

# Graduate Student Handbook 2015–2016

Graduate School of Arts and Sciences

School of Engineering

College of Special Studies



# academic calendar

## Fall Term 2015

Sep. 1	Tue.	New Graduate Student Orientation and Matriculation Ceremony
Sep. 1–4	Tue.–Fri.	New Graduate Student Registration
Sep. 3	Thu.	International Student Orientation
Sep. 3	Thu.	Research Assistant Orientation
Sep. 4	Fri.	Teaching Assistant Orientation
Sept. 7	Mon.	Labor Day (University holiday; no classes)
Sept. 8	Tue.	Classes begin
Sept. 8–22		GCAP registration
Sept. 22	Tue.	Last day to ADD courses
Oct. 12	Mon.	Columbus Day (University holiday; classes held)
Oct. 13	Tue.	Last date to DROP courses without record of enrollment
Oct. 20	Tue.	Last day to make up incompletes from the spring term
Nov. 2–13		Registration for Spring 2016 for graduate and certificate students
Nov. 10	Tues.	Substitute Wednesday's schedule on Tuesday
Nov. 11	Wed.	Veterans Day (University holiday; no classes)
Nov. 25	Wed.	Classes suspended
Nov. 26	Thu.	Thanksgiving (University holiday; no classes)
Nov. 27	Fri.	Classes suspended
Nov. 30	Mon.	Last day to apply for February graduation
Dec. 11	Fri.	Classes end; Last day to WITHDRAW from courses and receive a grade of W
Dec. 15	Tues.	Final exams begin
Dec. 22	Tue.	Final exams end

## Spring Term 2016

Jan. 8	Fri.	February degree candidates submit final thesis/dissertation and defense paperwork
Jan. 18	Mon.	Martin Luther King Day (University holiday; no classes)
Jan. 21	Thu.	Classes begin
Jan. 21–Feb. 4		GCAP registration
Feb. 3	Wed.	Faculty meet to recommend final February degree candidates to trustees
Feb. 4	Thurs.	Last day to ADD courses
Feb. 6	Sat.	Trustees vote on February degrees
Feb. 15	Mon.	Last day to apply for May graduation
Feb. 15	Mon.	Presidents' Day observed (University holiday; no classes)
Feb. 18	Thu.	Substitute Monday's schedule on Thursday
Feb. 25	Thu.	Last date to DROP courses without record of enrollment
Mar. 3	Thu.	Last day to make up incompletes from the fall term
Mar. 19	Sat.	Spring recess begins
Mar. 28	Mon.	Spring recess ends; classes resume
Apr. 4–15		Registration for Fall 2016 for graduate and certificate students
Apr. 18	Mon.	Patriots' Day observed (University holiday; no classes)
May 2	Mon.	May degree candidates submit final thesis/dissertation and defense paperwork
May 2	Mon.	Classes end; Last day to WITHDRAW from courses and receive a grade of W
May 6	Fri.	Final exams begin
May 13	Fri.	Final exams end
May 18	Wed.	Faculty meet to recommend final May degree candidates to trustees
May 21	Sat.	Trustees vote on May degrees
May 21	Sat.	GSAS and SOE doctoral hooding ceremonies
May 22	Sun.	Commencement

Foreign Language Examinations are given in September, November, January and April.

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# welcome from the deans

Dear graduate student:

We are pleased to give you a copy of the 2015–2016 Graduate Student Handbook, which we hope will help both new and continuing students navigate graduate student life at Tufts. If you are a new student we are delighted that you chose Tufts and we hope that your graduate study at Tufts will meet all of your expectations. If you are a continuing student we hope that the coming year will be rewarding and productive.

The Graduate Student Handbook describes the important “rules and regulations” for graduate study. Your closest ties are likely to be in your department, and in most matters we expect that you will want to turn to your adviser, or other faculty members for assistance. Many departments also publish their own handbooks for graduate students, and it is important you become familiar with that document. Occasionally, however, issues may arise that you would prefer to discuss with someone outside your academic life. The Dean of Student Affairs Office is a resource on campus that addresses these situations, and you are welcome to contact the office if you wish.

While your graduate activities will be based in your department, we encourage you to take advantage of the academic diversity of Tufts by broadening your graduate experience beyond your department, and even beyond your school. Cross-listed and interdisciplinary courses, and academic and professional workshops provide possible avenues to diversify your graduate experience, and we encourage you to explore, in consultation with your adviser, multidisciplinary opportunities for your graduate work at Tufts.

We always look forward to hearing from our graduate students. We wish you all the best in the coming year.

Robert Cook  
Dean, Graduate School of Arts and Sciences

Sinaia Nathanson  
Associate Dean, Graduate School of Arts and Sciences

Karen Panetta  
Associate Dean, School of Engineering

John Barker  
Dean of Undergraduate and Graduate Students

# academic policies

The Academic Policies section of this handbook is a statement of general principles and practices of the Graduate School of Arts and Sciences and the School of Engineering. To be informed of specific academic policies of your department or program, please consult your departmental or graduate program guidelines.

## Academic Standing

This document describes the formal requirements for graduate students to remain in good academic standing. All graduate students are expected to remain in good academic standing. In order to remain eligible to continue in a degree, certificate, or post-baccalaureate program and/or to receive various types of financial assistance, including federal aid, a graduate student must maintain good academic standing and be making satisfactory progress toward the degree or certificate. The faculty has adopted the following statement relative to academic standing and degree progress.

*Note: Honors standing is not given in the graduate school. The following are the minimum requirements; departments have the right to impose additional criteria for good academic standing.*

1. To remain in good academic standing a student may have only one grade lower than B-, or one Unsatisfactory (U), or one Incomplete (I) that remains incomplete for more than one semester.
2. Credit will be awarded only to credit-granting courses that receive a grade of B- or better or satisfactory (S).

3. Options for making up a grade less than B- or a U must be discussed and approved by the department. Courses for which a student receives a grade lower than B- may be retaken only once to achieve the credit. The original grade earned remains in the student's record.
4. Incomplete grades must be completed in accordance with the Policy on Incompletes detailed in this handbook on page 6.
5. The completion of all degree requirements, such as comprehensive, qualifying, and language examinations, must take place within the time limits established by the respective departments or programs and the Graduate School of Arts and Sciences or the School of Engineering.

Deviation from any of the above requirements or the departmental or program requirements constitutes evidence that the student is making inadequate degree progress and is no longer in good academic standing. The student will be officially notified of their status and thereupon the student will be dismissed unless recommended otherwise by the department and an exception is granted by the appropriate dean. The student will be informed of the recommendation. Only the dean of the Graduate School of Arts and Sciences and the associate dean of the graduate programs in the School of Engineering may dismiss an enrolled graduate student. In general, dismissal occurs following review by and vote of the department's graduate program committee. Students will be kept informed throughout these proceed-

ings. Students may appeal the decision in writing, within ten days of receiving notification of dismissal, to the Graduate School of Arts and Sciences Dean's Office or to the Dean of the School of Engineering. Please refer to the appropriate school's website for more information regarding the appeals processes.

If an appeal or an exception is granted, the graduate director or the department chair will meet with the student to develop a plan and a timeline to return to good academic standing. The set plan and timeline must be communicated to the appropriate Dean's Office.

Among the most common grounds for dismissal from the institution are the following:

- more than one grade not meeting the minimum standards described
- failure(s) to reach a departmental benchmark
- evidence that degree requirements will not be met within stated time limits
- academic dishonesty (more information on the Academic Integrity Policy is below)

## Academic Integrity

Students are expected to meet the highest standards of academic integrity. Plagiarism, fabrication, falsification, cheating, and other acts of academic dishonesty, or abetting the academic dishonesty of another will result in sanctions and may lead to academic dismissal. The Tufts booklet *Academic Integrity* provides a primer on ethical academic work. It also includes a description of

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computer ethics and the appropriate use of electronic resources. Students should familiarize themselves with the standards and policies outlined in this booklet, which is online at [uss.tufts.edu/studentAffairs/publications](http://uss.tufts.edu/studentAffairs/publications). Alleged violations of these policies will be considered and addressed within the Student Judicial Process.

## Policy on Incompletes

An incomplete may be awarded only if the student has done work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed in the time specified on the Incomplete Contract Form. It is the responsibility of the student to request an incomplete before the due date of the required work and sign the contract with the instructor of the course.

If an incomplete is granted, all work in the course must be completed on or before the date six weeks after the first day of classes in the subsequent semester (fall or spring only; summer terms excluded). If the student has completed the work within the stated time, it will be evaluated without prejudice. If a course is not completed by the designated time, the student will receive the default grade specified on the incomplete form.

## Residence Requirements

The residency requirement for doctoral students is one year of full-time study at Tufts.

Tufts will not award the doctoral degree to students whose dissertation research or writing was performed at another institution, unless they

were under the direct supervision of a Tufts-based faculty member.

The residency requirement for the master's degree programs is two terms of graduate study at Tufts.

## Time Limitations for Completing Degrees

Master's students must complete all degree requirements within five calendar years, except candidates for the M.F.A. degree, who must complete all degree requirements in two years. OTD candidates must complete all degree requirements within five calendar years. A Ph.D. candidate may take up to seven calendar years to complete all degree requirements. Certificate students are expected to complete the certificate requirements within four years of starting the program.

## Extension of Degree Time

A student should consider applying for an extension of time when he/she is actively working on program requirements and needs more time to complete them, but is confident that the work will be completed within the additional year if the extension is approved. Students should not request an extension of time if substantial progress cannot be made. If an extension is granted it is expected that students keep on schedule to complete degree requirements. To request an extension of time to complete the degree requirements, a student must complete the Request for Extension of Time form at [asegrad.tufts.edu/current-graduate-students](http://asegrad.tufts.edu/current-graduate-students) and submit it to his/her department for approval. This request must include a progress report of work completed to date, as well as a timetable for finishing all require-

ments. (See appropriate form.) A statement from the student's department chair and/or academic adviser must be submitted along with the request, addressing: 1) the practicality of the timetable submitted; and 2) the quality and current status of remaining requirements, including topics selected for projects, preliminary and qualifying review materials, theses, and dissertations. The student must then forward the request to the appropriate dean's office. It should be noted that requests for an extension of time are not automatically approved and are granted only in unusual circumstances. Extensions of time are approved only for one year. If the extension of time is not approved, the student's candidacy for the degree is terminated.

## Leaves of Absence

There are three types of leaves available to graduate students, which are detailed below. Students who are on leave are not charged tuition and fees and are not eligible for stipends. Funding upon return cannot be guaranteed; please speak with your program graduate director if you have questions. Student loan borrowers will receive exit interview and repayment information and may be required to begin making loan payments while on leave. Students who are not in good academic standing when taking a leave must have an academic plan upon their return to enroll in classes. This plan must be approved by their academic advisor and the respective dean before return. Please see the policy on academic standing on page 5. Students who are not in good academic standing are encouraged to discuss their academic situation with their advisor.

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Because leaves of absence can impact visa status and eligibility to remain in the United States, international students who are considering taking a leave should contact the International Center **before** any leave is authorized. **Personal** leaves of absence directly jeopardize an international student's ability to remain in the United States.

## *Personal Leave*

Graduate students may apply for a personal leave of absence in SIS. Students who have not successfully completed one semester of graduate study are typically not eligible to take a leave of absence. Personal leaves of absence will not be granted for periods of time of more than one year. If the student's request for a leave of absence is not approved, the student will be held to the original timetable for degree completion and, if time to degree completion has expired, the student's candidacy for the degree is terminated.

## *Parental Leave*

Graduate students may apply, in SIS, for a parental leave for one semester (fall or spring) for the birth or adoption of a child. The parent must be the primary caregiver of the child during the time of the leave. If granted, parental leave will not be counted toward the student's time to degree.

## *Medical Leave of Absence*

A Medical Leave of Absence is available for students who find it difficult to productively or safely manage demands of their academics, research, and campus life due to a health concern. The Dean of Student Affairs Office facilitates the medical leave process and approves medical leaves with input from the student's

treatment provider, who is either a University clinician or an outside clinician engaged in the care of the student. International Students who wish to request a medical leave should consult with both the Dean of Student Affairs Office and the International Center. Students are encouraged to discuss leave plans with their faculty advisor, academic department or dean.

Once the semester begins, an enrolled student interested in a medical leave must complete their request by the last day of classes that semester. A student may also take a medical leave prior to the beginning of the next semester if they have enrolled in courses but are unable to start classes.

Students on medical leave may not be on the Tufts campus, which means that they are typically unable to complete in-person coursework unless permission is granted by the Dean of Student Affairs Office. Additionally, students may not attend co-curricular activities at the University while on medical leave. This step ensures that students fully invest in addressing the health concern precipitating the leave.

The period of time a student is on a medical leave will not be counted toward the time the student is expected to complete the degree. However, students should work closely with their advisor and department to evaluate how a leave might impact their academic progress.

Please note that a student's medical leave status will not appear on their academic transcript. Additionally, students who are on leave are not charged tuition and fees and are not eligible for stipends.

A medical leave is indefinite in duration in order to allow a student to fully attend to health-related issues. Students return from medical leave by petitioning the Health Accommodations and Medical Leave Committee. This committee will review the student's re-entry materials to evaluate whether or not the individual is ready to resume their studies.

The Associate Dean of Student Affairs chairs the Health Accommodations and Medical Leave Committee, which may include the appropriate advisor, academic department representative or dean, member of the Dean of Student Affairs Office, Medical Director of Tufts Health Service, and designees from Counseling and Mental Health Services, Office of Equal Opportunity, Office of Residential Life and Learning, and Student Accessibility Services depending on the individual case. Cases reviewed by the committee include, but are not limited to:

- Requests to return from Medical Leave of Absence
- Requests for housing accommodations related to a documented disability (temporary or permanent), or a medical condition
- Requests to return from hospitalization

The medical leave protocol involves a number of steps. Understanding the financial and academic implications of any leave is important. Please know that Marisel Perez, Associate Dean of Student Affairs, will assist you in arranging your medical leave. You may reach Dean Perez at **marisel.perez@tufts.edu** or 617-627-3158.

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## Voluntary Withdrawal

Graduate students may voluntarily withdraw from their degree program at any time. Graduate students are encouraged to meet with their advisor and/or graduate program director before action is taken. As with taking a leave, international students must contact the Office for International Students before withdrawing from a program. A withdrawal can be requested in SIS. Once withdrawn from a program, the student must apply for and be granted reinstatement to the program before being able to register. Please see the reinstatement section of this handbook for further details.

## Reinstatement Policy

If a graduate student has not registered at Tufts for one or more semesters, or would like to return from leave but is not in good academic standing, and later decides to resume work in the degree program, he or she must be reinstated by the graduate school. In order to be reinstated, a student must request reinstatement from his or her academic program. The Request for Reinstatement form, [asegrad.tufts.edu/current-graduate-students](http://asegrad.tufts.edu/current-graduate-students), must be completed and forwarded to the academic program for consideration. The student's thesis or research advisor, the graduate program director, and the department chair must provide a statement supporting reinstatement and their signatures on the form. The signed form and supporting documentation should be forwarded to the Office of the Dean of the Graduate School of Arts and Sciences or the School of Engineering. A \$350 reinstatement

fee will be charged to all graduate students who re-enroll in the graduate school.

*For Graduate School of Arts and Sciences students:* If a student was in good academic standing when withdrawn and wishes to be reinstated, the reinstatement may be approved by the dean. If a student was not in good academic standing when withdrawn, or was withdrawn due to reaching the time limit for completion of degree, reinstatement requires approval by the Executive Committee. Reinstatement requests must be received by August 15, December 15, or April 15 to be considered for the following semester.

*For School of Engineering students:* Reinstatement will be a decision by the department and its graduate committee and will have to be approved by the associate dean of graduate engineering.

## Transfer of Credit

Students in the Graduate School of Arts and Sciences and the School of Engineering may apply for transfer credit for graduate-level courses taken at Tufts or at other institutions. (Certificate students and students in the public policy program may not transfer in courses taken outside of Tufts.) It is recommended that students apply for transfer credit at the beginning of their graduate program. **Students request transfer of credit in SIS.**

Where semester hours are used, one 3- or 4-semester-hour course equals one Tufts credit, and one 2-semester-hour course equals one-half Tufts credit. Where quarter hours are used, one Tufts credit equals 5.25 quarter hours.

A maximum of two courses\* (one for M.F.A. candidates) may be transferred and used to fulfill requirements for a graduate degree, subject to the following conditions. Credits transferred must:

- carry the grade of B- or better (courses taken as pass/fail cannot be transferred)
- not have been counted toward another degree
- have been earned in graduate-level courses at a properly accredited institution
- have been taken within the past five years

These are minimum requirements for credits transferred. Departments have the right to impose additional criteria.

*\*Students previously enrolled in a Tufts certificate program may petition to transfer all credits required for the certificate into a Tufts graduate degree program.*

Courses taken as a Tufts undergraduate student are not subject to the two-credit limitation provided the courses were formally reserved for graduate credit. In all cases, the transfer of courses must be approved by the department. Approved courses that meet all eligibility requirements will be posted on the graduate transcript.

Doctoral candidates may not transfer courses counted toward a master's degree to their doctoral program. However, individual departments and programs may, at their discretion, accept these courses in order to reduce the number of courses required for the doctoral degree. No student will be allowed to graduate without formal department and



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program approval of the credits earned elsewhere. It is the student's responsibility to obtain approval of the credits from the department or program prior to submitting his/her application for graduation.

## **Foreign Language Examinations**

Several graduate programs have a foreign language requirement. Consult your department or program on how to satisfy this requirement.

*Note: Graduate student tuition does not pay for summer courses taken in order to fulfill a language requirement or to prepare for a language exam. Students do not receive degree credit for such courses.*

## **Advisers**

Graduate students are assigned academic advisers and thesis or dissertation advisers by their departments. There are occasions when it is desirable for students to switch to a new adviser.

These changes are considered to be a standard practice so long as they conform to the policies and procedures of the department. Students may consult with the dean if questions arise about adviser assignments.

The faculty director of the graduate certificate program in most cases serves as the adviser of enrolled students.

## **Nondiscrimination Statement**

Tufts does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy,

sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. Tufts will comply with state and federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination. More detailed Tufts policies and procedures on this topic may be found in the **OEO Policies and Procedures Handbook**.

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

Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Jill Zellmer, MSW, Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at 617.627.3298 at 196 Boston Avenue, 3<sup>rd</sup> floor, Medford, MA or at [jill.zellmer@tufts.edu](mailto:jill.zellmer@tufts.edu).

Anonymous complaints may also be made by reporting online at: [tufts-oeo.ethicspoint.com](https://tufts-oeo.ethicspoint.com). Our full non-discrimination policy is [o eo. tufts.edu/wp-content/uploads/Non-Discrimination-Policy-040115.pdf](https://tufts.edu/wp-content/uploads/Non-Discrimination-Policy-040115.pdf).

# registration

## **Continuous Enrollment Policy**

Graduate students must be enrolled (registered), or on an approved leave of absence, for every academic-year semester between matriculation and graduation. Students should register during the early registration periods in November and April. The university reserves the right to withhold registration for any student having unmet financial or health services obligations. Students who fail to register by the end of the second week of classes will be administratively withdrawn and subject to a \$350 reinstatement fee.

## **Degree-only Status**

If a student has registered for all required courses, including thesis research (295, 296) or dissertation research (297, 298), he/she must register for a course designation that indicates that only thesis, project, master's exhibition, or dissertation-related work, whether part-time or full-time, is being pursued.

Master's candidates must register for course 401-PT (part-time) or 402-FT (full-time) in their department and doctoral candidates must register for course 501-PT (part-time) or 502-FT (full-time) in their department. Graduate students may declare full-time status of thirty-five hours per week (402 or 502) with their adviser's concurrence.

## **Enrollment Status**

Graduate students are responsible for maintaining enrollment status at Tufts. Federal regulations require students to be enrolled (registered) full-time or half-time in order to receive and/or defer student loans. Tufts provides

information regarding student enrollment status to lenders via the National Student Loan Clearinghouse and is required by law to return funds for students who do not maintain a minimum of half-time enrollment status. Enrollment status is either full-time, half-time, or part-time as defined below:

**Full-time:** 3 or more course credits; 2 course credits and a teaching or research assistantship (must also register for 405-TA or 406-RA) or registration as a full-time continuing student (402/502) working on a thesis, dissertation, project, or internship.

**Half-time:** 2 course credits; 1 course credit with a teaching or research assistantship.

**Part-time:** One course credit or registration as a part-time continuing student (401/501).

## **Cross-Registration and Graduate School Consortium**

During the academic year, full-time graduate students may take one course per semester through cross-registration agreements with Boston College, Boston University, and Brandeis University. A full-time graduate student at Tufts University may also enroll for two graduate courses during any semester at the Fletcher School of Law and Diplomacy, the Friedman School of Nutrition Science and Policy, and the Sackler School of Graduate Biomedical Sciences. Cross registration is possible on a space available basis. M.F.A. students may cross-register for a maximum of 2 courses (total) with adviser approval. Students who wish to cross-register should consult the instructor in the

particular course and should expect to satisfy the prerequisites and requirements normally required for admission to that course. Cross-registration is not permitted in any summer school. Courses satisfactorily completed (B- or better) at one of the three consortium schools (Graduate School of Arts and Sciences at Boston College, Boston University, and Brandeis University) automatically appear on the student's Tufts transcript and may be counted toward degree requirements.

A student at Tufts University who wishes to enroll in a graduate course at one of the host institutions should obtain the permission of the Tufts departmental graduate director and a registration permit from the Student Services center in Dowling Hall and present it to the graduate registrar of the host institution. The host institution reserves the right to terminate the student's participation at that institution at any time.

Another consortium relationship is with Women, Gender, and Sexuality Studies at MIT. This consortium relationship is limited to the specific area of Women, Gender, and Sexuality Studies. For information about course offerings and application materials, go to [web.mit.edu/gcws](http://web.mit.edu/gcws).

## **Audits**

Students may arrange with an instructor to sit in on a course, but this course will not appear on the academic record.

## **Dropping a Course**

A course for which a student has registered remains on the record unless a formal petition to remove it has been

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submitted within the first five weeks of the term. Courses that are dropped after the fifth week but prior to the last day of classes will carry the grade of W and remain on the transcript.

## **Grades**

Grades of scholarship are expressed by one of the following letters:

- A** Superior work
- B** Meritorious work
- C** Not acceptable for graduate credit
- D** Not acceptable for graduate credit
- F** Failure
- P** Not acceptable for graduate credit
- S, U** Grades of S (Satisfactory) and U (Unsatisfactory) may be given by the instructor in special topics courses, courses in supervised teaching, research courses, certain graduate colloquia, certain professional development courses such as GIFT and GREAT, and thesis and dissertation courses.

The following symbols are also used:

- I** Incomplete: an indication that more time will be allowed to complete the work, specifically within six weeks of the first day of classes in the subsequent semester (fall or spring only; summer terms excluded).
- W** Withdrawn: an indication that a student has been permitted to withdraw from a course after the fifth week of a semester, but no later than the last day of classes.
- Y** Work not scheduled for evaluation during the current term.

## **Changes in Course Grades: Statute of Limitations**

Effective education requires timely and objective evaluation of students' academic work, using clear, standard, fair and public criteria. Such standards should be listed in the course syllabus. While criteria differ across disciplines and faculty, and while the ultimate responsibility for setting standards and evaluating performance rests with departments and individual faculty, submitted grades are final and not subject to negotiation. Exceptions are limited to correcting clerical and calculation errors, and correcting deviations from stated criteria. Students have the right to know the basis of a grade, and faculty should be open to that post-semester conversation. Following such conversation, students who believe that an error or deviation remains may appeal to the department chair and, if necessary, subsequently to the Dean of the Graduate School of Arts and Sciences, or to the Associate Dean of the School of Engineering.

## **Health Service Requirements**

Prior to initial registration, all graduate students must complete an online medical history and provide proof of required immunizations. Those with missing or incomplete health reports will not be allowed to register.

# expenses and payment options

## Tuition—Arts and Sciences Degree Programs

The full-time tuition charges listed below are in effect for the 2015–2016 academic year. These tuition charges represent the total cost of most master's degrees, provided the tuition payment is completed in the 2015–2016 academic year.

M.A., M.S., and M.P.P. programs (except as noted below) .....	\$48,412
M.A.T. program .....	\$41,152

The following master's degree programs require more courses than the other degree programs and require the payment of tuition for two years. The tuition for the first year (academic year 2015–2016) is as follows:

M.F.A. Studio Art program...	\$42,404
School Psychology (M.A./Ed.S.) .....	\$41,152
Occupational Therapy (entry-level program).....	\$48,412
Urban and Environmental Policy and Planning .....	\$33,880

The Ph.D. tuition is \$29,048. Ph.D. students are charged tuition for a period of five years. Tuition for the OTD program is \$48,412 in 2015–2016.

The 2015–2016 tuition for part-time students is \$4,840 per credit including thesis credits. Part-time students pay the prevailing rate each year until their degree is completed. Students who revert to part-time after beginning their program will be required to pay the full degree charge regardless of the number of courses they have left to complete.

Students will be charged continuation tuition each semester after their

expected degree completion period. Expected degree completion periods are two years for most master's students, three years for master's students in occupational therapy (entry-level program), school psychology, and urban and environmental policy and planning; three years for OTD students entering without a master's degree, and seven years for Ph.D. students. The 2015–2016 continuation tuition is \$800. In cases in which a student is charged continuation tuition and graduates in February, the spring charge will be removed. Tuition scholarships do not cover continuation tuition.

The tuition charged for an arts and sciences graduate program is a comprehensive fee that covers all courses required for completion of the degree. Courses taken through Tufts Summer Session with the intention of fulfilling a degree requirement must be approved by the student's academic department. Provided that the course is required for the degree, the graduate school will pay the summer tuition for full-time students. (Courses taken in excess of the degree requirements, courses numbered below 100, courses taken for audit, and language courses taken to prepare for a language exam, are excluded.) Students who withdraw from a course or receive a grade below B- will be charged for the course. All graduate students must pay the summer registration fee.

*Note: The tuition for academic year 2016–2017 will not be available from the Board of Trustees of the university until May 2016.*

## Tuition—Arts and Sciences Certificate Programs

The 2015–2016 tuition for most certificates offered by the Graduate School of Arts and Sciences is \$3,872 per credit. Tuition for the Museum Studies certificate and the Science Education certificate is \$2,904 per credit in 2015–2016. Any courses taken in addition to those required to complete a particular certificate program cost \$4,840 per credit in 2015–2016.

*Note: Tuition for academic year 2016–2017 will not be available from the Board of Trustees of the university until May 2016.*

## Tuition—Engineering Degree Programs

The full tuition for graduate engineering for the 2015–2016 academic year is \$15,036 per semester. Master's programs require full tuition payment for three semesters unless a student has registered for all ten credits required for the degree and completed all required courses (excluding thesis or project) in fewer than three semesters. Master's students can register for a maximum of four credits during full tuition semesters. For a doctoral program, full tuition is charged for nine semesters unless the student enters the program with an appropriate master's degree, in which case tuition is charged for six semesters.

Students who are admitted to undertake a program on a part-time basis register for one or two courses a semester and pay the prevailing per credit rate each year until they have registered and paid for all credits required for the degree. The 2015–2016 tuition for part-time engineering

# expenses and payment options

students is \$4,876 per credit. Most Tufts courses are 1.0 credit.

All students will be charged continuation tuition each semester after the tuition requirements for the program have been satisfied. The 2015–2016 continuation tuition is \$3,654 per semester.

## **Tuition—Engineering Certificate Programs**

The 2015–2016 tuition for certificates offered by the School of Engineering is \$3,900 per credit. Any courses taken in addition to those required to complete a particular certificate program cost \$4,876 per credit in 2015–2016.

*Note: Tuition for academic year 2016–2017 will not be available from the Board of Trustees of the university until May 2016.*

## **Health Insurance and Comprehensive Health Fee**

Tufts University policy requires that each student have medical coverage under an accident/sickness insurance plan. The university offers a comprehensive plan for students and, when necessary, their spouses and children. The 2015–2016 cost of the individual student plan is \$2,451. Graduate students in arts and sciences and in engineering are automatically enrolled in, and billed for, the Tufts insurance while full-time tuition is being charged. Once degree payment is complete, students are not automatically enrolled in the plan, but may purchase coverage directly from the insurance provider while they remain within the time limit for degree completion.

In addition to the health insurance fee, which may be canceled if proof

of outside coverage from a U.S. carrier is submitted, students enrolled at least half time pay a mandatory comprehensive health fee (\$756 in 2015–2016).

## **Student Activity Fee**

All students in graduate degree programs pay an annual student activity fee (\$50 in 2015–2016). The monies are used by the Graduate Student Council (GSC) to support the interests of graduate students.

## **Tuition Refund Policy**

Students who elect to take a leave of absence or withdraw or who are required to withdraw will receive a tuition refund in accordance with the schedule published in the Tufts Bulletin ([uss.tufts.edu/stuServ/bulletin](http://uss.tufts.edu/stuServ/bulletin)), based on the effective date of the leave. No tuition refunds are made after the sixth week of classes. Other charges and fees such as the health service fee and the student activity fee are not refunded or prorated after the beginning of the semester.

## **Payment Options**

A tuition payment plan is available to master's and doctoral students. For more information or to enroll online go to [tuitionpaymentplan.com/tufts](http://tuitionpaymentplan.com/tufts).

# financial aid

## Financial Aid

Tufts provides a range of financial assistance in the form of scholarships, loans, and assistantships to as many graduate students as its own and federal funds allow.

Most scholarships, fellowships, and research or teaching assistantships are administered through the schools. Student Financial Services administers all federal aid programs.

## Graduate School Aid

- Tuition scholarships
- Fellowships
- Teaching or research assistantships
- Competitive merit awards and stipends
- Health insurance and health fee subsidies

In order to help students whose records indicate scholarly promise, the university offers a variety of awards and training opportunities. Partial and full scholarships are available to help defray tuition costs; teaching assistantships, with twenty hours per week of teaching-related activity, are available in many departments.

A number of research assistantships are also available, and some departments are able to provide outstanding students with fellowship and research support.

Usually, no student may hold a fellowship, scholarship, or teaching assistantship for more than two years of study for a master's degree, or for more than five years of study for the doctorate. In making awards, priority is given to full-time students. Students

must be in good academic standing in order to maintain their financial award package.

## Tuition Scholarships

Given on grounds of scholarly ability and need, a scholarship is an award of financial credit that may be used exclusively for remission of tuition charges during the academic year.

## Teaching Assistantships

Teaching assistants are graduate students enrolled in the graduate school who, as part of their training, are awarded a stipend to provide part-time support faculty who are teaching a course at the university. Students who are teaching assistants receive resident credit for, and are charged tuition for, the fraction of the program spent fulfilling degree and residence requirements outside of their teaching assistantship responsibilities. Thus, the holder of one of these teaching assistantships spends up to twenty hours per week in activities associated with instruction, and typically takes two courses per semester. Teaching assistants are eligible for awards unrelated to their assistantship, including scholarships and fellowships.

Teaching assistants normally have instructional responsibility related to most aspects of the courses to which they are assigned, such as recitation or laboratory sections, grading papers and examinations, and other related responsibilities.

Appointments to these assistantships are based upon the recommendation of a student's department chair or graduate director and are effective for

one academic year or one semester, but are renewable. Teaching assistants with appointments of 10 or more hours per week should register for 405-TA each semester. All newly appointed teaching assistants are required to attend the fall semester Teaching Assistant Orientation.

The opportunity to serve as a teaching assistant is an important part of the professional development and training that the university offers graduate students. Feedback from faculty mentors helps identify strengths, encourages performance improvement, as well as prevents, mitigates, or helps resolve academic disputes. Guidelines for the assessment of teaching assistants are available at [asegrad.tufts.edu/tuition-and-financial-aid/scholarships-and-assistantships/teaching-assistantships](http://asegrad.tufts.edu/tuition-and-financial-aid/scholarships-and-assistantships/teaching-assistantships).

The university reserves the right to remove students from their roles as TAs or RAs at any time if the university determines, in its sole discretion, that there is cause for removal. Inadequate degree progress as defined by departmental or program standards may constitute cause. Academic dishonesty may also constitute cause. In all instances of dismissal, the student will be notified in writing and may appeal the decision to the appropriate dean.

## Research Assistantships

Research assistants are graduate students who actively participate in the ongoing research program of a faculty mentor. Stipends are sometimes available during the summer as well as during the academic year. Research assistantships are normally awarded

through the department chair or research program director. The holder of one of these awards typically takes two courses per semester, and spends up to twenty hours per week in activities associated with funded research activities. Research assistants are eligible for other awards, including scholarships and fellowships. Research assistants with appointments of 10 or more hours per week should register for 406-RA each semester. All newly appointed Research Assistants are required to attend the fall semester Research Assistant Orientation. Guidelines for the assessment of research assistants are available at [asegrad.tufts.edu/tuition-and-financial-aid/scholarships-and-assistantships/research-assistantships](http://asegrad.tufts.edu/tuition-and-financial-aid/scholarships-and-assistantships/research-assistantships).

The university reserves the right to remove students from their roles as TAs or RAs at any time if the university determines, in its sole discretion, that there is cause for removal. Inadequate degree progress as defined by departmental or program standards may constitute cause. Academic dishonesty may also constitute cause. In all instances of dismissal, the student will be notified in writing and may appeal the decision to the appropriate dean.

### Health Coverage

Award packages for Ph.D. students in the Graduate School of Arts and Sciences and for teaching and research assistants in the School of Engineering include payment of the Tufts student health insurance and the Tufts comprehensive health fee. For Graduate School of Arts and Sciences Ph.D. students, individual student health

insurance will be paid for the first five years of study while tuition is being billed. For both the Graduate School of Arts and Sciences and the School of Engineering, coverage applies only to the enrolled student health plan offered by the Graduate School of Arts and Sciences and School of Engineering; **Tufts will neither pay nor contribute towards other plans should a student elect not to take the Tufts coverage.**

### Federal Financial Aid Administered by Student Financial Services

- Federal Direct Loans
- Federal Work Study
- GradPlus Loans

These federal programs are offered to students based upon their financial need and satisfactory academic progress. Students will receive an award letter via email indicating their eligibility. Complete details of these programs and descriptions of alternative forms of financing are available at [uss.tufts.edu/finaid/gradaid](http://uss.tufts.edu/finaid/gradaid).

Federal Direct Loans are available to certificate students enrolled at least half time in the following certificate and post-bac programs: Community Environmental Studies, Management of Community Organizations, Museum Studies, Occupational Therapy, Program Evaluation, and the post-bac Civil and Environmental Engineering program.

Due to federal legislation, students pursuing non-degree study (Graduate Career Advancement Program students) are not eligible

for Federal Direct Loans. Students enrolled at least half time in an eligible certificate program (see page 10) may apply for a Direct Loan and should contact the Student Financial Services office at 617.627.2000 or visit the website at [uss.tufts.edu/finaid/gradaid](http://uss.tufts.edu/finaid/gradaid).

*Note: Only U.S. citizens and permanent residents are eligible for federal aid.*

### How to Apply

Students who wish to apply for any of the federal programs named above should complete the Free Application for Federal Student Aid (FAFSA).

The form is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Tufts FAFSA code is 002219.

### Loan Deferments

Tufts University provides information regarding student enrollment status to the National Student Loan Clearing-house, which then provides information to lenders. Enrollment status is either full-time, half-time, or part-time and is defined on page 10. Most lenders require that students be enrolled in a graduate program at least half-time in order to defer student loans. It is the student's responsibility to know what enrollment status is required by their lender(s) in order to defer loans, and to register accordingly each semester. Loan payments begin six months after a student graduates, withdraws, or drops below half-time status.

### Graduate Student Travel Scholarships

The Graduate School of Arts and Sciences and School of Engineering

# financial aid

support graduate student academic scholarship. One way of providing support is through offering students the opportunity to apply for a scholarship for a portion of their travel expenses to present scholarly work at academic conferences. Funds are limited, and more detail about the application process and guidelines can be found online at [asegrad.tufts.edu/academics/research/funding-opportunities-tufts/graduate-student-travel-fund](http://asegrad.tufts.edu/academics/research/funding-opportunities-tufts/graduate-student-travel-fund). Students must be in good academic standing and enrolled in a degree program to be eligible to apply for a scholarship.

## **Graduate Student Research Competition**

Graduate students in arts, sciences, and engineering can apply for funding for research projects in the biannual Graduate Student Research Competition (GSRC). The competition is held once each semester, and details and guidelines are available online at [asegrad.tufts.edu/academics/research/funding-opportunities-tufts/graduate-student-research-competition](http://asegrad.tufts.edu/academics/research/funding-opportunities-tufts/graduate-student-research-competition). Students must be in good academic standing and enrolled in a degree program to be eligible to apply to the competition.



# graduate career advancement program students

Students in the Graduate Career Advancement Program (GCAP) must abide by the rules and policies set forth in this handbook and by Tufts University.

## Registration

GCAP students may enroll, on a space-available basis, in most undergraduate or graduate courses offered by the School of Arts and Sciences and the School of Engineering, with the exception of studio art and engineering management courses. Instructor permission is required to enroll in a class, and students may be required to provide the instructor with a copy of their transcript before obtaining approval for registration. GCAP students may take up to four courses a semester.

Lecture courses can be audited. When a student audits a course, a record of the audit (AU) appears on the Tufts transcript in lieu of a grade and credit. The course instructor is under no obligation to evaluate any test, papers, or other work. It is not possible to audit courses with labs, such as science, language, computer, or dance courses.

GCAP students will receive a Course Enrollment Form and registration instructions after being admitted to the program. Registration must be completed within the first two weeks of the semester.

## Tuition and Fees

Tuition for the 2015–2016 academic year is \$4,840 for most courses (1.0 credit courses). For courses that bear

1.5 credits, tuition is \$7,260. The fee for auditing a course is \$800. Payment is due at the time of registration. Late fees will be calculated based on 1.5% of the outstanding balance.

## Refund Policy

GCAP students who drop courses and/or withdraw completely from the program during the first two weeks of classes are eligible for a full refund of tuition. After this date, refunds are calculated based on the following schedule:

Between two (2) and three (3) weeks  
80% credit adjustment

Between three (3) and four (4) weeks  
60% credit adjustment

Between four (4) and five (5) weeks  
40% credit adjustment

Between five (5) and six (6) weeks  
20% credit adjustment

After six (6) weeks, no refunds are available

## Academic Policies

GCAP students are not matriculated as degree or certificate program students, and as such, there are slightly modified academic standards specific to this group. Otherwise, GCAP students must abide by all Tufts University policy with regard to academics and conduct.

Courses for which a GCAP student receives a grade lower than B- or a W may be retaken only once and with the instructor's permission. The original grade earned remains on the student's record. Note that graduate-

level courses in which a grade lower than B- is received will not qualify to be transferred towards a degree or certificate program at Tufts Graduate School of Arts and Sciences or School of Engineering. Please see the Transfer of Credit and Academic Standing sections of this handbook for further information on transferring credit to count towards a Tufts degree or certificate.

GCAP students may not have more than one course in which a failing grade is received. If a student receives more than one final grade of 'F', the student will not be permitted in the future to register for courses at Tufts.

## campus resources

### **Libraries**

The Tisch Library and the Lilly Music Library support students, faculty, and staff in the School of Arts & Sciences and the School of Engineering.

### *Collections*

The libraries provide a wide variety of resources and collections for research. In addition to hundreds of thousands of print items, the library provides online access to over 75,000 journals, 740,000 e-books and significant collections of primary source materials, and streaming audio and video files. Tisch Special Collections houses rare books, manuscripts, and facsimiles to support teaching and learning in the humanities.

### *Research Support Services*

Extensive research support services help graduate students discover and access resources for their research and utilize library services such as borrowing, interlibrary loan, “scan and deliver,” reserves, and library spaces. Research assistance is available both in the library and via email, instant messaging and telephone. One-on-one and small group consultations are available for discipline-specific guidance.

### *Support for Teaching*

Research Librarians also support graduate students in their roles as instructors/ teaching assistants by consulting on the design of assignments that connect students to library services/resources, and by developing workshops for entire classes to help students understand discipline-specific research methodologies, focus research topics, and discover, access, and evaluate resources. See the Staff Directory

at [tischlibrary.tufts.edu/about-us/people](http://tischlibrary.tufts.edu/about-us/people) to identify your Research Librarian.

### *Support for Publishing & Scholarly Communication*

Workshops and one-on-one consultation on topics such as understanding your rights as an author, sharing your work and tracking your impact, evaluating copyright and fair use for your thesis or dissertation, managing your research data, identifying open access publishers, and more are routinely offered.

### *Grants & Awards*

Tisch Library offers several grants programs for students, including funds to support open access publishing and competitive summer stipends through the Tisch Library Graduate Student Research Fellowship in the Humanities and the Arts. Learn more at [tischlibrary.tufts.edu/about-us/innovations-and-student-awards](http://tischlibrary.tufts.edu/about-us/innovations-and-student-awards).

### *Multimedia*

The Digital Design Studio (DDS) at Tisch Library facilitates creation and production of multimedia content for course-based assignments and projects. The DDS has a Green screen wall for filming with virtual backdrops, a recording room for producing audio narrations and podcasts, and a recently added a large format printer for producing Posters. The Digital Design Studio website has more information on multimedia services at Tisch Library, [tischlibrary.tufts.edu/use-library/digital-design-studio-dds](http://tischlibrary.tufts.edu/use-library/digital-design-studio-dds).

### *Hours*

For library hours see [tischlibrary.tufts.edu/about-us/hours/tisch-hours](http://tischlibrary.tufts.edu/about-us/hours/tisch-hours).

### *Other Tufts Libraries and Partner Libraries*

Graduate students have access to the Edwin Ginn Library of the Fletcher School of Law and Diplomacy on the Medford campus, the Hirsh Health Sciences Library on the Boston campus, and the Webster Family Veterinary Medical Library on the Grafton Campus.

The Tufts University libraries are members of the Boston Library Consortium (BLC), which allows students on-site borrowing privileges at MIT, the Boston Public Library, the libraries of Boston College, Boston University, Brandeis University, Northeastern University, the University of Massachusetts libraries, and many others.

Graduate students may obtain a consortium borrowing card at the Tisch Library circulation desk. For more information on the BLC and a complete list of BLC libraries visit [tischlibrary.tufts.edu/services/interlibrary-loan/blc](http://tischlibrary.tufts.edu/services/interlibrary-loan/blc).

### **Career Center**

The Tufts Career Center offers resources and programs for undergraduate and graduate students in arts and sciences and engineering and assists students with all facets of career development and job search. Programs and services include job and internship listings, career advising, resume critiques, career fairs, alumni presentations, networking opportunities, and more. Workshops specifically designed for graduate students on topics such as interviewing, resume writing, networking, and using social media in your job search are offered throughout the year.

## campus resources

The Career Center website provides links to a wealth of career development and job search resources. These include skill-building tutorials and short videos which allow students the opportunity to learn about a range of topics on a 24/7 basis. Students and alumni are encouraged to join the Tufts Career Networking Group on LinkedIn to share information about careers, employers, and industries. Additionally, employers post jobs and internships for students and alumni in Jumbo Jobs, accessible at [careers.tufts.edu](https://careers.tufts.edu). The Career Center is located in Dowling Hall, Suite 740, 419 Boston Avenue. Office hours are 9:00 a.m. to 5:00 p.m. weekdays. For more information or to make an appointment, call 617.627.3299.

### **Graduate Student Council (GSC)**

The AS&E Graduate Student Community includes all enrolled Tufts Graduate School of Arts and Sciences and School of Engineering degree students. The Graduate Student Council (GSC) is the governing organization of the AS&E Graduate Student Community. All graduate degree students pay an annual student activity fee, which enables the graduate student organizations to organize events open to all graduate students.

The GSC was formed to serve the graduate students in arts, sciences, and engineering by providing social, cultural, educational, advocacy and community outreach opportunities while facilitating interactions across the schools and within departments throughout the university. The GSC equally invests itself in representing students and advocating on their behalf to the university administration.

To stay up to date on all GSC events and notices, regularly check the website [ase.tufts.edu/gsc](https://ase.tufts.edu/gsc) (including the online calendar), read the GSC monthly emails, and take the time to attend monthly general meetings. Every member of the Graduate Student Community is welcome to attend the General Meetings, as well as any GSC event. For additional updates, subscribe to the graduate student listserv by sending an email to [gsc@tufts.edu](mailto:gsc@tufts.edu) (subject: SUBSCRIBE GSC listserv) or by using the link available from the homepage of the website. You can also follow the GSC on Facebook.

The GSC manages two Graduate student lounges, which are available to all graduate students in Arts, Sciences, and Engineering.

#### *West Hall*

The first graduate student lounge is in West Hall. Rooms 001 and 002 in West Hall provide a quiet study space and are often used for small, collaborative meetings. Graduate students have 24-hour access to this space.

#### *Curtis Hall*

The second graduate student lounge is located in Curtis Hall. Curtis Hall is located at 474 Boston Avenue next to the Brown and Brew cafe. The space is typically used to host large meetings, social gatherings, talks and small lectures of graduate students.

### **University Health Service**

Tufts University Health Service provides comprehensive outpatient coverage, with services in general medicine, reproductive and sexual health, orthopedics and travel medicine. The Health Service also contains

a clinical laboratory facility. Most treatment provided by the Health Service is covered by the health fee, with the following exceptions: 1) laboratory tests; 2) travel immunizations; 3) orthopedic visits; and 4) charges associated with the completion of any pre-entrance requirement.

The Health Service is located at 124 Professors Row. Students are encouraged to make appointments, but can be seen on a walk-in basis for acute illnesses or emergencies when the Health Service is open.

Please visit our website for our hours: [ase.tufts.edu/healthservice](https://ase.tufts.edu/healthservice).

*Note: During the academic year, emergency consultations with a university physician are available by contacting Tufts University Police at 617.627.3030. During the summer months and over break times, students requiring emergency care should go to their local emergency room.*

### **Counseling and Mental Health Service**

The Tufts University Counseling and Mental Health Service (CMHS) is staffed by professionally trained counselors who are available to discuss personal and academic concerns with students. Initial consultations are available without charge to graduate students who have paid the comprehensive student health fee. Initial appointments include discussion of the student's current needs, and collaborative development of a plan for addressing these needs. This may include short-term counseling available at CMHS, or referrals to mental health providers in the nearby community for longer term

## campus resources

counseling or specialized treatment. CMHS will work with students through the referral process to try to identify clinicians who are covered by the student's health insurance. When appropriate, psychiatry services are also available to graduate students as part of their treatment. These services are available for a fee to students who do not have the Tufts University Student Health Insurance. However, for those on the Tufts Student Health Plan, psychiatry services on campus are a covered cost. The CMHS is located in Sawyer House at 120 Curtis Street. Appointments can be made by calling 617.627.3360, or by coming in person.

In the event of a mental health emergency when CMHS is closed, there is always a clinician on-call who can be contacted through the Tufts University Police at 617.627.3030.

### **Academic Resource Center**

The Tufts Academic Resource Center (ARC) provides free, individualized, one-on-one support for arts, sciences, and engineering graduate students in a number of areas, including writing, time management, study strategies, and public speaking. The ARC also offers regular graduate writing groups and retreats, workshops for international students, and other resources. To learn more about the ARC, go to [uss.tufts.edu/arc](http://uss.tufts.edu/arc) or call 617.627.4345.

### **Student Accessibility Services**

The Student Accessibility Services (SAS) Office is committed to providing support and equal access for students with disabilities. The office provides reasonable accommodations to all qualified students. The SAS

office works with students who have a wide array of disabling conditions including learning disabilities, attention deficit hyperactivity disorder, sensory and mobility impairments, and chronic illnesses (physical and psychological). Information about resources to assist students and the process for arranging reasonable curricular and co-curricular accommodations can be obtained through the Director of Student Accessibility Services by calling 617.627.4539, through email [Accessibility@tufts.edu](mailto:Accessibility@tufts.edu), or by accessing the website [uss.tufts.edu/arc/disability](http://uss.tufts.edu/arc/disability).

### **Academic Grievances**

Graduate students who are experiencing conflicts in their academic work may approach the Associate Dean of the Graduate School of Arts and Sciences for consultation on how to address academic conflicts with faculty or with other graduate students in their departments. Various options for conflict management, including mediation, will be explored.

### **Dean of Student Affairs Office**

The Dean of Student Affairs Office is a central resource for all students on campus seeking general advice, needing help in a crisis, or hoping to find ways to further connect to co-curricular opportunities at Tufts. To schedule an appointment, call 617.627.3158. The Tufts community is supported by many organizations, including the following, which are under the purview of the Dean of Student Affairs Office: Judicial Affairs Office, Office of Residential Life and Learning, Offices of Student Activities, Student Affairs Pluralism Initiatives, and the

campus cultural resource centers, a listing of which can be found at on the Student Life website.

### **Judicial Affairs**

The judicial system of the Dean of Student Affairs Office serves undergraduate and graduate students and offers mechanisms to address many issues, including informal resolution, alternative dispute resolution (mediation), fact-finding hearings, and stay away requests or no-contact orders between parties on campus. Issues include academic integrity, harassing behavior, violations of the code of conduct, and complaints against organizations. Anyone who feels that the behavior of others is problematic is welcome to bring the issue to the Dean of Student Affairs Office. See Tufts' "Code of Conduct" at the Student Life website.

### **Harassment**

Members of the Tufts community should be able to live, study, and participate in university life as equals. Any behavior that undermines this spirit of community interferes with an individual's growth and well-being while at Tufts. Harassment or discrimination against individuals on the basis of race, religion, ethnic or national origin, gender, sexual orientation, disability, age, or genetics, or retaliation for filing a complaint, whether subtle or explicit, is unacceptable at Tufts. It will be addressed with prompt and decisive action whenever it occurs.

When attitudes or opinions are expressed in words, email, or behavior and constitute a threat, intimidation, verbal attack, or physical assault, it

## campus resources

is harassment, which is prohibited at Tufts and may result in disciplinary consequences. Characterizing behavior as a prank or practical joke does not change its harassing nature if the subject of the joke is not a willing or active participant. Phone calls that individuals have stated are unwanted, misuse of message boards, email messages, and other behaviors calculated to annoy, embarrass, or distress are harassing behavior and are prohibited. For more information, call the Dean of Student Affairs Office, 617.627.3158, or the Office of Equal Opportunity at 617.627.3298.

*Note: If you receive a harassing or threatening email, it is important to save it and contact Tufts Police immediately.*

### **Sexual Misconduct**

Tufts University is committed to providing a campus environment free of sexual misconduct and sexual assault. The university takes all allegations of sexual misconduct seriously and is committed to providing information, resources and clear direction to members of the Tufts community so that, together, we can help prevent and address this conduct. The university will always respond to allegations of sexual misconduct by taking aggressive measures to stop it, prevent its recurrence and address any lingering effects it has on our community. Sexual misconduct is never acceptable and will not be tolerated. The Sexual Misconduct Resource Specialist has policy-based confidentiality in supporting students affected by sexual misconduct and helping them identify further resources and support. For more information, please consult the

Office of Equal Opportunity's website: [oeo.tufts.edu/sexualmisconduct](http://oeo.tufts.edu/sexualmisconduct).

### **Consensual Relations with Faculty and Academic Administrators**

Tufts strives to maintain a professional educational environment. Because faculty members, TAs, and academic administrators exercise power over students, amorous dating or sexual relationships between faculty members/TAs/academic administrators and students over whom the faculty member/TA/academic administrator is in a position to exercise authority in any way is a violation of university policy. If you are concerned or have questions about a relationship with a faculty member/TA/academic administrator, assistance can be provided by the Dean of Student Affairs Office or the Office of Equal Opportunity.

### **Athletic Facilities**

Athletic facilities at Tufts are available to all students. There are facilities for routine exercise, swimming, squash, sauna, tennis, jogging, basketball, softball, and volleyball, as well as golf, sailing, outdoor living skills, aerobics classes.

Presentation of identification cards is required when using these facilities.

Facility information and hours are on the web at [www.gotuftsjumbos.com/facilities/information](http://www.gotuftsjumbos.com/facilities/information).

### **Parking**

Parking at Tufts is limited. Students are encouraged to use public transportation whenever possible. The following is an overview of the Tufts University Traffic and Parking Regulations provided by the

Department of Public Safety Administrative Services Office at 617.627.3692 or at [publicsafety.tufts.edu/adminsvc](http://publicsafety.tufts.edu/adminsvc). For the full Tufts University traffic and parking regulations visit: [publicsafety.tufts.edu/adminsvc/parking-services/parking-and-traffic-regulations](http://publicsafety.tufts.edu/adminsvc/parking-services/parking-and-traffic-regulations).

Any vehicle parking on campus must be registered with Public Safety and Administrative Services. There are a variety of decals available that may be purchased at the Traffic Office at 419 Boston Avenue. Applicants should bring their current Tufts ID, vehicle registration and proof of insurance. Students whose vehicles are registered out of state must obtain a Massachusetts Nonresident Student Decal. Vehicles parked in violation of Tufts' parking regulations are subject to being ticketed and/or towed. Fines that remain unpaid after 14 days will be billed to the student's bursar account.

### **Public Transportation**

Information on discounted Massachusetts Bay Transportation Authority (MBTA) passes and schedules are available at the Bursar's Office at Dowling Hall, 617.627.2000, or through the MBTA website, [www.mbta.com](http://www.mbta.com). Shuttle service is available from the Medford/Somerville campus to Davis Square during the fall and spring semesters. Schedules and other information can be found online at [publicsafety.tufts.edu/adminsvc/shuttle-services-2](http://publicsafety.tufts.edu/adminsvc/shuttle-services-2) or at [m.tufts.edu/transit/index](http://m.tufts.edu/transit/index) for mobile devices.

# campus resources

## **Tufts Technology Services (TTS)**

Tufts Technology Services (TTS) provides a wide range of IT services for graduate students in arts, sciences, and engineering. A full list of available IT services can be found at [it.tufts.edu](http://it.tufts.edu).

### *Technology Support*

Onsite and remote technology support services include wireless support, password assistance, Internet connectivity, virus cleanup, basic trouble-shooting, and hardware and software installations. IT staff can also provide free antivirus software and instruct students on how to secure computing devices, run operating system updates, and monitor malware programs.

### *24/7 IT Service Desk*

For general IT support questions, please contact the 24/7 IT Service Desk by calling 617-627-3376 or emailing [it@tufts.edu](mailto:it@tufts.edu) (*TTS recommends you call for faster service*).

Also available on your mobile devices under Tech Support on Tufts Mobile ([m.tufts.edu](http://m.tufts.edu)).

*Walk-in support* is available in Eaton Lab (Medford Campus), Monday–Friday from 9:00 a.m.– 5:00 p.m.

### *Computing Labs:* ***it.tufts.edu/public-labs***

Tufts offers several walk-in computing facilities with a range of services, including access to Macs, PCs, printing, and the Internet. Many also provide specialized software.

- TTS Computer Center at Eaton Hall lab includes 85 public computers
- Mugar Hall computer lab is available for Fletcher use only

- Extensive list of pre-installed software
- Lab software additions can be requested

## **Production Tools**

### *Student Information System (SIS):* ***go.tufts.edu/sis***

SIS is Tufts' system of record for student academic, biographical, and financial information. SIS provides students with online course registration, catalogs, schedules, financial accounts, financial aid, address information, transcripts, grades, and more.

### *Office 365 Email for Students* ***it.tufts.edu/stu-email***

Tufts provides all students with cloud-hosted Exchange email accounts, as well as latest versions of Microsoft Office Suite via Microsoft's Office 365 ProPlus subscription service plan. (*Do not install this product on Tufts-owned computers.*)

### *TuftsProjects*

TuftsProjects is a project portfolio management tool based on the Team-Dynamix enterprise application.

To learn more and/or have an account created contact [tufts-projects@tufts.edu](mailto:tufts-projects@tufts.edu).

### *Print/Copy/Scan Services in the Medford Libraries:* ***it.tufts.edu/mlprint***

Printing in the Medford libraries and labs is available at a minimal cost per page.

### *Software:* ***it.tufts.edu/software***

Tufts has a number of software license agreements and many titles are available to students. Review the "Available to" section of each software you are

interested in to ensure access is available to students.

### *Spark Collaboration Suite:* ***spark.uit.tufts.edu***

Spark is a collaboration suite that allows students to access and create blogs, wikis, and podcasts, and access maps and media-mark-up tools.

### *Trunk:* ***trunk.tufts.edu***

Trunk is a Sakai-based online collaboration and learning environment that provides a platform for course sites, collaborative project sites, ePortfolios, Course Evaluations, and much more.

### *Surveys—Qualtrics:* ***tufts.qualtrics.com***

Tufts uses Qualtrics—an easy to use, full-featured, web-based tool for creating and conducting online surveys.

### *MatLab*

MATLAB is a tool for high-level numerical computation, visualization, and application development used to analyze data, develop algorithms, and create models and applications.

To access MatLab, contact the TTS Service Desk at [it@tufts.edu](mailto:it@tufts.edu) or by phone at 617.627.3376.

## **Communication Tools**

### *Web Conferencing—WebEx:* ***tufts.webex.com***

WebEx is a web conferencing tool for two or more users to connect, meet, and collaborate online. Attendees can interact with each other and share information.

### *Telephones (Voice Over IP)*

VoIP is an integrated telephony service offering the traditional telephone service via a physical handset or a more mobile option via Cisco

# campus resources

Jabber (see below). Questions, issues or concerns, send email to [it@tufts.edu](mailto:it@tufts.edu) and cc: [theresa.regan@tufts.edu](mailto:theresa.regan@tufts.edu).

## *Cisco Jabber*

Cisco Jabber is an all-in-one communication tool. Users currently have the ability to communicate with other Cisco Jabber users using instant messaging (IM). Through Voice Over Internet Protocol (VoIP), you will be able to make phone calls using Cisco Jabber.

Download the Cisco Jabber application at:

Windows download:

[bit.ly/1CBGwVI](http://bit.ly/1CBGwVI)

Mac download:

[bit.ly/1NMmvQX](http://bit.ly/1NMmvQX)

*Note: If you do not have administrative rights to your computer, contact [it@tufts.edu](mailto:it@tufts.edu) for someone to assist.*

## *Network/Connectivity— Tufts Secure Wireless*

Tufts Secure Wireless is a wireless network connection option for registered devices that provides protection against identity theft and data loss for members of the Tufts community.

For quick access while on campus, select tufts-secure from the list of available wireless networks on any computer, phone, or tablet and enter your Tufts Username and Tufts Password.

## *Email Lists (EList): [elist.tufts.edu](http://elist.tufts.edu)*

EList is a command center for creating and participating in electronic mailing lists at Tufts University offering a means of communicating electronically with a collection of people through a single email address.

## *Remote Network Access (Virtual Private Network (VPN)): [it.tufts.edu/vpn](http://it.tufts.edu/vpn)*

Tufts VPN (Virtual Private Network) creates a remote access point to the Tufts network secure. While connected, all of your data traffic will go over the VPN creating adherence to all Tufts Acceptable Use Policies.

### **Web Interface**

The Tufts VPN web interface, can access Tufts network from any computer that has an active connection to the Internet. This is a web-based application; therefore, there is no special software to install or settings to configure.

### **AnyConnect Application**

Tufts AnyConnect application provides secure remote access to the Tufts network from a desktop or laptop computer. Users have full access to all Tufts network resources, such as P:, Q:, and R: drives and restricted Web pages.

### **AnyConnect App for Mobile Devices**

Tufts AnyConnect for mobile devices is an app, downloaded from the App Store or Google Play, that provides users with a secure remote link allowing mobile devices access to web pages that have Tufts-only access restrictions.

For the mobile app, go to the App Store or Google Play and search for AnyConnect.

### **Eduroam: [it.tufts.edu/eduroam](http://it.tufts.edu/eduroam)**

Tufts University subscribes to eduroam (education roaming), the secure worldwide-federated network access service developed for the international research and education community. Provides Internet access to Tufts

students, faculty, and staff at participating institutions worldwide.

## **Storage Tools**

### *File Sharing/Storage—Box:*

#### **[it.tufts.edu/box](http://it.tufts.edu/box)**

Box is private, cloud storage space for all members of the Tufts community. Files stored in a Box account are web accessible across Internet enabled devices. Box is an alternate solution to a shared drive (P/Q/R).

### *File/Folder Recovery—Snapshot*

Snapshot allows you to recover files or folders that were deleted, corrupted or altered on your network drives. Network drives include the P:/(personal), Q:/(department), or R:/(research) drives. Snapshots are taken hourly, nightly, and weekly.

### *Securing Sensitive Information— Identify Finder*

Identity Finder is a tool that helps locate sensitive information, such as credit card or social security numbers, on a computer. Identity Finder should already be installed on your Tufts computer. You can locate it by searching for Identity Finder in your Program Files folder on a PC or Applications folder on a Mac.

To download the Identity Finder Home Edition to your personal computer, search for “Identity Finder” at [it.tufts.edu](http://it.tufts.edu) and click on the Identity Finder Home Edition link under Obtain software.

# procedure for awarding certificates and degrees

## Procedure for Awarding of Certificates

Students completing a certificate need to complete a Recommendation for Award of Certificate form and return it to Student Services in Dowling Hall. The form can be found at [asegrad.tufts.edu/current-graduate-students/apply-graduate](http://asegrad.tufts.edu/current-graduate-students/apply-graduate).

## Procedure for Awarding of Degrees

Graduate degrees are awarded in August, February, and May, according to the dates indicated on the Schedule and Requirements for Awarding Graduate Degrees (page 28).

Students are responsible for applying for graduation online and submitting a hard copy Application for Graduation to Student Services.

The graduate degree audit coordinator and academic departments reserve the right to remove from the degree list the names of candidates who have not met degree requirements.

### Applying for Graduation

- Apply for graduation in SIS ([go.tufts.edu/sis](http://go.tufts.edu/sis)) using the “Academics” header.
- Enter or update your diploma name and diploma mailing address in SIS.
- From the “Academics” header, print the “Application for Graduation” PDF, complete the student section, and obtain the required department signatures. Submit the signed original form to Student Services in Dowling Hall.

- Complete the Graduate Exit Survey; it will be emailed to your Tufts account by the Office of Institutional Research.

### Other Requirements (if applicable)

- Combined bachelor’s/master’s candidates must apply for both degrees. Forms for applying courses toward both degrees (engineering students only) must be submitted with the application for graduation. Forms can be found on the Registrar’s website.

Ph.D. candidates must complete the Survey of Earned Doctorates (S.E.D.) online: [sed.norc.org/showRegister.do](http://sed.norc.org/showRegister.do).

- Credits earned elsewhere that are to be counted toward the degree must be formally approved by the program. Please see page 8 for more information.
- Confirmation of fulfillment of foreign language proficiency, internship, qualifying paper, and comprehensive examination requirements must be communicated to Graduate Student Services by the academic department (if not indicated on the transcript).
- Thesis and dissertation requirements and guidelines can be found on page 25.

### Commencement Information

- Commencement information can be found online at [commencement.tufts.edu](http://commencement.tufts.edu).
- Participation in Commencement is limited to students who are graduating in May or who graduated the prior August or February.
- Students in the M.A.T., M.S.E.M., and Occupational Therapy entry-level programs may be eligible to participate in Commencement prior to degree completion at the discretion of their department. All other exceptions are at the discretion of the Dean of the Graduate School of Arts and Sciences or the Associate Dean for Graduate Education in the School of Engineering.
- Diplomas for May degree recipients will be available for pick-up at Commencement. Diplomas for August and February degree recipients, and for May degree recipients who did not attend Commencement will be mailed out per the schedule on page 27.

*Note: Honors standing is not given to arts, sciences, and engineering graduate students.*



# master's thesis and doctoral dissertation

## Organization

The final thesis or dissertation should be assembled in the order listed below:

1. Title page ([asegrad.tufts.edu/sites/default/files/students\\_sampleTitlePage.pdf](http://asegrad.tufts.edu/sites/default/files/students_sampleTitlePage.pdf))
2. Abstract (required; 350 words or less for doctoral dissertations, 150 for the master's thesis; both double-spaced)
3. Acknowledgments (optional)
4. Table of contents
5. List of tables (if applicable)
6. List of figures (if applicable)
7. Text (main body of thesis/dissertation)
8. Appendix or appendices (if applicable)
9. Endnotes (if compiled at the end of the text)
10. Bibliography

## Spacing and Margins

All text material and preliminary pages, including the extract, should be double-spaced. Notes, bibliographic references, and long quotations may be single-spaced. The document should be arranged as if it were to be single-sided. The left and right margins should be 1-1/2 inches wide. The top and bottom margins should be one full inch.

## Pagination

The title page should be lowercase Roman numeral "i" but not typed. Subsequent pages should be typed as "ii, iii," etc., until the thesis proper is reached. The first page of the thesis proper is Arabic "1" and repeats the

title only. Pagination appears within the one-inch margin, recommended about 3/4" from the top and right-hand edges of the paper or 3/4" from the bottom edge of the paper, centered. Pagination that includes pages such as "10a," "10b," etc., should be avoided.

## Style and Documentation

Style and techniques of presentation, including documentation, should correspond to standard practices employed in the scholarly field of the thesis. Generally acceptable are the documentation styles in *The Chicago Manual of Style* (University of Chicago Press); *The MLA Handbook for Writers of Research Papers* (published by the Modern Language Association of America); or the *Publication Manual of the American Psychological Association*. Each candidate should resolve all questions of style and technique with his/her adviser before preparing the final copy.

## Copyright Information

University Microfilm International (UMI) maintains pertinent copyright information and can advise candidates on intellectual property issues. UMI's website is [www.proquest.com](http://www.proquest.com). During the electronic submission process, students may have ProQuest/UMI file for copyright on their behalf. For additional information about copyright registration, visit [www.copyright.gov](http://www.copyright.gov) or write to:

Information and Publications Section  
LM-455, Copyright Office, Library of Congress, Washington, D.C. 20559

## Examining Committees

The committee chair for all graduate degrees is normally a full-time,

tenure-track faculty member from the department. Exceptions must be approved by the dean.

## Master's Candidates

The examining committee for master's candidates completing theses should be composed of three members.

In some programs, one committee member must be from outside the student's department.

## Ph.D. Candidates

The examining committee for doctoral candidates in the Graduate School of Arts and Sciences should be composed of four members—three from the department with which the student has conducted his/her research (or relevant disciplines at Tufts) and one from outside the university.

The School of Engineering doctoral examining committees consist of a minimum of four members with one member from a different Tufts department and one member from outside the university.

## Details of Thesis/Dissertation Defense and Submission

All students completing a thesis or dissertation as part of their degree requirements must have a defense. A defense consists of two parts:

- 1) the student formally presents his/her research in a public forum to the Tufts community and invited guests and responds to questions from the audience;
- 2) the student defends the thesis or dissertation to members of the committee in a closed session.

It is the student's responsibility to distribute copies of the thesis or dissertation to the committee members

# master's thesis and doctoral dissertation

in advance of the defense. The defense should be scheduled several weeks prior to the thesis or dissertation submission deadline. See page 27 of this handbook for recommended and required deadlines regarding defense and submission. Students are referred to departmental graduate handbook or program director for additional guidelines.

The student and the committee members must be physically present at the defense. In exceptional circumstances, one committee member (usually not the committee chair) may be allowed to participate electronically if minimum requirements for quality of technology and participation are assured. At the conclusion of a successful defense, all committee members will sign the "Certificate of Fitness" form; an electronic signature will only be accepted from a committee member who was not physically present at the defense. The "Approval of Thesis/Dissertation for Submission" form will be signed by the committee chair once a final draft of the thesis (including any revisions recommended by the committee) is approved for publication. Original hard-copies of both forms must be submitted to Student Services by the published deadline; online submission of the thesis to [dissertations.umi.com/tuftsase](https://dissertations.umi.com/tuftsase) is required. Ph.D. candidates must also submit the online Survey of Earned Doctorates ([asegrad.tufts.edu/current-graduate-students/apply-graduate](https://asegrad.tufts.edu/current-graduate-students/apply-graduate)). In accordance with Tufts University's policy on Intellectual Property ([viceprovost.tufts.edu](https://www.tufts.edu/viceprovost)), all theses/dissertations submitted in partial fulfillment of degree requirements will be made

available for use on Tufts owned websites, including the Tufts Digital Library (TDL). The TDL is an open access website, and works deposited into the TDL will be available to the public unless embargoed. No delays in public archiving of the work will be granted without the support, in writing, of the candidate's department or program chair. School of Engineering students must have approval from the appropriate administrative dean. Embargoes can be granted for a maximum of two years.

## Ordering Copies of the Thesis/Dissertation

During the electronic submission process, students are given the opportunity to order bound paper copies of their thesis or dissertation from ProQuest.

# awarding graduate degrees schedule and requirements

## Awarding Graduate Degrees Schedule and Requirements

	February 2016 Deadline	May 2016 Deadline	August 2016 Deadline
Apply for graduation in SIS and submit Application for Graduation to student services	November 1–30	January 4–February 15	June 1–30
Recommended timeframe to submit thesis/dissertation to committee and schedule defense (no formal deadline)	Early December— <i>remember to make allowances for faculty availability during final exams and winter recess</i>	Mid-March— <i>remember to make allowances for faculty availability during spring recess</i>	Early July— <i>remember to make allowances for faculty availability during summer recess</i>
Complete Graduate Exit Survey Ph.D. candidates also submit Survey of Earned Doctorates (S.E.D.) online	January 8	May 2	August 15
Thesis/Dissertation must be submitted online. Original certificate of fitness and approval for submission forms submitted to Student Services	January 8	May 2	August 15
Deadline for grade changes, and transfer credit(s) to be posted on the transcript	January 8	May 9	August 15
Trustees vote on degrees	February 6	May 21 May 22 Commencement	August 31
Diplomas sent by registered mail	March 20	June 20	October 20

Note: Please refer to procedure for awarding of degrees for thesis/dissertation details.

# campus map



Directions to the campus are available at [www.tufts.edu/home/maps](http://www.tufts.edu/home/maps)

# university policies

The following university policies and others apply to graduate students and are online Tufts University website.

Absences	Jury Duty
Academic and Computer Ethics	Nondiscrimination
Assault	Off Campus Living
Campus Safety	Policy on the Use of Alcohol and Other Drugs
Cars on Campus	Privacy and Records
Code of Conduct	Promotion and Solicitation on Campus
E-mail Policy	Recognition of New Student Organizations
Fire Safety	Religious Observances
Firearms, Fireworks	Sexual Harassment
Freedom of Expression	Smoking
Harassment	Social Fraternalization Policy for TAs ( <i>This is a policy exclusive to graduate students</i> )
Hate Crimes and Acts of Intolerance	University ID Cards
Hazing	University Response to Harassment
HIV and AIDS	Use of Tufts Name
Human Experimentation Projects	Voter Registration
Immunizations	
Judicial Affairs at Tufts	

The Department of Public and Environmental Safety publishes an annual report explaining the various services, policies, programs, and expectations that help contribute to achieving reasonable safety and security at Tufts University. The publication can be viewed online at [publicsafety.tufts.edu](http://publicsafety.tufts.edu).

## Press Policy for Graduate Students and Post-Doctoral Students

Tufts University and the Graduate School of Arts and Sciences maintains and fosters many relationships with reporters, columnists, and other members of the press, including those in print, broadcast, and electronic media. We provide experts regularly to the news media from within the ranks of our faculty and our most seasoned faculty experts often work directly with members of the press, as well. As a result, in the aggregate, Tufts University and its schools receive a good deal of positive attention relating to the research activities of its faculty and, increasingly of its graduate students, post-docs, and even its undergraduates.

To effectively manage these media relationships, we rely on a group of public relations and communications professionals. It is their charge to ensure that the interests of the University and its schools, faculty, and students are successfully met whenever a reporter is trying to get information for his

or her own story. While the interests of the reporter or the media outlet may coincide with our institutional priorities, it is not always the case. Ensuring the information about Tufts and its schools is presented factually (that Tufts, for example, is not in Boston or Cambridge or that you are a student in the Graduate School of Arts and Sciences) may not be foremost on the reporter's mind, but we care a great deal about these pieces of identifying information.

Further, like you, we want to ensure that your research or other professional activities are represented fairly and accurately. Our public relations and communications teams can help you assess potential media opportunities and work effectively and comfortably with journalists.

Similarly, when students are approached about their work, it is important for the faculty members with whom they do their research to be aware of the potential for news coverage, as well.

We are always happy to hear that our students are involved with the kind of research that

major media wish to highlight: it is the best possible kind of visibility and promotion for Tufts. But because it is visibility for Tufts, our public relations staff do need to be involved.

Thus, if and when you are contacted by a reporter, and before you are interviewed, please contact Kim Thurler. In addition, media training and interview support is also available from the Office of Public Relations.

Kim Thurler, Director of Public Relations, Medford/Somerville campus, ([kim.thurler@tufts.edu](mailto:kim.thurler@tufts.edu)), 617.627.3175

We appreciate your cooperation in helping to ensure that GSAS and Tufts receive the best and most accurate news coverage possible and we thank you for all your efforts.

*Note: For students in the School of Engineering, please contact your department chair and Julia Keller, Communications Director, ([j.keller@tufts.edu](mailto:j.keller@tufts.edu)), 617.627.5733.*

**Administrative Offices**

Student Services	627.2000
Academic Resource Center	627.4345
Africana Center	627.3372
Asian-American Center	627.3056
Athletics	627.3232
Bookstore	627.3468
Bursar	627.2000
Career Services	627.2000
Chaplaincy	627.3427
Computer Service (Academic)	627.3004
Counseling Center	627.3360
Dean of Graduate School of Arts and Sciences	627.3106
Dean of Student Affairs	627.2000
Dining Services	627.3566
Equal Opportunity	627.3298
Financial Aid	627.2000
Graduate Student Council	627.3576
Gymnasium	627.5215
Health Services	627.3350
International Center	627.3458
Latino Center	627.3363
Lesbian, Gay, Bisexual, and Transgender Center	627.3770
Public Safety and Administrative Services	627.3692
Police	627.3030
Registrar	627.2000
Residential Life	627.3248
School of Engineering Graduate Program Dean	627.4878
Student Employment	627.2000
Summer Session	627.3454
Tisch Library Circulation	627.3347
Tisch Library Reference	627.3460
Women's Center	627.3184

**Academic Departments**

Art and Art History	627.3567
Biology	627.3195
Biomedical Engineering	627.2580
Chemical and Biological Engineering	627.3900
Chemistry	627.3441
Child Development	627.3355
Civil and Environmental Engineering	627.3211
Classics	627.3213
Computer Science	627.2225
Drama	627.3524
Economics	627.3560
Education	627.3244
Electrical and Computer Engineering	627.3217
English	627.3459
French	627.3289
German	627.3442
Gordon Institute (Engineering Management)	627.3110
History	627.3520
Mathematics	627.3234
Mechanical Engineering	627.3239
Music	627.3564
Occupational Therapy	627.5720
Philosophy	627.3230
Physics	627.3029
Psychology	627.3523
Urban and Environmental Policy and Planning	627.3394
Area Code	617
Switchboard	617.628.5000





## STUDENT SERVICES

Dowling Hall

419 Boston Avenue

Medford, MA 02155

617.627.2000

[gradstudy.tufts.edu](http://gradstudy.tufts.edu)

### Degree Programs

Art and Art History  
Art History and Museum Studies  
Art Education  
Bioengineering  
Biology  
Biology: Soft Materials and Robotics  
Biomedical Engineering  
Chemical Engineering  
Chemistry  
Chemistry: Biotechnology  
Chemistry: Chemical Physics  
Chemistry: Soft Material Robotics  
Child Study and Human Development  
Civil and Environmental Engineering  
Classical Archaeology  
Classics  
Computer Science  
Computer Science: Cognitive Science

Drama  
Economics  
Education  
Education: Physics Education  
Electrical Engineering  
Engineering Management  
English  
French  
German  
History  
History and Museum Studies  
Human Factors  
Interdisciplinary Doctorate  
Mathematics  
Mathematics: Soft Material Robotics  
Mechanical Engineering  
Museum Education  
Music  
Occupational Therapy  
Philosophy  
Physics

Physics: Astrophysics  
Physics: Chemical Physics  
Physics: Physics Education  
Psychology  
Psychology: Cognitive Science  
Public Policy  
School Psychology  
Studio Art  
Urban and Environmental Policy and Planning

### Certificate Programs

Bioengineering  
Biotechnology and Biotechnology Engineering  
Civil and Environmental Engineering  
Community Environmental Studies  
Computer Science  
Environmental Management  
Epidemiology  
Human-Computer Interaction

Management of Community Organizations  
Manufacturing Engineering  
Microwave and Wireless Engineering  
Museum Studies  
Occupational Therapy  
*Areas of Specialization in Occupational Therapy:*  
Advanced Professional Study  
Hand and Upper-Extremity Rehabilitation  
School-Based Practice

Program Evaluation  
Science Education

### Post-baccalaureate Programs

Post-bac Minor in Computer Science  
Post-bac in Civil and Environmental Engineering