### Fall Term 2019

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<td>OEO Orientation</td>
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<tr>
<td>Aug. 26</td>
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<td>Aug. 27</td>
<td>Tue.</td>
<td>Graduate Matriculation and Resource Fair</td>
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<td>Aug. 28</td>
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<td>Aug. 29</td>
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<td>Sep. 2</td>
<td>Mon.</td>
<td>Labor Day (University holiday; no classes)</td>
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<td>Sep. 3</td>
<td>Tue.</td>
<td>Classes Begin</td>
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<tr>
<td>Sep 17</td>
<td>Tue.</td>
<td>Last Day for AS&amp;E Students to ADD Classes</td>
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<tr>
<td>Oct 8</td>
<td>Tue.</td>
<td>Last day for AS&amp;E students to DROP Courses without Record of Enrollment</td>
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<tr>
<td>Oct 14</td>
<td>Mon.</td>
<td>Indigenous People’s Day (University Holiday): No Classes</td>
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<tr>
<td>Oct 15</td>
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<td>Last Day for AS&amp;E Students to Make Up Incomplete Grades from Spring 2019</td>
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<td>Substitute Monday’s Schedule on Tuesday</td>
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<td>Nov 11</td>
<td>Mon.</td>
<td>Veterans Day (University Holiday): No Classes</td>
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<td>Nov 27</td>
<td>Wed.</td>
<td>No Classes</td>
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<tr>
<td>Nov 28</td>
<td>Thur.</td>
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<td>Nov 29</td>
<td>Fri.</td>
<td>No Classes (University Holiday)</td>
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<td>Dec 9</td>
<td>Mon.</td>
<td>Classes End</td>
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<tr>
<td>Dec 9</td>
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<td>Last Day for Graduate Students to WITHDRAW from Courses and Receive a Grade of W</td>
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<td>Dec 10–11</td>
<td>Tue.–Wed.</td>
<td>Reading Period</td>
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<td>Dec 12</td>
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<td>Final Examinations Begin</td>
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<td>Dec 19</td>
<td>Thur.</td>
<td>Final Examinations End</td>
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<td>Dec 24</td>
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<tr>
<td>Dec 25</td>
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<td>Christmas Day Observed (University Holiday)</td>
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<td>Jan. 15</td>
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<td>Classes Begin</td>
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<td>Jan 20</td>
<td>Mon.</td>
<td>Martin Luther King Day (University Holiday): No Classes</td>
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<td>Jan 22</td>
<td>Wed.</td>
<td>Substitute Monday’s schedule on Wednesday</td>
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<td>Jan 29</td>
<td>Wed.</td>
<td>Last Day for AS&amp;E Students to ADD Classes</td>
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<tr>
<td>Feb 17</td>
<td>Mon.</td>
<td>Presidents’ Day (University Holiday): No Classes</td>
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<td>Feb 19</td>
<td>Wed.</td>
<td>Last day for all AS&amp;E students to DROP Courses without Record of Enrollment</td>
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<td>Feb 20</td>
<td>Thur.</td>
<td>Substitute Monday’s schedule on Thursday</td>
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<tr>
<td>Feb 26</td>
<td>Wed.</td>
<td>Last Day for AS&amp;E Students to Make Up Incomplete Grades from Fall 2019</td>
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<tr>
<td>Mar 14</td>
<td>Sat.</td>
<td>Spring Recess Begins: Classes Suspended</td>
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<td>Mar 23</td>
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<td>Spring Recess Ends: Classes Resume</td>
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<td>Apr 20</td>
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<td>Patriots’ Day Observed (University holiday): No classes</td>
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<td>Apr 27</td>
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<td>Last Day for Graduate Students to WITHDRAW from Courses and Receive a Grade of W</td>
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<td>Tue.–Thur.</td>
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<td>May 8</td>
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<td>Final Examinations End</td>
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<td>Degree Candidates’ Spring Term Grades Due Online by 9 a.m. (48 hours after final</td>
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<td>Remaining Grades Due Online by 9 a.m.</td>
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<td>First Summer Session Begins</td>
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<td>May 25</td>
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<td>Jun 26</td>
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<td>First Summer Session Ends</td>
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<td>Jun 30</td>
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<td>Second Summer Session begins</td>
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<td>Jul 3</td>
<td>Fri.</td>
<td>Independence Day Observed (University Holiday): No Classes</td>
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<td>Aug 7</td>
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<td>Second Summer Session Ends</td>
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Dear graduate student:

I am pleased to give you a copy of the 2019–2020 Graduate Student Handbook, which I 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 exceed 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. Many departments also publish their own handbook for graduate students, and it is important to become familiar with that document as well. Your best resources 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. Occasionally, however, issues may arise that you would prefer to discuss with someone outside of your academic life. The Dean of Student Affairs Office is a resource that addresses these situations, and you are welcome to contact the office if you wish.

I 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 mentor, multidisciplinary opportunities for your graduate work at Tufts.

We want you to know that the administration in my office as well as in the Student Affairs office always look forward to hearing from our graduate students. We wish you all the best in the coming year.

Karen Panetta
Dean of Graduate Education for the School of Engineering
The Academic Policies section of this handbook includes general principles and practices of the School of Engineering. The following are the minimum requirements to maintain good academic standing. Departments may have more stringent requirements. To be informed of specific academic policies of your department or program, consult your departmental or graduate program guidelines.

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 programs. 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. This applies only to the courses that are counted toward the graduate degree.

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. 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.

Dismissal
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 graduate dean. The student will be informed of the recommendation. Only the Dean of Graduate Education for the School of Engineering may dismiss an enrolled graduate student. In general, dismissal occurs following the review and vote of the department’s graduate program committee. Students will be kept informed throughout these proceedings. The dismissal takes effect immediately upon receiving notification.

All students may appeal the decision in writing, within five days of receiving notification of dismissal, to the dean of graduate education. Please refer to the 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 dean’s office.

Students enrolled in the BS/MS program must consistently maintain good academic standing, or risk having their admission into the master’s program rescinded.

BS/MS students cannot matriculate into the graduate portion of the combined degree program with BS course requirements remaining.

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. 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 Judicial Process.

Academic Grievances
Graduate students who are experiencing conflicts in their academic work may approach for consultation the office of the Dean of Graduate Education for the School of Engineering. The dean 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 both doctoral and master’s programs, the residency requirement is two semesters of graduate 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.

Time Limitations for Completing Degrees
Master’s degree candidates must complete all graduate degree requirements in two years after matriculation into the graduate portion of their program. A fifth semester is only allowed for a life event, with approval from the graduate dean.

Ph.D. candidates may take up to seven calendar years to complete all degree requirements.

Part-time Master’s candidates must complete all degree requirements within five calendar years.

Full-time 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.

A Master’s student’s extension to a fifth semester can only be granted for completion in the summer of the second calendar year. Students that have taken a semester at a reduced course load, or have taken non-credit bearing courses toward their degree program are ineligible for an 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. To request an extension of time to complete the degree requirements, a completed Request for Extension of Time Form must be submitted to the graduate dean’s office for approval.

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.

Leaves of Absence
Overview of Leaves
There are three 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. It is recommended that students who are considering a leave of absence discuss their plan with their academic advisor and the department’s graduate studies committee representative. Students who are on leave, except for those on approved Ph.D. Parental Accommodation, are not charged tuition and fees and are not eligible for stipends;
funding upon return cannot be guaranteed; if you have questions about the leave please speak with your department's graduate studies committee representative. In cases where a student has a teaching or research assistant appointment, it is expected the student alert their adviser as well as the department's graduate studies committee representative of the leave. 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 adviser and the graduate 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.

Parental 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 to degree completion has expired, the student’s candidacy for the degree is terminated.

**Parental Accommodation**

**Policy on Parental Accommodation for PhD Students**

PhD students in Engineering who are full-time, registered students in good standing have the option to pursue a parental accommodation immediately following the birth of a child, adoption of a child or placement of a foster child. Under this policy, eligible students can take advantage of a parental accommodation immediately following the birth of a child, adoption of a child or placement of a foster child applicable to up to twelve (12) continuous weeks of their academic, teaching and research responsibilities. School funded PhD students may be eligible for a paid parental accommodation; compensation is tied to duties that would have been performed during the time of the accommodation. Any parental accommodation beyond the approved twelve-week period will be unpaid and considered a personal leave of absence.

**Purpose**

Aligned with the University’s efforts to support an inclusive environment balancing academics, work, and personal life, the School of Engineering adopted this Parental Accommodation policy. The policy makes it possible for a student to focus on the responsibilities of new parenthood while maintaining full-time registration status. Full-time status allows the student to keep benefits associated with this status, such as loan repayment schedules, housing eligibility, and health insurance. The policy also facilitates the return to full participation in courses, research and teaching. Because the student remains enrolled as a full-time student during the accommodation period, this is not a formal leave of absence. It is instead a modification of deadlines and academic expectations to accommodate the student’s new parental commitments. Subject to their advisor’s and graduate director’s approval, the student will be able to postpone or modify academic requirements such as teaching and research assistantships, completion of course assignments, examinations, and other academic milestones during the twelve-week parental accommodation period. Students are expected to work with their advisors and graduate directors to ensure requirements are fulfilled in a timely fashion after the parental accommodation period has concluded.

**Eligibility**

To be eligible for an unpaid parental accommodation under this policy:

- An applicant must be a full-time PhD student in good standing in the School of Engineering.
- An applicant must complete a Parental Accommodation Request Form and provide all required documentation as well as clear written notice of the request for accommodation to the graduate dean at least ninety (90) days before the expected accommodation is proposed to start. (Exceptions to the notice time...
To be eligible for paid parental accommodation under the policy an applicant must meet the above eligibility requirements and:

- Hold an appointment subject to a stipend or fellowship that would otherwise apply to the requested parental accommodation period.
- Have been enrolled as a full-time PhD student for at least one semester.
- Be within the first five years of the PhD program.
- Take the twelve weeks of parental accommodation afforded under this policy in a continuous block immediately after the birth, adoption or placement of a child.
- Funding cannot be guaranteed if the student takes a leave of absence or chooses to take a leave of absence after having completed the twelve weeks of approved accommodation.
- An accommodation taken under this policy is subject to any sponsored research requirements applicable to any project engaged in by the student, and as such, the PI must confirm the continued appointment of the student at the time of the request.

Preparation for Accommodation Period

Students preparing to participate in a parental accommodation must meet with their advisor and graduate director to develop a plan to facilitate and support the accommodation, including managing academic and work-related obligations, among other responsibilities. If the timing of an accommodation will impede a student’s ability to engage in their academic studies or work assignments, a plan will be developed to allow for the student’s continued progress and contributions as part of the accommodation. Students should understand that certain assignments which are time sensitive and/or time dependent may be impacted and should plan accordingly, including seeking the guidance and support of their advisor or graduate director.

Preparing for Accommodation Period

Students preparing to participate in a parental accommodation must meet with their advisor and graduate director to develop a plan to facilitate and support the accommodation, including managing academic and work-related obligations, among other responsibilities. If the timing of an accommodation will impede a student’s ability to engage in their academic studies or work assignments, a plan will be developed to allow for the student’s continued progress and contributions as part of the accommodation. Students should understand that certain assignments which are time sensitive and/or time dependent may be impacted and should plan accordingly, including seeking the guidance and support of their advisor or graduate director.

During the Accommodation Period

A qualified and eligible student already enrolled may continue health insurance coverage during the parental accommodation period subject to the terms, conditions, and limitations of the applicable plans in place. Students may also continue to have access to on-campus facilities. Tuition and stipend support will apply consistent with the student’s appointment and in compliance with applicable laws and/or other requirements.

Return from Accommodation Period

As the parental accommodation period comes to an end, students will be required to contact their advisor and graduate director to confirm plans for resuming their duties and should be in touch with their advisor and graduate director at least one week before the end of the parental accommodation period.

Retaliation and Discrimination Prohibited

It is prohibited to retaliate or discriminate against any student for having exercised their rights under this policy. Questions? Any questions about this policy should be directed to the graduate dean's office.
academic policies

coordination with the student’s 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 protocol involves a number of steps. Understanding the financial and academic implications of any leave is important. Please visit the Student Affairs Website for additional information and to apply for a Medical Leave of Absence. You may also contact the Student Affairs office for assistance in arranging your medical leave.

Accommodation Policy
The student must follow through to obtain the recommended counseling and if needed apply for OEO Accommodation. If a student is referred to OEO, and they chose not to go, they cannot later request accommodation for work that occurred in the past, as accommodation is not retroactive.

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 the department’s graduate studies committee representative 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 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. 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.

Reinstatement Policy
If a graduate student has not registered at Tufts for one or more semesters, and later decides 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 program.

International students must contact the International Center prior to requesting a reinstatement in order to properly plan any visa needs if approved.

Reinstatement will be a decision by the department and its graduate committee and will have to be approved by the graduate dean.

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. Courses taken through the Tufts Gordon Institute that are beyond the degree requirements cannot be transferred to another Tufts engineering program.) 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 may be transferred and used to fulfill requirements for a graduate degree, subject to the following conditions. Credits transferred must:

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

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

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

**Courses taken 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. 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.

Transfer of Credit from Tufts University College
Engineering graduate courses taken through the Tufts University College may only be transferred into a degree or certificate program with the permission of the graduate dean.

BS/MS Double-Counting Policy—School of Engineering
BS/MS students in the School of Engineering may only double-count School of Engineering courses listed at the 100-level or above. Eligible courses cross-listed between departments in the School of Engineering may be double-counted. Courses cross-listed across departments in the School of Engineering and the Graduate School of Arts and Sciences will not be double-counted towards the School of Engineering master’s degree requirements.

English Language Proficiency Evaluation
In order to help School of Engineering international graduate students develop superb communication skills, all incoming graduate students who were required to submit TOEFL and/or IELTS scores for admission will have their English language proficiency skills evaluated. Those deemed needing more ESL support will be required to take a non-credit, graded course in Effective Communication in Academic Settings during their first semester of graduate study. Students will be automatically enrolled in a mandatory second semester course in Effective Communication in Academic Settings at the discretion of the instructor. Failure to complete the required course(s) will prevent the student from graduating.

Advisers
Graduate students are assigned academic advisers and thesis or dissertation mentors by their departments. There are occasions when it is desirable for students to switch to a new adviser 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 graduate dean if questions arise about adviser or mentor assignments.

The faculty director of the graduate certificate program in most cases serves as the adviser 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 in 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.
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. Graduate students may only register for courses that count toward their degree program. 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) 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 advisor’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**: Nine (9) or more course credits; six (6) 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**: Five (5) course credits; Two (2) course credits plus a teaching or research assistantship.

**Part-time**: One (1) to Four (4) course 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. 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 first consult with their academic advisor and/or the department’s graduate studies committee representative before completing the online Cross-Registration Petition Form. 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.
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 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 Graduate Institute for Teaching (GIFT), Graduate Research Excellence at Tufts (GREAT), thesis courses, 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 graduate dean.

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.
Tuition

Degree Programs
The tuition charged for a full time engineering graduate program covers all courses taken that contribute to degree requirements. Any courses taken in addition to those required for the degree cost $1,718 per credit in 2019–2020. Continuation tuition does not cover courses that are not required for the degree.

The 2019–2020 tuition for M.S. programs is $25,765 a semester. Tuition will be charged for two semesters.

Students who enroll in additional semesters will be charged continuation tuition ($800 per semester in 2019–2020).

Tuition for the M.S.I.M. program is $25,765 a semester in 2019–2020. Tuition will be charged for two semesters. Tuition for the M.S.E.M is charged for four semesters. The 2019-2020 tuition for the M.S.E.M. is $13,500 a semester.

Doctoral tuition is $4,250 per semester in 2019–2020. 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 2019–2020 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 2019–2020 tuition for part-time engineering students is $1,718 per credit, including credits taken in the summer. Students will be charged continuation tuition ($800 per semester in 2019-2020) 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.

Students enrolled in the B.S./M.S. program will be charged at the graduate tuition rate for all summer session courses taken during the summer of their senior year.

Certificate Programs
The 2019–2020 tuition for certificates is $1,718 per credit, with the exception of the online Teacher Engineering Education certificate. Tuition for the online certificate is $250 per credit.

Health Insurance and Comprehensive Health Fee
Student Health Insurance:
Graduate students 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 UnitedHealthcare Student Resources while they remain within the time limit for degree completion.

Award packages for full-time teaching and research assistants include payment of the Tufts student health insurance and the Tufts comprehensive health fee. Coverage applies only to the enrolled student health plan offered by the School of Engineering. Tufts will neither pay nor contribute towards other plans should student elect not to take the Tufts coverage.

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. Tufts will neither pay nor contribute towards other plans should student elect not to take the Tufts coverage.

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 undergraduate students from the mandatory Health Service Fee.
expenses and payment options

**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.

**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
• Tuition scholarships
• Teaching assistantships (TAs)
• Research assistantships (RAs)
• Fellowships and merit awards
• Research Support
• 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 a graduate program 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 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 the department’s graduate studies committee representative 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 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 graduate 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
Financial Aid

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Financial aid

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 and additional resources are available on the 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 graduate dean.

Fellowships and Merit Awards

There are various fellowships and merit awards available through application. The School of Engineering Graduate 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 Stafford Loan

This federal loan is available to students who are U.S. citizens or eligible noncitizens enrolled at least half-time in a degree-seeking program. Graduate students are eligible for up to $20,500 in the Unsubsidized Stafford 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 Stafford Loans are available to all undergraduate and graduate degree programs.

Students in certificate programs 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 Direct 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. 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 Clearing-house, 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.

Health Insurance and Health Coverage
Award packages for teaching and research assistants in the School of Engineering include payment of the Tufts student health insurance and the Tufts comprehensive health fee. Coverage applies only to the enrolled student health plan offered by the School of Engineering; Tufts will neither pay nor contribute towards other plans should a student elect not to take the Tufts coverage.
## Awarding Graduate Degrees
### Schedule and Requirements

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<th>Step</th>
<th>February 2020 Deadline</th>
<th>May 2020 Deadline</th>
<th>August 2020 Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for graduation in SIS and submit the Application for Graduation to Graduate Student Services</td>
<td>October 1–November 30</td>
<td>January 15–February 28</td>
<td>June 1–July 31</td>
</tr>
<tr>
<td>Recommended timeframe to submit thesis/dissertation to committee and schedule defense (no formal deadline)</td>
<td>Early December—remember to make allowances for faculty availability during final exams and winter recess</td>
<td>Mid-March—remember to make allowances for faculty availability during spring recess</td>
<td>Early July—remember to make allowances for faculty availability during summer recess</td>
</tr>
<tr>
<td>Complete Graduate Exit Survey</td>
<td>January 6</td>
<td>April 27</td>
<td>August 10</td>
</tr>
<tr>
<td>Ph.D. candidates also submit Survey of Earned Doctorates (S.E.D.) online</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis/Dissertation submitted online.* Original certificate of fitness and approval for submission forms submitted to Graduate Student Services</td>
<td>January 6</td>
<td>April 27</td>
<td>August 10</td>
</tr>
<tr>
<td>Grade changes and transfer credit to be posted on the transcript</td>
<td>January 6</td>
<td>April 27</td>
<td>August 10</td>
</tr>
<tr>
<td>Documentation of completion of requirements not indicated on the transcript (see pg. 18) to be submitted by the academic department to Graduate Student Services</td>
<td>January 6</td>
<td>April 27</td>
<td>August 10</td>
</tr>
<tr>
<td>Degree conferral date</td>
<td>February 8</td>
<td>University Commencement, May 17</td>
<td>August 31</td>
</tr>
<tr>
<td>Diplomas sent by registered mail</td>
<td>Early March</td>
<td>Early June</td>
<td>Early October</td>
</tr>
</tbody>
</table>

*Note: Please refer to procedure for awarding of degrees for thesis/dissertation details.*
Procedure for Awarding 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 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 22).

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.
• Ph.D. candidates complete the Survey of Earned Doctorates (S.E.D.).
• 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: 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.
• The opportunity to participate in the University Commencement ceremony is extended to students who are graduating in May or who graduated the prior August or February.
• Students who are on track to graduate in August may petition to participate in the commencement ceremony by submitting a Petition to Participate in Commencement form. Advisor verification and approval is required.
• Petitions are for walking in the commencement ceremony and do not apply to doctoral hooding exercises.
• 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 22.

Note: Honors standing is not given to arts, sciences, and engineering graduate students.
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 ½ 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 ¾” from the top and right-hand edges of the paper or ¾” 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.

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

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

Doctoral Candidates
The 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.

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

Tisch Library offers periodic workshops and background information on copyright, fair use, and seeking permissions.
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 22 of this handbook for recommended and required deadlines regarding defense and submission.

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 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.
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. The collection includes hundreds of thousands of print items, 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 resources 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
Librarians 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. To identify your subject librarian, see the Ask a Librarian directory online.

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.

Multimedia
The Digital Design Studio (DDS) at Tisch Library facilitates creation and production of multimedia content for course-based assignments and projects. The DDS lab has a recording room for producing audio narrations and podcasts, including a green screen wall for filming. DDS also has large-format printing and 3D printing services. For more information about hours and services, visit the Digital Design Studio.

Hours
Library hours can be found on the Tisch Library website.

Other Tufts Libraries and Partner Libraries
Graduate students have access to the Edwin Ginn Library of the Fletcher School of Law and Diplomacy and the Digital Collections and Archives (DCA) 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 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 the Tisch Library website.

Career Center
The Tufts Career Center offers resources and programs for master’s and doctoral students in Engineering. Services and programs include job and internship listings, individual career coaching, resume critiques, career fairs, alumni presentations, networking opportunities, and more. Workshops specifically designed for graduate students are offered throughout the year and include topics such as interviewing, resumes and CVs, networking, and using social media in your job search. The Career Center website provides information for graduate students pursuing jobs outside of academia as well as in academia. Online resources such as Imagine PhD and My IDP offer graduate students strategies for translating their skills into career opportunities.
Graduate students are encouraged to join the Tufts Career Networking Group on LinkedIn to connect with alumni about careers, employers, and industries. Career Center hours are M–F, 9:00am to 5:00pm, with some evening appointments and five hours of drop-in hours in engineering buildings weekly. You may make career advising appointments through Handshake, our online scheduling and job listing platform. Tufts Career Center, Dowling Hall, Suite 740, 419 Boston Avenue, 617.627.3299, go.tufts.edu/careercenter.

University Health Service
We are your primary health care site and offer walk in hours and appointments, depending on your health care needs and busy schedule. Office visits are covered for graduate students who have paid a health fee. We have a lab on site as well as a pharmacy that delivers daily. Please visit the Health Services website for our hours.

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. Please visit the CMHS website for their hours. 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, one-on-one consultations for graduate students in Arts and Sciences, Engineering, and the SMFA in a number of areas, including writing, time management, study strategies, and public speaking. We also hold regular graduate writing retreats, weekly writing groups, classes and workshops for international students, and other resources. We understand the particular challenges graduate students face and strive to develop programs and consultations that support and enhance a variety of graduate academic experiences. To learn more visit the ARC website or call 617.627.4345.

Student Accessibility Services
Student Accessibility Services at Tufts University promotes an accessible college experience for students with disabilities. We support undergraduate and graduate students in developing self-advocacy skills, empowering them at Tufts and beyond. SAS also advocates for an inclusive and diverse Tufts community through education and collaborative campus partnerships. If you have a disability that requires reasonable accommodations, please contact the Student Accessibility Services office at accessibility@tufts.edu or 617-627-4539 to make an appointment with an SAS representative to determine appropriate accommodations. Please be aware that accommodations cannot be enacted retroactively, making timeliness a critical aspect for their provision.

Graduate Student Council (GSC)
The Graduate Student Council (GSC) is the governing organization of the arts, sciences, and engineering graduate student body. The GSC was formed to serve the graduate students by providing social, cultural, educational, advocacy and community outreach opportunities while facilitating interactions across the schools and within departments throughout the university. Funding comes from you, the graduate student community, in the form of the annual student activity fee, which enables the GSC and
other graduate student organizations to organize events open to all graduate students. The election of GSC executive board members is held in May, yearly.

To stay up to date on all GSC events and notices, you can follow the GSC on Facebook (www.facebook.com/TuftsUniversityGSC), Instagram (@@tufts_ase_gsc), and Twitter (twitter.com/TuftsGSC). Information about events is also distributed in the GSC monthly newsletter, and at monthly general meetings held the first non-holiday Monday of every month. Every member of the graduate student community is welcome to attend the General Body Meetings, as well as any GSC event. For additional updates, subscribe to the graduate student listserv by sending an email to gsc@tufts.edu (subject: SUBSCRIBE GSC listserv) or by using this link.

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 with card access.

**West Hall**
The first graduate student lounge is in West Hall at 175 Packard Ave, and entrance can be found on the parking lot side of the building. 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. This lounge has a small cafe with drinks and snacks, computers, free printing, and study carrels.

**Curtis Hall**
The second graduate student lounge is located in Curtis Hall. Curtis Hall is located at 474 Boston Avenue. The space is typically used to host large meetings, social gatherings, talks and small lectures of graduate students. Curtis Hall also offers computers, printing, drinks and snacks.

**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: Office of Community Standards, Office of Residential Life and Learning, Office for Campus Life, Student Affairs Pluralism Initiatives, and the campus cultural resource centers, a listing of which can be found on the Student Life website.

**Community Standards**
Community Standards helps maintain a campus environment of mutual care and respect by offering undergraduate and graduate students informal and formal methods for conflict resolution, as well as interim measures such as Stay Away Requests and No Contact Orders. The Office of Community Standards assists with concerns about academic integrity and harassing behavior, violations of the Code of Conduct, and complaints against student 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 for more information about the Office of Community Standards and the Student Judicial Process.

**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. Anonymous complaints may also be made by reporting online or by using the hotline at 1.866.384.4277.
Information regarding support services for individuals who have experienced any form of misconduct can be found on the OEO website.

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; (6) relationship violence (including dating and domestic violence); and retaliation for any of the above. 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.

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.

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

Information regarding support services for individuals who have experienced sexual misconduct, including confidential resources, can be found on the OEO website.

**Consensual Relations with Faculty and Academic Administrators**

Tufts strives to maintain a professional educational environment. Because faculty members, TAs, and academic administrators exercise power over students, amorous dating or sexual relationships between faculty members/TAs/academic administrators and students over whom the faculty member/TA/academic administrator is in a position to exercise authority in any way is a violation of university policy. If you are concerned or have questions about a relationship with a faculty member/TA/academic administrator, assistance can be provided by the Dean of Student Affairs Office or the Office of Equal Opportunity at 617.627.3298 or oeo@tufts.edu.

Tufts is also committed to providing reasonable accommodations with regard to people with qualified disabilities; people with sincerely held religious beliefs; nursing mothers; qualified service animal requests; and immunization waivers for sincerely held religious beliefs. These accommodations policies can be found on the Office of Equal Opportunity (OEO) website. Any and all inquiries regarding the application of this statement and related policies may be referred to: OEO Accommodations.

**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 on the TTS website.

**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. (Over the course
of the coming year, the LMS will be transitioning to Canvas.)

- Computer purchases: Student discounts are available. View Tufts’ recommendations or request a computer purchase consultation.
- Tufts Mobile (download the app or visit m.tufts.edu) provides information on Tufts shuttles, Tufts news, events and calendars, social media feeds, and more.

Connecting to the Tufts Network
- On-Campus: Use your Tufts Username and Tufts Password to connect to the wireless network using Tufts Secure (recommended). 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. For a full list and to access all available tools and software visit the TTS website.

- 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)
- LinkedIn Learning – 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
- 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

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 can be found online.

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. For the full Tufts University traffic and parking regulations visit the Public and Environmental Safety website.

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. Day parking is available for $8/day at the Dowling Hall Garage, 419 Boston Ave.

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. 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 or at m.tufts.edu/transit/index for mobile devices.
Directions to the campus are available at www.tufts.edu/about/visit
Press Policy for Graduate Students and Post-Doctoral Scholars

Tufts University and the School of Engineering (SOE) maintain and foster many relationships with reporters, columnists, and other members of the press, including those in print, video (broadcast, cable and streaming), and digital 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, its undergraduates, graduate students, and post-docs.

To effectively manage these media relationships, we rely on a group media 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 when reporters seek information for their stories. While the interests of the reporter or the media outlet may coincide with our institutional priorities, it is not always the case. Ensuring that information about Tufts and its schools is presented factually is a top priority for the Office of Media Relations.

Tufts University, as a whole, wants to ensure that all research and other professional activities are represented fairly and accurately. Our media relations and communications teams can help you assess potential media opportunities, determine whether it is advisable to participate in them, and work effectively and comfortably with journalists in order to maximize the opportunities’ benefits.

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.

When contacted by a reporter, and before agreeing to be interviewed, faculty, staff, and students should contact the Tufts Media Relations team to ensure proper representation and, if needed, media training and interview support.

We appreciate your cooperation in helping to ensure that SOE, and Tufts receive the best and most accurate news coverage possible.

Contact information
pr@tufts.edu

Patrick Collins, Executive Director of Media Relations,
patrick.collins@tufts.edu, 617.627.4173

Kalinah Knight, Deputy Director of Public Relations,
kalinah.knight@tufts.edu,
617.627.4703

Note: For students in the School of Engineering, please contact your department chair, and Craig Thomas,
Marketing and Communications Director, at craig.thomas@tufts.edu or 617.627.5733.
Professional Development for Graduate Students 2019-2020

**September**
- Welcome Lunch with the Deans
  Wednesday, September 4
  12:00 - 1:00 pm
- Making the Most Out of Grad School: Survive & Thrive
  Monday, September 9
  12:00 - 2:00 pm
- Tips for 1st Semester in Graduate Program
  Monday, September 9
  6:00 - 8:00 pm
- Fall BBQ (AS&E)
  Tuesday, September 10
  4:00 - 6:00 pm
- Best Practices for Managing Teams, Projects and Labs
  Monday, September 16
  6:00 - 7:30 pm
- Resumes and Cover Letters
  Monday, September 16
  12:00 - 1:15 pm
- Transitioning to Graduate School: International Center Workshop
  Wednesday, September 18
  6:30 - 8:00 pm
- Successful Mentoring for PhD Students by Using the Individual Development Plan (IDP)
  Monday, September 23
  12:00 - 1:00 pm
- Productive Writing of Lab Reports
  Tuesday, September 24
  6:00 - 8:30 pm
- Presenting at Engineering Conferences I: Posters, Data Visualization and Networking
  Tuesday, September 24
  6:00 - 8:30 pm
- Mastering Your Reading List for Engineers
  Wednesday, September 25
  6:00 - 8:00 pm
- Fall Career Fair at Tufts
  Friday, September 27
  11:30 - 2:00 pm

**October**
- Grant Writing: Finding Funding
  Friday, October 4
  12:00 - 2:00 pm
- Developing Your Leadership Style
  Tuesday, October 15
  6:00 - 8:30 pm
- Grantsmanship Overview and Identifying Research Gaps
  Wednesday, October 16
  6:00 - 8:00 pm
- Pizza, Beer, and Engineers
  Monday, October 21
  6:00 - 8:30 pm
- Writing CVs
  Monday, October 21
  6:00 - 7:30 pm
- Productive Writing for Engineers
  Tuesday, October 22
  6:00 - 8:30 pm
- Managing Research Data: NSF Best Practices
  Wednesday, October 23
  12:00 - 1:10 pm
- Designing Your Online Scholarly Presence
  Friday, October 25
  12:00 - 2:00 pm
- Master Your Reading List
  Tuesday, October 29
  6:00 - 8:30 pm

**October (cont.)**
- Conflict Prevention
  Wednesday, October 30
  6:00 - 8:30 pm
- Presenting at Conferences
  Thursday, October 31
  6:00 - 8:30 pm

**November–December**
- LinkedIn Lab
  Wednesday, November 6
  12:00 - 1:30 pm
- Data Cleaning & Data Visualization
  Wednesday, November 6
  6:00 - 8:30 pm
- Overcoming the Imposter Phenomenon
  Thursday, November 7
  6:00 - 8:30 pm
- Process and Product: Writing and Revising for Graduate Students in Coursework
  Wednesday, November 13
  6:00 - 8:30 pm
- Women in STEM
  Thursday, November 14
  6:00 - 8:30 pm
- Engineering Career Fair Collaborative (Tufts, MIT, Harvard, Yale, Olin and BU)
  Friday, November 15
  2:00 - 4:30 pm
- Informal Talk with Dean
  Monday, November 18
  12:00 - 2:00 pm
- Grant Writing: Introduction to the Grant Writing Process
  Friday, November 22
  12:00 - 2:00 pm
- Preparing for a Career in Academia
  Friday, December 6
  12:00 - 5:00 pm

Note: All SOE workshops listed in blue are open to all graduate students at Tufts. The GSAS workshops are listed in brown and are available for SOE graduate students.

For registration and an updated list, visit go.tufts.edu/GradWorkshops
Professional Development for Graduate Students 2019-2020

Notation of Development (NOD)
All graduate degree track students can receive formal recognition for workshop attendance in the form of a “Notation of Development” (NOD) on their transcripts. Students are also encouraged to list the notation on their curriculum vitae or resume.

In order to receive the NOD, students must have verification of attendance of at least four “Notation Track” workshops before graduating from a master’s or doctoral program at Tufts. Workshops with “Notation Track” in the event description are eligible.

Note: All SOE workshops listed in blue are open to all graduate students at Tufts. The GSAS workshops are listed in brown and are available for SOE graduate students.

January
Orientation for the new MS students and Tips for 1st semester in MS Program.
Wednesday, January 22 12:00 - 2:00 pm
Productive Writing for Thesis and Dissertation Writers
Monday, January 27 12:00 - 2:00 pm
Moo & Brew: Graduate Student Reception (AS&E)
Tuesday, January 28 4:00 - 6:00 pm
Sharing Your Work: Copyright, Publishing, and Increasing Your Impact
Wednesday, January 29 12:00 - 2:00 pm
Developing and Writing Your Research Philosophy
Wednesday, January 29 6:00 - 8:30 pm
Mentoring Workshop
Wednesday, January 29 12:00 - 2:00 pm

February
Technical Writing for Engineers
Monday, February 3 6:00 - 8:30 pm
Communicating Your Scholarship to Public Audiences
Wednesday, February 5 6:00 - 8:30 pm
Preparing for a Career Outside Academia
Thursday, February 6 6:00 - 8:30 pm
Engineers in Film, Engineering in Entertainment
Tuesday, February 11 6:00 - 8:30 pm
Presentation Skills
Wednesday, February 12 6:00 - 8:30 pm
Engineering Networking Night
Tuesday, February 18 12:00 - 2:00 pm
Preparing for an Engineering Career in Industry & Hiring process, Interviews, Salary Negotiation
Wednesday, February 19 6:00 - 8:30 pm

February (cont.)
Simplify Your Spreadsheet Life and EXCEL in your Research
Wednesday, February 26 12:00 - 2:00 pm
Grant Writing: Writing Clearly & Concisely
Friday, February 21 12:00 - 2:00 pm

March
Data Management of Big Data for Engineers
Monday, March 2 6:00 - 8:30 pm
Crafting Compelling Objectives for Engineering Grant Proposals
Wednesday, March 4 12:00 - 2:00 pm
Developing Your Leadership Style
Wednesday, March 4 6:00 - 8:30 pm
Cultivating Healthy Habits: Working Smarter and Being Less Stressed
Friday, March 6 12:00 - 2:00 pm
Salary Negotiation: Become a Negotiator
Monday, March 9 6:00 - 8:30 pm
Preparing for a Career in Academia: Negotiating Offers in Engineering
Wednesday, March 11 6:00 - 8:30 pm
Improve Your Interviewing with Improvisation
Wednesday, March 25 6:00 - 8:30 pm
Women in STEM
Thursday, March 26 6:00 - 8:00 pm
Data Cleaning with OpenRefine & Data Visualization with Tableau
Friday, March 27 12:00 - 2:00 pm
Getting Your Personal Finances Ready for the Future
Monday, March 30 6:00 - 8:30 pm

April
Entrepreneurship
Wednesday, April 1 6:00 - 8:00 pm
You’re Graduating! How to Navigate Depositing Your Thesis and Taking Your Research With You
Monday, April 6 6:00 - 7:30 pm
How Story Inspires Technology, and Technology Inspires Story
Wednesday, April 8 6:00 - 8:30 pm
Negotiating Your First Offer
Wednesday, April 8 6:00 - 7:30 pm
Grant Writing: Building a Competitive Proposal
Friday, April 10 12:00 - 2:00 pm

For registration and updates, visit go.tufts.edu/GradWorkshops