

# Graduate Student Handbook 2011–2012

Graduate School of Arts and Sciences

School of Engineering

College of Special Studies

# academic calendar

## Fall Term 2011

Aug. 30	Tue.	New Graduate Student Orientation and Matriculation Ceremony
Aug. 30–Sept. 2	Tues.–Fri.	New Graduate Student Registration
Aug. 31	Wed.	Executive Committee meeting
Sept. 1	Thu.	International Student Orientation
Sept. 2	Fri.	Teaching Assistant Orientation
Sept. 5	Mon.	Labor Day (university holiday; classes suspended)
Sept. 6	Tue.	Classes begin
Sept. 6–20		GCAP, certificate, and post-bac registration
Sept. 20	Tue.	Last day to ADD courses
Oct. 10	Mon.	Columbus Day (university holiday; classes suspended)
Oct. 11	Tue.	Last date to DROP courses without record of enrollment
Oct. 11	Tue.	November degree candidates submit degree sheets to graduate office— all requirements must be complete
Oct. 18	Tue.	Last day to make up incompletes from the spring term
Nov. 2	Wed.	Faculty meet to recommend final degree candidates to trustees
Nov.		Registration for Spring 2012 for graduate students and certificate students
Nov. 8	Tue.	Substitute Friday's schedule on Tuesday
Nov. 11	Fri.	Veterans Day (university holiday; classes suspended)
Nov. 18	Fri.	February degree candidates submit degree sheets to graduate office
Nov. 23	Wed.	Classes suspended
Nov. 24	Thu.	Thanksgiving (university holiday; classes suspended)
Nov. 25	Fri.	Classes suspended
Dec. 12	Mon.	Classes end; Last day to WITHDRAW from courses and receive a grade of W.
Dec. 15	Thu.	Final exams begin
Dec. 22	Thu.	Final exams end

Winter Recess: December 23, 2011–January 18, 2012

## Spring Term 2012

Jan. 6	Fri.	February degree candidates submit final thesis/dissertation to graduate office
Jan. 16	Mon.	Martin Luther King Day (university holiday; no classes)
Jan. 19	Thu.	Classes begin
Jan. 19–Feb. 2		GCAP, certificate, and post-bac registration
Jan. 25	Wed.	Executive Committee meeting—tentative
Feb. 2	Thu.	Last day to ADD courses
Feb. 3	Fri.	May degree candidates submit degree sheets to graduate office
Feb. 8	Wed.	Faculty meet to recommend final February degree candidates to trustees
Feb. 11	Sat.	Trustees vote on February degrees
Feb. 20	Mon.	Presidents' Day observed (university holiday; classes suspended)
Feb. 23	Thu.	Substitute Monday's schedule on Thursday
Feb. 23	Thu.	Last date to DROP courses without record of enrollment
Mar. 1	Thu.	Last day to make up incompletes from the fall term
Mar. 17	Sat.	Spring recess begins
Mar. 26	Mon.	Spring recess ends; classes resume
Apr.		Registration for Fall 2012 for graduate students and certificate students
Apr. 13	Fri.	May degree candidates submit final thesis/dissertation to graduate office
Apr. 16	Mon.	Patriots' Day observed (university holiday; classes suspended)
Apr. 30	Mon.	Classes end; Last day to WITHDRAW from courses and receive a grade of W.
May 2	Wed.	Executive Committee meeting—tentative
May 4	Fri.	Final exams begin
May 11	Fri.	Final exams end
May 16	Wed.	Faculty meet to recommend final May degree candidates to trustees
May 19	Sat.	Trustees vote on May degrees
May 20	Sun.	Commencement

Foreign Language Examination dates are Saturday, September 24; Saturday, January 21; and Saturday, April 21.

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# message from the deans

Dear graduate student:

We are pleased to give you a copy of the 2011–2012 Graduate Student Handbook, which we hope will help both new and continuing students navigate graduate student life at Tufts. If you are a new student we are delighted that you chose Tufts and we hope that your graduate study at Tufts will meet all of your expectations. If you are a continuing student we hope that the coming year will be rewarding and productive.

The handbook describes the important “rules and regulations” for graduate study. Some of these rules are not found in the School of Arts and Sciences and the School of Engineering Bulletin; others are, but could benefit from further explanation. The most up-to-date version of this handbook is provided on the Web at [gradstudy.tufts.edu](http://gradstudy.tufts.edu). You may also find it useful to consult the university policies and procedures on the Student Affairs Web site at <http://uss.tufts.edu/studentaffairs>.

Your closest ties are likely to be in your department, and in most matters we expect that you will want to turn to your adviser, or other faculty members, or to the graduate office for assistance. Occasionally, however, issues may arise that you would prefer to discuss with someone outside your academic life. The Dean of Student Affairs Office is a resource on campus that addresses these situations, and you are welcome to contact the office if you wish.

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

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

Lynne Pepall  
Dean, Graduate School of Arts and Sciences

Lewis Edgers  
Associate Dean, School of Engineering

Bruce Reitman  
Dean of Student Affairs

# academic policies

## Academic Standing

The faculty has adopted the following statement relative to academic standing and degree progress. 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 adequate progress toward the degree or certificate. *Note:* Honors standing is not given in the graduate school. The following are the minimum requirements; departments have the right to impose additional criteria for good academic standing.

1. It is expected that a student will complete all courses taken for credit with the grade of B- or better. Courses for which a student receives a grade lower than B- may be retaken only once. The original grade earned remains in the student's record. Departmental regulations should be consulted with regard to policy concerning make-up credit for a failed course. Normally, if a student receives any two grades lower than B-, the department will recommend to the graduate dean that the student be administratively withdrawn. Appeals are reviewed by the graduate department committee in charge of academic standing.

2. It is expected that incomplete grades will be completed in the specified six-week time frame (unless an extension of this deadline has been given in writing to the registrar). Two or more incompletes (incompletes existing for more than one semester) may be grounds for dismissal.

3. All comprehensive and/or qualifying examinations and language examinations for graduate students must be passed within the time limits established by the various departments. Most departments offer a second opportunity for students who do not pass qualifying or other examinations on the first try, but departmental regulations should be consulted.

4. Deadlines established by departments for submission of thesis outlines and dissertation proposals; for the completion of internships or other field experience; and for regular evaluations of research progress must be met.

5. The completion of all degree requirements must take place within the time limits established for the various programs.

Deviation from any of the above requirements constitutes evidence that the student is making inadequate degree progress and is no longer in good academic standing; thereupon the student will be administratively withdrawn unless an exception is granted by the graduate school dean based on the recommendation from the appropriate department or departmental committee. Only the deans of the Graduate School of Arts and Sciences and the School of Engineering may administratively withdraw an enrolled graduate student.

In general, dismissal can occur following review by and vote of the department's graduate programs committee. Students should be kept informed throughout these proceedings.

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

- excessive number of grades below B-
- failure(s) in qualifying examinations
- evidence that degree requirements will not be met within stated time limits
- academic dishonesty (see Academic Integrity at <http://uss.tufts.edu/dosa/publicationsandwebsites>)

## Policy on Incompletes

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

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. Upon the student's completion of work in the course, the instructor must submit a final grade to the registrar within eight weeks after the first day of classes of the subsequent semester. If a course is not completed by the designated time, the student will receive the default grade specified on the incomplete form.

## **Time Limitations for Completing Degrees**

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

Exceptions to the time limits are as follows:

### **Extension of Degree Time**

Master's and OTD students are expected to complete their degree within five years, M.F.A. students within three years, and Ph.D. students within seven years from matriculation. A student should consider applying for an extension of time when he/she is actively working on program requirements and needs more time to complete them, but is confident that the work will be completed within the additional year if it is approved. Students should not request an extension of time if substantial progress cannot be made. If an extension is granted it is expected that students keep on schedule to complete degree requirements.

To request an extension of time to complete the degree requirements, a student must complete a Request for Extension of Time form online at [gradstudy.tufts.edu/forms](http://gradstudy.tufts.edu/forms) and submit it to his/her department for approval. There are separate forms for the master's and the doctoral degree. This request must include a progress report of work completed to date, as

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

### **Leave of Absence**

To apply for a leave of absence, a graduate student must complete the Request for a Leave of Absence form online at [gradstudy.tufts.edu/forms](http://gradstudy.tufts.edu/forms) and submit it to his/her department for approval. There is one form for both the master's and the doctoral degree. The department will then forward the request to the graduate office. A note from the adviser supporting the request must also be included on (or attached to) the form. Leaves of absence will not be granted for periods of time of more than one year. International students may not take a leave of absence and remain in the United States. The International Center must be contacted to discuss the circumstances requiring the leave **before** any leave is authorized.

Students who are on leave are not

charged tuition and fees and do not have access to most university services. Student loan borrowers will receive exit interview and repayment information and may be required to begin making loan payments while on leave. If the student's request for a leave of absence is not approved, the student will be held to the original timetable for degree completion and, if time to degree completion has expired, the student's candidacy for the degree is terminated.

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

A medical leave is an option available to students who, for physical or psychological reasons, are unable to continue at the university. An appropriate medical leave evaluation is a required part of this process. Medical leaves are administered by the Dean of Student Affairs Office (see page 16 for additional information).

### **Reinstatements**

If a graduate student has not attended Tufts (not registered) for one or more semesters and later decides to resume work in the degree program, he or she must be reinstated by the graduate school. Requests for reinstatement should be made in writing to the graduate office, indicating the semester in which the student would like to return and whether he or she will be returning as a full-time or part-time

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student. A letter of support from the student's academic department must accompany the reinstatement request. This letter should establish conditions for support, address what requirements remain to be completed for the master's or doctoral degree, and include a realistic time frame in which the department can expect such completion. A \$350 reinstatement fee will be charged to all graduate students who re-enroll in the graduate school.

## Transfer of Credit

Students in the Graduate School of Arts and Sciences and the School of Engineering may apply for transfer credit for graduate-level courses taken at Tufts or at other institutions. (Certificate students and students in the public policy program may not transfer in courses taken outside of Tufts.) It is suggested that transfers be done early on in the semester. A Petition for Transfer of Credit form is located online at [gradstudy.tufts.edu/forms](http://gradstudy.tufts.edu/forms).

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

A maximum of two graduate-level courses (one for M.F.A. candidates), taken either as a non-degree student at Tufts University or at another institution, may be transferred and used to fulfill requirements for a master's 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. Tufts certificate students may request to transfer in up to two additional courses from the certificate program toward their graduate degree program.

Courses taken at Tufts as an undergraduate are not subject to the transfer of credit limitations provided that they meet the following conditions:

- Undergraduates must formally petition to reserve these credits prior to earning their Tufts undergraduate degree
- Credits transferred into a certificate or graduate program cannot be counted toward a Tufts undergraduate degree

In all cases, courses to be transferred must be approved by the department.

Students accepted into a doctoral program who have earned master's degrees at other institutions need not transfer any courses taken through the master's program toward the Ph.D., since the master's degree is accepted "in toto" upon acceptance into a doctoral program. Individual departments may, at their discretion, accept these courses in order to reduce the actual number of courses required for the doctor of philosophy degree.

Courses taken at Tufts through the Graduate Career Advancement Program are generally accepted for

transfer credit outside of Tufts.

However, it is important to secure the other institution's approval for a credit transfer in advance of your course selections. A one-semester course at Tufts is worth one course credit, which is usually equivalent to four semester hours at other universities.

No student will be allowed to graduate without the graduate school's approval of transfer credits. It is the student's responsibility to obtain approval of credit transfers prior to submitting his/her degree sheet. Students submitting degree sheets with pending course transfers will not be placed on the degree recipient list. The graduate school reserves the right to deny transfers of credit if it determines that all criteria have not been met.

## Foreign Language Examinations

Several graduate programs have a foreign language requirement. This requirement is set by the respective graduate departments. Students are strongly urged to complete this requirement early in their graduate careers, thus ensuring plenty of time to retake an exam if necessary. To satisfy the language requirement, the following options now exist:

A committee comprising representatives of each of the foreign languages is responsible for preparing reading exams. The exams are scheduled in September, January, and April and last approximately two hours. Use of a dictionary will be permitted. Arrangements for taking an exam may be made by registering with Gina Murray in the graduate studies office, [gina.murray@tufts.edu](mailto:gina.murray@tufts.edu).

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Students preparing for exams may wish to consult with the following faculty members in the Department of Romance Languages: Aida Belansky, Spanish; Constance Toth-Berindei, Italian; David Pauling, French. Those students preparing for the German exam must notify Doris Pfaffinger and those preparing for the Russian exam must notify Tanya Gassel-Vozlinskaya at least two weeks in advance.

Some departments may consider other options for the fulfillment of the foreign language requirement, such as native ability in a foreign language or completion of upper-level language courses.

In some cases, departments have selected faculty to administer their own examinations. Whichever option is chosen, it remains the student's responsibility to ensure that the graduate office has been provided with documentation indicating that he or she has completed this requirement.

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

## **Advisers**

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

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

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

## **Nondiscrimination Policy**

Tufts University is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and student. It is the policy of the university not to discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, or status as a veteran, in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletic or other university-sponsored programs.

The university's complete statement of Equal Opportunity can be found at <http://www.tufts.edu/oeo/univpolicies.html>

# registration—graduate students

## **Continuous Enrollment**

Graduate students must be enrolled (registered), or on an approved leave of absence, for every academic-year semester between matriculation and graduation. Students should register online during the early registration periods in November and April. The university reserves the right to withhold registration for any student having unmet financial 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.

## **Enrollment Status**

Graduate students are responsible for maintaining proper 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 proper enrollment status. Enrollment status is either full-time, half-time, or part-time as defined below:

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

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

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

## **Degree-only Status**

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

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

## **Cross-registration**

During the academic year, full-time graduate students may take one course per semester through cross-registration agreements with the Fletcher School of Law and Diplomacy, the Friedman School of Nutrition Science and Policy, the Sackler School of Graduate Biomedical Sciences, Boston College, Boston University, and Brandeis University. Cross registration is possible on a space available basis. Cross-registration forms and course schedules are available at the Student Services Center. It is not possible to cross-register during the summer terms.

## **Graduate Consortium in Women's Studies**

Tufts is a member of the Graduate Consortium in Women's Studies (GCWS) at MIT, a pioneering effort by faculty at six degree-granting institutions in the Boston area and MIT to advance women's studies scholarship in various workshops, presentations, and team-taught interdisciplinary graduate seminars open to students enrolled in programs at the participating institutions.

For more information about course offerings, application materials, or to get on the mailing list, call the Consortium Coordinator at 617.324.2085 or e-mail [gcws@mit.edu](mailto:gcws@mit.edu). Information is also available at <http://mit.edu/gcws>.

## **Audits**

Students may arrange with an instructor to sit in on a course, but this course will not appear on the academic record. In some cases, a student may petition to take a recorded audit.

## **Dropping a Course**

A course for which a student has registered remains on the record unless a formal petition to remove it has been submitted within the first five weeks of the term. Courses that are dropped after the fifth week but prior to the last day of classes will carry the grade of W and remain on the transcript.

## **Health Service Requirements**

Prior to initial registration, all graduate students must complete a health examination report, available from the Health Service. Those with missing or incomplete health reports will not be allowed to register.

# expenses and payment options—graduate students

## **Tuition—Arts and Sciences**

The tuition for the 2011–2012 academic year is \$41,208. This is the current total tuition for all master's programs requiring eight to twelve courses, provided the tuition payment is completed in the 2011–2012 academic year.

The master's degree programs listed below consist of more courses than the other degree programs and require the payment of tuition for two years. The tuition for the first year (academic year 2011–2012) is as follows:

M.F.A. Studio Art program	\$36,092
Occupational Therapy (two-year program)	\$41,208
School Psychology	\$36,058
Urban and Environmental Policy and Planning	\$28,840

A total of two years of tuition will be charged for these four programs.

Some programs bill master's-level teaching and research assistants over two academic years because these students typically take fewer courses while teaching or performing research. If, for any reason, the student is not a TA/RA in the second year, he/she will be charged for the second half of the degree.

The Ph.D. tuition is \$24,724. Ph.D. students are charged tuition for a period of five years.

The 2011–2012 tuition for part-time students is \$4,120 per course/credit including thesis credits. Part-time students pay the prevailing course/credit rate each year until their degree is completed. Students who revert to part-time after beginning their program will be required to pay the full degree charge regardless of the number of courses they have left to complete.

Students will be charged a continuation fee each semester after their expected degree completion period. Expected degree completion periods are two years for most master's students, three years for master's students with full teaching or research assistantships (20 hours/week for two years), three years for OTD students entering without a master's degree, and seven years for Ph.D. students. The 2011–2012 continuation fee is \$800. In cases in which a student is charged a continuation fee and graduates in February, the spring fee will be removed. Tuition scholarships do not cover the continuation fee.

*The tuition for academic year 2012–2013 will not be available from the Board of Trustees of the university until March 2012.*

The tuition charged for an arts and sciences graduate program is a comprehensive fee that covers all courses required for completion of the degree. Courses taken through Tufts Summer Session with the intention of fulfilling a degree requirement must be approved by the student's academic department. Provided that the course is required for the degree, the graduate school will pay the summer

tuition for full-time students. (Courses taken in excess of the degree requirements, directed and independent studies, special topics courses, courses taken for audit, and language courses taken to prepare for a language exam, are excluded.) Students who withdraw from a course or receive a grade below B- will be charged for the course.

All graduate students must pay the summer registration fee.

## **Tuition—Engineering**

The full tuition for graduate engineering for the 2011–2012 academic year is \$12,706 per semester. Master's programs require full tuition payment for three semesters unless a student has registered for all ten credits required for the degree and completed all required courses (excluding thesis or project) in fewer than three semesters. Master's students can register for a maximum of four credits during full tuition semesters. For a doctoral program, full tuition is charged for nine semesters unless the student enters the program with an appropriate master's degree, in which case tuition is charged for six semesters.

Students who are admitted to undertake a program on a part-time basis register for one or two courses a semester and pay the prevailing course/credit rate each year until they have registered and paid for all courses/credits required for the degree. The 2011–2012 tuition for part-time students is \$4,120 per course/credit. Most Tufts courses are 1.0 credit.

# expenses and payment options—graduate students

All students will be charged a continuation fee each semester after the tuition requirements for the program have been satisfied. The 2011–2012 continuation fee is \$3,092 per semester.

*The tuition for academic year 2012–2013 will not be available from the Board of Trustees of the university until March 2012.*

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

Tufts University policy requires that each student have medical coverage under an accident/sickness insurance plan. The university offers a comprehensive plan for students and, when necessary, their spouses and children. The 2011–2012 cost of this plan is \$1,723. Graduate students in arts and sciences and in engineering are automatically enrolled in, and billed for, the insurance while full-time tuition is being charged. Once degree payment is complete, students are not automatically enrolled in the plan, but may purchase coverage directly from the insurance provider while they remain within the time limit for degree completion.

In addition to the health insurance fee, which may be canceled if proof of outside coverage from a U.S. carrier is submitted, students enrolled at least half time pay a mandatory comprehensive health fee (\$668 in 2011–2012).

## **Student Activity Fee**

All graduate students pay an annual student activity fee (\$40 in 2011–2012). The monies are used by the Graduate Student Council (GSC) to support the interests of graduate students.

## **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. The tuition payment plan is administered by Sallie Mae. Enroll online at [www.tuitionpay.salliemae.com/tufts](http://www.tuitionpay.salliemae.com/tufts). For information about the plan, call Sallie Mae at 1.800.635.0120.

Master's and doctoral students can defer payment until the conclusion of a course(s) through the Employer Deferred Payment Agreement. Students must fill out the agreement form located at [gradstudy.tufts.edu/forms](http://gradstudy.tufts.edu/forms) prior to the semester they wish to have covered. The agreement stipulates that the sum of a given course(s) will be paid by the student's employer upon its successful completion. Any amount not covered by the employer will remain the responsibility of the student and must be paid by the due date on the bill. The signed original form and documentation should be sent to Student Financial Services.

# financial aid—graduate students

## **Financial Aid**

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

Application for graduate financial aid is twofold. Most scholarships, fellowships, and research or teaching assistantships are administered through the graduate school. Student Financial Services administers all federal aid programs.

## **Graduate School Aid**

- Tuition scholarships
- Fellowships
- Teaching or research assistantships
- Health fee subsidies

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

A number of research assistantships are also available, and some departments are able to provide outstanding students with fellowship support that requires no service.

Ordinarily, 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.

## **Tuition Scholarships**

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

## **Teaching Assistantships**

Teaching assistants are resident students in the graduate school who are paid to teach part time at the university as part of their training. Full-time students who are teaching assistants receive resident credit for, and are charged tuition for, that fraction of the program spent in fulfillment of degree and residence requirements. Thus, the holder of one of these awards typically takes two courses per semester, and spends up to twenty hours per week in activities associated with instruction. Teaching assistants are eligible for other awards, including scholarships and fellowships.

Teaching assistants normally have full instructional responsibility in the recitation or laboratory sections of courses to which they are assigned, or they grade papers and examinations. International students are not usually eligible for appointments as teaching assistants in their first year of graduate work unless they have demonstrated proficiency in spoken English or they have received training at another American university.

Appointments to these positions are based upon the recommendation of a student's department chair 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 Teaching Assistant Orientation, which will be held on September 1 (late afternoon) and September 2, 2011.

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 identifies strengths, encourages performance improvement, as well as prevents, mitigates, or helps resolve academic disputes. Guidelines for the assessment of teaching assistants are available at [gradstudy.tufts.edu](http://gradstudy.tufts.edu).

The university reserves the right to terminate an appointment at any time for due cause. 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 of the reasons for the termination and may appeal the decision to the 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. Research assistants with appointments of 10 or more hours per week should register for 406-RA each semester. Guidelines for the assessment of research assistants (engineering only) are available at [gradstudy.tufts.edu](http://gradstudy.tufts.edu).

# financial aid—graduate students

## Health Coverage

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

## Graduate Student Travel Grants

Travel reimbursement grants (for up to \$400) are available to doctoral or master's degree candidates who have had an accepted poster/paper presentation of their research at a technical conference or professional meeting. Smaller grants (up to \$200) are available for graduate students who are not presenting their work but attending professional meetings or for specific research trips. Application and documentation is required for all grants and detailed guidelines and an application form can be found online at [gradstudy.tufts.edu](http://gradstudy.tufts.edu). Requests must be made at least two weeks in advance of travel and require the approval of the student's advisor or department chair. Awards are limited and made on a first-come, first-served basis and given only once per student per academic year (July-June). Funds for these grants are provided by the Office of Graduate Studies and the Graduate Student Council and they are administered through the Office of Graduate Studies (Ballou Hall, 617.627.3106).

## Research Grants-in-Aid

Funding for graduate student research is available through the Office of Graduate Studies. Grants-in-Aid are competitive and decisions are based on clarity of proposal, significance of

the proposal to the scholarly activities of the applicant, and need. Applications are judged by a panel of faculty and student peers from the School of Arts and Sciences and from the School of Engineering. Competitions are held twice a year in the early fall and early spring. The maximum award is \$700 and students are limited to one award per academic year. Guidelines and applications are available through the Office of Graduate Studies (Ballou Hall, 617.627.3106) or online at [gradstudy.tufts.edu/ResearchGrants](http://gradstudy.tufts.edu/ResearchGrants).

## Federal Aid Administered by Student Financial Services

- Federal Direct Stafford Loans (subsidized and unsubsidized)
- Federal Work Study

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

Due to Federal legislation, students pursuing non-degree study (Graduate Career Advancement Program students) are not eligible for Federal Direct Stafford Loans. Students enrolled at least half time in a certificate program may be eligible for a Direct Loan and should contact the Student Financial Services office at 617.627.2000 or visit the Web site at <http://uss.tufts.edu/finaid/gradaid>.

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

## How to Apply

Students who wish to apply for any of the federal programs named above should complete the Free Application for Federal Student Aid (FAFSA) and submit it by March 1.

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

## Loan Deferments

Tufts University provides information regarding student enrollment status to the National Student Loan Clearinghouse, which then provides information to lenders. Enrollment status is either full-time, half-time, or part-time and is defined on page 7. 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.

# registration

## certificate and graduate career advancement program students

### **Graduate Career Advancement Program Students**

Once accepted into the program, a Graduate Career Advancement Program (GCAP) student will receive a Course Enrollment Form by mail and may register for most Tufts courses on a space-available basis (up to four courses per term in the School of Arts and Sciences and the School of Engineering). A student will bring his or her Course Enrollment Form to the first meeting of each class to obtain the instructor's signature. An instructor's signature is needed for each course, including labs, recitations, and audited courses. To register, a student can mail or bring the signed form and tuition payment to the graduate studies office located in Ballou Hall by the deadline. It is not possible for GCAP students to register before the start of classes or to preregister for subsequent semesters. Registration must be completed within the first two weeks of the semester. (Details of registration will be sent with the Course Enrollment Form.) After this deadline, a late fee will be assessed. (See section on late fees on page 13.) Once the Course Enrollment Form and payment are received at the graduate studies office, a Tufts student ID number will be assigned. In three business days, the student can obtain an official student ID card at the Campus Police Department.

GCAP students are not eligible to enroll in courses at the Fletcher School of Law and Diplomacy, the School of Medicine, the Sackler School of Graduate Biomedical Sciences, the School of Dental

Medicine, the Cummings School of Veterinary Medicine, the Museum School, or the Gordon Institute. It is not possible to audit courses at the Friedman School of Nutrition Science and Policy.

### **Certificate and Post-Bac Students**

Certificate and post-bac students will follow the same procedure as GCAP students to register. (See preceding section.) Once the certificate or post-bac program has begun, a student may preregister for the following semester. Registration materials for the fall semester will be mailed in late October and materials for the spring semester will be mailed in late March. Students may still register during the first two weeks of the semester if they do not preregister.

### **Audit Option**

GCAP, certificate, and post-bac students may audit courses. When a student audits a Tufts course a record of the audit (AU) appears on the official Tufts transcript in lieu of a grade and credit. The course instructor is under no obligation to evaluate any tests, papers, or other work. The instructor should be notified of the auditor status. It is not possible to audit courses with labs, such as science, language, computer, dance, or studio art courses. It is not possible to transfer an audited course into a certificate or graduate degree program.

### **Course Change**

It is possible to ADD a new course or DROP out of one course and enroll in a new one during the first two weeks of the semester. Deadlines for adding a course are listed in the academic calendar in this handbook. To add and drop courses, GCAP, certificate, and post-bac students must complete a new Course Enrollment Form, obtain the instructor's signature for each course (whether adding or dropping), and submit the form to the graduate studies office. Include your additional tuition payment, if applicable. The Course Enrollment Form, signed by the instructor, becomes official on the date it is submitted to the graduate studies office. There is no record of enrollment if the course is dropped by the designated date on the academic calendar. Courses dropped after this deadline will be assigned a W grade on the Tufts transcript. GCAP, certificate, and post-bac students have until the last day of classes to submit the Course Enrollment Form to the graduate studies office (not to be dropped off at Dowling Hall).

### **Classroom Assignments**

Tufts announces classroom assignments a few weeks before classes begin. These assignments are posted and updated on a regular basis on the student services Web site at <https://webcenter.studentservices.tufts.edu/courses/main.asp>.

# expenses and payment options

## certificate and graduate career advancement program students

### **Tuition and Fees**

Course tuition for the 2011–2012 academic year is \$3,300 per course for most courses (1.0 credit courses) for Graduate Career Advancement Program (GCAP) students and most certificate programs. For courses that bear 1.5 credits, tuition is \$4,950. The fee for auditing a course is \$600 (available only to GCAP, certificate, and post-bac students). Students enrolled in the Museum Studies certificate program pay a reduced tuition rate of \$2,450 per course for each required course through Spring 2012 (additional courses will be charged at the higher \$3,300 rate).

### **Late Fees**

A late registration fee of \$50 will be assessed for students registering and paying (or presenting proof of payment) after the last day of registration. This fee increases to \$100 on October 7 for the fall semester and on February 17 for the spring semester. Students who register and pay after October 28 and March 9, respectively, will be charged a late fee of \$250. This fee schedule applies to all certificate, post-bac, and GCAP students, auditors, and students using a Tufts University voucher. Students are not allowed to register and pay after the last day of classes.

### **Payment Options**

Tuition payment is due with the Course Enrollment Form. The Course Enrollment Form and payment must be received by the Graduate Studies office before a student may be officially registered. Payment may be made by MasterCard, Visa, Discover, money order, or personal check made payable to Trustees of Tufts College. Proof of payment by an employer or loan source is also acceptable. We cannot accept cash payments of any kind. Credit card payments are accepted only for certificate, post-bac, and GCAP students.

### **Company Payment**

Proof of payment by an employer may be presented before or at the time of registration. A letter on company letterhead is necessary stating that the company gives Tufts the authority to bill it for the cost of tuition. Tufts will not bill a company that reimburses students only upon completion of a course with a particular grade. All invoices/bills must be paid within three weeks of receipt. If payment cannot be received within three weeks, the student must submit the tuition payment to the Graduate Studies office and be reimbursed by his/her employer. Payments not received within this period will be subject to late fees and may disallow the student from requesting company payments in subsequent semesters.

### **Refund Policy**

You may drop courses and/or withdraw completely from the program during the first two weeks of classes and receive a full refund of your tuition. After this date, refunds are calculated based on the following schedule:

- Between two (2) and three (3) weeks  
80% credit adjustment
- Between three (3) and four (4) weeks  
60% credit adjustment
- Between four (4) and five (5) weeks  
40% credit adjustment
- Between five (5) and six (6) weeks  
20% credit adjustment

Thereafter no adjustment of charges  
The community auditor fee is not refundable.

# campus resources

## Libraries

The Tisch Library and the Lilly Music Library provide library resources and services to arts and sciences and engineering students and faculty. In addition to hundreds of thousands of print items, the library provides online access to over 35,000 journals, 40,000 e-books and primary source materials, and streaming audio files. Librarians provide help in a variety of ways, including one-on-one consultation, identifying important resources at Tufts and beyond, understanding discipline-specific research methodologies, and focusing research topics. See the Graduate Student Research Guide at [www.library.tufts.edu/tisch/ra/grad.htm](http://www.library.tufts.edu/tisch/ra/grad.htm) to identify your subject specialist librarian. For library hours go to [www.library.tufts.edu/tisch/hours.htm](http://www.library.tufts.edu/tisch/hours.htm). Borrowers must present their Tufts photo ID to check out materials.

The biology, geology, chemistry, and physics reading rooms on campus house current issues of research-level periodicals in their respective disciplines. Students also have access to the Edwin Ginn Library of the Fletcher School of Law and Diplomacy on the Medford campus, the Hirsh Health Sciences Library on the Boston campus and to the Webster Family Veterinary Medical Library on the Grafton Campus.

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

University of Massachusetts libraries and many others. Graduate students may obtain a consortium borrowing card at the Tisch Library circulation desk. For more information on the BLC and a complete list of BLC libraries visit [http://www.library.tufts.edu/tisch/blc\\_cat.htm](http://www.library.tufts.edu/tisch/blc_cat.htm).

## Information Technology Services

Information Technology services are offered on the Medford/Somerville campus by both University Information Technology (UIT), the university's central computing organization, and by Information Technology Services (ITS) within the School of Arts and Sciences and the School of Engineering.

UIT provides technology support through Tufts OnLine (TOL). The TOL office is located in the Academic Computing Building, 35 South Campus Road. Services provided by TOL include wireless support, Internet connectivity (roaming and in the residence halls), virus cleanup, basic troubleshooting, and hardware and software installations. TOL staff will provide free antivirus software and teach graduate students how to secure their machine, run updates on their operating system, and monitor malware programs. UIT offers access to Microsoft Exchange, Tufts University's email and calendaring environment, network services, and wireless access in the dorms and most public areas across the Medford campus. For more information about UIT, go to <http://uit.tufts.edu/>. Students who need help remembering a Tufts username or password or forwarding their Tufts mail to another email service may visit the Tufts Tools website at <http://tuftstools.tufts.edu/>, Personal

assistance with email services and Tufts network is offered through ITS. To receive personal assistance with these services, students can go to the Eaton Computer Lab Monday through Friday between 1:00 and 5:00 p.m. or contact ITS by e-mail at [student-email@ase.tufts.edu](mailto:student-email@ase.tufts.edu) or [student-lan@ase.tufts.edu](mailto:student-lan@ase.tufts.edu) depending on the issue they are having. ITS also provides five computer labs on the Medford/Somerville campus for both teaching and course work and for general use computing. The computing center located in Eaton Hall has more than 125 computers for general use computing and class work (both Dell PCs and iMacs). In the same building is the ITS Instructional Lab at Eaton Hall, a PC lab with 18 workstations available for teaching. The ITS Instructional Lab at Braker Hall has 19 Apple MacPro (with two Dual Core Intel Processors) available for teaching. The Engineering Project Development Center (EPDC) is located in Anderson Hall and is equipped with 26 general-use PCs, including a variety of programs for both engineering projects and other course work alike. All labs and computers have high-speed Internet connections, printing, color scanning, and a wide variety of software. Remote printing services are now available to the computer labs from your own personal computer from anywhere on campus. Instructions for setting this up, along with information for support, are located at <http://ase.tufts.edu/its/labPrinting.htm>. Additionally, students should check with their departments, many of which make their own computing facilities available for use by their students. More information

# campus resources

about these computer labs (including times of availability) and other services ITS offers can be found at <http://ase.tufts.edu/its>.

## Career Services

Tufts Career Services offers resources and programs for undergraduate and graduate students in arts and sciences and engineering and assists students with all facets of career development and job search. Programs and services include internship and job listings, career advising, resume critiques, career fairs, alumni presentations, networking opportunities, interviewing preparation, and more. The Career Services Web site at <http://careers.tufts.edu> provides up-to-date information on programs and panels, career fairs, and professional development events. The site also provides links to a wealth of career planning and job search resources. These include skill-building tutorials which allow students the opportunity to learn about a range of topics on a 24/7 basis. Students and alumni have access to the Career Advisory Network where thousands of alumni are available to share information about careers, employers, and industries. Additionally, employers post jobs and internships for students and alumni at <http://careers.tufts.edu/TuftsCareerConnect>. Career Services is located at Dowling Hall, 419 Boston Avenue. Office hours are 9:00 a.m. to 5:00 p.m. weekdays. For more information or to make an appointment, call 617.627.3299.

## Graduate Student Council (GSC)

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

To stay up to date on all GSC events and notices, regularly check the website <http://go.tufts.edu/gsc> (including the online calendar), read the GSC monthly e-mails, and take the time to attend our monthly general meetings. For additional updates, subscribe to the graduate student listserv by sending an e-mail to [gsc@tufts.edu](mailto:gsc@tufts.edu) (subject: SUBSCRIBE GSC listserv) or by using the link available from the homepage of the Web site. You can also follow the GSC on a variety of social networking sites, links to which are available on the homepage.

The Graduate Student Lounge is located in rooms 001 and 002 in the basement of West Hall and has 24-hour access to a student conference room, a big screen cable TV, computers (Mac and PC), printing, photocopying, wireless internet and a limited number of free storage lockers. The space is exclusively for use by graduate students and also features West Café, with the lowest prices for coffee and snacks on campus.

## University Health Service

Tufts University Health Service provides comprehensive outpatient coverage, with services in general

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

During the academic year, the Health Service is open from 8:00 a.m. to 6:00 p.m., Monday, Tuesday, Thursday, and Friday, from 10:00 a.m. to 7:00 p.m. on Wednesday, and from 10:30 a.m. to 5:00 p.m. on Saturdays and holidays. During school vacations and summers, the outpatient department is open weekdays from 8:30 a.m. to 4:00 p.m. The Health Service is located at 124 Professors Row. Students are encouraged to make appointments, but can be seen on a walk-in basis for acute illnesses or emergencies when the Health Service is open.

*When Tufts offices are closed, emergency consultations with a university physician or mental health clinician are available by contacting Tufts University Police at 617.627.3030.*

## Counseling and Mental Health Service

The Tufts University Counseling and Mental Health Service (CMHS) is staffed by professionally trained counselors who are available to discuss personal and academic concerns with students. Brief counseling services at the CMHS are available without charge to graduate students who have paid the comprehensive student health fee. Psychiatry services are available at a fee. When appropriate, students will

# campus resources

be referred to other qualified university or community services. The CMHS is located in Sawyer House at 120 Curtis Street. Appointments may be made in person or by calling 617.627.3360.

## **Services for Students with Disabilities**

The Director of Disability Services is located in the Academic Resource Center. Disability support services are provided so that students may achieve their academic potential. Students are required to submit documentation prepared by a qualified professional in the field related to the particular disability. When necessary, reasonable accommodations are made to provide equal access. Please consult with Sandra Baer, director, at 617.627.5571.

## **Medical Leave**

Medical leave is an option available to students who, for physical or psychological reasons, are unable to continue at the university. An appropriate medical leave evaluation is a required part of this process. Although a medical leave may be initiated by a student, in certain cases, medical health practitioners or physicians may recommend to the Dean of Student Affairs Office that it is not in the student's or the community's best interest for the student to continue at the university. The Health Accommodations and Medical Leave Committee administered through the Dean of Student Affairs Office will evaluate the circumstances of a student encountering physical, psychological, and/or emotional difficulties and will determine whether the student may continue to attend Tufts, with or without reasonable accommodations, or whether a medical leave of absence is

appropriate. If the committee decides a medical leave is appropriate, the standard leave is for one year. Students on a medical leave may not be on Tufts campus or participate in course work or co-curricular activities. For more information about medical leaves and returns, please contact the Associate Dean of Student Affairs, Dowling Hall, Suite 701, 617.627.3158.

## **Dean of Student Affairs Office**

The Dean of Student Affairs Office is the primary advocate for students on campus. It is the students' central contact on campus for any and all ideas or suggestions; students are invited to drop by or make an appointment at any time. The office is also available to students for consultation on any matter affecting a student's life where support is needed, and for counseling and advice during a crisis or emergency. To reach the office, 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: Commuting Students Program, Judicial Affairs Office, Office of Residential Life and Learning, Offices of Student Activities, and the campus cultural resource centers, a listing of which can be found at <http://uss.tufts.edu/dosa>.

## **Judicial Affairs**

The judicial system of the Dean of Student Affairs Office serves undergraduate and graduate students and offers mechanisms to address many issues, including informal resolution, alternative dispute resolution (mediation or arbitration), and

fact-finding hearings. Issues include academic integrity, harassing behavior, violations of the code of conduct, and complaints against organizations. Anyone who feels that the behavior of others is problematic is welcome to bring the issue to the Dean of Student Affairs Office. See Tufts' "Code of Conduct" at <http://uss.tufts.edu/studentaffairs/codeofconduct>.

## **Academic Integrity**

Tufts holds its students strictly accountable for adherence to academic integrity. The consequences for violations can be severe. The booklet *Academic Integrity* provides a primer on ethical academic work. It also includes a description of computer ethics and the appropriate use of electronic resources. Students should familiarize themselves with the standards and policies outlined in this booklet, which is online at <http://uss.tufts.edu/studentaffairs>. Alleged violations of these policies will be considered and addressed within the Student Judicial Process.

## **Dean of Student Affairs Office Stay-Away Order/Campus Contract**

In situations where a student is harassing another student, the judicial affairs officer in the Dean of Student Affairs Office can issue a warning to both students reminding them about conduct that constitutes harassment. If the behavior continues, it might be the subject of a disciplinary complaint of harassment or stalking, and may result in action being taken. For more information, contact the judicial affairs officer in the Dean of Student Affairs Office, 617.627.3158.

# campus resources

## Harassment

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

When attitudes or opinions are expressed in words, e-mail, or behavior and constitute a threat, intimidation, verbal attack, or physical assault, it is harassment, which is prohibited at Tufts and may result in disciplinary consequences. Characterizing behavior as a prank or practical joke does not change its harassing nature if the subject of the joke is not a willing or active participant. Phone calls that individuals have stated are unwanted, misuse of message boards, e-mail messages, and other behaviors calculated to annoy, embarrass, or distress are harassing behavior and are prohibited. For more information, call the Dean of Student Affairs Office, 617.627.3158, or the Office of Equal Opportunity at 617.627.3298.

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

## Consensual Relationships 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.

## Recreational Facilities

Cousens Gym is available to students Monday through Sunday, provided that no teams or physical education classes are using the facilities. The Hamilton Pool is open Monday through Sunday as well. Students may call 617.627.5005 for the current gymnasium and pool schedules. To reserve indoor tennis courts and squash courts, call 617.627.5069. Outdoor facilities include the Ellis Oval Complex, Dussault Track, Alumni Field, Fletcher Field, the tennis courts by the Fletcher School, and the basketball and tennis courts adjacent to Baronian Field House.

## Parking

Parking at Tufts is limited. Students are encouraged to use public transportation whenever possible. The following are highlights from the Tufts University Traffic and Parking Regulations brochure available at the Department of Public Safety Administrative Services Office at 617.627.3692 or at <http://publicsafety.tufts.edu>.

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 and vehicle registration. Students whose vehicles are registered out of state must obtain a Massachusetts Nonresident Student Decal and present proof of insurance at the time of application. Vehicles parked in violation of Tufts' parking regulations are subject to being ticketed. Fines that remain unpaid after 14 days will be billed to the student's bursar account.

## Public Transportation

Information on discounted Massachusetts Bay Transportation Authority (MBTA) passes and schedules are available at the Bursar's Office at Dowling Hall, 617.627.2000, or through the MBTA Web site, [www.mbta.com](http://www.mbta.com). Shuttle service is available from the Medford/Somerville campus to Davis Square during the fall and spring semesters. Schedules and other information can be found online at <http://publicsafety.tufts.edu>.

# procedure for awarding certificates and degrees

## **Procedure for Awarding of Certificates**

Students completing a certificate need to complete a Recommendation for Award of Certificate form and return it to Angela Foss in the Office of Graduate Studies, Ballou Hall. The form can be found at [gradstudy.tufts.edu/graduationinformation](http://gradstudy.tufts.edu/graduationinformation).

## **Procedure for Awarding of Degrees**

Graduate degrees are normally awarded in August, February, and May, according to the dates indicated on the Schedule and Requirements for Awarding Graduate Degrees (page 21). Students who complete all their degree requirements by October 11 may petition the graduate office to receive their degree in November.

Students are responsible for informing the graduate office of their intent to graduate by submitting a degree sheet and completing the graduate exit survey. The graduate office is then responsible for assuring compliance with degree requirements and monitoring the progress of completion.

The graduate office and academic departments reserve the right to remove from the degree list the names of candidates who have not met degree requirements. The candidates should check with the graduate office and/or their department to make sure all requirements have been met and that they have been placed on the degree list for the appropriate award date.

## *I. Filing the Degree Sheet*

Recommendation for award of (master's/doctoral) degree

- The student should file a degree sheet by the deadline indicated on the Schedule and Requirements for Awarding Graduate Degrees (page 21).
- Degree sheets are on the Web at [gradstudy.tufts.edu/GraduationInformation](http://gradstudy.tufts.edu/GraduationInformation). Your name will appear on your diploma as indicated on the degree sheet. If your surname has changed you must present official documentation to the registrar before submitting the degree sheet to update the Student Information System (SIS).
- The department chairperson/adviser must approve and sign the form by the appropriate date.
- The original copy should be sent to the graduate office and a photocopy should be retained by the department.
- The Graduate Exit Survey must be completed online at [gradstudy.tufts.edu/GraduationInformation](http://gradstudy.tufts.edu/GraduationInformation). Survey results are confidential.
- Combined bachelor's/master's candidates should file copies of both degree sheets with the graduate office and the undergraduate studies office. These students should also inform the registrar in writing as to the courses that are to be used toward each degree. In the Graduate School of Arts and Sciences, courses counted toward the completion of one degree may not be used toward the other.

## *II. Other Requirements*

- Credits earned elsewhere that are to be counted toward the degree must have received prior approval by the graduate school. For further information, please refer to the section of this handbook that describes the process for filing a Petition for Transfer of Credit (page 5).
- Documentation that foreign language requirements have been fulfilled at Tufts or another institution must be provided by the department. Students whose departments have a foreign language requirement should verify that this documentation has been provided.
- Candidates who are submitting a thesis or dissertation should refer to the guidelines on page 19 of this handbook—"Master's Thesis and Doctoral Dissertation Preparation." In order to remain on the degree list, candidates must adhere to the Schedule and Requirements for Awarding Graduate Degrees (page 21).

## *III. Commencement Information*

- Arrangements for housing for the May commencement are handled by the Conference Bureau. For information, call 617.627.3568.
- Each student should check with the graduate office to make sure that his/her name and address is correctly listed. (*Note:* Honors standing is not given in the graduate school.)

# master's thesis and doctoral dissertation preparation

- The graduate office sends a mailing regarding commencement details to all candidates during the month of March. Only those students who have completed their degree requirements may participate in commencement.
- Students awarded degrees in August, November, and February will receive their diploma by mail approximately eight weeks after the date of the award; they will also be invited to attend the May commencement. May diplomas are available at commencement or mailed if the recipient does not attend the ceremony.

## Organization

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

1. Title page, indicating month of graduation (see format at [gradstudy.tufts.edu/Graduation Information](http://gradstudy.tufts.edu/GraduationInformation)); copyright notice (optional, see online format 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 appropriate)
6. List of figures (if appropriate)
7. Text (main body of thesis)
8. Appendix or appendices (if appropriate)
9. Endnotes (if compiled at the end of the text)
10. Bibliography

## Spacing and Margins

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

## Pagination

The title page should be lowercase Roman numeral “i” but not typed. Subsequent pages should be typed as “ii, iii,” etc., until the thesis proper is reached. The first page of the thesis proper is Arabic “1” and repeats the title only. Pagination appears within the one-inch margin, recommended about 3/4" from the top and right-hand edges of the paper or 3/4" from the bottom edge of the paper, centered. Pagination that includes pages such as “10a,” “10b,” etc., should be avoided.

## Style and Documentation

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

adviser before preparing the final copy. Reference books on thesis/dissertation preparation are available at the campus bookstore.

## Copyright Information

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

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

## Examining Committees

### Master's Candidates

The examining committee for master's candidates completing theses should be composed of three members. The committee chair is normally a full-time, tenure-track faculty member. In the School of Engineering, one committee member must be from outside the student's department.

### Ph.D. Candidates

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

# master's thesis and doctoral dissertation preparation

of four members with one member from a different Tufts department and one member from outside the university. The committee chair is normally a full-time, tenure-track faculty member from the department. Exceptions must be approved by the dean.

## **Details of Submittal**

Candidates should deliver one copy of the thesis/dissertation to each member of the examining committee by the date recommended on the Schedule and Requirements for Awarding Graduate Degrees (page 21). Meeting the deadline date and promptly scheduling a defense should result in the graduate office receiving the Certificate of Fitness and Approval for Submission forms by the time the approved thesis is submitted. (Certificate of Fitness and Approval for Submission forms can be found online at [gradstudy.tufts.edu/GraduationInformation](http://gradstudy.tufts.edu/GraduationInformation).) Ph.D. candidates should also complete the Survey of Earned Doctorate form which also can be found at [gradstudy.tufts.edu/GraduationInformation](http://gradstudy.tufts.edu/GraduationInformation) and submit it to the Office of Graduate Studies. The final approved thesis or dissertation must be submitted online at <http://dissertations.umi.com/tuftsase>. No delays in public archiving of the work will be granted without the support in writing of the candidate's department or program chair and the written approval of the appropriate administrative dean.

## **Ordering Copies of the Thesis/Dissertation**

During the electronic submission process, students are given the opportunity to order bound paper copies of their thesis or dissertation from ProQuest (black and white only). Students may opt to use Acme Bookbinding in Charlestown, MA (617.242.1100). In addition to personal copies, candidates should order a copy for their thesis or dissertation adviser.

# schedule and requirements for awarding degrees

## Awarding Graduate Degrees Schedule and Requirements

		February 2012 Deadline	May 2012 Deadline	August 2012 Deadline
1.	Submit a signed degree sheet to graduate office	November 18	February 3	June 8
2.	Complete Graduate Exit Survey online	December 9	March 9	July 6
3.	Submit thesis/dissertation to committee (recommended) <i>Defense should be scheduled at this time to occur within two weeks.</i>	December 9	March 9	July 6
4.	Thesis/dissertation approval forms (certificate of fitness/ submittal) must be delivered to the graduate office and electronic thesis/dissertation must be submitted online; Ph.D. candidates also submit the SED	January 6	April 13	August 3
5.	Approved master's project grades and/or incomplete grades should be submitted	February 3	May 4	August 17
6.	Executive Committee meets	August 31 & January 25*	January 25* & May 2*	May 2*
7.	Trustees vote on degrees	February 11	May 19 May 20 Commencement	August 31
8.	Diplomas sent by registered mail	April 6	July 13	October 29

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

\*Tentative—check in with the graduate office for exact dates.

# campus map



Directions to the campus are available at <http://www.tufts.edu/home/maps>

# university policies

The following university policies and others apply to graduate students and are online at <http://uss.tufts.edu/studentaffairs>.

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

The Department of Public and Environmental Safety publishes an annual publication explaining the various services, policies, programs, and expectations that help contribute to achieving reasonable safety and security at Tufts University.

The publication can be viewed online at <http://publicsafety.tufts.edu/safetybrochure>.

## Press Policy for Graduate Students and Post-Doctoral Students in the Graduate School of Arts and Sciences

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

To effectively manage these media relationships, we rely on a group of public relations and communications professionals. It is their charge to ensure that the interests of the University and its schools, faculty, and students are successfully met whenever a reporter is trying to get information for his or her own story. While the interests of the reporter or the media outlet may coincide with our institutional priorities, it is not always the case. Ensuring the information about Tufts and its schools is presented factually (that Tufts, for example, is not in Boston or Cambridge or that you are a student in the

Graduate School of Arts and Sciences) may not be foremost on the reporter's mind, but we care a great deal about these pieces of identifying information.

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

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

We are always happy to hear that our students are involved with the kind of research that major media wish to highlight: it is the best possible kind of visibility and promotion for Tufts. But because it is visibility for Tufts, our communications team and our public relations staff members do need to be involved.

Thus, if and when you are contacted by a reporter, and *before you are interviewed*, please contact Kim Thurler, Anne Fishman, or Robert Bochnak. Any of these communications professionals can be of assistance so please contact one of them. In addition, media training and interview support is also available from the Office of Public Relations.

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

Anne Fishman, Director of Communications, Arts and Sciences, ([anne.fishman@tufts.edu](mailto:anne.fishman@tufts.edu)), 617.627.5732

Robert Bochnak, Manager of Communications, Graduate School of Arts and Sciences, ([robert.bochnak@tufts.edu](mailto:robert.bochnak@tufts.edu)), 617.627.5826

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

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

**Administrative Offices**

Graduate Studies 627.3395  
Academic Resource Center 627.4345  
Africana Center 627.3372  
Asian-American Center 627.3056  
Athletics 627.3232  
Bookstore 627.3468  
Bursar 627.2000  
Career Services 627.2000  
Chaplaincy 627.3427  
Computer Service (Academic) 627.3004  
Counseling Center 627.3360  
Dean of Student Affairs 627.2000  
Dining Services 627.3566  
Equal Opportunity 627.3298  
Financial Aid 627.2000  
Graduate Student Council 627.3576  
Gymnasium 627.5215  
Health Service 627.3350  
International Center 627.3458  
Latino Center 627.3363  
Lesbian, Gay, Bisexual, and Transgender Center 627.3770

Public Safety and Administrative Services 627.3692  
Police 627.3030  
Registrar 627.2000  
Residential Life 627.3248  
Student Employment 627.2000  
Student Services Center 627.2000  
Summer Session 627.3454  
Tisch Library  
Circulation 627.3347  
Reference 627.3460  
Women's Center 627.3184

**Academic Departments**

Art and Art History 627.3567  
Biology 627.3195  
Biomedical Engineering 627.2580  
Chemical and Biological Engineering 627.3900  
Chemistry 627.3441  
Child Development 627.3355  
Civil and Environmental Engineering 627.3211  
Classics 627.3213

Computer Science 627.2225  
Drama 627.3524  
Economics 627.3560  
Education 627.3244  
Electrical and Computer Engineering 627.3217  
English 627.3459  
French 627.3289  
German 627.3442  
Gordon Institute (Engineering Management) 627.3110  
History 627.3520  
Mathematics 627.3234  
Mechanical Engineering 627.3239  
Music 627.3564  
Occupational Therapy 627.5720  
Philosophy 627.3230  
Physics 627.3029  
Psychology 627.3523  
Urban and Environmental Policy and Planning 627.3394  
Area Code 617  
Switchboard 617.628.5000



OFFICE OF GRADUATE STUDIES

Ballou Hall, First Floor  
Medford, MA 02155  
617.627.3395  
gradstudy.tufts.edu

**Degree Programs**

Art and Art History  
Bioengineering  
Biology  
Biomedical Engineering  
Chemical and Biological Engineering  
Chemistry  
Child Development  
Civil and Environmental Engineering  
Classics  
Computer Science  
Drama  
Economics  
Education  
Electrical and Computer Engineering

Engineering Management  
English  
French  
German  
History  
Mathematics  
Mechanical Engineering  
Music  
Occupational Therapy  
Philosophy  
Physics  
Psychology  
Studio Art  
Urban and Environmental Policy and Planning

**Certificate Programs**

Bioengineering  
Biotechnology and Biotechnology Engineering  
Civil and Environmental Engineering  
Community Environmental Studies  
Computer Science  
Environmental Management  
Epidemiology  
Human-Computer Interaction  
Management of Community Organizations  
Manufacturing Engineering  
Microwave and Wireless Engineering  
Museum Studies

Occupational Therapy  
*Areas of Specialization*  
Advanced Professional Study  
Hand and Upper-Extremity Rehabilitation  
Program Evaluation