the Dean determines that no violation of the Code has occurred, there shall be no mention of the
disciplinary proceedings in the student's Cummings School record.

ACTIONS AND PENALTIES

The following are the actions and penalties which the Ethics and Grievance Committee may recommend to the
Executive Faculty Board, and which may be imposed by the Board or the Dean for violations of this Code. This is
not an exhaustive list; it is only a guide for the Ethics and Grievance Committee, the Executive Faculty Board,
and the Dean. Any action or penalty may be imposed if it is deemed appropriate, under the circumstances, by
the Ethics and Grievance Committee, the Executive Board and the Dean.

1. Counseling. The student will be counseled by the SEGC, or by some person(s) appointed or authorized
by the SEGC. This order by the Executive Faculty Board that a student be counseled will not be noted
on the student's Cummings School record.

2. Oral Reprimand Without Notation in the Student's Record. The student will be required to appear
before the Ethics and Grievance Committee; and will be read, orally, a reprimand. Neither the fact of
the reprimand nor its content will be noted in the student's Cummings School record.

3. Repeat of Examination. The student will be required to repeat the examination or other course
exercise in connection with which the violation of the Code occurred. At the discretion of the
Executive Faculty Board, the disciplinary proceedings and action may or may not be noted in the student's Cummings School record.

4. **Written Reprimand.** The student will receive a written reprimand by the SEGC, signed by the Chairman. A copy of the written reprimand will be included in the student's Cummings School record.

5. **Repeat Course in Same Academic Year.** The student will be required to repeat the course in connection with which the violation of the Code occurred. The student will be permitted to do so in the same academic year (e.g., during a vacation) in which the course was originally taken.

6. **Repeat Course in Subsequent Academic Year.** The student will be required to repeat the course in connection with which violation of the Code occurred, but will be required to do so in a subsequent academic year. The Student Promotions Committee and the Executive Faculty Board shall determine whether the student can be permitted to advance to the subsequent year's curriculum while repeating the course.

7. **Permanent Transcript Notation of an Ethics Code violation.** If a permanent notation to the student academic transcript is recommended the standard terminology of “Ethical and Professional Misconduct” is recommended.

8. **Probation.** The student will be placed on probation for a specified period of time. During such time, the student will remain under the continuing observation and supervision of the Ethics and Grievance Committee. The SEGC may take appropriate steps, including requiring the student to appear regularly before the SEGC or a designated member(s), to assure itself that the student is acting in accordance with the Code. If the student fails to fulfill the directives of the SEGC during this time, the SEGC may recommend to the Executive Faculty Board that another action or penalty be imposed.

9. **Restitution.** Where the student has damaged, converted, or otherwise impaired the value of the property of the Cummings School, a Cummings School affiliate, the University, or members or clients thereof, the student may be required to make adequate restitution to the injured party. Restitution may be ordered concurrently with any other action or penalty. At the discretion of the Executive Faculty Board, restitution may be in the form of monetary compensation or service to the injured party. If restitution accompanies an action or penalty, which will not be mentioned in the student's Cummings School record, the fact that restitution was ordered shall not be noted in the record.

10. **Suspension.** The student will not be permitted to continue as a registered student at Cummings School for a specified period of time. At the expiration of this time period, the student can request to be re-enrolled. The student will receive credit only for those courses have been completed and passed prior to suspension. At the discretion of the Executive Faculty Board, the student may be permitted to complete courses in progress, the current semester, or the current academic year before beginning the term of suspension.

11. **Probated Suspension.** The student will be adjudged to be suspended for a specified period of time. However, the student will not, in fact, be suspended and will be permitted to continue the curriculum but will be placed under the supervision of the Ethics and Grievance Committee. If the student violates the Code during the period of probated suspension or fails to fulfill the directives of the SEGC during this time, the student shall then be suspended for the amount of time directed by the original order of suspension.

12. **Expulsion with Possibility of Re-application.** The student will be dismissed from the program. However, the student will be permitted to reapply for admission to Cummings School through, and subject to all the conditions of, the regular admissions process.
13. **Final Expulsion.** The student will be dismissed from the program, and will not be permitted to re-apply or re-enroll.

14. **Probated Expulsion.** The student will be adjudged to be expelled with the possibility of re-application, or to be finally expelled. However, the student will not, in fact, be expelled but will be placed under the supervision of the Ethics and Grievance Committee for a specified period of time and permitted to continue the curriculum. If the student violates the Code during this time or fails to fulfill the directives of the SEGC, the original order of expulsion will be imposed.

All penalties which appear subsequent to "Repeat of Examination" on the above list of actions and penalties, with the exception of Restitution, must be noted in the student’s Cummings School record.

**APPENDIX 2: USE OF ANIMALS IN TEACHING**

**a. Animal Use for DVM Training**

Prospective DVM students frequently have concerns about the use of animals in veterinary education, as well as how they can learn various veterinary skills and procedures without harming animals. Over the years, Cummings School of Veterinary Medicine at Tufts University has prided itself in offering a curriculum of the highest possible quality both educationally and ethically.

The care and appropriate use of teaching and research animals is an issue of primary importance at the Cummings School. The use of animals for teaching and research is regulated at the federal, state, local, and institutional level. At the Cummings School, the Laboratory Animal Medicine Section (LAMS) in the Department of Environmental and Population Health is responsible for providing animal husbandry and veterinary care services, facilitating teaching and research activities using animals, and maintaining compliance with all government regulations and institutional policies.

At the federal level, the Animal and Plant Health Inspection Service (APHIS) of the U.S. Department of Agriculture (USDA) enforces regulations implementing the Animal Welfare Act (AWA). The Cummings School submits annual animal usage reports to the USDA and receives unannounced site inspections at least once per year. As an institution receiving federal research funding, the Cummings School is also subject to the Public Health Service Policy on Humane Care and Use of Laboratory Animals administered by the Office for Laboratory Animal Welfare (OLAW) at the National Institutes of Health (NIH). The Cummings School submits reports to the NIH OLAW annually.

At the state level, the Massachusetts Department of Public Health (DPH) requires the Cummings School to obtain a license to use dogs and cats in teaching and research. The Cummings School submits annual animal usage reports to the Massachusetts DPH and receives unannounced site inspections conducted by the Animal Rescue League (ARL) or the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA) at least once per year.

Beyond meeting all federal and state requirements, Cummings School has attained voluntary accreditation by AAALAC, an independent and international accrediting organization assuring
application of the highest standards for research animal care and use. A comprehensive program description is submitted for review and followed by an extensive site inspection of all facilities. Program and facility reports are submitted annually. Re-accreditation, consisting of a complete program review and site inspection, occurs every three years.

At the institutional level, the Cummings School has formed an Institutional Animal Care and Use Committee (IACUC) to comply with Animal Welfare Act and Public Health Service regulations. The IACUC oversees the animal care and use program, research and housing facilities, and approves all animal use protocols. The IACUC reports to the Institutional Official of Tufts University. The IACUC reviews protocols at monthly meetings and conducts a program review and facility inspection at least twice a year. Institutional policies are administered through the Laboratory Animal Medicine Section.

The commitment to provide exemplary care and assure appropriate use of animals in our teaching and research programs is a priority for everyone at the Cummings School. Although every effort continues to be made to apply the alternatives concept (refinement, reduction, and replacement) to teaching and research programs at the Cummings School, our mission to train skilled veterinary practitioners requires the use of live animals for some aspects of the curriculum. Any student who has a question or concern regarding the care and use of animals at the Cummings School is encouraged to contact the Course Director and the Director of LAMS at any time.

With the elimination of terminal small animal surgery elective laboratories, we have completed a transition of our veterinary medical curriculum to one that strongly encourages that healthy animals involved in the teaching program not be subjected to invasive or terminal procedures. This program was a first for a US veterinary school.

There are some exceptions to this guideline. Healthy animals are used for teaching examination, restraint and medication techniques. An elective bovine surgery course is conducted on owner-leased animals with the owner’s consent and approval. The surgery performed (omentopexy) offers significant potential value to the animal by preventing future digestive problems; this surgery is not commonly performed as a preventive measure in most practices. Students also are taught to perform common agricultural animal husbandry procedures, which are part of the normal management of those species. Further, there are occasional laboratories in which animals destined for euthanasia after being in a research protocol, or during which large animals selected for cull and slaughter undergo medical or surgical procedures under anesthesia, after which they are euthanatized while still under anesthesia.

b. Animal Use in Specific Courses

Anatomy: Formal anatomy training involves dissecting several species of animals - dogs, cats, horses, and ruminants - in the first year. Informal opportunities exist throughout all four years to observe and study normal as well as abnormal anatomy during treatment and examination
of patients in the hospital and wildlife clinic, and in pathology.

In order to supply cadavers for the anatomy laboratories in the first year, Cummings School has established a client-owned animal cadaver donation program whereby clients of the teaching hospital who are faced with the need to euthanize their dogs and cats for humane reasons may elect to donate their pet’s body for veterinary student training. This program benefits clients as well as students. Students are provided with the case record, so they can begin to integrate clinical material with didactic learning at the earliest possible time in their training. They are reminded, through use of a loved, client-donated pet, of the importance and strength of the human-animal bond. Clients who choose to participate in the donation program have the satisfaction of knowing that their thoughtfulness will help train a future generation of caregivers. All dogs and cats used for anatomy training have been obtained through the client donation program since 1997.

In the past, horses for the anatomy laboratory were purchased from a local dealer, in lieu of being shipped many hundreds of miles to slaughter. They are anesthetized under the supervision of a veterinarian using a current practice standards method for large animal anesthesia and then humanely euthanized while under anesthesia prior to embalming for the laboratory. This process is being discontinued for AY 2018-19 and an alternate approach is being explored.

Small numbers of other species used for anatomy training are acquired from a variety of sources. They are all destined for euthanasia or slaughter locally and are sedated and euthanized under the supervision of a board-certified anesthesiologist prior to embalming for the laboratory. Currently, one cow and one pig are prepared as prosections for all students to study; goats are dissected by small groups of students.

Surgery Training: Sterilization of female dogs awaiting adoption at local shelters provides each student with practical surgery and anesthesia experience during Year II. Suturing laboratories are also offered during the curriculum, as well as orthopedic surgery laboratories, using either cadavers from client-donated pets euthanatized for medical reasons or bone models.

An elective omentopexy laboratory is included in the Bovine Procedures course with heifers from a local dairy herd which board at Cummings until they are old enough to be bred. The heifers undergo a prophylactic omentopexy which benefits the animals by preventing displaced abomasum. Following recovery, the heifers are artificially inseminated and returned to a production setting.

Clinical Skills and Procedures: Clinical Skills laboratories are held in the first and second years, and veterinary procedures laboratories are conducted in the third year. During these laboratories, students observe and learn to perform a wide variety of procedures that are either part of normal animal husbandry, or are necessary to prevent, diagnose and treat disease in a wide variety of domestic, farm, and wildlife species.

In some cases, the procedures are part of the normal physical examination, palpation, and restraint of the species. For farm animal species, whenever possible, preventive medicine
techniques such as intravenous, subcutaneous, and intramuscular injections, passage of a stomach tube, and artificial insemination are coordinated with regularly scheduled herd-health visits. In no case are healthy animals sacrificed or subject to major invasive techniques to teach these procedures. Cadavers of animals that died or were euthanatized for medical reasons are used for any procedures that are highly invasive, e.g., dentistry, equine nerve blocks, bone marrow aspiration, chest tube placement, thoracocentesis, and transtracheal aspiration.

APPENDIX 3: TUFTS UNIVERSITY POLICIES

a. Drug-Free Campus Program

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

The illicit use of drugs and alcohol can seriously impair the health and safety of members of the Tufts community and their families. The University is committed to addressing and preventing illicit use and alcohol abuse within the University community. There are substantial health risks and legal consequences that stem from alcohol and drug abuse. All students and employees are urged to read the information enclosed.

Health Risks

Alcohol and substance abuse are a national public health concern. The health risks associated with the illicit use of drugs and alcohol abuse are described in the enclosed chart on CONTROLLED SUBSTANCES – USES AND EFFECTS and in the enclosed STATEMENT ON ALCOHOL EFFECTS.

Counseling and Treatment for Alcohol and Other Drug Abuse

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

b. Students/Student Assistance Program (SAP)

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Health Education</td>
<td>627-3861</td>
</tr>
<tr>
<td>Tufts Health Service</td>
<td>627-3350</td>
</tr>
<tr>
<td>Tufts Counseling Center</td>
<td>627-3360</td>
</tr>
<tr>
<td>Psychiatrist, University Health Service</td>
<td>627-3350</td>
</tr>
</tbody>
</table>

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

Student Advisory and Health Adm. Office (All Schools) 636-2700
Resource for Impaired Students Committee (Medical) 636-6534
Massachusetts Dental Society (Dental) (508) 651-7511

In addition, the Student Affairs offices within each of the schools and the University Chaplain’s office are available for referrals to the other resources in the community.

c. Standards of Conduct

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

d. Disciplinary Sanctions

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

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

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

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

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

Massachusetts imposes criminal penalties for the possession and/or distribution of controlled substances, or drugs, without valid authorization, with penalties varying as to the type of drug. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.
Under both Massachusetts and federal law, penalties for possession, manufacture, and distribution are greater for subsequent convictions, including mandatory prison terms and the full minimum term must be served.

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

Persons convicted of drug possession under state and federal law are ineligible for federal student grants and loans for up to one year after the first conviction and up to five years after the second.

The penalty for unlawful distribution of drugs is loss of benefits for five years after the first conviction and for a longer period after the second.

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

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

f. Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that the children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

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

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

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

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

18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

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

<table>
<thead>
<tr>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils,</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and</td>
</tr>
<tr>
<td>Depressants</td>
<td>Stimulants</td>
<td>Hallucinogens</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Nausea</td>
<td>Sweating</td>
<td>Anxiety, insomnia, tremors, convulsions, possible death</td>
</tr>
<tr>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
</tr>
<tr>
<td>Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Longer, more intense “trip” episodes, psychosis, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td></td>
<td>Withdrawal syndrome not reported</td>
</tr>
</tbody>
</table>
### Federal Trafficking Penalties – Marijuana

<table>
<thead>
<tr>
<th>DRUG</th>
<th>QUANTITY</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
</tr>
</thead>
</table>
| Marijuana  | 1,000 kg or more mixture, or 1,000 or more plants | - Not less than 10 years, not more than life  
- If death or serious injury, not less than 20 years, not more than life  
- Fine not more than $4 million if an individual, $10 million if other than an individual | - Not less than 20 years, not more than life  
- If death or serious injury, mandatory life  
- Fine not more than $8 million if an individual, $20 million if other than an individual |
| Marijuana  | 100 kg to 999 kg mixture, or 100 to 999 plants | - Not less than 5 years, not more than 40 years  
- If death or serious injury, not less than 20 years, not more than life  
- Fine not more than $2 million if an individual, $5 million if other than an individual | - Not less than 10 years, not more than life  
- If death or serious injury, mandatory life  
- Fine not more than $4 million if an individual, $10 million if other than an individual |
| Marijuana  | more than 10 kg hashish, 50 to 99 kg mixture  
more than 1 kg of hashish oil, 50 to 99 plants | - Not more than 20 years  
- If death or serious injury, not less than 20 years, not more than life  
- Fine $1 million if an individual, $5 million if other than an individual | - Not more than 30 years  
- If death or serious injury, mandatory life  
- Fine $2 million if an individual, $10 million if other than individual |
| Marijuana  | 1 to 49 plants; less than 50 kg mixture        | - Not more than 5 years  
- Fine not more than $250,000, $1 million other than individual             | - Not more than 10 years  
- Fine $500,000 if an individual, $2 million if other than individual       |
| Hashish    | 10 kg or less                                  |                                                                           |                                                                           |
| Hashish Oil| 1 kg or less                                   |                                                                           |                                                                           |

### g. Office of Equal Opportunity (OEO) Policies

The Office of Equal Opportunity (OEO) exists to ensure that the University’s commitment and goals toward equal opportunity are integral components of Tufts’ policies.

We further this mission by ensuring that the University maintains compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX, through complaint resolution, programming and outreach. OEO cooperates with members of the Tufts community to resolve complaints of discrimination, sexual harassment, and sexual misconduct, and set forth University policies and guidelines that pertain to these areas of conflict. We also ensure that the University maintains compliance with all federal, state, and local laws pertaining to affirmative action.

OEO is guided by the University’s commitment to and desire for a truly integrated, interactive, productive, successful, diverse student, faculty, staff body, and community members.

The OEO website contains policies and procedures related to Non-Discrimination, Americans with Disabilities Act, Sexual Harassment, and Sexual Misconduct, and includes lists of resources on all Tufts campuses, as well as guidance on reporting incidents of misconduct.
h. 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. Please follow link for details of the complete policy.  
http://sites.tufts.edu/ttam/policy-statement/

i. Tufts Weapons Policy

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

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

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

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

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

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

**Authorized Activities**

Exceptions to this policy are:

Authorized law enforcement officers or military personnel, in performance of their official duties, and to the extent that they are legally permitted to possess weapons in the Commonwealth of Massachusetts.

Weapons on display as objects of artistic, decorative, historical or cultural value, provided that such weapons are secured in such a way as to prevent access to the weapon or removal of the weapon by unauthorized persons, and in the case of mechanical, electronic, or chemical weapons, rendered inert and inoperable. The Director of Public and Environmental Safety must approve such use in writing.

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

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

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

Requests for Exceptions

Exceptions to this policy will be rare and granted only under extraordinary or unusual circumstances. Exception requests must be made in writing to the Director of Public and Environmental Safety or their designee. The Director or their designee will review the request in consultation with appropriate university officials and will respond with their decision. Exceptions cannot be lawfully granted for those weapons described as dangerous weapons unlawfully carried under Massachusetts General Law (MGL) Chapter 269, Section 10.

Sanctions

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

Questions about the Applicability of this Policy

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

j. Campus Gatherings, Demonstrations, and Disturbances

These guidelines clarify the University policy on "Gatherings, Demonstrations, and Disturbances," a copy of which may be obtained from the Dean of Students Office.

Tufts University believes free inquiry and expression are indispensable in attaining the goals of the University, encourages members of the University community to develop the ability to exercise critical judgment and supports the rights of the individual to express their views and opinions.

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

The University respects the rights of members of the Tufts community to peaceful and non-obstructive demonstration for the purpose of expressing and discussing ideas and opinions and seeks to ensure reasonable time, place, and manner for such expression. Examples of behavior that violate university rules include the following:

1. Interference with students, faculty, staff, or visitors to the campus who are seeking to perform their various duties. Blocking, directly or by crowding, an entry to a university building and/or creating excessive noise which interferes with sanctioned activities constitute disruption.

2. Intimidation of students, faculty, staff, or visitors to the campus. Examples of intimidation include the following:
   a) Causing or attempting to cause physical injury
   b) Physically preventing or attempting to prevent use of a university facility
   c) Threatening by words or actions, either of the above

3. Destruction of, damage to, or unauthorized access to property, records, documents, files, etc., of the university or of members of the university community.

4. Unauthorized entry to a non-public area, a private office, or to a university facility declared closed by the university and/or refusal to leave when asked. Such behavior constitutes trespassing.

5. Failure to identify oneself when asked by a university official or university police officer.

6. Disregarding requests by a university official to disperse or preventing an official from carrying out their responsibilities to enforce those rules.

7. Aiding and abetting others in violating these rules.

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

k. Use of Tufts University Name and Insignias

The name “Tufts University” and how it is used affects both the institution as a whole and the
individual members of the University community. Appropriate use of the name and insignias can benefit all, while inappropriate use may reflect negatively on both the institution and its individual members.

Because of the far-reaching implications, oversight regarding the use of the University’s name and insignias, and the names of individual schools within the University (including web domain names that incorporate “Tufts” or the name of a Tufts school) will be conducted on an institutional level according to the principles and guidelines outlined in this policy. Please refer to the full policy here.

The Office of University Counsel will coordinate all requests for use of the Tufts name and insignias, which are trademarks of the University. The Office of University Counsel is located in Ballou Hall, Third Floor, Medford, MA 02155 and requests for approval can be emailed to nameuse@tufts.edu. The Senior Vice President for University Relations is the individual responsible for making final decisions on use of the Tufts name and insignias, including the names of individual units of the University.
**APPENDIX 4: ACADEMIC CALENDAR**

**Cummings School of Veterinary Medicine at Tufts University**

**DVM Academic Calendar 2021-2022**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>16</td>
<td>3rd Year classes begin</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>1st Year TVOP (Tufts Veterinary Orientation Program)</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>1st Year orientation</td>
</tr>
<tr>
<td>September</td>
<td>25</td>
<td>1st Year classes begin</td>
</tr>
<tr>
<td>October</td>
<td>6</td>
<td>Labor Day; no classes</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Research Day; alternative schedule</td>
</tr>
<tr>
<td>November</td>
<td>11</td>
<td>Indigenous Peoples’ Day; no classes</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Veterans’ Day; no classes</td>
</tr>
<tr>
<td></td>
<td>24-26</td>
<td>Thanksgiving recess; no classes</td>
</tr>
<tr>
<td>December</td>
<td>17</td>
<td>Fall term ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter break begins</td>
</tr>
<tr>
<td>January</td>
<td>3</td>
<td>Classes resume; spring semester</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Martin Luther King, Jr. Day; no classes</td>
</tr>
<tr>
<td>February</td>
<td>21</td>
<td>Presidents’ Day; no classes 1st &amp; 2nd Year</td>
</tr>
<tr>
<td></td>
<td>21-25</td>
<td>3rd Year Spring Break</td>
</tr>
<tr>
<td>March</td>
<td>14-18</td>
<td>1st and 2nd Year Spring break</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>3rd Year White Coat Ceremony</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Late 3rd Year Clinics begin</td>
</tr>
<tr>
<td>April</td>
<td>18</td>
<td>Patriots’ Day; no classes</td>
</tr>
<tr>
<td>May</td>
<td>22</td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>1st and 2nd Year Spring term ends</td>
</tr>
<tr>
<td>June</td>
<td>30</td>
<td>3rd Year Academic term ends</td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>4th Year clinics begin</td>
</tr>
</tbody>
</table>

* Academic calendars are subject to change.
APPENDIX 5: CAMPUS MAP OF TEACHING SPACES