

Graduate Student Handbook

2024-2025^{*}

Graduate Programs
Certificate Programs

*For students matriculating Fall 2024. Policies and information in this handbook are subject to change for those matriculating after February 1st, 2025.



School of
Engineering

Academic Calendar–Fall Term 2024

26-August Mon Registration reopens for all AS&E students at 12 a.m.

29-August Thur Undergraduate New Student Orientation begins;
Matriculation

29-August Thu International Student Orientation

2-September... Mon Labor Day (University Holiday) No Classes

3-September... Tue Classes Begin

4 September ... Wed TA/RA Orientation (SOE)

6 September ... Fri Graduate Student Orientation (SOE)

10-September . Tue Last day for AS&E students to ADD classes

8-October Tue Last day for AS&E students (except First-Year Undergrad-
uate students, first-semester Transfer students, and
first-semester REAL students) to DROP Full Term courses
without record of enrollment

14-October Mon Indigenous Peoples' Day (University Holiday)
No Classes Held

15-October Tue Last day for AS&E students to make up incomplete grades
from Spring 2024

21-October Mon Graduate students in First Session courses only: Last Day
for Graduate AS&E Students to WITHDRAW from classes
and receive a Grade of W

5-November ... Tue Presidential Election Day (No classes held)

11-November.. Mon Veterans' Day (University Holiday) No Classes

Nov 12..... Tue Spring 2025 registration starts for graduate and postbac
students in SIS

27-November.. Wed No Classes

28-November.. Thu Thanksgiving (University Holiday) No Classes

29-November.. Fri No Classes (University Holiday)

10-December.. Tue Classes end

10-December.. Tue Graduate Students Only: Last Day to WITHDRAW from
Full Term and Second Session Courses and Receive a
Grade of W

11-12-Dec. Wed-Thur . Reading Period

13-December..Fri.....Review Boards begin
 13-December..Fri.....Final Examinations begin
 20-December..Fri.....Final Examinations end
 20-December..Fri.....Review Boards end
 25-December..Wed.....Christmas Day Observed (University Holiday)

Academic Calendar–Spring Term 2025

1-JanuaryWed.....New Year's Day Observed (University Holiday)
 2-JanuaryThur.....Fall Term Grades Due Online by 9 a.m.
 15-January.....Wed.....Classes Begin
 17-January.....Fri.....Graduate Student Orientation (SOE)
 20-January.....MonMartin Luther King Day (University Holiday)
 22-January.....Wed.....SOE Graduate Students students to make up incomplete
 grades from Fall 2024
 15-Feb to 21-April.....Graduate students to apply and submit materials for May
 graduation
 17-February....MonPresidents' Day Observed (University Holiday) No Classes
 19-February....Wed.....Last day for AS&E students to DROP courses without record
 of enrollment
 26-February....Wed.....Last day for AS&E students to make up incomplete grades
 from Fall 2024
 4-MarchTue.....Graduate students in First Session courses only: Last Day
 for Graduate AS&E Students to WITHDRAW from classes
 and receive a Grade of W
 15-March.....Sat.....Spring Recess begins; Classes Suspended
 24-March.....MonSpring Recess ends; Classes Resume
 9-April.....Wed.....Fall 2025 registration starts for graduate and postbac stu-
 dents in SIS
 21-April.....MonPatriots' Day observed (University Holiday) No Classes
 28-April.....MonClasses end
 28-April.....MonLast Day for Graduate AS&E Students to WITHDRAW from
 Courses and Receive a Grade of W
 29-April.....Tue.....Reading Period; Make-up Day (no classes held)

Academic Calendar–Spring Term 2025 (continued)

30-April.....Wed.....Reading Period
1-May.....ThuReading Period
2-May.....FriReview Boards begin/ Final Examinations begin
9-May.....FriFinal Examinations end
9-May.....FriReview Boards end
12-MayMonSenior Week begins
16-MayFriRemaining Grades Due Online by 9 a.m.
18-MaySun.....Commencement

Academic Calendar–Summer/Fall Term 2025

21-MayMonFirst and 12 Week Summer Sessions begin
26-MayMonMemorial Day (University Holiday)
19-JuneWed.....Juneteenth observed (University Holiday) No Classes
4-JulyThuIndependence Day observed (University Holiday)

Academic Calendar–Links

Academic Calendar <https://students.tufts.edu/registrar/courses-and-calendars/academic-calendar>

Graduation Deadlines and Important Dates: <https://students.tufts.edu/registrar/make-request/apply-graduation/graduation-information-graduate-students>

Table of Contents

Contents		Changes in Course Grades: Statute of	
Academic Calendar	2	Limitations.....	25
Table of Contents	5	Health Service Requirements	26
Welcome From the Dean	7	Expenses and Payment Options.....	27
Academic Policies.....	8	Tuition.....	27
Academic Standing	8	Health Insurance and Health and	
Dismissal	9	Wellness Fee.....	27
Academic Integrity	9	Student Activity Fee	29
Academic Grievances.....	10	Tuition Refund Policy	29
Policy on Incompletes.....	10	Payment Options	29
Residency Requirements.....	10	Financial Aid	30
Time Limitations for Completing		Financial Aid.....	30
Degrees.....	11	Institutional Financial Aid.....	30
Extension of Degree Time	11	Tuition Scholarships	30
Leaves of Absence	12	Teaching Assistantships	30
Accommodation Policies.....	16	Research Assistantships	31
Voluntary Withdrawal	17	Fellowships and Merit Awards	32
Reinstatement Policy	18	Research Support	32
Transfer of Credit	18	Federal Financial Aid.....	33
Transfer of Credit from		Health Insurance and Health Coverage	34
Tufts University College.....	19	Procedure for Awarding	
Fifth-Year Master's Program Dou-		Certificates and Degrees	35
ble-Counting Policy—		Procedure for Awarding of Certificates	35
School of Engineering.....	19	Procedure for Awarding of Degrees.....	35
English Language Proficiency Evaluation		Examining Committees.....	35
20		Thesis/Dissertation Defense and	
Advisors.....	20	Submission	36
Non-Discrimination Statement	20	Campus Resources and	
Registration.....	23	Other Policies	37
Continuous Enrollment Policy	23	Libraries	37
Degree-only Status.....	23	Career Center	38
Enrollment Status	23	Graduate Co-op Program.....	39
Cross-Registration and Graduate School		University Health Service	47
Consortium	24	Counseling and Mental Health Service	47
Audits	24	Student Accessibility and Academic	
Dropping a Course.....	25	Resource (StAAR) Center.....	48
Grades	25	Graduate Student Council (GSC)	49

Table of Contents (continued)

Student Support	50
Community Standards	50
Sexual Misconduct	50
Tufts Technology Services (TTS)	52
Your Information Technology Rights and Responsibilities	53
Athletic Facilities – Medford Campus ..	56
Parking – Medford Campus	56
Public Transportation - Tufts Medford, and Boston Campuses	57
Graduate Student Services.....	57
University Policies	58
Department of Public Safety	58
Press Policy for Graduate Students and Post-Doctoral Scholars	58
Contact information	59
Professional Development	60
Notation of Development (NOD)	60
<u>Campus Parking Map</u>	<u>61</u>
Administrative Offices and Services ..	66
Degree Programs	67
Certificate Programs	67

Welcome From the Dean

Dear graduate student:

I am pleased to give you a copy of the 2024–2025 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.¹ Many departments also publish their own handbook for graduate students, so 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 advisor, 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 Students Office is a resource that addresses these situations, and you are welcome to [contact the Dean of Students 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 Dean of Students Office always look forward to hearing from our graduate students. We wish you all the best in the coming year.

Dr. Karen A. Panetta
Dean of Graduate Education for the School of Engineering

¹ This handbook applies to those matriculating Fall 2024, and Spring 2025, and is subject to change for those matriculating after February 1st 2025. Those matriculating after February 1st 2025, should work with Graduate Admissions and attend “Meet the Dean” information sessions for more up-to-date rules and requirements for their year of matriculation.

Academic Policies

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 progress toward a certificate or degree.

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.

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, or Permanent Incomplete (PI).

1. Credit will be awarded only to credit-granting courses that receive a grade of B- or better or satisfactory (S).
2. 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.
3. Incomplete grades must be completed in accordance with the Policy on Incompletes detailed in this handbook on page 6.
4. Funded MS/Ph.D. or Ph.D. students must receive satisfactory performance evaluations on their graduate, research or teaching assistant duties, each semester or can be subject to immediate dismissal.
5. Deviation from any of the above requirements or the departmental or program requirements constitutes evidence that the student is making inadequate progress toward a certificate or degree 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. The appeal needs to be submitted within five business days from the date of the withdrawal notification. Submit the appeal in writing via email to the Dean of Graduate Education, karen@ece.tufts.edu, copy to enggradstudies@tufts.edu, academic advisor, the department chair, and the program director. Specify the reason for reconsideration. 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 Fifth-Year MS program must consistently maintain good academic standing, or risk having their admission into the master's program rescinded.

Fifth-Year MS program students must complete and earn their undergraduate degree before matriculating into the MS program. The degrees cannot be completed concurrently.

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)
- Violation of the code of conduct or working together policy

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 Conduct Resolution Procedure](#).

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 grade 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 Form, available in SIS. The Incomplete form may be found on the faculty SIS homepage under “Faculty Forms”. 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 prior to the grading deadline for the term the incomplete is to be assigned. The instructor is responsible for specifying on the form the deadline for submission of work and the conditions that the student must satisfy to receive a grade.

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). Instructors who wish to set a later deadline may do so, subject to approval from the Director of Graduate Study in the program where the student is enrolled. If the student has completed the work within the stated time, it will be evaluated without prejudice.

Residency Requirements

For doctoral programs and the master’s programs in Cybersecurity and Public Policy, the residency requirement is two semesters, excluding summer of graduate study at Tufts. All SOE MS degree program students must be in residence (enrolled as Tufts SOE graduate students) for a minimum of 60% of their required graduate program credits, exclusive of graduate seminars for the specific program they are enrolled in. This rule also applies to dual-degree and fifth year students.

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 (four semesters, not including summers) 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.

Full-time Ph.D. candidates should graduate within 5 years of matriculation. Extensions to a maximum of seven calendar years to complete all degree requirements may be requested for extenuating circumstances.

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 two years of starting the program. Part-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 courses that do not bear credit toward their graduate 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. International students must also request a [Program Extension](#) if their I-20 or DS-2019 will expire before their degree will be completed.

The following are not valid reasons to request an extension:

- Failed courses.
- Courses taken beyond the program requirements (not counting towards the degree).
- MS Thesis students who switch to the non-thesis option will not be allowed to extend their program. Thesis students should confer with their advisor to ensure that all thesis requirements will be satisfied within the MS degree time limits.

- And if it is recommended a student convert to the non-thesis option, the student should plan accordingly to ensure all course requirements can be satisfied within the degree time limit.

As soon as a student has enough credit to count toward their degree, they must graduate.

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. This policy does not apply to medical reduced course loads.

Leaves of Absence

Overview of Leaves

There are three types of leave available to graduate students: personal leave, parental accommodation, and medical leave. 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 advisor as well as the department's graduate studies committee representative of the leave. No courses/credits taken during a leave may be transferred towards a student's degree requirements. Notification should be given within a reasonable time period prior to the leave so alternate arrangements can be made for the duration of time the student will be on leave.

Student loan borrowers will receive exit interview and repayment information and may be required to begin loan repayment while on leave. Students who are not in good academic standing when taking a leave must have an academic plan intact so upon their return they can continue making academic progress. This plan must be approved by their academic advisor and the graduate dean before their return. Please see the policy on academic standing on page 8.

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

Personal Leave

Graduate students may apply for a personal leave of absence in SIS. Students who have not successfully completed one semester of graduate study are not eligible to take a leave of absence. Personal leaves of absence will not be granted beyond a cumulative total of 12 months. If the student's request for a leave of absence is not approved, the student will be held to the original timetable for degree completion and, if time to degree completion has expired, the student's candidacy for the degree is terminated.

Parental Accommodation

Policy on Parental Accommodation for Ph.D. Students

Ph.D. 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 Ph.D. 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 Ph.D. student in good standing in the School of Engineering.
- An applicant must apply online via the [Tufts Student Information System \(SIS\)](#) 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 frame are permitted in extenuating circumstances).
- An applicant must take the parental accommodation immediately after the birth, adoption, or placement of a child.

To be eligible for paid parental accommodation under this 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. If an external funding source does not allow for a paid parental accommodation period consistent with this policy, the student's accommodation will be covered by University funds.
- Have been enrolled as a full-time Ph.D. student for at least one semester.
- Be within the first five years of the Ph.D. 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.

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. Also, students must understand that assignments and/or appointments that are restricted, such as those that are semester-long and not subject to renewal prior to a parental accommodation, may not be available after the accommodation.

An accommodation taken under this policy is subject to any sponsored research requirements applicable to any project engaged in by the graduate student, and as such,

the advisor must confirm the continued appointment of the student at the time of the request. International students must consult in advance of a parental accommodation with the International Center for information regarding their compliance with applicable immigration laws.

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

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. Students must make contact 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 may be raised with the graduate dean's office enggradstudies@tufts.edu.

Pregnancy and Lactation Policies

Federal law as well as Tufts University policies prohibit discrimination based on pregnancy and lactation status as well as pregnancy-related conditions. Some pregnancy-related conditions do not always rise to the level of a disability under the Americans with Disabilities Act (ADA) but may be eligible for accommodations at Tufts, nonetheless. These conditions include but are not limited to before and during pregnancy; childbirth and recovery; fertility treatments; pregnancy loss or termination; and lactation. The University's Pregnancy in the Workplace policy can be found at <https://oeo.tufts.edu/policies-procedures/pregnancy-and-lactation-policies/>.

Tufts University is also committed to supporting and meeting the needs of lactating individuals returning to work, school, or visiting the campus. Any lactating individual who is a member of the Tufts community (faculty, staff, students, patients, visitors, third parties, or community members) can use the lactation rooms which are available on each of the Tufts campuses. Faculty, staff, and students are also entitled to reasonable breaks to express breast milk as well as the sufficient time to get to the lactation room. Detailed information as well as the lactation policy and a list of cam-

pus lactation spaces can be found on the OEO website and at: <https://o eo.tufts.edu/policies-procedures/pregnancy-and-lactation-policies/>. Students, employees, applicants for employment, and other community members can reach out to OEO for support and/or to request pregnancy or lactation related accommodations at Accommodations.OEO@tufts.edu.

NOTE: OEO updates its policies annually and as needed. The most up-to-date policies can be found on our website: o eo.tufts.edu

Medical Leave of Absence

Students can take a Medical Leave of Absence (MLOA) to leave campus in order to receive treatment for health concerns. A Medical Leave of Absence is appropriate if a student finds it difficult to productively or safely manage the demands of their academics and campus life due to health concerns.

Student Support facilitates MLOA requests, and can help students decide whether a medical leave of absence is the right choice for them. Taking a medical leave of absence involves a number of steps, and understanding the personal, health, financial, and academic implications of any leave is important. Please visit the [Student Support Website](#) for additional information. Students interested in taking a medical leave should begin the MLOA process by contacting the Student Support team (studentsupport@tufts.edu) to arrange a meeting with a staff member.

Accommodation Policies

Detailed information and full accommodations policies can be found at: <https://o eo.tufts.edu/policies-procedures/accommodation-policies/>. Students, employees, applicants for employment, and other community members can reach out to OEO for support and/or to request reasonable accommodations at Accommodations.OEO@tufts.edu.

Accommodations Policy:

We seek to promote a diverse and inclusive university community, and the Office of Equal Opportunity (OEO) urges everyone in the Tufts community to join us in this commitment. Tufts University is committed to providing reasonable accommodations to qualified individuals with disabilities in a fair and equitable manner and in accordance with applicable federal and state law. The Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Pregnant Workers Fairness Act all require Tufts University to provide appropriate academic and employment accommodations to employees and students with disabilities - including those who are pregnant or have a pregnancy-related condition - unless doing so would create an undue hardship, compromise the health and safety of members of the University commu-

nity, or fundamentally alter the nature of the university's employment or academic program or mission.

Religious Accommodation Policy:

Tufts University is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, employees, patients, visitors, and community members. As part of this commitment, Tufts will make good faith efforts to provide reasonable religious accommodations to those in our community whose sincerely held religious beliefs conflict with a university policy, procedure, or other academic or employment requirement unless such an accommodation would create an undue hardship or would fundamentally alter our work, program, and/or mission.

Policy on Animals (Service, Emotional Support, and Pets) on Campus:

Tufts University welcomes animals on campus consistent with the procedures outlined in the Policy on Animals (Service, Emotional Support, and Pets) on Campus, but may exclude an animal from campus if it causes disruption, threatens the health or safety of others, or otherwise fails to meet the criteria set forth in the policy.

Captioning Policy:

To ensure that all videos and audio files created, procured, and posted on official Tufts websites are **accessible to all**, Tufts Technology Services, in partnership with the Student Accessibility & Academic Resource Center (StAAR), Educational Technology, the OEO, the Tisch Library, and University Counsel, developed a **Captioning Policy**.

Detailed information as well as the policy can be found at: <https://oio.tufts.edu/accommodations/accessibility/captioning-policy/>.

Voluntary Withdrawal

Graduate students may voluntarily withdraw from their degree program at any time. Graduate students are encouraged to meet with their advisor and/or 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 Conduct Resolution 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. (Graduate 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. Degree candidates cannot earn more than one certificate in conjunction with a graduate degree. Some departments may allow certificates to be earned concurrently with the degree program. See your departmental graduate handbook for your program's requirements and policies. Students in eligible programs must formally apply for a certificate program, and be admitted at least two semesters before completing their primary graduate degree program, in order to be eligible to receive a concurrent certificate.*

***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.

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.

Fifth-Year Master's Program Double-Counting Policy— School of Engineering

School of Engineering seniors are eligible to apply to the Fifth-Year Master's Degree Program. Juniors are not eligible to apply, and must wait until their senior year to submit an application. Fifth-Year MS program students in the School of Engineering who matriculate into the MS program after February 1, 2023, may transfer from their undergraduate studies two eligible reserved graduate-level courses towards their MS degree and double-count two courses towards both the BS and MS degrees, **for a total of four courses**. Only 100-level courses that contribute toward the graduate program requirements are eligible, and the courses must be reserved before matriculating into the graduate program. 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. To apply courses toward both degrees and/or reserve courses for graduate credit, a completed [SOE Fifth-Year Master's Course Distribution Form](#) must be submitted with the undergraduate graduation packet. Students must complete and earn their undergraduate degree before matriculating into the MS program. The degrees cannot be completed concurrently. Courses cannot be retroactively reserved or shared after the undergraduate degree is conferred. Students may enroll full-time or part-time while participating in the master's degree portion of the combined degree program,

but must enroll immediately after completion of their BS degree. No deferrals are available for this program. Courses may not be counted more than two times across certificates or degree programs. Fifth-Year students pursuing two MS degrees will need to complete a minimum of 16 additional courses beyond their BS program.

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 English for Technical Professionals during their first semester of graduate study. Students will be automatically enrolled in a mandatory second semester course in English for Technical Professionals at the discretion of the administrator. Failure to complete the required course(s) will prevent the student from graduating.

Advisors

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

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

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

Non-Discrimination Statement

Tufts is enriched by the many experiences and perspectives each individual member brings to our community. Tufts does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of race (including traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles), color, national or ethnic origin, ancestry, age, religion, disability, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, stalking, sexual exploitation, sexual exploitation and coercion, relationship/intimate partner violence and domestic violence), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, the intersection of these identities 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 and its supporting regulations, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, Executive Order 11246 and other similar laws that prohibit discrimination, all as amended. Tufts is an equal employment opportunity/affirmative action employer.

Non-Discrimination Policy

The Tufts Non-Discrimination Policy establishes uniform guidelines in order to promote a work and educational environment at Tufts University that is free of discrimination and harassment, and to affirm the University's commitment to equal opportunity and affirmative action.

Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party, patient, visitor, or community member because of: race, color, national or ethnic origin, ancestry, age, religion, disability, sex or gender (including pregnancy, sexual harassment, and other sexual misconduct including acts of sexual violence such as rape, sexual assault, stalking, sexual exploitation, sexual exploitation and coercion, relationship/intimate partner violence, and domestic violence), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, the intersection of these identities, or any other characteristic protected under applicable federal, state, or local law, herein called "protected categories." The university expects all Tufts employees, students, visitors, patients, and community members to join with and uphold this commitment.

Complaints, reports, and questions can be filed with the Office of Equal Opportunity at oeo@tufts.edu or [617-627-3298](tel:617-627-3298). You can also choose to report a complaint (including an option to report anonymously) through the Office of Equal Opportunity [online reporting portal](#), Ethics-Point, tufts-oeo.ethicspoint.com, or phone number [866-384-4277](tel:866-384-4277).

NOTE: OEO updates its policies annually and as needed. The most up-to-date policies can be found on our website: oeo.tufts.edu. The Non-Discrimination policy will be updated August 1, 2024 to reflect the new federal law going into effect.

External Reporting Option:

U.S. Department of Education (DOE) Office for Civil Rights (OCR)
5 Post Office Square, Eighth Floor Boston, MA 02109-3921
[617-289-0111](tel:617-289-0111)

The DOE and the OCR prohibit discrimination based on race, color, national origin, sex, disability, and age. While OCR complaints should generally be filed within 180

days of the last date of alleged discrimination, OCR may extend this filing deadline in a variety of circumstances.

Registration

Continuous Enrollment Policy

Graduate students must be enrolled (registered), or on an approved leave of absence, for every academic-year semester between matriculation and graduation. 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 Academic Integrity Training (AIT), financial, or health services obligations. Students who fail to register by the end of the first week of classes, or the add deadline for the term, whichever is first, 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. Students admitted full-time who register for credits totaling less than full-time will not achieve a full-time status.

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. In certain circumstances, international students may be authorized for a [reduced course load](#), allowing them to drop below full-time: [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 Graduate School of 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 at a consortium school should first consult with their academic advisor and/or the department's graduate studies committee representative before completing the online [Cross-Registration Petition Form](#) through SIS. 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. Students who are billed per credit should review the refund policy on the bursar's website for details: <https://students.tufts.edu/financial-services/billing/tuition-refund-policy/>.

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).
- PI Permanent Incomplete: Students who received an Incomplete and do not complete the work within the stated time will receive a Permanent Incomplete (PI).
- 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 before July 1. Those with missing or incomplete health reports will have an immunization hold placed on their account and will not be allowed to register for classes until the requirements are completed. For more information about the requirements, you can visit our [Resources for New Students](#) website. Please send your questions to Immunization Reviewer via the [Patient Portal](#).

Expenses and Payment Options

Tuition

While most tuition rate changes are effective in the fall term each academic year, The Trustees of Tufts College reserve the right to change the tuition or to establish additional fees or charges for special features or services whenever such action is deemed advisable. We will provide the earliest possible notification of changes in tuition and other fees.

For online students who receive a 10% discount, the discount only applies to the online program. Although the online students can take in-person courses, they will not receive the discount for those courses.

Students who are billed per credit should be aware of how the tuition refund calendars will impact their bill; students should review the refund policy on the bursar's website for details: <https://students.tufts.edu/financial-services/billing/tuition-refund-policy/>.

Degree Programs

The tuition for engineering master's programs is charged per-credit. Students who enroll in additional semesters to complete a thesis, project, or capstone will be charged continuation tuition each semester.

Doctoral tuition for both full-time and part-time Ph.D. candidates 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. For more information, please refer to <https://asegrad.tufts.edu/tuition-aid/tuition-and-fees>.

Certificate and Post-Bac Certificate Programs

Certificate and post-bac certificate students are charged per-credit. Students in the post-bac certificate program pay a reduced rate for their undergraduate level courses.

Health Insurance and Health and Wellness Fee

Student Health Insurance:

Admitted full-time graduate students, international, and admitted part-time graduate students enrolled in seven (7) credits or more of coursework in a fall or spring semester in Massachusetts are required by law to have health insurance: <https://malegisla->

[ture.gov/laws/generallaws/parti/titleii/chapter15a/section18](https://www.tufts.edu/laws/generallaws/parti/titleii/chapter15a/section18). Part-time graduate students, you will be enrolled in the plan whenever you register for seven (7) credits or more of coursework in a fall or spring semester. Per the State of Massachusetts, all Tufts students are required to enroll in the student health insurance or have health insurance that meets the [requirements of comparable insurance](#). All graduate students who are half-time or more are billed and enrolled in the [student health insurance plan](#). Once you have met tuition charges for your program, if you wish to be enrolled in the student health insurance you must contact studenthealthinsurance@tufts.edu to be enrolled. For more information about the student health insurance via UHCSR Student Resources you can visit <http://go.tufts.edu/studenthealthinsurance>. For questions about the student health insurance, please contact studenthealthinsurance@tufts.edu.

Award packages for full-time doctoral students include payment of the Tufts student health insurance and the Tufts Health and Wellness 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.**

Health Insurance Waiver

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

Supporting Tufts' Commitment to Health and Wellness — Health and Wellness Fee:

Tufts University is committed to promoting health and wellness among its undergraduate and graduate students through health promotion and prevention programming, student engagement, and ensuring compliance with state and federal public health requirements. We pride ourselves in removing obstacles that might prevent students from seeking the medical help or counseling they need. While all students are required to carry health insurance, Tufts fulfills its public health mission by providing primary care and mental health counseling visits at no charge. Our approach is community based. To fund these important initiatives, all Medford/Somerville and SMFA students are required to pay the Health and Wellness fee. The fee is mandatory, non-negotiable, and set by the Trustees to support our broad-based public health programs and services. To learn more, visit our website at <http://go.tufts.edu/SHAWfee>.

Student Activity Fee

All students in graduate degree programs pay an annual student activity fee. 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 [Bursar's Website](#) based 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. Students making enrollment changes such as changing (swapping) and dropping classes are subject to the [per credit refund calendar](#). The refund percentage is based on the length of course being dropped and the date the course is dropped. Other fees, such as mandatory, lab, or material fees, are not pro-rated.

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 July 15 for the fall semester and December 15 for the spring semester. Visit the [Financial Services website](#) for more information and to enroll.

Financial Aid

Financial Aid

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

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

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 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 discounts only apply to courses required/counting towards the student's graduate program to which they were admitted.

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.

It is important to note that students' funding is attached to a faculty member's support. Should a student wish to change their thesis advisor, or research topic, students should be aware that it is their responsibility to find a different faculty member to financially support and advise their Ph.D. studies.

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 [Teaching Assistantships 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 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 [Research Assistantship website](#).

It is important to note that students' funding is attached to a faculty member's support. Should a student wish to change their thesis advisor, or research topic, students should be aware that it is their responsibility to find a different faculty member to financially support and advise their Ph.D. studies.

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 on the [GSRC webpage](#). 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 Unsubsidized Loan
- Federal Work Study
- GradPLUS Loans

How to Apply

Students who wish to apply for the Federal Direct Unsubsidized 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 also complete an 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](#).

Federal Direct Unsubsidized Loan

This federal education 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 Federal Direct Unsubsidized Loan per academic year. The student is responsible for interest charges on the Unsubsidized Loan. Students can choose to make interest payments while they are in school or defer payment until after they graduate.

Federal Direct Loans are available to eligible 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 at approved off-campus community service jobs. Job opportunities are also available for non-work study applicants.

Federal Grad PLUS Loan

Graduate students may participate in the Federal Graduate PLUS Loan program. Students must first use their maximum Federal Direct Unsubsidized Direct Loan eligibility before using Grad PLUS (Direct Loans have more favorable terms). Under this federally-guaranteed loan program, students may borrow up to the total amount of

education costs less any financial aid. Graduate PLUS borrowers will be subject to credit approval.

Loan Deferments

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

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 [Health and Wellness 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.**

Procedure for Awarding Certificates and Degrees

Procedure for Awarding of Certificates

Certificates are awarded concurrently with graduate degrees in August, February, and May. Students may receive one certificate in conjunction with a master's degree with department approval. Courses that were counted toward the bachelor's and master's degrees cannot be counted again for a certificate. Students are responsible for applying for graduation in [SIS](#) and submitting the online Recommendation for Award of Certificate form.

Procedure for Awarding of Degrees

Graduate degrees are awarded in August, February, and May.

Students are responsible for applying for graduation in [SIS](#) and submitting the online Graduate Degree Sheet.

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.

Note: Honors standing is not given to graduate students

Applying for Graduation

Detailed information about applying for graduation and additional requirements are on the [Student Life web site](#).

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.
- Master's Thesis and Doctoral Dissertation.

Examining Committees

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

Master's Candidates

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

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

Doctoral Candidates

The 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.

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.
3. 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. Students must submit the online Thesis/Dissertation – Request for Final Approval to their committee chair once a final draft of the document, including any revisions recommended by the committee, is approved for publication. Online submission of the thesis/dissertation to ProQuest is required. Detailed information on preparing the thesis or dissertation is on the [Student Life web site](#).

In accordance with [Tufts University's policy on Intellectual Property](#), theses/dissertations will be published on the Tufts Digital Library (TDL). The TDL is an open access website, and works deposited into the TDL will be available to the public unless embargoed. Embargoes are available for six months, one year, and up to a maximum of two years. Students may embargo their work directly through ProQuest during the submission process.

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

Campus Resources and Other Policies

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 substantial access to electronic journals, e-books, streaming video files, standards, data sets, and print materials to support Tufts researchers and learners. Students are welcome to recommend purchases for the library.

Research Support Services

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

Support for Teaching

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 or relevant specialist, see the [Ask Us page on the Tisch website](#).

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 student awards, including funds to support graduate student publishing in open access journals and licensing datasets needed for graduate research.

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](#).

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 Main Desk of Tisch Library.

Career Center

The Tufts Career Center offers coaching, 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 Ph.D., My IDP, and Forage offer graduate students strategies for developing and translating their skills into career opportunities. Big Interview, The Herd, and Interstride are tools available to help you discover opportunities, build relationships, and practice professional communication. 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 scheduled 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, <https://careers.tufts.edu/>.

Graduate Co-op Program

Tufts University's School of Engineering (SOE) offers a Cooperative (Co-op) Education Program for full time MS students. The objective of this program is to offer Tufts SOE MS students opportunities to pursue real-world work experience, form professional relationships, and to enhance their resumes. The program's main goal is to introduce students to professional experiences that will assist them in their career path. This program helps students get a feel for a company's culture and work environment, and learn to interact with other colleagues in their field.

Benefits of a Co-Op Program

- Provide students with the skills and frameworks to clarify short- and long-term personal, educational, and career goals and to consistently make prudent, informed decisions throughout one's career.
- Help students explore and experience professional employment in areas related to the student's academic program as well as professional interests and personal aspirations.
- Guide students through the development of a modern personal brand including brand statements, marketing documents curation, and effective network cultivation and strategic management.
- Understanding, practicing, and employing best practices around key career competencies in the modern world of work including, but not limited to: interviews, negotiations, workplace professionalism and etiquette, communication with leaders, managers, and colleagues.
- Receive direct and dedicated support from the Assistant Director, Graduate Co-op Advisor and the Tufts Career Center for the entirety of your co-op preparation and employment experience.

How Co-Op Works

Tufts Graduate School of Engineering's co-op program offers students a unique opportunity to integrate their academic knowledge with industry and subject matter expertise to help employers address and solve practical, real-world problems. Participating students may gain up to eight months of full-time paid work experience that is valuable for building and showcasing distinct, technical, professional, and social competencies employers covet and very often offer co-op alumni with a competitive edge for post-graduation employment opportunities.

Eligible MS students may complete one co-op over the course of their degree program. **Students must apply to join the co-op program at the end of their first semester as an enrolled master's student.** After starting their MS program and completing 18 credits, exclusive of seminar credits, that count toward their degree, students may then look for co-op opportunities.

The Graduate Co-op Program follows a cohort model, where admitted students are grouped based on the semester they intend to begin their co-op positions. During the preceding semester, students will engage in intentional, independent, and cohort-shared experiences across all aspects of the Tufts Career Center Career Planning and Management Process, including self-assessment and discovery, strategic opportunity identification and targeting, custom marketing document creation and co-op search, relationship building practice and management, and modern interview and negotiation practice and preparation. Consistent participation in curated professional development offerings, collaborative and supportive cohort working groups, and regularly scheduled meetings with the Graduate Co-op Advisor is expected, and often mandatory. The Career Center and the SOE Graduate School are sincerely invested in our admitted co-op program students' development and execution plan and have built a system of impactful tools, resources, coaching expertise, and insights that are fundamental to not only securing a co-op but also managing all aspects of a career.

In preparation for a co-op search, students must participate in the required career development sessions offered by Tufts Career Center, which provide valuable skills needed to be successful in securing a co-op position that simultaneously aligns with individual needs and preference while also adhering to Tufts standards and ethical guidelines and employer expectation.

As part of the co-op program, eligible MS students are only allowed to accept one position during their time in the program. *There is no guarantee that students who enter the co-op program will secure employment.*

Cost Of Co-Op Program

There is no additional charge for a student to be enrolled in the co-op program.

Graduate Co-op Program Eligibility

Prerequisites that the student must meet to be considered for the program:

1. Must be enrolled in a program that offers the Graduate Co-op Program (see the list of departments below). This program is not available to part time programs, online programs, certificate programs, Ph.D. programs, or Post Baccalaureate programs. Students enrolled in a combined Post-Bacc/MS program or Fifth-Year MS programs are eligible to participate as long as they meet program requirements.
2. Must complete at least 2 full-time semesters as a fully-matriculated and enrolled Master's student. Students must complete a minimum of 9 credits in their first semester to be considered for the program and must complete at least 18 credits towards their MS programs before beginning their co-op. Newly matriculated stu-

dents can only apply for the program and attend the required info session before the end of their first semester as a full-time student.

- a. Post-Bacc/MS students: No bachelor-level classes for at least 2 full-time semesters before beginning their co-op.
- a. Fifth-Year MS students: Must be fully matriculated with a completed BS degree.
3. Must be in good academic standing (See requirements below), enrolled full-time, have had no previous extensions of time or reduced course load accommodations, and have not enrolled in any undergraduate course as an MS student.
4. Must have at least one semester remaining in their MS programs after co-op opportunity .

Academics and the Co-op Program

Students must meet all requirements of the SOE Graduate Handbook and any departmental specific requirements to be eligible and to participate in the program. All students must meet the following criteria:

1. Good Academic Standing requirement: Students need to be in good academic standing, enrolled full-time, have had no previous extensions of time or reduced course load accommodations, and have not enrolled in any undergraduate courses as an MS student. Students must be in good academic standing at all times. Failure to remain in good academic standing at all times will result in a student being removed from the co-op program and the MS time to degree will be reduced to the non-co-op time to degree limits for MS programs.
2. Course completion requirement: Fully matriculated students must complete two full-time semesters before working at a co-op, with at least 9 credits total completed in their first semester and at least 18 total credits in the second semester. Courses must be taken at Tufts while matriculated and enrolled as an SOE graduate student. The SOE will be checking to see if an applicant is on track for meeting these requirements in the application process.
3. The student's academic record must demonstrate a high level of success, including:
 - a. No missing grades.
 - b. No incomplete grades (grade of I).
 - c. No grade of W in the most recent spring/fall semester completed or in progress.
 - d. No more than one repeated/substituted course.
 - e. No academic probation or disciplinary issues.
 - f. No semesters on a reduced course load or degree extensions of time.

- g. Satisfied language assessment and completion of the English for Technical Professionals online course (for international students who were required to submit TOEFL/language scores in their application).
4. Students searching for a co-op position during a fall or spring semester must meet the semester-hour requirements.
5. All students must have their academic advisors sign off on the Co-op Agreement form to ensure a return plan that outlines a feasible pathway for completing the remaining requirements within the degree time limits. The sequence of courses in the program should be considered in addition to possible alternatives to required courses, should a required course not be offered during the semester when the student returns from co-op. A student's degree program cannot be extended because a required course is not offered during the semester that they return.
6. After the co-op, students must return to complete one full semester at Tufts before graduating. There must be degree requirements remaining in their program after the co-op is completed. Students cannot go on a co-op if all degree requirements are already satisfied.

Departments Participating in Co-Op Program

Students enrolled in MS degree programs offered by the following departments are eligible to participate in the co-op program for graduate students. Part-time, online certificate, post-bacc, and Ph.D. students do not qualify for the co-op.

- Biomedical Engineering
- Chemical and Biological Engineering
- Civil and Environmental Engineering
- Computer Science
- Electrical and Computer Engineering
- Mechanical Engineering
- Tufts Gordon Institute

Questions and Contact Information

[Graduate Admissions](#) for new applicants.

[Career Center](#) for enrolled MS students.

Co-op Application Process

To be considered for enrollment in the Graduate Co-op Program, students must:

1. **Attend a REQUIRED Graduate Co-op Information Session.** Info sessions are typically held at the end of the semester and are hosted by the Career Center and partnership with SOE. Eligible students will receive an announcement to their

Tufts email on dates and details on the info session and can register for the event on Handshake. Attendance is tracked and monitored so the student can receive important information.

2. **Complete the Graduate Co-op Program Application.** The applications submission platform opens the day of the information session and only those with verified attendance will receive access to the application link. Interested students must apply before the application deadline which is consistently announced throughout the semester in multiple co-op promotional email messages to the Graduate SOE community as well as in this information session. Please note: Applications **will not be accepted** after any established submission deadline.
3. Important deadlines, dates, and announcements can be found on the [Career Center's Graduate Co-op Program Page](#).
4. After the student has completed the steps above, the Career Center will review applications in partnership with SOE to determine eligibility for the program. Students will receive an email to their Tufts email regarding their acceptance or declination from the program.

Questions on academic planning should be directed to SOE.

Participating in the Graduate Co-op Program

Once a student has received their acceptance into the program, the student then has received authorization to begin searching for co-op jobs, participating in interviews, and considering offers.

The Graduate Co-op Program is a cohort-style program which means that students will be accepted into a cohort based on the semester they plan to work at their co-ops. They will then use the semester prior to job search and attend the required career development sessions. For example, if a student is accepted into the Spring 2025 co-op cohort, they will be job searching and participating in the program in Fall 2024 to plan on working at a job in Spring 2025 through the summer.

Students will receive details on the required workshops, events, and sessions from the Career Center. Accepted students must:

1. Complete an initial meeting with the Graduate Co-op Advisor in the Career Center. Students will review program requirements, sign the Co-op Agreement Form with an academic advisor's signature, and strategize on their co-op search.
2. The Co-op Agreement Form outlines basic expectations and rules students must follow for a successful experience in the Graduate Co-op Program. If a student fails to meet the program's participation expectations, it may result in removal from the program.
3. Attend the required workshops, events, and sessions.

4. It may take several months to secure a co-op. Students should utilize the Career Center's resources, meet with their Graduate Co-op Advisor regularly, and be consistently proactive in their job search.
5. Students are required to attend regular and routine meetings with the Graduate Co-op Advisor. This person will be your career coach, advisor, advocate, and mentor for all aspects of the co-op planning and preparation process from the first personal introduction through the completion of the student's co-op experience.

Eligible Co-op Roles

Students are responsible for searching for and finding their own co-ops. Tufts does not place students into co-ops. Students can find co-ops in various avenues including but not limited to: Handshake, various job board websites (LinkedIn, Indeed, Glassdoor, etc.), or through networking. An eligible co-op must meet the following criteria:

1. Must be full-time hours (35+ hours per week).
2. Related to the MS student's area of studies and advanced to challenge a graduate student.
3. Work dates, at minimum, span the entirety of one academic semester and may also include a portion of the summer, given that most co-op opportunities are typically six months long. Co-op appointments must include summer/fall semesters or spring/summer semesters. No fall/spring (full academic year) co-ops are allowed at this time.
4. Must be paid. Co-ops are paid positions and compensation should be adjusted based on industry standard, employer salary ranges, and location. Positions are typically paid via an hourly wage, biweekly sum, or monthly sum. Some co-op compensation packages may also include relocation funds or funds to support housing.
5. Cannot be related to conducting academic research, writing a thesis, grading, or teaching. No positions at Tufts University will be considered for the co-op program.
6. Students may only participate in one co-op opportunity during their master's program and the experience must be with a single company.

If one or more of the criteria above is not met, the co-op role will not be approved. For questions on eligible co-ops, please contact the [Graduate Co-op Advisor](#).

Accepting and Working at a Co-op

To accept and start working at a co-op, a student must be accepted and enrolled in the Graduate Co-op Program and be enrolled in the appropriate cohort for the specific term they are planning to work. Once a student has accepted a co-op offer they must:

1. **Report their co-op on Handshake through Experiences.** The Graduate Co-op Advisor will review the co-op to make sure it meets co-op eligibility and an additional review is completed by the student's co-op supervisor. Students will need an official offer letter from a company with:
 - The start date and end date
 - Full-time employment status (35+ hours per week)
 - Salary information
 - Job description
 - Supervisor information
 - Location of the co-op

Co-op appointments must include summer/fall semesters or spring/summer semesters. No fall/spring (full academic year) co-ops are allowed at this time.

2. Once a student has an approved co-op on Handshake, they will then receive permission to register for the Graduate Co-op Course from the Graduate Co-op Advisor. Students must register for the Graduate Co-op Course for the semester they will be working in the co-op. This is a zero credit, no cost course that is required for the co-op program. This provides an accommodation for the student to maintain full-time status and does not affect loan repayment, financial aid, or health care. Only students enrolled in the program and that have approved co-ops will be granted permission to register.
3. The student must be in good academic standing before embarking on a co-op job, failure to do so may result in being removed from the co-op program.
4. The student must return to campus for at least one semester after the co-op work experience.
5. Co-op is considered full time employment, therefore students should not hold any other jobs or enroll in classes during their co-op.
6. Students utilizing Tufts Housing must continue to fulfill all lease obligations.
7. Students must continue to pay all Tufts fees, health fees, and health insurance.

Courses During Co-op

Aside from the SOE Graduate Co-op Course (a 0-credit course), students may not take any course during their co-op experience without special approval from the Graduate Co-op Advisor and their employer. Approval will only be granted for special circumstances, such as required virtual department seminars.

Changing Co-op Semesters

Students who do not secure a co-op placement during their first co-op search or need to change when they would like to go out on co-op may request to extend their search (not their degree program) by one semester by completing a "Request to Extend Co-op Search" form which the Graduate Co-op Advisor can provide upon request.

- All eligibility requirements still apply, and only one search extension can be requested.
- Students are responsible for communicating with the Graduate Co-op Advisor to learn more about this process and meet all deadlines, including the deadline for when to submit the form.
- The student will need to complete the form, have their academic advisor review to sign the form, then submit it to the Graduate Co-op Advisor for final approval.
- All requests are evaluated in detail to ensure that the student meets eligibility requirements.
- If the request is approved, the Graduate Co-op Advisor will respond to the student to their Tufts email on which semester they have been approved to go on co-op.

Evaluation of Co-op

To receive a passing grade (“S”) for the Graduate Co-op Course, students must:

1. Fulfill all work obligations as outlined on their offer letter and Experiences submission.
2. Work during the full duration of the co-op with no major breaks (for example, taking a month off).
3. Complete the required Self Evaluation on Handshake.
4. Supervisor must complete employer evaluation on Handshake.

Students who are dismissed from or resign from a co-op job for circumstances under their control will receive a U (unsatisfactory) grade for co-op work experience and will be ineligible for future co-op experiences. Failure of a student to succeed in their co-op will not affect their academic standing, but it may shorten their program completion time limit.

Graduate Co-op Program and International Students

International students are welcome to apply and participate in the Graduate Co-op Program. International students must follow all the guidelines outlined and will need to also complete the following steps:

1. Meet with the [I-Center](#) once accepted into the co-op program to review visa status and answer questions about work authorization.
2. Once an international student has accepted a paid co-op offer, they must apply for [Curricular Practical Training \(CPT\)](#).
 - What International Students need to apply for CPT under the Graduate Co-op Program:
 - a) The official offer letter from the company
 - b) A fully approved Experiences submission on Handshake

- c) Registration for the Graduate Co-op Course (can only be done once a fully approved Experiences submission on Handshake is completed)
 - Please allow two weeks for the I-Center to process applications
3. International students will need to apply for a [Social Security Number \(SSN\)](#) if they are working in the US.

Additional Program Guidelines

- Students may participate in only one co-op experience during their Master's program.
- Students who participate in any other academic semester internship are not allowed to participate in the co-op program. However, a student who is enrolled in the Graduate Co-op Program can upgrade a summer internship to a co-op as long as it is during their first academic year. The program cannot be changed or extended beyond this. Students need to confirm upgrade through their employer and Tufts within the first 90 days of their internship. If a student wishes to upgrade a summer internship into a co-op, they will need permission from Graduate Co-op Advisor and SOE.
- A student who participates in a co-op at the Master's level cannot search for a second co-op.
- Students may apply for co-op jobs outside of the Tufts Career Services Co-op job database as long as the position sought is related to the student's program of study.

University Health Service

We are your primary health care site and we offer acute and preventive care by both in-person and telehealth appointments. Office visits are covered for graduate students who have paid the student [Health and Wellness fee](#). You do not need to enroll in the student health insurance to have access to our services. We have a lab on site as well as a pharmacy that delivers daily. Please visit the [Health Services website](#) for hours and more information about our services.

Note: The Health Service has afterhours consultation available. Call our main number at 617-627-3350 and you will be directed appropriately.

Counseling and Mental Health Service

[CMHS](#) is Tufts' on-campus counseling center staffed by trained professionals who are dedicated to helping students address behavioral and mental health challenges. CMHS also helps students with personal and academic concerns. Graduate students who have paid the [Health and Wellness fee \(learn more here\)](#) are able to access most of CMHS' services for free, including individual therapy, group therapy, consultations, off-campus referrals, after-hours emergency support, and more.

At your first appointment with CMHS, your counselor will discuss your concerns and work with you to develop a tailored plan for addressing your needs. The plan may include short-term [individual and/or group counseling](#) at CMHS, or [referrals to off-campus mental health care](#). CMHS can help connect you with appropriate off-campus care. If medication is part of your treatment plan, CMHS can also refer you to psychiatry services on- or off-campus. On-campus psychiatry services are available by referral only, and students seen by CMHS psychiatry providers are required to be concurrently engaged in ongoing individual therapy.

CMHS is located at 120 Curtis Street. Both virtual and in-person appointments are available. Appointments can be made by calling [617-627-3360](tel:617-627-3360) or by visiting the CMHS website at go.tufts.edu/counseling.

Please visit the [CMHS website](#) for business hours. In the event of a mental health emergency after business hours, you can reach the [on-call counselor at 617-627-3360](tel:617-627-3360) and follow the prompts.

Student Accessibility and Academic Resource (StAAR) Center

The StAAR Center offers free writing support and academic coaching for all Tufts graduate and undergraduate students as well as support for students with disabilities.

The StAAR Center provides one-on-one consultations for writing and academic coaching, as well as group workshops in areas relevant to graduate students, such as reading strategies, time management, and public speaking. To support progress on writing projects, we regularly sponsor graduate writing groups and retreats. We offer specific programming for multilingual and international students. We strive to create engaging, supportive, and inclusive programming that enhances a variety of graduate academic experiences.

The StAAR Center promotes an accessible university experience for students with disabilities. We support undergraduate and graduate students in developing self-advocacy skills for empowerment at Tufts and beyond. We advocate for an inclusive and diverse Tufts community through education and collaborative campus partnerships. If you have a disability, please contact us to make an appointment with a representative to determine reasonable accommodations. Please be aware that accommodations cannot be enacted retroactively, making timeliness a critical aspect for their provision.

Visit the [StAAR Center website](#) for more information, or contact them at staarcenter@tufts.edu or [617-627-4539](tel:617-627-4539).

Graduate Student Council (GSC)

The Graduate Student Council (GSC) is the governing organization of the Graduate School of Arts and Sciences, the School of Engineering, and the School of the Museum of Fine Arts 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](https://www.facebook.com/TuftsUniversityGSC) (www.facebook.com/TuftsUniversityGSC), and [Instagram](https://www.instagram.com/tufts_ase_gsc) (@tufts_ase_gsc), or visit their website at <https://sites.tufts.edu/asegsc/>. Information about events is also distributed in the GSC monthly newsletter, and at monthly General Body Meetings — dates TBD. 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](#)).

The GSC manages two graduate student lounges (in West Hall and Curtis Hall), which are available to all graduate students in the Graduate School of Arts and Sciences, the School of Engineering, and the School of the Museum of Fine Arts 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 computers, free printing, and study carrels.

Curtis Hall

The second graduate student lounge is located in Curtis Hall 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 and free printing.

Mission Hill

The Mission Hill lounge and computer lab is located in the SMFA at Tufts Mission Hill Building, 160 St Alphonsus St, Boston. Amenities include tables, couches, games, and rotating artwork of graduate students as well as free printing and computer access.

This lounge is open to all Tufts graduate students, so feel free to check it out even if you are not in the SMFA program!

Student Support

Student Support is a central resource for all AS&E students seeking general support, needing help in a crisis, managing personal or health challenges, or hoping to understand and connect to other resources at Tufts. Additionally, they work with students who return to campus after emergency hospitalizations and oversee [medical leaves of absence](#). If you're concerned about another Tufts student, you can also speak with their team and/or fill out the [student concern form](#).

To set up a meeting with a Student Support staff member, you can email studentsupport@tufts.edu or call [617-627-3158](tel:617-627-3158). More information can be found on the [Student Support 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 Student *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 Students Office. See Tufts' [Student Code of Conduct](#) at the Student Life website for more information about the Office of Community Standards and the Student Conduct Resolution Procedure.

Sexual Misconduct

Unlawful discrimination and sexual violence has no place at Tufts University. It violates the University's core values, including its commitment to community safety, equal opportunity, and inclusion and will not be tolerated.

The current Title IX Policy comports with the federal requirements implemented under the Trump Administration. These Title IX regulations define prohibited conduct as "sexual harassment" further defined as sexual assault, stalking, dating/domestic violence, and/or unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity, including quid pro quo sexual harassment.

Sexual harassment, sexual assault, dating violence, domestic violence and stalking are prohibited by the Title IX Policy and violate Title IX of the Education Amend-

ments of 1972. As a recipient of federal funding critical to supporting the University's mission, Tufts complies with Title IX. Title IX applies to the University's programs or activities, including admissions and employment.

Retaliation is also a violation of this Title IX Policy and other University Policies. Retaliation as a result of an individual filing a report or complaint, testifying, assisting or participating in or refusing to participate in any manner in an investigation, proceeding, or SMAP-X hearing afforded by the Title IX regulations is unlawful and against this policy.

Detailed information as well as the policy can be found at: <https://oeo.tufts.edu/policies-procedures/title-ix-policy/>. Complaints, reports, and questions can be filed with the Office of Equal Opportunity at oeo@tufts.edu or [617-627-3298](tel:617-627-3298). You can also choose to report a complaint (including an option to report anonymously) through the Office of Equal Opportunity online reporting portal EthicsPoint (tufts-oeo.ethicspoint.com) or phone number [1-866-384-4277](tel:1-866-384-4277).

NOTE: OEO updates its policies annually and as needed. The most up-to-date policies can be found on our website: oeo@tufts.edu. The Title IX policy will be updated August 1, 2024 to reflect the new federal law going into effect.

Tufts is committed to providing an education and work environment that is free from sexual misconduct. The University works to prevent and address sexual misconduct through educational programs, training, and complaint resolution.

Sexual Misconduct violates the dignity of individuals. It is a form of discrimination based on sex or gender that violates federal Title IX regulations and is prohibited by Tufts policy. In some cases, sexual misconduct can also be a violation of criminal law.

Sexual Misconduct includes Sex and/or Gender Discrimination, Sexual and/or Sex/Gender Based Harassment (including a hostile environment based on sex and/or gender), Sexual Assault (including Non-Consensual Sexual Contact; Forced Sexual Contact; Non-Consensual Sexual Intercourse; Forced Sexual Intercourse), Sexual Exploitation, Stalking, Relationship Violence, (including dating and domestic violence), and Retaliation (for any of the above).

Tufts encourages all members of the university community to report any concerns or complaints of sexual misconduct. Managers, supervisors and other agents of the university are legally required to report promptly and appropriately all allegations of sexual misconduct that are brought to their attention.

The Tufts [Sexual Misconduct Adjudication Process \(SMAP\)](#) is the adjudication process applicable to complaints against Tufts students accused of sexual misconduct (including sex and gender discrimination; sexual and sex and gender based harassment;

sexual assault and rape; sexual exploitation), stalking and relationship violence (including domestic and dating violence).

SMAP is available to students, staff, faculty, alumni, patients, third parties, and other Tufts University community members. This adjudication process is intended to be prompt, fair, and impartial and will provide for disciplinary action, as appropriate.

Detailed information as well as the policy can be found at: <https://oeo.tufts.edu/policies-procedures/sexual-misconduct/smap/>. Complaints, reports and questions can be filed with the Office of Equal Opportunity at oeo@tufts.edu or [617-627-3298](tel:617-627-3298). You can also choose to report a complaint (including an option to report anonymously) through the Office of Equal Opportunity online reporting portal [EthicsPoint \(tufts-oeo.ethicspoint.com\)](https://ethicspoint.com) or phone number [866-384-4277](tel:866-384-4277).

NOTE: OEO updates its policies annually and as needed. The most up-to-date policies can be found on our website: oeo.tufts.edu.

Tufts Technology Services (TTS)

Tufts Technology Services (TTS) realizes that having the right tools is critical to your success as a student at Tufts. Check out the variety of technology resources available to meet your unique needs and to help you achieve your academic objectives. A full list of available IT services can be found 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, and grades.
- [Canvas](#) is Tufts' Learning Management Systems for most of your courses.
- Computer purchases: Student discounts are available. View Tufts' [recommendations](#) or request a [computer purchase consultation](#).
- [Tufts Mobile](#) (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) or Tufts Wireless. Tufts Guest is an open wireless network with limited access.
- Off-Campus: Use the [Tufts Virtual Private Network \(VPN\)](#) to create a secure and private connection from off-campus locations.

Tools and Software

A variety of tools and software are available to you at a discount or for free. 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)
- [UDEMY Business](#) On-demand learning (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.

Tufts Data Lab

The [Data Labs](#) are teaching and research computing spaces designed to foster collaboration and innovation around geospatial technologies, data science, digital humanities, visualization, and design for all students, faculty, and staff across all campuses and schools. Both Data Labs are staffed with [Student Lab Assistants](#) who are available for immediate walk-in support. The [Data Lab team](#) offers additional services including [workshops](#), in-class instruction, grant/project support, and [advanced geospatial and data science consultations](#).

Help and other available Resources

- The TTS Service Desk is available to help you 24/7:
 - [617-627-3376](tel:617-627-3376)
 - it@tufts.edu
- [Walk-up 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](#).

Your Information Technology Rights and Responsibilities

The Internet is a powerful tool for communication and a source of valuable resources. The University has expectations for the community to use our technology resources while being aware of the associated rights and responsibilities.

Use of Tufts information technology facilities is a privilege extended to students of Tufts University. As members of a University community, all students are responsible for keeping their School-related Internet and IT activities consistent with applicable laws, academic standards, and Tufts' policies on rights and responsibilities online. This responsibility covers any activity conducted using University IT services (including hardware, software, applications, networks, databases, websites, and social media), as well as any activity conducted under the auspices of or pursuant to one's education. Students are required to know and follow all Information Technology policies found on the web at <http://it.tufts.edu/ispol>. Violations of IT policies and related laws can result in severe consequences up to and including loss of network access and civil or criminal prosecution.

Tufts University cannot guarantee the privacy or security of users' computer files or the anonymity of any user.

Your Rights and Responsibilities Online

The [Overview of Your Rights and Responsibilities Online](#) describes many of the obligations students need to be aware of when online, including complying with copyright law and prohibitions against libel, invasion of privacy, obscenity, pornography, and hacking.

Your Rights and Responsibilities when Using Tufts' Information Systems

The **Information Stewardship Policy (ISP)** outlines the actions all members of the Tufts community are expected to follow when working with Tufts applications, data, systems, and network. The ISP provides that university information and systems may only be used in ways that further the University's vision and mission, and emphasizes the importance of confidentiality and privacy. The ISP is supported by three additional policies that assist in providing a framework for required behaviors and rules and responsibilities. They are the [Use of Information Systems Policy](#), [Information Classification and Handling Policy](#), and [Information Roles and Responsibilities Policy](#).

Digital Copyright Laws and Enforcement

The **Digital Millennium Copyright Act (DMCA)** protects the rights of owners of digital media. It is used by organizations to protect their movies, music, and software from piracy and unlawful duplication. The DMCA allows a copyright holder to inform Tufts that someone at Tufts has violated copyright laws and to require that action be taken. The most typical complaints are downloading and/or sharing copyright materials without paying or having approval to do so. See [Digital Millennium Copyright Act at Tufts](#) for more information, including FAQs. Tufts University takes unauthorized file sharing very seriously.

Learning Remotely and Using Personal Devices

See [Learning Remotely](#) for information about optimizing your online learning experience. The [Off-Campus, Telecommuting, and Personal Devices Guidelines](#) also include:

- Information on tools you can use to access Tufts' systems when you are off-campus
- Specific steps you should take to secure your personal devices. Also see [Computer Device and BYOD Recommendations and Security Protocol](#).

Email and Mailing Lists

It is your responsibility to follow the University's [Email Standards and Guidelines](#) and [Mailing List Policy](#). Your responsibilities include:

- Do not use another person's email account or let another person use your account.
- Only use the mailing lists for Tufts activities.

The [Email Standards and Guidelines](#) also have information about how your Tufts student email account changes when you leave Tufts and how you can convert your email account to an Alumni account.

Directory Policies

Tufts University publishes directory information, including email addresses for faculty, staff, and students. Directory records, including students' emails, are publicly visible. Students appear in the Directory once they matriculate and until they graduate or otherwise disaffiliate from Tufts.

The Tufts University electronic and printed directories are provided solely for the purpose of assisting individuals to contact one another. Information in the directories may not be extracted by any means for the creation of distribution lists for use by businesses or other organizations outside of Tufts. Use of any directory information for solicitation of business or donations is expressly prohibited.

Students who do not wish to appear in the Directory may request a privacy block from the Registrar. Students with privacy blocks will not be listed in the University Directory.

You may also modify your Directory information by following the instructions at [Tufts Directory](#).

Passwords

Following Tufts' [Username and Password Policy](#) will help protect your and the University's information.

- Use a unique Tufts password.
- Do not use your Tufts password for other accounts.
- Do not share your password.

Important Additional University Policies and Guidelines that apply to information technology may be found at <https://it.tufts.edu/about/policies-and-guidelines>.

Services for Students

See [Technology for Students](#) for Quick Links, student discounts, and other useful information.

For Tufts IT Assistance: Contact the Tufts Technology Services (TTS) Support Desk at [617 627-3376](tel:6176273376) or it@tufts.edu.

Walk-up desks are available at:

- Medford Campus: Tisch Library
- Grafton Campus: Frank Lowe Library
- Boston-Health Sciences Campus: 5th Floor Tufts Center for Medical Education

For hours and more information, see [Walk-up Support Locations](#).

No one from the Tufts Support Desk or other support services will ever ask you to share your password with them

Athletic Facilities – Medford Campus

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 on the [Tufts Athletics website](#).

Parking – Medford Campus

Parking at Tufts is limited. Students are encouraged to use public transportation whenever possible. The following is an overview of the Tufts University Parking Regulations provided by the department of Auxiliary Services Office at 617-627-3692. For the full Tufts University parking regulations visit the [Access Tufts Parking website](#).

All commuting and residential students will need to have a parking pass before coming onto campus. Parking passes can be purchased by visiting tufts.mpspark.com. Passes may be obtained for daily, monthly, and student resident overnight parking. Vehicles parked in violation of Tufts' parking regulations are subject to being ticketed and/or towed. Available parking locations for all students can be located online at [Medford/Somerville Campus parking maps](#).

Public Transportation - Tufts Medford, and Boston Campuses

Information on discounted Massachusetts Bay Transportation Authority (MBTA) passes and schedules are available at the Bursar's Office at Dowling Hall, [617-627-2000](tel: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 on the [Shuttles & Sharing Services website](#) or at https://m.tufts.edu/tufts_mobile/ for mobile devices.

Shuttles

All shuttles can be tracked [live online](#). Track Tufts Buses in real time with the Transloc Rider app available both in iTunes and Google Play stores.

More details are available online at: <https://access.tufts.edu/shuttles-sharing-services> or contact Transportation@tufts.edu.

Davis Square Shuttle

- The Medford Shuttle runs on a continuous loop servicing Medford Sq. Tufts Campus and Davis Sq. The shuttle will pick up at Campus Center Stop and Davis Square Stop (located at the MBTA Stop on College Avenue in front of 7/11) every 25 minutes.
- Davis Direct: Mon-Fri 7AM-7PM. Stops: Davis Sq., Campus Center. Every 25 minutes.
- Davis All Stops: Mon-Wed 7PM-11PM, Thurs 7PM- Midnight, Friday 7PM-2AM, Saturday and Sunday 10AM-11PM. Stops: Davis Square, Campus Center, Carmichael, and Olin. Every 35 minutes.

SMFA Shuttle

- The School of the Museum of Fine Arts (SMFA) At Tufts provides regularly scheduled trips between the SMFA campus and the Medford Campus.
- SMFA Shuttle: Mon-Fri 8AM-11PM, Sat 11AM-6PM, Sunday 11AM-6PM. Stops: Granoff, Tisch Gym, SMFA, and NEC. Every 30 Minutes.
- SMFA Beacon Direct: Mon-Fri 7:30AM-11:30AM, 4PM-8PM. Stops: Beacon St. Res Hall and SMFA. Every 20 Minutes.

Graduate Student Services

Students should contact Graduate Student Services at gradserve@tufts.edu, or call [617-627-2000](tel:617-627-2000), for assistance with student records, financial aid, or billing.

University Policies

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

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

Department of Public Safety

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

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 of 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](tel:617-627-4173)

Kalimah Knight, Deputy Director of Media Relations,
kalimah.knight@tufts.edu, [617-627-4703](tel:617-627-4703)

Note: For students in the School of Engineering, please contact your department chair, and Craig Thomas, Sr. Director of Marketing and Communications, at craig.thomas@tufts.edu or [617-627-5733](tel:617-627-5733).

Professional Development

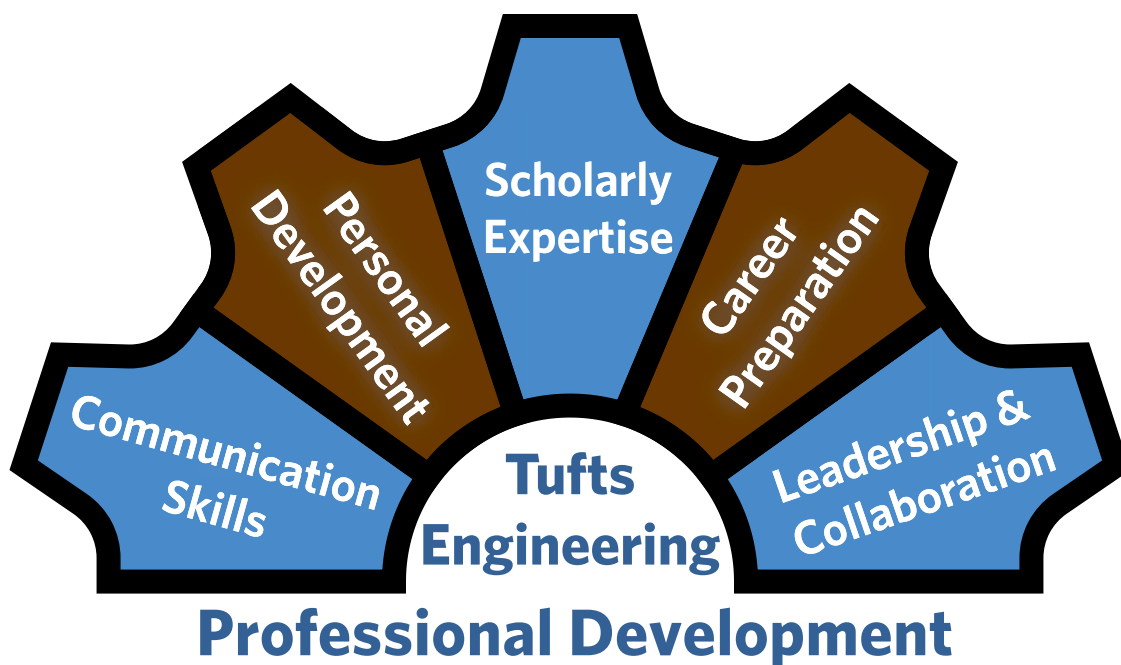
Notation of Development (NOD)

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.

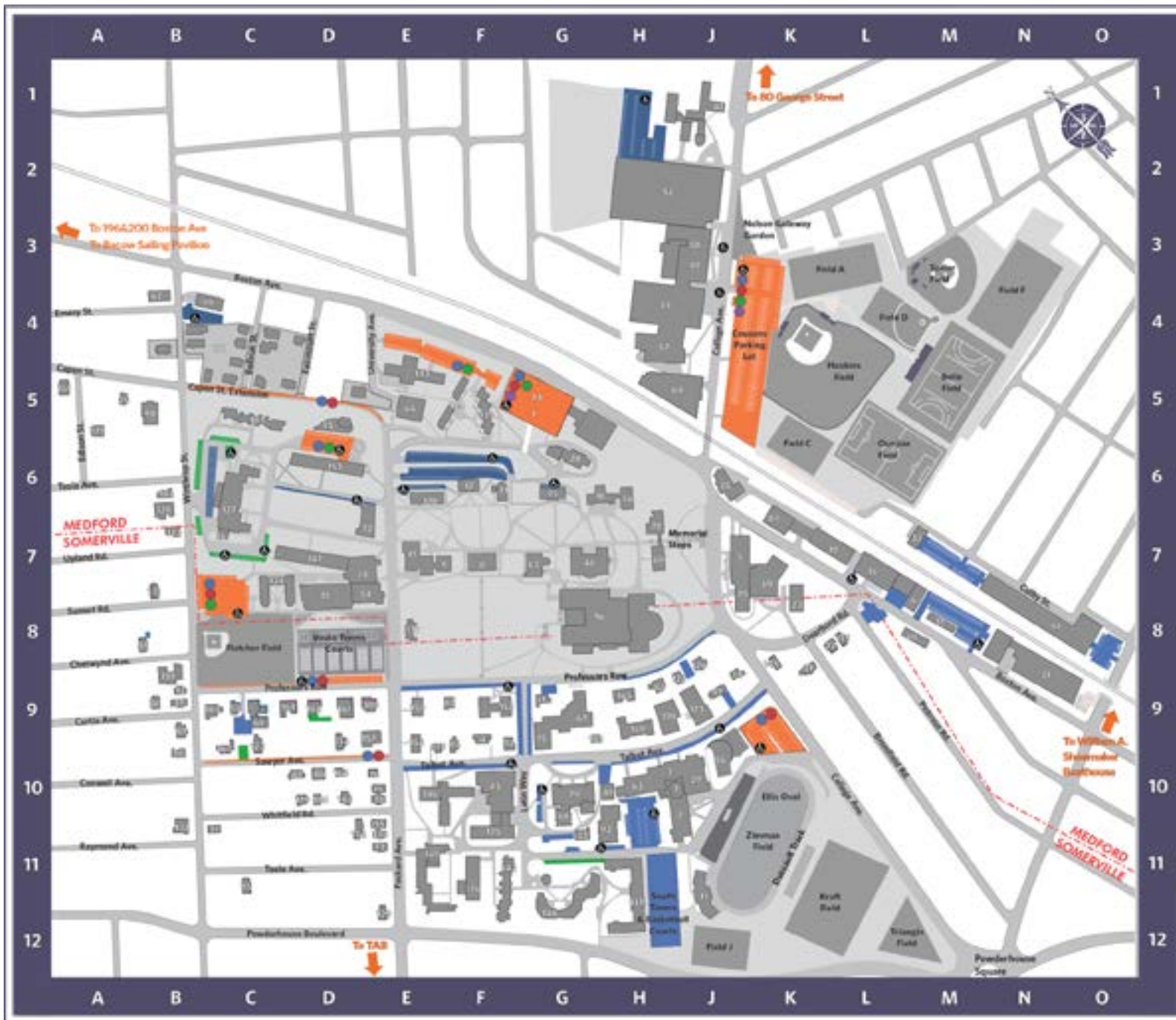
For registration and information, visit

go.tufts.edu/prodevelop









Campus Parking Map – Medford, Massachusetts map and key

Directions to the campus are available at www.tufts.edu/about/visit



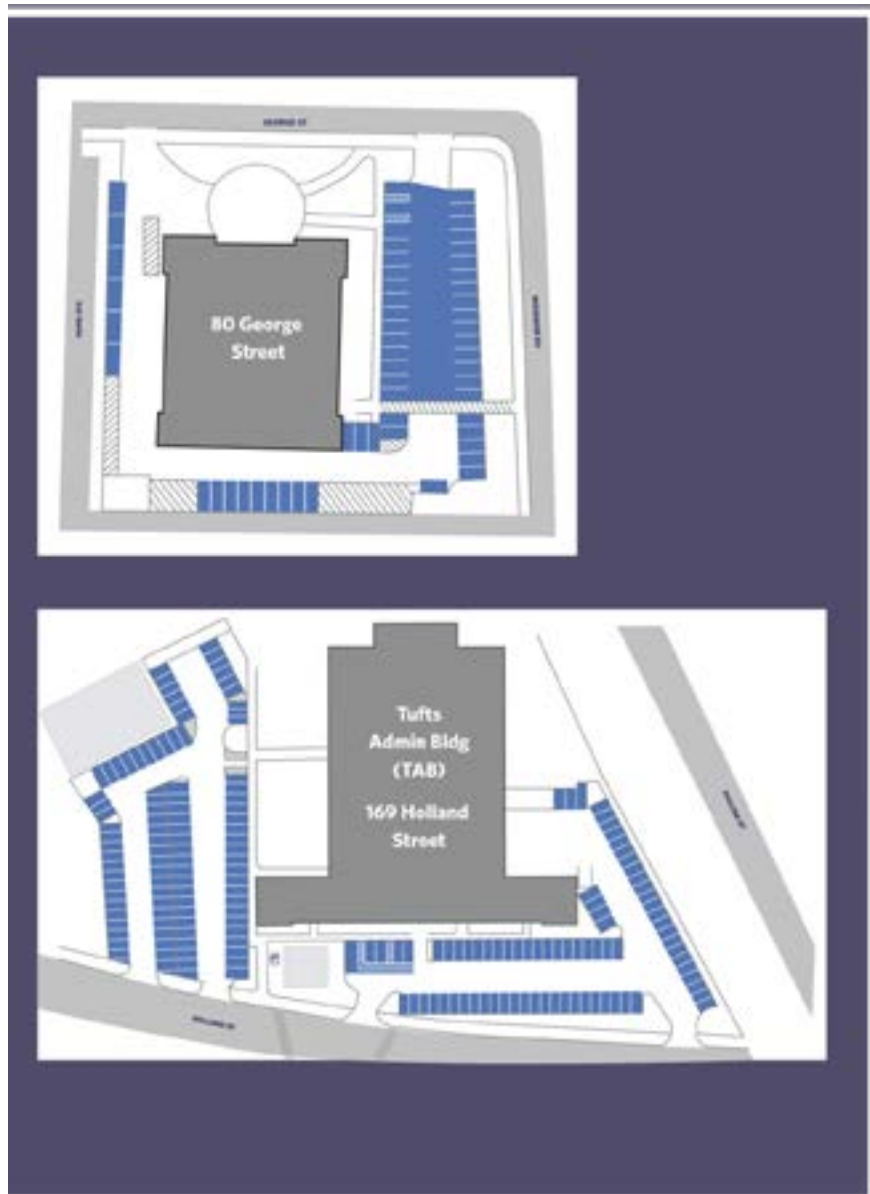
Key

- | | | |
|---|--|---|
|  <u>Multiple Users</u> |  <u>Staff/Faculty</u> |  <u>Commuter</u> |
|  <u>Accessible Parking</u> |  <u>Resident</u> |  <u>Visitor</u> |

Campus Parking Map – Medford, Massachusetts

inset map and key

Directions to the campus are available at www.tufts.edu/about/visit



Key



Multiple Users



Staff/Faculty



Commuter



Accessible Parking



Resident



Visitor

Campus Parking Map – Medford, Massachusetts

Academic & Administrative Buildings

1	Admissions..... G5	38	114 Curtis St.
2	Aidekman Arts Center J10		Nutrition Office.....B10
3	Alumnæ Hall H10	39	126-128 Curtis St..... B9
4	Alumni House..... F9	41	Dana Hall E7
5	Anderson Hall J7	42	Dearborn House
6	Bacon Hall..... M8		72 Professors Row F9
7	Balch Arena Theater J10	43	Dewick-MacPhie HallF10
8	Ballou Hall F7	44	Dowling Hall
9	Barnum Hall..... E7		Admissions
11	Baronian Field House..... J11		Parking
12	Bendetson Hall F6		University Police G5
13	Blakeslee House..... B9	45	East Hall..... G6
14	Bolles House..... J9	46	Eaton Hall G7
15	Bookstore G9	47	Eliot Pearson J1
16	520 Boston Ave..... L7	48	Facilities Garage M8
17	550 Boston Ave..... M8	49	Fine Arts House J9
18	Braker Hall.....H6	51	Fung House
19	Bray Lab..... K7		48 Professors Row G9
21	108 Bromfield Rd. K9	52	Gantcher Family Sports
22	Bromfield House		& Convocation CenterH2
	16 Dearborn Rd..... K8	53	Goddard Chapel G7
23	Bromfield-Pearson K8	54	Goddard Hall D8
24	Cabot Intercultural Center..... D7	55	Granoff Family
25	114 Capen St. A5		Hillel Center D5
26	Chase Center C7	56	Granoff Music Center J10
27	Central Energy Plant G5	57	Halligan HallH4
28	Central Heating Plant G6	58	Hamilton Pool J3
29	Cohen Auditorium	59	Hayes House..... B8
	Leir Hall..... J10	61	Hooper Infirmary
31	Collaborative Learning and		124 Professors Row C9
	Innovation Complex	62	Interfaith Center
	574 Boston Ave..... N9		58 Winthrop St. B4
32	66 Colby Street..... M7	63	Jackson Gymnasium..... H10
33	Computer Annex G11	64	Joyce Cummings Center J5
34	Cousens Gymnasium.....H4	65	Lane Hall E5
35	Curtis Hall J6	66	Lincoln FileneH6
36	11 Curtis Ave..... B9	67	Mayer Campus Center G9
37	89-91 Curtis St.....C11	68	Michael Chemistry Lab G10

Campus Parking Map – Medford, Massachusetts

Academic & Administrative Buildings (continued)

69	Miner Hall.....	H7
71	Mugar Hall Fares Center	D8
72	Olin Center for Language and Culture Studies	D7
73	96 Packard Ave.....	E11
74	108 Packard Ave	E10
75	112 Packard Ave	E10
76	120 Packard Ave	E10
77	Packard Hall.....	F6
78	Paige Hall.....	H7
79	Pearson Chemistry Lab	G10
81	Performance Hangar.....	H10
82	20 Professors Row	H9
83	128 Professors Row	C9
84	Psychology Bldg.....	K7
85	Robinson Hall.....	J8
86	16-20 Sawyer Ave.....	D10
87	28 Sawyer Ave	D10
88	Sawyer House	B9
89	Science and Engineering Complex.....	K7
91	Science and Technology Center	N8
92	Start House.....	F9
93	62R Talbot Ave	H11
94	97 Talbot Ave	F9
95	44 Teele Ave	C11
96	Tisch Library	G8
97	Tisch Sports and Fitness Center.....	J3
98	26 Winthrop St	B5
99	51 Winthrop St	B4
101	Women's Center	G9
	80 George St (See Inset)	

Tufts Administration Bldg 169 Holland St (See Inset) Shoemaker Boathouse See O9 300 Rivers Edge Dr Bacow Sailing Pavilion See A3 Upper Mystic Lake 196 Boston Ave See A3 200 Boston Ave See A3 162 Latin Way Mechanical
--

Campus Parking Map – Medford, Massachusetts

Residential Buildings

122 Anthony House	J9
123 Bartol House.....	C10
124 Blakeley Hall	C7
125 Bush Hall	F11
126 Capen House	J8
127 Carmichael Hall.....	C6
128 Carpenter House.....	B6
129 Chandler House	E12
131 CoHo.....	C4
132 90-94 Curtis St.....	B11
133 176 Curtis St.....	B7
134 Davies House	D9
135 12 Dearborn Rd.....	L8
137 Gifford House	E8
138 Hall House	E11
139 Hallowell Hall.....	F5
141 Harleston Hall	H11
142 Haskell Hall.....	F11
143 Hill Hall	E5
144 Hillside Dormitory.....	F5
145 Hillside House	K8
146 Hodgdon Hall	E10
147 Houston Hall	D7
148 Latin Way Dormitory.....	G11
149 Lewis Hall	E11
151 McColleston House	A5
152 Metcalf Hall.....	F9
153 Miller Hall.....	D6
154 Milne House	D11
155 00 Packard Ave.....	E11
156 123 Packard Ave	E9
157 126 Packard Ave	E9
158 80 Professors Row	E9
159 92 Professors Row	E9
161 98 Professors Row	D9
162 106 Professors Row	D9
163 114 Professors Row	C9
164 134 Professors Row	C9

165 Richardson House.....	H9
166 14 Sawyer Ave	D10
167 45 Sawyer Ave	C10
168 Schmalz House	D10
169 Stratton Hall	H9
171 9-11 Sunset Rd	B8
173 Sophia Gordon Hall	
- East	J9
174 Sophia Gordon Hall	
- West	H9
175 101 Talbot Ave.....	E10
176 Tilton Hall	F11
177 Tousey House	A5
178 West Hall.....	E6
179 25 Whitfield Rd	D10
181 Wilson House	B9
182 10 Winthrop St.....	B6
183 Wren Hall.....	C5
184 Wyeth House	D10

Administrative Offices and Services

Student Services	617-627-2000
Africana Center	617-627-3372
Asian-American Center	617-627-3056
Athletics, Medford	617-627-3232
Bookstore, Medford	617-627-3468
Bursar	617-627-2000
Career Center	617-627-3299
Chaplaincy	617-627-3427
Communications (SOE)	617-627-5733
Computer Service	
(Academic)	617-627-3004
Counseling Center	617-627-3360
Dean of Graduate Education for the	
School of Engineering	617-627-1332
Dean of Students	617-627-3158
Dining Services, Medford	617-627-3566
Office of Equal Opportunity	617-627-3298
Financial Aid	617-627-2000
Graduate Student Council	617-627-3576
Gymnasium, Medford	617-627-5215
Health Services	617-627-3350
International Center	617-627-3458
Latinix Center	617-627-6618
Lesbian, Gay, Bisexual, and	
Transgender Center	617-627-3770
Public Safety and Administrative	
Services, Massachusetts	617-627-3692
Police, Medford	617-627-3030
Professional and Continuing	
Education	617-627-3454
Registrar	617-627-2000
Residential Life, Medford	617-627-3248
Student Accessibility and Academic	
Resources Center	617-627-4345
Student Employment	617-627-2000
Tisch Library	617-627-3347
Women's Center	617-627-3184

Academic Departments

Biomedical Engineering	617-627-2580
Chemical and Biological	
Engineering	617-627-3900
Civil and Environmental	
Engineering	617-627-3211
Computer Science	617-627-2225
Electrical and Computer	
Engineering	617-627-3217
Gordon Institute (Engineering	
Management) (Innovation	
and Management)	617-627-3110
Mechanical Engineering	617-627-3239
Area Code (+1 country code)	1-617
Switchboard	1-617-628-5000



617-627-2000

<https://engineering.tufts.edu/graduate>

Degree Programs

- Bioengineering
- Biomedical Engineering
- Biophotonics
- Biotechnology Engineering
- Chemical and Biological Engineering
- Chemical Engineering
- Civil and Environmental Engineering
- Cognitive Science
- Computer Engineering
- Computer Science
- Computer Science, Online
- Cybersecurity and Public Policy
- Data Science
- Data Science, Online
- Electrical and Computer Engineering
- Electrical Engineering
- Engineering Management
- Human Factors Engineering
- Human-Robot Interaction
- Interdisciplinary Doctorate
- Innovation and Management
- Materials Science and Engineering
- Mechanical Engineering
- Offshore Wind Energy Engineering
- Software Systems Development
- Technology Management and Leadership (MSTML)

Certificate Programs

- Assistive Design
- Biomedical Engineering
- Biophotonics
- Biotechnology
- Cellular Agriculture
- Civil and Environmental Engineering
- Computer Engineering
- Computer Science
- Data Science
- Engineering Education
- Environmental Management
- Human Factors in Data Science
- Human Factors in Medical Devices and System
- Human-Computer Interaction
- Manufacturing Engineering
- Microwave and Wireless Engineering
- Offshore Wind Energy Engineering
- Post-baccalaureate Certificate in Computer Data Science
- Post-baccalaureate Certificate in Data Science
- Product Development and Design
- Technology Management and Leadership