

# Graduate Student Handbook 2016–2017

Graduate School of Arts and Sciences

School of Engineering

College of Special Studies

# 2016–2017

# academic calendar

## Fall Term 2016

Aug. 29–Sep. 2	Mon.–Fri.	New Graduate Student Registration
Aug. 30	Tue.	New Graduate Student Orientation and Matriculation Ceremony
Sep. 1	Thu.	International Student Orientation
Sep. 1	Thu.	Research Assistant Orientation
Sep. 2	Fri.	Teaching Assistant Orientation
Sep. 5	Mon.	Labor Day (University holiday; no classes)
Sep. 6	Tue.	Classes begin
Sep. 6–20		GCAP registration
Sep. 20	Tue.	Last day to ADD courses
Oct. 10	Mon.	Indigenous Peoples' Day (University holiday; No classes)
Oct. 11	Tue.	Last day to DROP courses without record of enrollment
Oct. 18	Tue.	Last date to make up incompletes from the spring term
Nov. 8	Tue.	Substitute Friday's schedule on Tuesday
Nov. 11	Fri.	Veterans Day (University holiday; no classes)
Nov. 14–25		Registration for Spring 2017 for graduate and certificate students
Nov. 23	Wed.	Classes suspended
Nov. 24	Thu.	Thanksgiving (University holiday; no classes)
Nov. 25	Fri.	Classes suspended
Nov. 30	Mon.	Last day to apply for February graduation
Dec. 12	Mon.	Classes end; Last day to WITHDRAW from courses and receive a grade of W
Dec. 15	Thu.	Final exams begin
Dec. 22	Thu.	Final exams end

## Spring Term 2017

Jan. 4	Wed.	February degree candidates submit final thesis/dissertation and defense paperwork
Jan. 16	Mon.	Martin Luther King Day (University holiday; no classes)
Jan. 19	Thu.	Classes begin
Jan. 19–Feb. 2		GCAP registration
Feb. 1	Wed.	Faculty meet to recommend final February degree candidates to trustees
Feb. 2	Thu.	Last day to ADD courses
Feb. 11	Sat.	Trustees vote on February degrees
Feb. 15	Wed.	Last day to apply for May graduation
Feb. 20	Mon.	Presidents' Day observed (University holiday; no classes)
Feb. 23	Thu.	Substitute Monday's schedule on Thursday
Feb. 23	Thu.	Last day to DROP courses without record of enrollment
Mar. 2	Thu.	Last day to make up incompletes from the fall term
Mar. 18	Sat.	Spring recess begins
Mar. 27	Mon.	Spring recess ends; classes resume
Apr. 10–21		Registration for Fall 2017 for graduate and certificate students
Apr. 17	Mon.	Patriots' Day observed (University holiday; no classes)
May 1	Mon.	May degree candidates submit final thesis/dissertation and defense paperwork
May 1	Mon.	Classes end; Last day to WITHDRAW from courses and receive a grade of W
May 5	Fri.	Final exams begin
May 12	Fri.	Final exams end
May 17	Wed.	Faculty meet to recommend final May degree candidates to trustees
May 20	Sat.	Trustees vote on May degrees
May 20	Sat.	GSAS and SOE doctoral hooding ceremonies
May 21	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 2016–2017 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 handbook 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 most of 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. 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 proceedings. 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 *Academic Integrity Policy* provides a primer on ethical academic work. It also includes a description of computer ethics and the appropriate use of electronic resources. Students should familiarize themselves with the standards and policies outlined in this policy, which is online at [go.tufts.edu/AcademicIntegrityPolicy](http://go.tufts.edu/AcademicIntegrityPolicy). Alleged violations of these policies will be considered and addressed within

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the *Student Judicial Process*, which is online at [go.tufts.edu/StudentJudicialProcess](http://go.tufts.edu/StudentJudicialProcess).

## 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.

## 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.

## 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.

For the School of Arts and Sciences master's programs, the residency requirement is two terms of graduate study at Tufts.

For the School of Engineering master's programs, the residency requirement is three semesters of graduate study at Tufts. For those students who contacted admissions by May 31, 2016 and transitioned into the one year master's degree program or began their program in spring 2017, the residency requirement is two semesters of graduate study at Tufts.

## Time Limitations for Completing Degrees

The School of Arts and Sciences 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. O.T.D. 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.

The School of Engineering master's students must complete all degree requirements within five calendar years unless they are enrolled in the one year master's degree program or began their program in spring 2017. Master's students who contacted admissions by May 31, 2016 and transitioned into the one year master's degree program or began their master's degree program in spring 2017 must complete all degree requirements within five semesters or 2 ½ calendar years. Part-time students in

the one year master's degree program 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 actively working on program requirements and more time is needed to complete them, but the student 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 the department for approval. This request must include a progress report of work completed to date, as well as a timetable for finishing all requirements. (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

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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 adviser 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 adviser.

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. Students on approved parental leave can purchase the Tufts health insurance during the time of leave, with the understanding they will return from leave the following semester and continue use of Tufts health insurance.

International students should discuss parental leave with the International Center staff to ensure they maintain their immigration status without loss of benefits or violation of status. Parental leaves may be eligible for a medical reduced course load (0–2.5 credits) per semester for no more than 12 months. In order to qualify for a medical reduced course load you must consult with the International Center prior to requesting a parental leave through SIS.

### *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 adviser, 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 adviser 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

# academic policies

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 adviser, 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.

## Voluntary Withdrawal

Graduate students may voluntarily withdraw from their degree program at any time. Graduate students are encouraged to meet with their adviser 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**, must be completed and forwarded to the academic program for consideration. The student's thesis or research adviser, 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 can 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

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- 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 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 the 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** ([oio.tufts.edu/policies-and-procedures/](http://oio.tufts.edu/policies-and-procedures/)).

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. Information regarding support services for individuals who have experience any form of misconduct can be found on the OEO website [oio.tufts.edu/reporting-incidents-of-any-misconduct/](http://oio.tufts.edu/reporting-incidents-of-any-misconduct/).

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-oio.ethicspoint.com](http://tufts-oio.ethicspoint.com) or by using the hotline at 1.866.384.4277 As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights ("OCR"). The contact information for the local office of OCR is 617.289.0111 at Office for Civil Rights, Boston Office U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. The email address for OCR is [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

# 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), the student 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:** Three (3) or more course credits; Two (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:** Two (2) course credits; One (1) course credit with a teaching or research assistantship.

**Part-time:** One (1) 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 two (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

# registration

unless it has been dropped 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 tuition rate for the academic year varies across programs and enrollment status.

**Full-time:** The tuition charged for a full-time arts and sciences graduate program is a comprehensive fee that covers all courses required for completion of the degree. The full-time tuition charges listed below are in effect for the 2016–2017 academic year. These tuition charges represent the total cost of most master’s degrees, provided the tuition payment is completed in the 2016–2017 academic year.

M.A., M.S., and  
M.P.P. programs  
(except as noted below) ..... \$49,982  
M.A.T. program ..... \$42,408

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 2016–2017) is as follows:

M.F.A. Studio Art program... \$43,696  
Occupational Therapy  
(entry-level program)..... \$49,982  
School Psychology  
(M.A./Ed.S.) ..... \$42,408  
Urban and Environmental  
Policy and Planning ..... \$34,932

The Ph.D. tuition is \$29,936. Ph.D. students are charged tuition for a period of five years. Tuition for the O.T.D. program is \$49,982 in 2016–2017.

**Part-time:** The 2016–2017 academic year tuition for part-time students is \$4,990 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.

**Continuation tuition:** Students will be charged continuation tuition each semester after their expected degree completion period. Expected degree completion periods are two (2) years for most master’s students, three (3) years for master’s students in occupational therapy (entry-level program), school psychology, and urban and environmental policy and planning; three (3) years for OTD students entering without a master’s degree, and seven (7) years for Ph.D. students. The 2016–2017 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.

**Summer session:** The summer sessions offered by Tufts are outside the standard academic year and therefore have a separate payment structure. The tuition charged for a full-time 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.) Part-time students must pay the per-course rate, and scholarship does not apply for summer

courses. 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 2017–2018 will not be available from the Board of Trustees of the university until May 2017.*

## Tuition—Arts and Sciences Certificate Programs

The 2016–2017 tuition for most certificates offered by the Graduate School of Arts and Sciences is \$3,992 per credit. Tuition for the Museum Studies certificate is \$2,994 per credit in 2016–2017. Tuition for the certificate programs in Early Childhood Technology and Science Education is \$1,500 per credit in 2016–2017. Any courses taken in addition to those required to complete a particular certificate program cost \$4,990 per credit in 2016–2017.

*Note: Tuition for academic year 2017–2018 will not be available from the Board of Trustees of the university until May 2017.*

## Tuition—Engineering Degree Programs

The tuition charged for a full time engineering graduate program covers all courses required for the degree. Any courses taken in addition to those required for the degree cost \$5,052 per credit in 2016–2017. Continuation tuition does not cover courses that are not required for the degree.

The 2016–2017 full tuition for engineering M.S. and M.E. programs is \$15,578 per semester for students entering in fall 2016, unless a student opted to enroll in the one-year M.S. program. Three semesters of full tuition and one semester of continuation

# expenses and payment options

tuition are required 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 a semester. The 2016–2017 continuation tuition is \$3,786 per semester.

The 2016–2017 tuition for M.S. students beginning the program in January 2017, as well as students who opted to enroll in the one-year M.S. in fall 2016, is \$25,260 a semester. Tuition will be charged for two semesters. Students who enroll in additional semesters will be charged continuation tuition (\$800 per semester in 2016–2017).

Tuition for the M.S.I.M. program is \$25,000 a semester in 2016–2017. Tuition will be charged for two semesters. Students who enroll in a third semester will be charged an additional \$5,000. Tuition for the M.S.E.M is charged for four semesters. The 2016–2017 tuition for the M.S.E.M. is \$13,000 a semester.

Doctoral tuition is \$15,578 per semester in 2016–2017. 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 will be charged continuation tuition each semester after the regular tuition requirements for the program have been satisfied. The 2016–2017 continuation tuition is \$800 per semester.

Students who are admitted to undertake the M.S. or Ph.D. 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 2016–2017 tuition for part-time engineering students is \$5,052 per credit. Most Tufts courses are 1.0 credit. Students will be charged continuation tuition (\$800 per semester in 2016–2017) if additional time is needed to complete thesis, project, or dissertation work. 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.

*Note: Tuition for academic year 2017–2018 will not be available from the Board of Trustees of the university until May 2017.*

## **Tuition—Engineering Certificate Programs**

The 2016–2017 tuition for School of Engineering certificates is \$4,042 per credit, with the exception of the Online Certificate in K–12 Engineering Education (OKEE). Tuition for the online certificate is \$1,000 per credit. Any courses taken in addition to those required to complete a particular certificate program cost \$5,052 per credit in 2016–2017.

*Note: Tuition for academic year 2017–2018 will not be available from the Board of Trustees of the university until May 2017.*

## **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 2016–2017 cost of the individual student plan is \$2,522. 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 charge, 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 (\$784 in 2016–2017).

## **Student Activity Fee**

All students in graduate degree programs pay an annual student activity fee (\$60 in 2016–2017). 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 ([students.tufts.edu/registrar/bulletin](http://students.tufts.edu/registrar/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
- Teaching or research assistantships
- Fellowships and competitive merit awards
- Federal financial aid
- Health insurance and health coverage

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 (fall and spring semesters).

## 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.

## Fellowships and Merit Awards

There are various fellowships and merit awards available through application. The Graduate School of Arts and Sciences Dean's office, the School of Engineering Dean's office, and academic departments provide award descriptions and application deadlines throughout the academic year.

## Research Support

### *Graduate Student Travel Funding*

Students are offered the opportunity to apply for funding of a portion of their travel expenses to present scholarly work at academic conferences. Resources 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.

### *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.

## 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.

## 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 alterna-

tive forms of financing are available at [students.tufts.edu/financial-services/financial-aid](http://students.tufts.edu/financial-services/financial-aid).

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.

Students in other certificate programs and students pursuing non-degree study (Graduate Career Advancement Program students) are not eligible for Federal Direct Loans.

*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

# financial aid

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.

## **Health Coverage**

Award packages for full-time 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 full-time 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.**

*The IRS and Department of Labor are in the process of revising federal guidelines regarding the payment of health insurance coverage for some graduate students. As a result, some of our award packages may need to be modified to comply with these new rules. We will provide updates on the website as new information becomes available, but should you have any questions, please contact [gradserve@tufts.edu](mailto:gradserve@tufts.edu).*

# 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 2016–2017 academic year is \$4,990 for most courses (1.0 credit courses). For courses that bear

1.5 credits, tuition is \$7,485. The fee for auditing a course is \$800. Payment is due at the time of registration.

## 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 policies 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.

# 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 Graduate Student Services in Dowling Hall. The form can be found at [go.tufts.edu/asegrad\\_graduationlinks](https://go.tufts.edu/asegrad_graduationlinks)

## 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 21).

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

Graduate Student Services 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](https://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 Graduate 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 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: <https://sed-ncses.org>
- 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 degree requirements not indicated on the transcript (including but not limited to: foreign language proficiency; internship; qualifying paper; and comprehensive examination) must be communicated to Graduate Student Services by the academic department.
- Thesis and dissertation requirements and guidelines can be found on page 19.

### Commencement Information

- Commencement information can be found online at [commencement.tufts.edu](https://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., M.S.I.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 21.

*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
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 abstract, 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*. The candidate, in consultation with the candidate's adviser, should resolve all questions of style and technique before preparing a final copy.

## Copyright Information

Students are the copyright holders of their thesis/dissertation. No additional steps (e.g. formal registration, displaying ©) are necessary for students to become the copyright holder of their work.

Students who have or intend to publish portions of their thesis/dissertation should seek advice on retaining sufficient permissions to re-use their work.

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 should they want the extra benefits of

registration. 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

Tisch Library offers periodic workshops and background information on copyright, fair use, and seeking permissions.

## Examining Committees

The committee chair for all graduate degrees is typically a full-time, tenure-track faculty member from the department. Exceptions must be approved by the dean. Departments may have additional requirements.

### 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.

### Doctoral 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 (or relevant disciplines at Tufts) with which the student has conducted research 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.

# master's thesis and doctoral dissertation

## **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) students formally present their research in a public forum to the Tufts community and invited guests and respond to questions from the audience;
- 2) students defend their thesis or dissertation to members of their committee in a closed session.

It is the student's responsibility to distribute copies of the thesis or dissertation to the committee members in advance of the defense. The defense should be scheduled several weeks prior to the thesis or dissertation submission deadline. See page 21 of this handbook for recommended and required deadlines regarding defense and submission.

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**, <http://go.tufts.edu/REGCertificateOfFitness>; 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**,

<http://go.tufts.edu/ThesisDissApproval>, 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 Graduate Student Services by the published deadline; online submission of the thesis/dissertation to **dissertations.umi.com/tuftsase** is required. Links to forms and external sites can be accessed at: [go.tufts.edu/asegrad\\_graduationlinks](http://go.tufts.edu/asegrad_graduationlinks).

In accordance with Tufts University's policy on Intellectual Property (**viceprovost.tufts.edu**), 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. Embargoes are available for six months, one year, and up to a maximum of two years. 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.

## **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 2017 Deadline	May 2017 Deadline	August 2017 Deadline
Apply for graduation in SIS and submit the Application for Graduation to Graduate Student Services	October 1–November 30	January 14–February 15	June 1–July 31
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 4	May 1	August 15
Thesis/Dissertation submitted online. Original certificate of fitness and approval for submission forms submitted to Graduate Student Services	January 4	May 1	August 15
Grade changes and transfer credit to be posted on the transcript	January 4	May 1	August 15
Documentation of completion of requirements not indicated on the transcript (see pg. 18) to be submitted by the academic department to Graduate Student Services	January 4	May 1	August 15
Trustees vote on degrees	February 11	May 20 May 21 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 resources

## **Libraries**

The Tisch Library, the Lilly Music Library, and the W. Van Alan Clark Library at the SMFA support students, faculty, and staff in the School of Arts and 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.

## campus resources

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.

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 [students.tufts.edu/career-center](https://students.tufts.edu/career-center). 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.

### University Health Service

Graduate students who have paid the comprehensive student health fee are eligible for services at Tufts University Health Service. Their comprehensive services include medical care, 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: [students.tufts.edu/health-wellness/physical-health/about-health-service](https://students.tufts.edu/health-wellness/physical-health/about-health-service).

*Note: The Health Service has after hours consultation available. Call our main number at 617.627.3350 and you will be directed appropriately.*

### 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. The consultation includes discussion of the student's current needs, and collaborative development of a plan for addressing these needs. The plan may include short-term individual and/or group counseling at CMHS, or referrals to mental health providers in the nearby community. When referral is appropriate, CMHS will assist students with the referral process if desired. Psychiatry services are also available on-campus (by referral only) when medication is needed as an element of treatment. Students who wish to have medication management on campus are required to be participating simultaneously in ongoing counseling. Psychiatry services are a covered cost for students

who subscribe to the Tufts University Student Health Insurance. Psychiatry Services are also available for a fee to students who do not have the Tufts University Student Health Insurance. This fee is much lower than the usual and customary fee in the community.

CMHS is located in Sawyer House at 120 Curtis Street. Appointments can be made by calling 617.627.3360.

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 [go.tufts.edu/ARCgraduate](https://go.tufts.edu/ARCgraduate) 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

## campus resources

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 <http://students.tufts.edu/student-accessibility-services>.

### **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](http://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 ([www.facebook.com/TuftsUniversityGSC](http://www.facebook.com/TuftsUniversityGSC)) and Twitter ([twitter.com/TuftsGSC](http://twitter.com/TuftsGSC)).

The GSC manages two Graduate student lounges (in West Hall and Curtis Hall), 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 & Brew Coffee House. The space is typically used to host large meetings, social gatherings, talks and small lectures of graduate students.

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

### **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 at [go.tufts.edu/CodeofConduct](http://go.tufts.edu/CodeofConduct).

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### Harassment

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

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

Concerns about harassment can be reported the Dean of Student Affairs Office, 617.627.3158, or the Office of Equal Opportunity at 617.627.3298 or [oeo@tufts.edu](mailto:oeo@tufts.edu). Anonymous complaints may also be made by reporting online at: [tufts-oeo.ethicspoint.com](https://tufts-oeo.ethicspoint.com) or by using the hotline at 1.866.384.4277.

Information regarding support services for individuals who have experience any form of misconduct

can be found on the OEO website [oeo.tufts.edu/reporting-incidents-of-any-misconduct/](https://oeo.tufts.edu/reporting-incidents-of-any-misconduct/).

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

Sexual misconduct is not limited to the workplace or the educational environment. It can extend beyond University property and could occur at any University sponsored program, activity, or event regardless of the location. It can occur out of state or country, such as at a conference, off-site project, study abroad, field placement, or at an externship.

Sexual misconduct can occur between students, employees and third parties such as visitors, vendors, contractors and other community members. Tufts’ Sexual Misconduct Policy applies broadly and in many different circumstances. Tufts will consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus. More detailed information about Tufts policies and procedures on this topic may be found on the Office of Equal Opportunity (OEO) website [oeo.tufts.edu/sexual-misconduct-student/](https://oeo.tufts.edu/sexual-misconduct-student/).

Any concerns regarding sexual misconduct can be reported to the Office of Equal Opportunity (OEO) at 617.627.3298 or [oeo@tufts.edu](mailto:oeo@tufts.edu). Anonymous complaints may also be made by reporting online at: [tufts-oeo.ethicspoint.com](https://tufts-oeo.ethicspoint.com)/ or by using the hotline at 1.866.384.4277.

Information regarding support services for individuals who have experience sexual misconduct, including confidential resources, can be found on the OEO website [oeo.tufts.edu/reporting-incidents-of-any-misconduct/](https://oeo.tufts.edu/reporting-incidents-of-any-misconduct/).

### 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

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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 at 617.627.3298 or [oeo@tufts.edu](mailto:oeo@tufts.edu).

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

Tufts Technology Services (TTS) realizes that having the right tools is critical to your success as a student at Tufts. Check out the variety of technology resources available to meet your unique needs and to help you achieve your academic objectives. A full list of available IT services can be found at [it.tufts.edu](http://it.tufts.edu).

### *Basics*

- Your Tufts Account is your Tufts Username and Tufts Password
- Your Tufts Email is powered by Microsoft Office 365
- The Student Information System (SIS) is your go-to place for course registration, catalogs, schedules, financial accounts, financial aid, address information, transcripts, grades.
- Trunk is Tufts' Learning Management Systems for most of your courses
- Computer Purchases: Student discounts are available. View Tufts' recommendations or request a computer purchase consultation.

- Tufts Mobile ([m.tufts.edu](http://m.tufts.edu)) provides information on Tufts shuttles, Tufts news, events and calendars, Facebook and Twitter feeds.

### *Connecting to the Tufts Network*

- On-Campus: Use your Tufts Username and Tufts Password to connect to the wireless network using Tufts Secure (recommended) or Tufts Wireless. Tufts Guest is an open wireless network with limited access.
- Off-Campus: Use the Tufts Virtual Private Network (VPN) to create a secure and private connection from off-campus locations.

### *Tools and Software*

A variety of tools and software are available to you at a discount or for free.

- Microsoft Office Suite (O365) for Word, Excel, PowerPoint: online and downloadable software. (free)
- Tufts Box: free file storage and file sharing (free)
- WebEx: audio, web and video online conferencing tool (free)
- Lynda.com – skills and software training library (free)
- Other software (including discounts on Adobe Creative Cloud, SPSS, etc.)

### *Computer Labs and Printing*

- Public Computer Labs offers Macs, PCs, printing, and the Internet. Many also provide specialized software.
- Printing, copying, and scanning from either personal or public computers is available in all Medford libraries and labs.

### *Help and other available Resources*

- The TTS Service Desk is available to help you 24/7:
  - 617.627.3376
  - [it@tufts.edu](mailto:it@tufts.edu)
- Walk-In Tech support is available on all campuses.
- TTS Information Security maintains a number of tips on securing information and devices while at Tufts.
- Find more information about Technology at Tufts
  - Tufts University libraries' online resources at Tisch Library
  - Technology at Tufts page at [students.tufts.edu/orientation/getting-started/technology-tufts](http://students.tufts.edu/orientation/getting-started/technology-tufts)

### **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 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).

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### **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](https://publicsafety.tufts.edu/adminsvc). For the full Tufts University traffic and parking regulations visit: [publicsafety.tufts.edu/adminsvc/parking-services/parking-and-traffic-regulations](https://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](https://publicsafety.tufts.edu/adminsvc/shuttle-services-2) or at [m.tufts.edu/transit/index](https://m.tufts.edu/transit/index) for mobile devices.

# campus map



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

# university policies

The following university policies and others apply to graduate students and are available on Tufts University websites.

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 Patrick Collins. In addition, media training and interview support is also available from the Office of Public Relations.

Patrick Collins, Director of Public Relations, Medford/Somerville campus, ([patrick.collins@tufts.edu](mailto:patrick.collins@tufts.edu)), 617.627.4173

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
Office of 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
School of the Museum of Fine Arts at Tufts	267.6100
Urban and Environmental Policy and Planning	627.3394
Area Code	617
Switchboard	617.628.5000



## 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

Digital Tools for Pre-modern Study  
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  
Early Childhood Technology  
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