



2019-2020

Graduate Student Handbook

Master's Students

Occupational Therapy Doctoral Students

Certificate Students

Tufts
UNIVERSITY

Graduate School
of Arts and Sciences

ACADEMIC CALENDAR

Fall Term 2019

Aug. 26–Aug. 30		New Graduate Student Registration
Aug. 26–Aug. 30		Graduate Student Orientation and Matriculation Week *
Sep. 2	Mon.	Labor Day (University holiday; no classes)
Sep. 3	Tue.	Classes Begin
Sep. 17	Tue.	Last day to ADD courses
Oct. 8	Tue.	Last day to DROP Courses without Record of Enrollment
Oct. 14	Mon.	Indigenous Peoples' Day (University holiday; no classes)
Oct. 15	Tue.	Substitute Monday's schedule on Tuesday
Oct. 15	Tue.	Last date to make up incompletes from Spring 2019
Nov. 11	Mon.	Veterans Day (University holiday; no classes)
Nov. 11–25		Registration for Spring 2020 for graduate and certificate students
Nov. 27	Wed.	No Classes
Nov. 28	Thu.	Thanksgiving (University holiday; No Classes)
Nov. 29	Fri.	No Classes (University holiday)
Nov. 30	Sat.	Last day to apply for February graduation
Dec. 9	Mon.	Classes End
Dec. 9	Mon.	Last day to WITHDRAW from courses and receive a grade of W
Dec. 12-Dec. 19		Final exams

Spring Term 2020

Jan. 6	Mon.	February degree candidates submit final thesis/dissertation and defense paperwork
Jan. 15	Wed.	Classes begin
Jan. 20	Mon.	Martin Luther King Day (University holiday; no classes)
Jan. 22	Wed.	Substitute Monday's schedule on Wednesday
Jan. 29	Wed.	Last day to ADD courses
Feb. 5	Wed.	Faculty meet to recommend final February degree candidates to trustees
Feb. 8	Sat.	Trustees vote on February degrees
Feb. 17	Mon.	Presidents' Day (University holiday; no classes)
Feb. 19	Wed.	Last day to DROP courses without record of enrollment
Feb. 20	Thu.	Substitute Monday's schedule on Thursday
Feb. 26	Wed.	Last day to make up incompletes from Fall 2019
Feb. 28	Fri.	Last day to apply for May graduation
Mar. 16-20		Spring recess
Mar. 23	Mon.	Classes resume
Apr. 7–17		Registration for Fall 2020 for graduate and certificate students
Apr. 1	Wed.	Last day to withdraw from courses and receive a grade of W
Apr. 20	Mon.	Patriots' Day (University holiday; no classes)
Apr. 27	Mon.	Classes end
Apr. 27	Mon.	May degree candidates submit final thesis/dissertation and defense paperwork
May 1-8		Final exams
May 13	Wed.	Faculty meet to recommend final May degree candidates to trustees
May 16	Sat.	Trustees vote on May degrees
May 16	Sat.	Graduate School of Arts and Sciences Doctoral Hooding Ceremony
May 17	Sun.	Commencement

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

**Orientation and Matriculation week includes, International Student Orientation, Mandatory TA and RA Orientations (GSAS and OEO), Matriculation Ceremony, Resource Fair, Library Open House and the "Welcome to Tufts" social event. Additional Information can be found on the [Orientation Website](#).

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WELCOME FROM THE DEANS

Dear Graduate School of Arts and Sciences student:

We are pleased to give you a copy of the 2019–2020 Graduate Student Handbook, which advises both new and continuing students of policies important for navigating graduate student life at Tufts.

The Graduate Student Handbook describes the academic policies and guidelines for study at GSAS. Many departments also publish their own handbook for graduate students and it is important and valuable to become familiar with that document as well. Your best academic resources will be in your department. For those matters we expect that you will often turn to your adviser, mentor, or other faculty members for direction and guidance. Beyond your department, the campus is full of resources available for graduate students. We encourage you to read the Campus Resource Guide for more information about the various offices and centers on campus that are here to support you. For example, the Dean of Student Affairs Office, the Academic Resource Center and the Health and Wellness Center. Be sure to actively seek them out during your time here.

Our collective goal is to support and advocate for GSAS students, and we look forward to hearing from you. We wish you all the best in the coming year.

Robert Cook
Dean, Graduate School of Arts and Sciences

Sarah Herchel
Associate Dean, Graduate School of Arts and Sciences

Kamaro Abubakar
Assistant Dean, Student Affairs, School of Arts and Sciences

ACADEMIC POLICIES

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

Academic Standing

POLICY ON 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 statements 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 graduate-level 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.

4. 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.
5. Incomplete grades must be completed in accordance with the [Policy on Incompletes](#) detailed in this handbook on page 6.
6. 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 in the Graduate School of Arts and Sciences.

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.

PROCEDURES FOR ACADEMIC STANDING REVIEW

The Executive Committee of the Graduate School of Arts and Sciences oversees academic standing procedures, reviews cases and makes recommendations to the dean of the Graduate School of Arts and Sciences. The committee consists of faculty from across academic departments. Their main responsibilities are to review graduate school policy; review academic progress of graduate students; communicate with department graduate directors and deans regarding policy and academic standing; and receive GSAS student petitions for extensions of time to degree and reinstatement after a leave.

A student who is not in good academic standing will be notified of their

status by their department, and will be dismissed by the graduate dean unless recommended otherwise by the department and an exception is granted by the Executive Committee. If an exception is granted, the graduate director or chair will meet with the student to develop a plan and a timeline to return to good academic standing. An approved plan and timeline must be sent to the GSAS Executive Committee by the faculty. Only the dean of the Graduate School of Arts and Sciences may dismiss an enrolled graduate student. Students will be kept informed throughout these proceedings.

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)
- failure to meet professional standards or codes of conduct as expected by each discipline and/or as additionally stated in the department's graduate student handbook, website, or other department documents.

APPEALS

All students may appeal decisions in writing, within thirty days of receiving notification of dismissal, or upon receiving notice that an extension of time or petition to be reinstated has been denied, to the dean. Please refer to [the website](#) for more information regarding the appeals processes.

ACADEMIC POLICIES

Academic Integrity & Professionalism

Students are expected to meet the highest standards of academic integrity and professionalism. Academic misconduct is inimical to academic integrity and violates a core value of Tufts University. Accordingly, faculty and students are prohibited from engaging in academic misconduct. Academic misconduct includes cheating, plagiarism, inappropriate collaboration, academic dishonesty, research misconduct, and facilitating the academic misconduct of another. Academic misconduct can occur with the intent to deceive or by disregarding proper scholarly procedures.

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 outlined in this policy. Alleged violations of these policies will be considered and addressed within the [Student Conduct Review Process](#).

Academic Grievances

Graduate students who are experiencing conflicts in their academic work may approach the dean's office for consultation. The Associate Dean of the Graduate School of Arts and Sciences will consult with students 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 submitted by the instructor. 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

For master's and OTD programs, the residency requirement is two semesters of graduate study at Tufts.

Time Limitations for Completing Degrees

Graduate School of Arts and Sciences master's and OTD candidates must complete all degree requirements within five calendar years, except M.F.A. degree candidates, who must complete all degree requirements in two years.

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 time frame of the approved extension. 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. All Extension of Time requests require review and approval by the Graduate School of Arts and Sciences (GSAS) Executive Committee. [The Request for Extension of Time Form](#) and all supporting documentation must be received by the dean's office by August 1, December 1, or April 15 to be considered for the following semester. Additionally, international students should contact the Tufts International Center with visa extension requests. For international students, the extension of time petition must be submitted at least three months prior to the deadlines listed above.

It should be noted that requests for an extension of time are not automatically approved and are granted only in unusual circumstances. If the extension of time is not approved, the student's candidacy for the degree is terminated.

All students may appeal decisions in writing, within thirty days of receiving notification of dismissal, or upon receiving notice that an extension of time or petition to be reinstated has been denied, to the dean. Please refer to [the website](#) for more information regarding the appeals processes.

Leaves of Absence

OVERVIEW OF LEAVES

There are several types of leaves available to graduate students: personal, parental, and medical. Information about each leave type is detailed below, with additional information on the [Student Life website](#).

ACADEMIC POLICIES

It is recommended that students who are considering a leave of absence discuss their plan with their academic advisor and/or director of graduate studies. 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. In cases where a student has a teaching or research assistant appointment, it is expected the student alert their advisor and program graduate director of the leave. When possible, notification should be given within a reasonable time period prior to the leave so alternate arrangements can be made for the duration of time the student will be on leave.

Student loan borrowers will receive exit interview and repayment information and may be required to begin loan repayment while on leave. Students who are not in good academic standing when taking a leave must have an academic plan intact so upon their return they can continue making academic progress. This plan must be approved by their academic advisor and the respective dean before return. Please see the [Policy on Academic Standing](#) on page 5.

Because leaves of absence can impact visa status and eligibility to remain in the United States, international students who are considering taking a leave must 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. Departments must approve all requests for a personal leave. 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 must 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 (0–8 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

Students who take a Medical Leave of Absence leave campus in order to more fully attend to health-related issues. A Medical Leave of Absence is also appropriate if a student finds it difficult to productively or safely manage the demands of their academics and campus life due to a health concern.

The [Dean of Student Affairs Office](#) is charged with facilitating Medical Leave requests and will do so in coordination with your graduate faculty advisor and 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.

The medical leave process involves a number of steps. Your point of contact in the Dean of Student Affairs Office is Assistant Dean Kamaro Abubakar. He can help you understand the financial and academic implications of the leave as well as answer any other questions you may have about the leave or return process. You can reach him by email at Kamaro.Abubakar@tufts.edu or by phone at 617-627-3158. Please visit the [Student Affairs Website](#) for additional information and to apply for a Medical Leave of Absence.

Voluntary Withdrawal

Graduate students may voluntarily withdraw from their degree program at any time. Graduate students are encouraged to meet with their advisor and/or graduate program director before action is taken. As with taking a leave, international students must contact the International Center before withdrawing from a program. A withdrawal can be requested in SIS. Once withdrawn from a program, the student must petition for and be granted reinstatement to the program before being able to register. Please see the reinstatement section of this handbook for further details. Students who withdraw with disciplinary charges pending will have a permanent notation posted on their transcript. This policy is detailed online in the [Student Judicial Process](#).

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Reinstatement Policy

If a graduate student has not registered at Tufts for one or more semesters, and later wishes to resume work in the degree program, the student must be reinstated by the graduate school. In order to be reinstated, a student must complete the [Petition for Reinstatement form](#) and submit it along with all required supporting documentation to the dean's office for consideration. A \$350 reinstatement fee will be charged to all graduate students who re-enroll in the graduate school.

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 GSAS Executive Committee. All reinstatement requests and supporting documentation must be received by the dean's office by August 1, December 1, or April 15 to be considered for the following semester. International students must contact the International Center prior to requesting reinstatement in order to properly plan any visa needs if approved. For international students, the reinstatement petition must be submitted at least three months prior to the requested reinstatement.

Transfer of Credit

Students may apply for transfer credit for graduate-level courses taken at Tufts or at other institutions.

Certificate students 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. Transfer of credit is requested and processed in [SIS](#).

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

These are the 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 as approved by the department.

** Courses taken in the duration of a degree program are eligible for transfer credit only if a transcript notation or documentation from the institution confirms the course was in excess of degree requirements, and withheld from calculation in overall earned credit hours, GPA, and honors.

Courses taken as a Tufts undergraduate student are not subject to the two-course limitation provided the courses were officially 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.

OTD candidates may not transfer courses counted toward a master's degree to their doctoral program.

However, the department 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.

COMBINED BACHELOR'S AND MASTER'S PROGRAMS

Some combined bachelor's/master's programs permit counting one to two 100-level or above courses, with a minimum grade above a B-, towards both the bachelor's and master's programs. Eligibility varies, and courses must be approved by the graduate program faculty before they are counted for both programs.

Foreign Language Examinations

Several graduate programs have a foreign language requirement. Consult your department or program on how to satisfy this requirement. This exam is organized through the Dean's Office. More information can be found here; [Foreign Language Requirement](#) or you can contact gsas@tufts.edu directly.

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.

Advisors

Graduate students are assigned academic advisors and thesis or dissertation mentors by their

ACADEMIC POLICIES

departments. There are occasions when it is desirable for students to switch to a new advisor or mentor.

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 advisor or mentor assignments.

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

Non-Discrimination 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 on the [Office of Equal Opportunity \(OEO\) website's policy page](#). 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. Complaints can also be sent to oeo@tufts.edu or reported anonymously online via [Ethicspoint, a third-party secure web tool](#).

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, Executive Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at 617.627.3298 at 196 Boston Avenue, Suite 4000B, Medford, MA or at jill.zellmer@tufts.edu.

Anonymous complaints may also be made by reporting online ([Ethicspoint](#) or oeo@tufts.edu) 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.

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. International students must maintain proper enrollment status per their visa requirements.

Degree-only Status

If a student has registered for all required courses, including thesis research (295, 296), the student must register for a course designation that indicates that only thesis, project or master's exhibition- 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.

OTD 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 advisor's concurrence.

Enrollment Status

Graduate students are responsible for maintaining enrollment status at Tufts.* Federal regulations require students to be enrolled (registered)

at least 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: Nine (9) or more credits; Six (6) credits and a teaching or research assistantship (must also register for 405-TA or 406-RA) or registration as a full-time continuing student (see "degree-only status" section above).

Half-time: Five (5) credits; Two (2) credits plus a teaching or research assistantship.

Part-time: Four (4) or fewer credits or registration as a part-time continuing student (401/501).

**In most situations, international students must maintain full time status. Contact the [International Center](#) with questions or concerns about Enrollment Status.*

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. MFA students may cross-register for a maximum of two (2) courses (total) with advisor approval. Students who wish to cross-register should consult with the instructor of the course, and should expect to satisfy any prerequisites typically required for enrollment. Cross-registration is not permitted in any summer school. Courses satisfactorily completed (B- or better) at one of the three consortium schools (Boston College, Boston University, and Brandeis University) automatically appear on the student's Tufts transcript and may be counted toward degree requirements.

Tufts students who wish to cross register should consult with their academic advisor and/or graduate program director before completing the appropriate [Cross-Registration Petition](#). The host institution reserves the right to terminate the student's participation at that institution at any time.

Cross-registration is also offered through the Consortium for Graduate Studies in Gender, Culture, Women, and Sexuality 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, visit the [GCWS website](#).

Audits

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

REGISTRATION

Dropping a Course

A course for which a student has registered remains on the record unless it has been dropped within the first five weeks of the term. Courses that are dropped after the fifth week and before the end of the tenth week of the semester 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 end of the tenth week 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.

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

The tuition rate for the academic year varies across programs and enrollment status.

MASTER'S PROGRAM TUITION

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 2019-2020 academic year. These tuition charges represent the total cost of most master's degrees, provided the tuition payment is completed in the 2019-2020 academic year.

M.A., M.S., and M.P.P. programs
(except as noted below) \$52,724

M.A.T. program \$46,164

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 2019-2020) is as follows:

M.F.A. Studio Art program .. \$47,564

Occupational Therapy
(entry-level M.S.)..... \$52,724

School Psychology
(M.A./Ed.S.) \$46,164

**Urban and Environmental
Policy and Planning** \$38,024

OTD PROGRAM TUITION

Tuition for the entry-level occupational therapy doctoral program (ELOTD) is charged for three years. Full tuition (\$52,725 in 2019-2020) is charged for the first two years; half tuition is charged in the third year. The annual tuition is billed in three equal installments.

The post-professional occupational therapy doctoral program (PPOTD) is \$52,724. Tuition is charged for one year.

PART-TIME TUITION

Part-time: The 2019-2020 tuition for part-time students is \$1,758 per credit including credits taken in the summer. 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.

CERTIFICATE PROGRAMS TUITION

The 2019-2020 tuition for most Arts and Sciences certificates is \$998 per credit. This rate also applies to courses taken in the summer. Students enrolled in the certificate programs listed below pay a reduced rate. The reduced tuition only applies to courses required for the certificate. The 2019-2020 tuition per credit for these programs is as follows:

**Early Childhood
Technology**..... \$582

**Occupational Therapy
School-Based Practice**..... \$832

**Urban Justice
and Sustainability** \$832

The 2019-2020 tuition for the Postbaccalaureate Studio Art program is \$42,836 (\$21,418 a semester). Tuition is charged for two semesters.

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 students in the OTD program, school psychology, and urban and environmental policy and planning.

The 2019-2020 continuation tuition is \$800 each semester. 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 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. Provided that the course is required for the degree, the graduate school will pay the summer tuition for full-time students. Courses taken through Tufts Summer Session with the intention of fulfilling a degree requirement must be approved by the student's academic department. (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 academic year per-credit rate for summer courses. Students who withdraw from a course or receive a grade below B- will be charged for the course.

Note: The tuition for academic year 2020-2021 will not be available from the Board of Trustees of the university until May 2020.

EXPENSES AND PAYMENT OPTIONS

HEALTH INSURANCE AND COMPREHENSIVE HEALTH FEE

Student Health Insurance

Graduate students in arts and sciences are automatically enrolled in, and billed for, the Tufts student health 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 [Health Service Business Office](#) (recommended) or from [United Healthcare Student Resources](#) while they remain within the time limit for degree completion.

HEALTH INSURANCE

All Tufts students are required to be covered by health insurance (it's a Massachusetts state law). All graduate students who are half time or more are billed and enrolled in the [student health insurance plan](#). If you are covered by a separate policy, the policy must be through a U.S.-based insurance company and [comparable to the student health plan](#).

HEALTH INSURANCE WAIVER

If you are covered by a separate policy, please complete the Health Insurance Waiver on your [SIS](#) account on the Bills & Balances tab. This waiver process is required every year and is available June 1st–July 31st. Please note, this waiver does not exempt students from the mandatory [Health Service Fee](#).

HEALTH FEE

The Health Service fee (\$872 in 2019–2020) is mandatory and covers the cost of running a comprehensive outpatient health service and counseling center. The fee covers unlimited primary care and walk in visits to the [Health Service](#) and access to the [Counseling and Mental Health Service](#) and an annual flu shot if available for those who desire inoculation. Laboratory tests, prescribed medications, consultation with on and off-campus medical specialists, and hospital care are not covered by the health service fee. You can contact the [Health Service Business Office](#) for more information. The comprehensive health service fee is charged to students who are enrolled in the [student health insurance](#), and to students who are enrolled full-time and have not yet fulfilled their tuition obligation. The health service fee may not be waived.

Students who are not automatically billed the health service fee but want to be seen at [Health Service](#) or [Counseling and Mental Health Service](#) may contact the [Health Service Business Office](#) to have the fee posted to the student account.

Please note that the Health Service fee is not refunded or prorated after the beginning of the academic year. If a student is enrolled in the [optional medical insurance plan](#), both the charge and the plan benefits remain in place through the end of the contract period. Visit the [Health and Wellness website](#) for additional information.

Student Activity Fee

All students in graduate degree programs pay an annual student activity fee (\$62 in 2019–2020). The monies are used by the Graduate Student Council (GSC) to support the interests of graduate students by funding all Graduate Student Organizations (GSOs), providing travel support, and organizing career, social, student life, and community oriented events.

Tuition Refund Policy

Students who take a leave of absence or withdraw from their program (elective or required) will receive a tuition refund in accordance with the schedule published in the Tufts Bulletin based on the effective date of the leave/withdrawal. 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 monthly payment plan allows master's and doctoral students to pay annual educational expenses over ten months. One semester's costs would be paid over five months. Payments begin on May 15 for the fall semester and October 15 for the spring semester. Visit the [Financial Services website](#) for more information and to enroll.

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.

Institutional Financial Aid & Funding Opportunities

- Tuition scholarships
- Teaching assistantships (TAs)
- Research assistantships (RAs)
- Fellowships and merit awards
- Research Support

In order to help students whose records indicate scholarly promise, the university offers a variety of awards and training opportunities. Scholarships are available to help defray tuition costs; teaching assistantships, with approximately ten hours per week of teaching-related activities, 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 a doctoral degree..

In making awards, priority is given to full-time students. Students must be in good academic standing in order to receive this type of institutional funding.

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).

Note: Certificate and University College students are not eligible for these awards.

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 to 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 ten 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 and additional resources are available on the [graduate school website](#).

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

RESEARCH ASSISTANTSHIPS

Research assistants are graduate students who actively participate in the ongoing research program of a faculty mentor. Stipends are sometimes available during the summer as well as during the academic year. Research assistantships are normally awarded through the department chair or research program director. The holder of one of these awards typically takes two courses per semester, and spends up to ten hours per week in activities associated with funded research activities. Research assistants are eligible for other awards, including scholarships and fellowships. Research

FINANCIAL AID

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 and additional resources are available on the [graduate school website](#).

The university reserves the right to remove students from their roles as 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 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. Visit the [Graduate Student Travel page](#) for more information and guidelines to apply. Students must be in good academic standing and enrolled in a degree program to be eligible to apply.

Graduate Student Research Competition

Graduate students 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](#). Students must be in good academic standing and enrolled in a degree program to be eligible to apply to the competition.

Federal Financial Aid

- Federal Direct Stafford Loan
- Federal Work Study
- GradPlus Loans

FEDERAL DIRECT UNSUBSIDIZED LOAN

This federal loan is available to students who are U.S. citizens or eligible non citizens enrolled at least half-time in a degree-seeking or certificate program. Graduate students are eligible for up to \$20,500 in the Federal Direct Unsubsidized Loan. The student is responsible for interest charges on the Unsubsidized Stafford Loan. Students can choose to make interest payments while they are in school or defer payment until after they graduate.

Federal Direct Loans are available to all undergraduate and graduate degree programs, and certificate students enrolled at least half-time in the following programs: Community Environmental Studies, Management of Community Organizations, Museum Studies, Occupational Therapy, Program Evaluation, and the post-baccalaureate Studio Art program.

Students in other certificate programs and students pursuing non-degree

study (Graduate Career Advancement Program students) are not eligible for Federal Direct Loans.

FEDERAL WORK STUDY

The Federal Work-Study (FWS) program is a federally subsidized student employment program through which a portion of a student's wages are paid by federal funds and the balance by the employer. In addition to on-campus jobs, students may also work in off-campus community service jobs developed by the Student Employment Office (SEO). Job opportunities are also available for non-work study applicants.

FEDERAL GRAD PLUS LOAN

Graduate students may participate in the Federal Grad PLUS Loan program. Students must first use their maximum Federal Direct Unsubsidized Loan eligibility before using Grad PLUS (Direct Loans have more favorable benefits). Under this federally-guaranteed loan program, students may borrow up to the total amount of education costs less any financial aid. Grad PLUS borrowers will be subject to credit approval.

HOW TO APPLY

Students who wish to apply for the Federal Direct Stafford Loan and Federal Work-Study must complete the [Free Application for Federal Student Aid](#) (FAFSA). The Tufts school code is 002219.

Students who wish to apply for the Federal Grad PLUS Loan must complete an application at the online application through [the Federal Student Aid website](#).

Students will receive an award letter via email indicating their eligibility.

FINANCIAL AID

Complete details of these programs and descriptions of alternate forms of financing are available on the [Student Life website](#).

LOAN DEFERMENTS

Tufts University provides information regarding student enrollment status to the National Student Loan Clearinghouse, which then provides information to lenders. Enrollment status is either full-time, half-time, or part-time and is defined on page 11. Most lenders require that students be enrolled in a graduate program at least half-time in order to defer student loans. It is the student's responsibility to know what enrollment status is required by their lender(s) in order to defer loans, and to register accordingly each semester. Loan payments begin six months after a student graduates, withdraws, or drops below half-time status.

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.

COURSES AT TUFTS

Courses at Tufts provides visiting students an opportunity to enroll in academic year courses without having to enroll in a degree or certificate earning program. For more information regarding the registration, tuition, fees and refund policy pertaining to Courses at Tufts, please visit the [University College website](#).

Courses at Tufts Academic Policies

Students who register for Courses at Tufts and are not part of a degree or certificate program within the Graduate School of Arts and Sciences must abide by the rules and policies set forth in this handbook and by Tufts University. Students must abide by all Tufts University policies with regard to academics and conduct.

These students have slightly modified academic standards regarding registration and enrollment. A course grade lower than B- or a W may be retaken only once and requires 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 considered to be transferred towards a degree or certificate program at Tufts Graduate School of Arts and Sciences. 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. Students who receive more than one final failing (F) grade will not be permitted to re-enroll through Courses at Tufts.

PROCEDURE FOR AWARDING CERTIFICATES AND DEGREES

Procedure for Awarding of Certificates

Students completing a certificate need to submit the online [Recommendation for Award of Certificate form](#).

Certificates are awarded concurrently with graduate degrees in August, February, and May.

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 in [SIS](#) and submitting a hard copy Application for Graduation (degree sheet) 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](#) using the “Academics” header.
 - Enter or update the diploma name and diploma mailing address fields in [SIS](#).
 - From the “Academics” header, choose “Print Graduation Application,” view and print the PDF, complete the student section, and submit to the academic department to obtain the required signatures. It is the student’s responsibility to

ensure the signed original form is submitted to Graduate Student Services in Dowling Hall by the published deadline.

- Complete the Graduate Exit Survey, which will be emailed by the Office of Institutional Research approximately six weeks prior to graduation.

Other Requirements (if applicable)

- Combined bachelor’s/master’s candidates apply for both the undergraduate and graduate degrees, and follow the general graduation procedures and deadlines for each program. To apply courses toward both degrees and/or reserve courses for graduate credit a completed [Combined Bachelor’s and Master’s Course Distribution Form](#) must be submitted with the undergraduate graduation packet. Courses cannot be retroactively reserved or shared after the undergraduate degree is conferred.
- Credits earned elsewhere that are to be counted toward the degree must be formally approved. 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 20](#).

Commencement Information

Commencement information can be found online at [commencement.tufts.edu](#).

The opportunity to participate in the All University Commencement Ceremony is extended to all students who are graduating in May, or who graduated the prior August or February.

Students in the M.A.T., and Occupational Therapy entry-level programs are eligible to participate in Commencement upon completion of certain degree requirements, and at the discretion of their department.

Graduate School of Arts of Sciences students who are on track to graduate in August may submit the [Petition to March in Commencement form](#) to march in the commencement ceremony. Advisor verification and approval is required.

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 and sciences graduate students.

THESIS/DISSERTATION

Organization

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

- [Title page](#)
- Abstract (required; 350 words or less for doctoral dissertations, 150 for the master's thesis; both double-spaced)
- Acknowledgments (optional)
- Table of contents
- List of tables (if applicable)
- List of figures (if applicable)
- Text (main body of thesis/dissertation)
- Appendix or appendices (if applicable)
- Endnotes (if compiled at the end of the text)
- 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 mentor, 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. 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 [the website](#) 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.

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.

THESIS/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:

- students formally present their research in a public forum to the Tufts community and invited guests and respond to questions from the audience;
- 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](#); an electronic signature will only be accepted from a committee member who was not physically present at the defense. The [Approval of Thesis/Dissertation for Submission form](#) will be signed by the committee chair once a final draft of the document (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 is required.

Additional forms and external sites can be found on the [Applying for Graduation](#) page.

In accordance with [Tufts University's policy on Intellectual Property](#), theses/dissertations will be published on 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. Students must submit the [Embargo Request Form](#).

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

	February 2020 Deadline	May 2020 Deadline	August 2020 Deadline
Apply for graduation in SIS and submit the Application for Graduation to Graduate Student Services	October 1–November 30	January 15–February 28	June 1–July 31
Recommended timeframe to submit thesis/dissertation to committee and schedule defense (no formal deadline)	Early December — remember to make allowances for faculty availability during final exams and winter recess	Mid-March— remember to make allowances for faculty availability during spring recess	Early July— remember to make allowances for faculty availability during summer recess
Complete Graduate Exit Survey Ph.D. candidates also submit Survey of Earned Doctorates (S.E.D.) online	January 6	April 27	August 10
Thesis/Dissertation submitted online.* Original certificate of fitness and approval for submission forms submitted to Graduate Student Services	January 6	April 27	August 10
Grade changes and transfer credit to be posted on the transcript	January 6	April 27	August 10
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 6	April 27	August 10
Degree conferral date	February 8	Commencement, May 17	August 31
Diplomas sent by registered mail	Early March	Early June	Early October

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

This handbook is not a comprehensive set of policies which effect graduate students. Additional policies including those listed below can be found on Tufts University websites.

Absences

Academic and Computer Ethics

Assault

Campus Safety

Cars on Campus

Code of Conduct

Email Policy

Fire Safety

Firearms, Fireworks

Freedom of Expression

Harassment

Hate Crimes and Acts of Intolerance

Hazing

HIV and AIDS

Human Experimentation Projects

Immunizations

Judicial Affairs at Tufts

Jury Duty

Nondiscrimination

Off Campus Living

Policy on the Use of Alcohol and Other Drugs

Privacy and Records

Promotion and Solicitation on Campus

Recognition of New Student Organizations

Religious Observances

Sexual Harassment

Smoking

**Social Fraternization Policy for TAs
(This is a policy exclusive to graduate students)**

University ID Cards

University Response to Harassment

Use of Tufts Name

Voter Registration



Graduate School
of Arts and Sciences