

Graduate Student Handbook

2023–2024^{*}

Graduate Programs
Certificate Programs

*For students matriculating Fall 2023. Policies and information in this handbook are subject to change for those matriculating after February 1st, 2024.



School of
Engineering

Academic Calendar–Fall Term 2023

1-June	Thu	Registering for Incoming Graduate Students
1-June	Thu	August graduation for both degree and certificate candidates opens in SIS. Graduation web page
30-June	Sun.....	First Summer Session ends
4-July	Tue.....	Independence Day observed (University Holiday)
5-July	Wed.....	Second Summer Session begins
7-July	Fri	First Summer Session Grades Due Online by 9 a.m.
11-July.....	Tue.....	Last day to add a Second Summer Session class
18-July.....	Tue.....	Registering for Incoming Graduate Students
19-July.....	Wed.....	Last day to drop a Second Summer Session class without a W
19-July.....	Wed.....	Last day to select Pass/Fail Option for a Second Summer Session class
26-July.....	Wed.....	Last day for Undergraduate and Visiting students to drop a Second Summer Session ASE Class with a W by 11:59pm
31-July.....	Mon	Last day for graduate students to apply and submit materials for August graduation
11-August	Fri	Last day for matriculated Graduate students to drop a 12-Week Summer Session ASE class with a W by 11:49pm
11-August	Fri	11:59 p.m. Last day for matriculated Graduate students to drop a Second Summer Session ASE class with a W
11-August	Fri	Second and 12 Week Summer Sessions end
17-August	Thu	Continuing AS&E Student Registration Closes
18-August	Fri	Second and 12 Week Summer Session Grades Due Online by 9 a.m.
28-August	Mon	Graduate Student Orientation (SOE)
28-August	Mon	Registration reopens for all students at 12 a.m.
30-August	Wed.....	Undergraduate New Student Orientation begins; Matriculation
30-August	Wed.....	TA/RA Orientation (SOE)
31-August	Thu	International Student Orientation
4-September...	Mon	Labor Day (University Holiday) No Classes

5-September...Tue.....Classes Begin

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

9-OctoberMonIndigenous Peoples' Day (University Holiday)
No Classes Held

10-OctoberTue.....Last day for AS&E students (except first-year undergraduates) to DROP courses without record of enrollment

17-OctoberTue.....Last day for AS&E students to make up incomplete grades from Spring 2023

7-November ...Tue.....Substitute Friday's schedule on Tuesday

10-November..Fri.....Veterans' Day (University Holiday) No Classes

22-November..Wed.....No Classes

23-November..ThuThanksgiving (University Holiday) No Classes

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

30-November..ThuLast day for graduate students to apply and submit materials for Feb graduation

11-December..MonClasses end

11-December..MonLast Day for Graduate AS&E Students to WITHDRAW from Courses and Receive a Grade of W

12-13-Dec.Tue-Wed ...Reading Period

13-December..Wed.....Review Boards begin

14-December..ThuFinal Examinations begin

21-December..ThuFinal Examinations end

21-December..ThuReview Boards end

25-December..MonChristmas Day Observed (University Holiday)

Academic Calendar–Spring Term 2024

1-JanuaryMonNew Year's Day Observed (University Holiday)

3-JanuaryWed.....Fall Term Grades Due Online by 9 a.m.

15-January.....MonMartin Luther King Day (University Holiday)

17-January.....Wed.....Classes Begin

24-January.....Wed.....Last day for AS&E students to ADD classes

19-February....MonPresidents' Day Observed (University Holiday) No Classes

21-February.... Wed.....Last day for AS&E students to DROP courses without record of enrollment

22-February.... ThuSubstitute Monday's schedule on Thursday

28-February.... Wed.....Last day for AS&E students to make up incomplete grades from Fall 2023

15-March..... Wed.....Last day for graduate students to apply and submit materials for May graduation

16-March..... Sat.....Spring Recess begins; Classes Suspended

25-March..... MonSpring Recess ends; Classes Resume

15-April..... MonPatriots' Day observed (University Holiday) No Classes

17-April..... Wed.....Make-up Day (No-classes held)

29-April..... MonClasses end

29-April..... MonLast Day for Graduate AS&E Students to WITHDRAW from Courses and Receive a Grade of W

30-April..... Tue.....Reading Period

1-May..... Wed.....Reading Period

2-May..... ThuReading Period

2-May..... ThuReview Boards begin

3-May..... FriFinal Examinations begin

10-May FriFinal Examinations end

10-May FriReview Boards end

13-May MonDegree Candidates' Spring Term Grades Due Online by 9 a.m. (48 hours after final)

13-May MonSenior Week begins

17-May FriRemaining Grades Due Online by 9 a.m.

17-May FriSenior Week ends

19-May Sun.....Commencement

Academic Calendar–Summer/Fall Term 2024

27-May Mon Memorial Day (University Holiday)
1-June Sat..... August graduation for both degree and certificate candidates opens in SIS. [Graduation web page](#)
3-June Mon Fall 2024 Registration reopens for Continuing Graduate and Undergraduate Students
19-June Wed..... Juneteenth observed (University Holiday) No Classes
4-July Thu Independence Day observed (University Holiday)
23-August Fri..... Continuing AS&E Student Registration Closes

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

Academic Calendar3.....	2	Health Insurance and Health and Well-	
Table of Contents	6	ness Fee	26
Welcome From the Dean	8	Student Activity Fee	27
Academic Policies	9	Tuition Refund Policy	27
Academic Standing	9	Payment Options	28
Dismissal	10	Financial Aid	29
Academic Integrity	10	Institutional Financial Aid.....	29
Academic Grievances.....	11	Tuition Scholarships	29
Policy on Incompletes.....	11	Teaching Assistantships	30
Residency Requirements.....	11	Research Assistantships	31
Time Limitations for Completing		Fellowships and Merit Awards	31
Degrees.....	11	Research Support	31
Extension of Degree Time	12	Federal Financial Aid.....	32
Leaves of Absence	13	Health Insurance and Health Coverage	33
Accommodation Policy	16	Procedure for Awarding	
Reinstatement Policy	17	Certificates and Degrees	34
Transfer of Credit	18	Examining Committees.....	34
Transfer of Credit from		Thesis/Dissertation Defense and Submis-	
Tufts University College.....	19	sion	35
Fifth-Year Master's Program		Campus Resources and Other	
Double-Counting Policy.....	19	Policies	36
English Language Proficiency		Libraries	36
Evaluation	20	Career Center	37
Advisers	20	Graduate Co-op Program.....	38
Non-Discrimination Statement	20	University Health Service	43
Registration	22	Counseling and Mental Health Service	43
Continuous Enrollment Policy	22	Student Accessibility and Academic	
Degree-only Status.....	22	Resource (StAAR) Center	44
Cross-Registration and Graduate		Graduate Student Council (GSC)	45
School Consortium	23	Student Support	46
Audits	23	Community Standards	46
Dropping a Course	23	Harassment.....	46
Grades	24	Sexual Misconduct	47
Changes in Course Grades: Statute of		Consensual Relations with Faculty	
Limitations.....	24	and Academic Administrators.....	48
Health Service Requirements	25	Accommodations	48
Expenses and Payment Options	26	Tufts Technology Services (TTS)	48
Tuition	26	Your Information Technology Rights	
		and Responsibilities	50

Table of Contents (continued)

Athletic Facilities – Medford Campus ..	53
Parking – Medford Campus	53
Public Transportation - Tufts Medford, and Boston Campuses	53
University Policies	55
Department of Public Safety	55
Press Policy for Graduate Students and Post-Doctoral Scholars	55
Contact information	56
Professional Development	57
Notation of Development (NOD)	57
Campus Parking Map – Medford, Massachusetts.....	58
Administrative Offices and Services ..	63
Degree Programs	64
Certificate Programs	64

Welcome From the Dean

Dear graduate student:

I am pleased to give you a copy of the 2023–2024 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 adviser, or other faculty members for assistance. Occasionally, however, issues may arise that you would prefer to discuss with someone outside of your academic life. The Dean of 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 2023, and Spring 2024, and is subject to change for those matriculating after February 1st 2024. Those matriculating after February 1st 2024, 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). This applies only to the courses that are counted toward the graduate degree or certificate.

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

If an incomplete is granted, all work in the course must be completed on or before the date six weeks after the first day of classes in the subsequent semester (fall or spring only; summer terms excluded). If the student has completed the work within the stated time, it will be evaluated without prejudice. Students who do not complete the work within the stated time will receive a grade of Permanent Incomplete (PI).

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. Tufts Fifth-Year 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 (effective for students matriculating February 1, 2023 or later).

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

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

Full-time certificate students are expected to complete the certificate requirements within 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 adviser 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 leaves available to graduate students: personal, parental, and medical. Information about each leave type is detailed below, with additional information on the [Student Life website](#). It is recommended that students who are considering a leave of absence discuss their plan with their academic advisor and the department's graduate studies committee representative. Students who are on leave, except for those on approved Ph.D. Parental Accommodation, are not charged tuition and fees and are not eligible for stipends; funding upon return cannot be guaranteed; if you have questions about the leave please speak with your department's graduate studies committee representative. In cases where a student has a teaching or research assistant appointment, it is expected the student alert their adviser as well as the department's graduate studies committee representative of the leave. No courses/credits taken during a leave may be transferred towards a students' 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 adviser and the graduate dean before return. Please see the policy on academic standing on page 5.

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

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 for periods of time of more than one year. If the student's request for a leave of absence is not approved, the student will be held to the original timetable for degree completion and, if

time to degree completion has expired, the student's candidacy for the degree is terminated.

Parental Accommodation

Policy on Parental Accommodation for PhD Students

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

Purpose

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

Eligibility

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

- An applicant must be a full-time PhD student in good standing in the School of Engineering.
- An applicant must 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).

- 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 PhD student for at least one semester
- Be within the first five years of the PhD program
- Take the twelve weeks of parental accommodation afforded under this policy in a continuous block immediately after the birth, adoption or placement of a child.
- Funding cannot be guaranteed if the student takes a leave of absence or chooses to take a leave of absence after having completed the twelve weeks of approved accommodation.

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 and should be in touch with their advisor and graduate director. 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

For information on Tufts University Pregnancy and Lactation policies and resources, please use the following link to access information on the [OEO website](#).

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 Policy

Tufts University is committed to providing reasonable accommodations with regard to people with disabilities, people with sincerely held religious beliefs, nursing par-

ents, community members with qualified service animal requests and those who have immunization waiver exemptions because of a qualified disability or religious belief. Tufts is required to provide appropriate academic and employment accommodations to employees and students with disabilities or sincerely held religious beliefs unless doing so would create an undue hardship, compromise the health and safety of members of the University community or fundamentally alter the nature of the university's employment or academic program or mission. Tufts and the student/employee with the request for accommodation shall engage in an interactive dialogue to determine if the requested accommodation is reasonable. For more information on these policies please visit oeo.tufts.edu/policies-procedures/accommodation-policies/

If a student believes they need an accommodation for a disability or a religious purpose in order to access their education, the student must contact the Office of Equal Opportunity (OEO) at oeo@tufts.edu and request an accommodation or contact the OEO Accommodations Manager, Katherine Vosker at Katherine.Vosker@tufts.edu, or OEO Accommodations Specialist, Amin Fahimi Moghadam at Amin.Fahimi_Moghadam@tufts.edu.

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

Voluntary Withdrawal

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

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.

Advisers

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

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

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

Non-Discrimination Statement

Tufts does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. Tufts will comply with state and federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination. More detailed Tufts policies and procedures on this topic may be found in the [Office of Equal Opportunity \(OEO\) website's policy page](#). Unlawful discrimination has no place at Tufts University and offends the University's core values that include a commitment to equal opportunity and inclusion. All Tufts employees, faculty members, students and community members are expected to join with and uphold this commitment. Information regard-

ing support services for individuals who have experienced any form of misconduct can be found on the [OEO website](#). Complaints can also be sent to oeo@tufts.edu or reported anonymously online via [Ethicspoint](#), a third-party secure web tool.

Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Jill Zellmer, MSW, Executive Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at [617-627-3298](tel:617-627-3298) at 196 Boston Avenue, Suite 4000B, Medford, MA or at jill.zellmer@tufts.edu. Anonymous complaints may also be made by reporting online ([Ethicspoint](#) or oeo@tufts.edu) or by using the hotline at [866-384-4277](tel:866-384-4277). As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights (“OCR”). The contact information for the local office of OCR is [617-289-0111](tel:617-289-0111) at Office for Civil Rights, Boston Office U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.

Registration

Continuous Enrollment Policy

Graduate students must be enrolled (registered), or on an approved leave of absence, for every academic-year semester between matriculation and graduation. Graduate students may only register for courses that count toward their degree program. Students should register during the early registration periods in November and April. The university reserves the right to withhold registration for any student having unmet financial or health services obligations. Students who fail to register by the end of the first week of classes will be administratively withdrawn and subject to a \$350 reinstatement fee. International students must maintain proper enrollment status per their visa requirements.

Degree-only Status

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

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

Enrollment Status

Graduate students are responsible for maintaining enrollment status at Tufts.* Federal regulations require students to be enrolled (registered) full-time or half-time in order to receive and/or defer student loans. Tufts provides information regarding student enrollment status to lenders via the National Student Loan Clearinghouse and is required by law to return funds for students who do not maintain a minimum of half-time enrollment status. Enrollment status is either full-time, half-time, or part-time as defined below:

Full-time: Nine (9) or more course credits, six (6) course credits and a teaching or research assistantship (must also register for 405-TA or 406-RA) or registration as a full-time continuing student (402/502) working on a thesis, dissertation, project, or internship.

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

Part-time: One (1) to Four (4) course credits, or registration as a part-time continuing student (401/501).

**In most situations, international students must maintain full-time status. 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 should first consult with their academic advisor and/or the department's graduate studies committee representative before completing the online [Cross-Registration Petition Form](#). The host institution reserves the right to terminate the student's participation at that institution at any time.

Cross-registration is also offered through the Consortium for Graduate Studies in Gender, Culture, Women, and Sexuality at MIT. This consortium relationship is limited to the specific area of Women, Gender, and Sexuality Studies. For information about course offerings and application materials, visit the [GCWS website](#).

Audits

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

Dropping a Course

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

Grades

Grades of scholarship are expressed by one of the following letters:

- A Superior work
- B Meritorious work
- C Not acceptable for graduate credit
- D Not acceptable for graduate credit
- F Failure
- P Not acceptable for graduate credit
- S, U Grades of S (Satisfactory) and U (Unsatisfactory) may be given by the instructor in special topics courses, courses in supervised teaching, research courses, certain graduate colloquia, certain professional development courses such as Graduate Institute for Teaching (GIFT), Graduate Research Excellence at Tufts (GREAT), thesis courses, and dissertation courses.

The following symbols are also used:

- I Incomplete: an indication that more time will be allowed to complete the work, specifically within six weeks of the first day of classes in the subsequent semester (fall or spring only; summer terms excluded).
- 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

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 PhD 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:

Graduate students enrolled in 7 or more credits are automatically enrolled in, and billed for, the Tufts student health insurance.

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 student elect not to take the Tufts coverage.**

Health Insurance:

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](http://tufts.edu/studenthealthinsurance). For questions about the student health insurance, please contact studenthealthinsurance@tufts.edu.

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 31st**. 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 the Medford/Somerville and SMFA students are required to pay 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 [Tufts Bulletin](#) based on the effective date of the leave/withdrawal. No tuition re-funds are made after the sixth week of classes. Other charges and fees such as the health service fee and the student activity fee are not refunded or prorated after the beginning of the semester.

Payment Options

A monthly payment plan allows master's and doctoral students to pay annual educational expenses over ten months. One semester's costs would be paid over five months. Payments begin on 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 two years of study for a master's degree, or for more than five years of study for the doctorate. In making awards, priority is given to full-time students. Students must be in good academic standing in order to maintain their financial award package. Tuition 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 PhD 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 PhD 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 application at the online application through the [Federal Student Aid website](#).

Students will receive an award letter via email indicating their eligibility. Complete details of these programs and descriptions of alternate forms of financing are available on the [Student Life website](#).

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. Student 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 PhD, 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) is now offering a new 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

- Help students clarify short- and long-term personal, educational, and career goals
- Help students explore professional employment in engineering
- Connect academic studies to real-world challenges
- Help students develop a professional engineering identity
- Build a network of engineering professionals

How Co-Op Works

Eligible MS students may complete one co-op over the course of their degree program. **Students must indicate interest in the co-op program when applying to Tufts SOE Graduate Programs, or apply to join the co-op program within the first semester as an enrolled master's student.** After starting their MS program and completing 20 credits, exclusive of seminar credits, that count toward their degree, students may then look for co-op opportunities.

Tufts School of Engineering's co-op program offers students a unique opportunity to integrate their academic knowledge with industry experience. Participating students may gain up to six to eight months of full-time work experience, allowing them to build their resumes, earn an income, and gain a competitive edge for post-graduation employment opportunities.

In preparation for a co-op search, students must complete preparatory sessions offered by Tufts Career Center, which provide valuable skills needed to be successful in securing a co-op position and ensure performance to Tufts' and employers' standards during the co-op work experience. Students will also learn professional and ethical guidelines.

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 be placed in a company.*

Cost Of Co-Op Program

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

Eligibility And Guidelines for students Matriculating Fall 2023

To be eligible for the graduate co-op program, new MS students must indicate interest on their application for admission, or apply to join the program within their first semester as an enrolled master's student. Students enrolled in a combined post-bacc/MS program or Fifth year MS program are eligible to participate as long as they meet the program requirements listed below and have completed at least 2 semesters of the MS portion of their degree as a matriculated and enrolled SOE graduate student. This program is not available to PhD students, certificate students, or post-bacc students who are not enrolled in a joint post-bacc/MS program.

Student Process Perspective: *Students will receive a checklist once admitted to the co-op program.*

Please note, students applying to SOE graduate programs must declare intent during the application process to be considered for co-op. For those students who do not apply directly to coop during the admissions process, these students will have the option to apply during the first semester they matriculate to opt into the co-op program.

Requirements for participation:

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. See the complete list of academic requirements in the "Beginning a Co-op Search" section of this document. 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 coop 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:** The student must have completed 20 credits towards their degree, with courses taken at Tufts while matriculated and enrolled as an SOE graduate student.
3. Students must meet with Tufts Career Center for resume review, job search and interview training according to the schedule that the Tufts Career Center establishes for the program.
4. Students need an official offer letter from a company stating the start date, end date, full-time employment status (35+ hours per week), and location of the co-op. Submit an official co-op offer to the department co-op coordinator, and emailed to the SOE Graduate Programs Dean's office at: enggradstudies@tufts.

edu. 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.

5. Completion of “Return Study Agreement Plan”: The student should work with their adviser and department chair to review their current transcript and courses to create 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. If the student is an international student requiring a visa, the student needs to contact the International Center. International students should secure CPT approval before asking for co-op.
7. 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 that have fulfilled all the requirements and submitted the information will be approved to register.
8. Students utilizing Tufts Housing must continue to fulfill all lease obligations.
9. Students must continue to pay all Tufts fees, health fees and health insurance.

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. Online students do not qualify for the co-op

- Computer Science
- 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.

Beginning a Co-Op Search

A co-op search is the period of time when the student is applying to co-op jobs, participating in interviews, and considering offers. The requirements in this section must be met before a student can engage in any of these search activities, and they must continue to be met during the entire search.

Complete the Intent to Co-Op process by departmental deadline, receive authorization to begin a search, and meet with the assigned co-op coordinator for each department.

1. Authorization is granted to search during a specific semester (Spring, Summer, Fall). The authorization applies to co-op jobs that would be worked during a specific semester (e.g., a student searching in Fall may be approved to search for a Spring co-op job).
 - Students may be approved to search for a co-op for, at most, one Summer/Fall cycle or Spring/Summer cycle. A fall/spring full academic year co-op is not allowed.
 - Students who do not secure a co-op placement during their first co-op search may request to extend their search (not their degree program) by one semester.
 - a) All eligibility requirements still apply, and only one search extension can be requested.
 - b) To continue searching into another semester, students must complete the Intent to Co-op process a second time.
 - c) Students are responsible for communicating with their department co-op coordinator and program director to learn more about this process, and meet all deadlines, including the deadline for completing the *Intent to Co-Op* process.
2. The student's academic record must demonstrate a high level of success, including:
 - No missing grades.
 - No incomplete grades (grade of I).
 - No grade of W in the most recent Spring/Fall semester completed or in progress.
 - No more than one repeated/substituted course.
 - No academic probation or disciplinary issues.
 - No semesters on a reduced course load or degree extensions of time.
 - 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)
 - Be in good academic standing and meet all requirements of the SOE Graduate Handbook and any departmental specific requirements.

3. The student must be enrolled full-time in a department and program that offers co-op for their specific degree program.
 - The student must have completed 20 credits towards their MS degree and those credits must be earned from courses taken at Tufts while matriculated and enrolled as an SOE Graduate student.
 - Students searching for a co-op position during a Fall or Spring semester must meet the semester-hour requirements.
4. Additionally, the following guidelines apply to co-op search eligibility:
 - Students may participate in only one co-op experience during their Master's program. Students who participate in any other internship are not allowed to participate in the co-op program. A student who participates in a co-op at the Master's level cannot search for a second co-op.
 - Students must be approved to search by their department co-op coordinator and career services before engaging in a search.
 - 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.
 - 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.
 - 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.

Accepting and Working at a Co-Op Job

To accept and start working at a co-op position, a student must have received authorization to search for the specific term from their coordinator, and from the international office if the student is an international student.

1. The student's academic record must demonstrate a high level of success, including:
 - No missing grades.
 - No incomplete grades (grade of I).
 - No grade of W in the most recent Spring/Fall semester completed or in progress.
 - No academic probation or disciplinary issues.
 - Have maintained good academic standing for all semesters.

2. Before starting a co-op job, the student must have completed 20 credits of courses towards their MS degree and must register for the SOE Graduate co-op course (a 0-credit course). Only those individuals approved for co-op will be able to register for this course.
3. The student must return to campus for at least one semester after the co-op work experience.
4. Students may only participate in one co-op experience during their master's program. The co-op experience must be with a single company.
5. Co-ops must be full-time (35+ hours per week).
6. Additional Guidelines

During co-op, a student's primary focus should be on the co-op work experience and not performing research, paid grading, working as an hourly paid teaching assistant, or writing a thesis.

 - Other Work During Co-op:
Students should not hold any other job.
 - 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 their co-op coordinator and their employer. Approval will only be granted for special circumstances, such as required virtual department seminars.

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 us 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), [Instagram](https://www.instagram.com/tufts_ase_gsc) (@tufts_ase_gsc), and [Twitter](https://twitter.com/TuftsGSC) (twitter.com/TuftsGSC), 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.

Harassment

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

Tufts University also prohibits retaliation based on a protected activity, such as the filing of a complaint of harassment or participation in the investigation of such a claim.

Any witness, complainant or respondent involved in an investigation ought not to be retaliated against for their participation in the fact-finding process.

Concerns about harassment can be reported to the Dean of Students Office, [617-627-3158](tel:617-627-3158), or the Office of Equal Opportunity at [617-627-3298](tel:617-627-3298) or oeo@tufts.edu. Anonymous complaints may also be made by reporting online on [Ethicspoint](#) or by using the Ethicspoint hotline at [866-384-4277](tel:866-384-4277). Information regarding support services for individuals who have experience any form of misconduct can be found on the [OEO website](#).

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

Sexual Misconduct

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

Sexual misconduct as prohibited by Tufts policy is not limited to the workplace or the educational environment. It can extend beyond University property and could occur at any University sponsored program, activity, or event regardless of the location. It can occur out of state or country, such as at a conference, off-site project, study abroad, field placement, or at an externship. Sexual misconduct can occur between students, employees and third parties such as visitors, vendors, contractors and other community members. Tufts' Sexual Misconduct Policy applies broadly and in many different circumstances. Tufts will consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus. More detailed information about Tufts policies and procedures on this topic may be found on the [Office of Equal Opportunity \(OEO\) website](#).

Any concerns regarding sexual misconduct can be reported to the Office of Equal Opportunity (OEO) at [617-627-3298](tel:617-627-3298) or oeo@tufts.edu. Anonymous complaints may also be made by reporting online on [Ethicspoint](#) or by using the hotline at [1-866-384-4277](tel:1-866-384-4277).

Information regarding support services for individuals who have experience sexual misconduct, including confidential resources, can be found on the [OEO website](#).

Consensual Relations with Faculty and Academic Administrators

Tufts University seeks to maintain a professional educational environment dedicated to promoting excellence in learning, teaching and research. To advance that mission, it is essential that those in positions of authority do not abuse or appear to abuse the power with which they are entrusted. Faculty members, academic administrators and other staff members exercise power over students in many ways: through their teaching, grading, evaluating, mentoring, coaching, advising and recommending of students for further studies or future employment opportunities. Accordingly, no employee of the university shall enter into a romantic or sexual relationship with any undergraduate or with a graduate, professional or non-matriculated student over whom that employee has academic or professional responsibility. Given the power asymmetry of the parties, the University regards such relationships as inherently coercive, constituting a conflict of interest and an abuse of authority under this policy. This policy applies even when the relationship is considered consensual by the parties involved and may, notwithstanding the consensual nature of the relationship, also result in violations under the sexual harassment and sexual misconduct policies. If you are concerned or have questions about a relationship with a faculty member/TA/academic administrator, assistance can be provided by the Dean of Students Office or the Office of Equal Opportunity at [617-627-3298](tel:617-627-3298) or oeo@tufts.edu.

Accommodations

Tufts is also committed to providing reasonable accommodations with regard to people with qualified disabilities; people with sincerely held religious beliefs; nursing mothers; qualified service animal requests; and immunization waivers for sincerely held religious beliefs. These accommodations policies can be found on the Office of Equal Opportunity ([OEO](#)) [website](#). Any and all inquiries regarding the application of this statement and related policies may be referred to: oeo@tufts.edu or call [617-627-3298](tel:617-627-3298).

Tufts Technology Services (TTS)

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

Basics

- Your Tufts Account is your [Tufts Username](#) and [Tufts Password](#)
- Your [Tufts Email](#) is powered by Microsoft Office 365

- The [Student Information System \(SIS\)](#) is your go-to place for course registration, catalogs, schedules, financial accounts, financial aid, address information, transcripts, grades.
- [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 directo-

ries 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 on our website: <https://access.tufts.edu/shuttles-sharing-services> or Contact us 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, 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.

University Policies

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

- 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 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

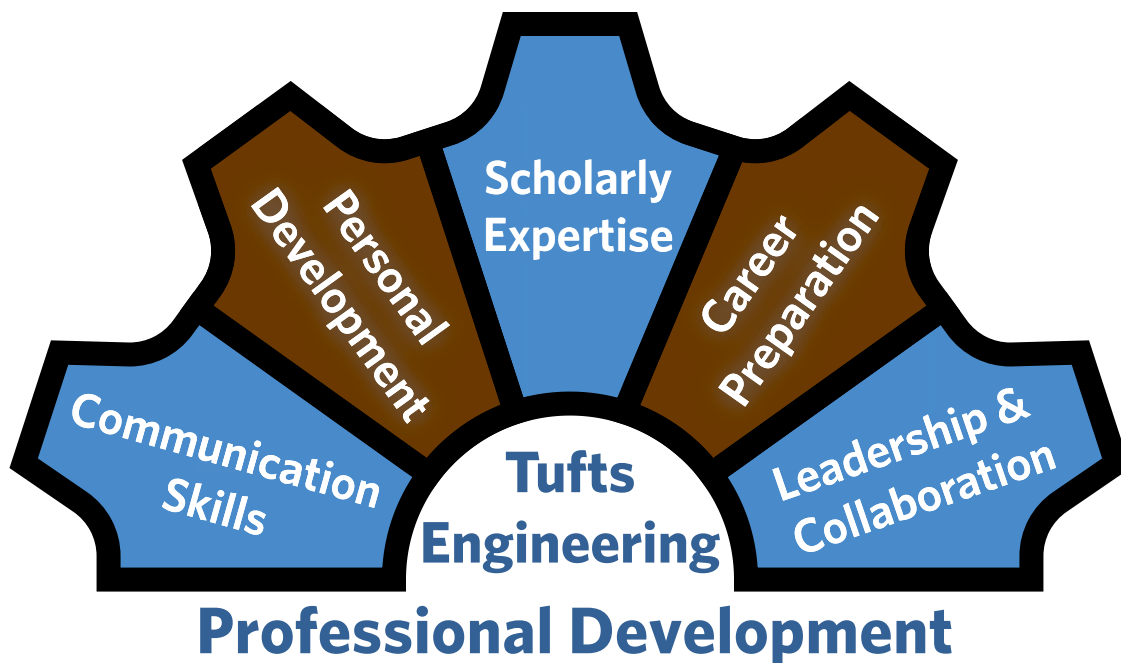
Notation of Development (NOD)

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.

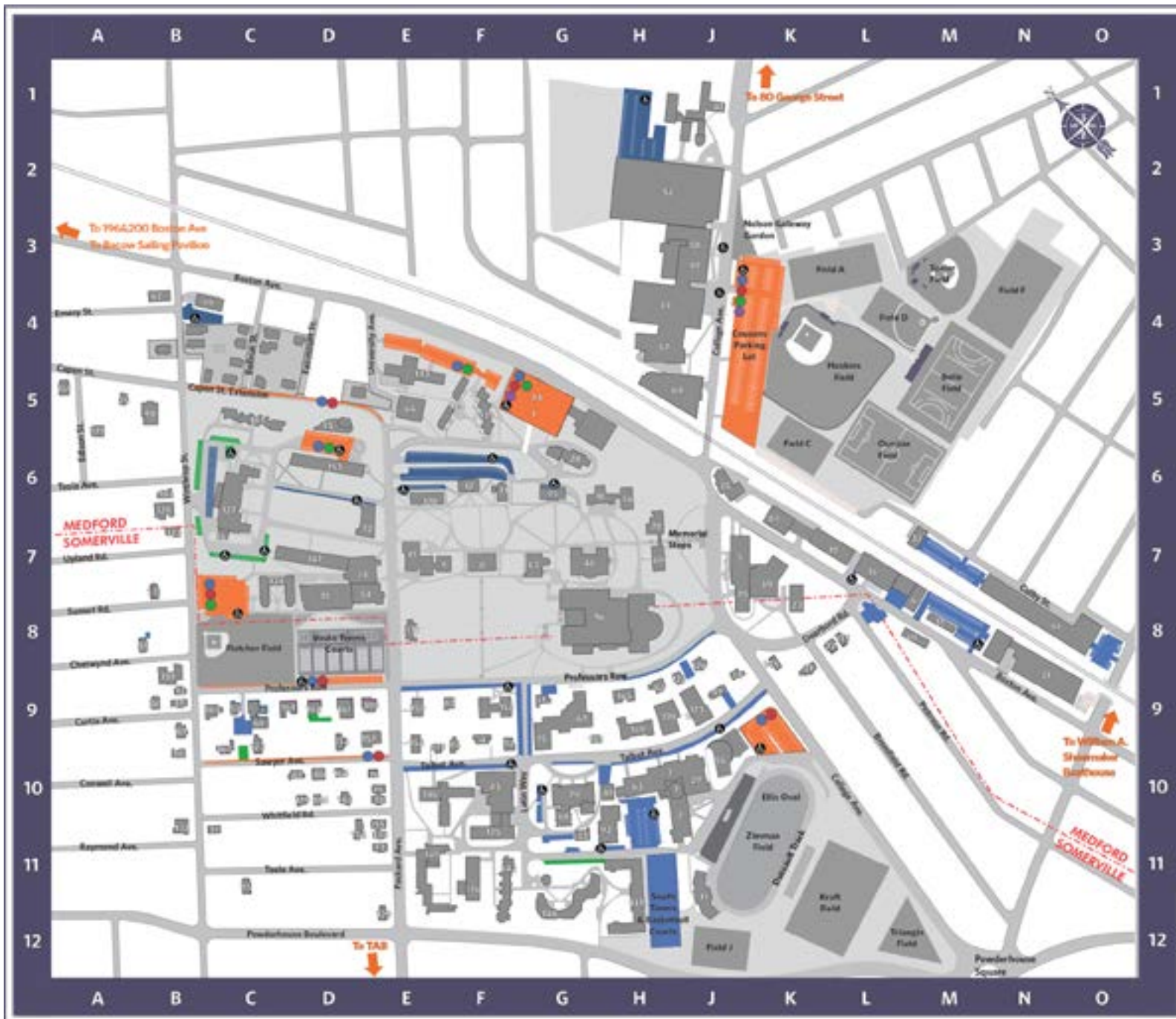
For registration and information, visit

go.tufts.edu/prodevelop





Campus Parking Map – Medford, Massachusetts map and key

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



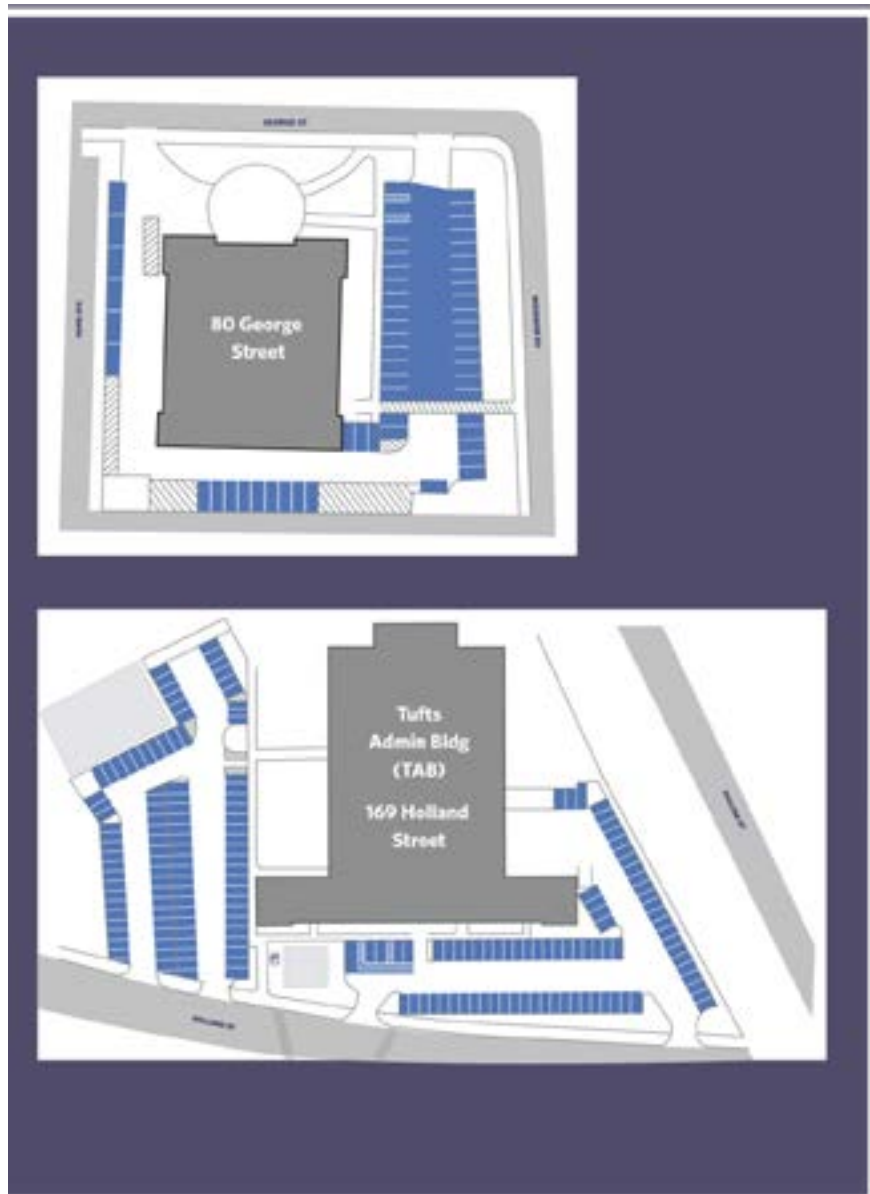
Key

- | | | |
|---|--|---|
|  <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

- | | | |
|---|--|---|
|  <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

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 AveE10
 75 112 Packard AveE10
 76 120 Packard AveE10
 77 Packard Hall..... F6
 78 Paige Hall.....H7
 79 Pearson Chemistry Lab G10
 81 Performance Hangar..... H10
 82 20 Professors RowH9
 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 AveC11
 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	165 Richardson House.....	H9
123 Bartol House.....	C10	166 14 Sawyer Ave	D10
124 Blakeley Hall	C7	167 45 Sawyer Ave	C10
125 Bush Hall	F11	168 Schmalz House	D10
126 Capen House	J8	169 Stratton Hall	H9
127 Carmichael Hall.....	C6	171 9-11 Sunset Rd	B8
128 Carpenter House.....	B6	173 Sophia Gordon Hall	
129 Chandler House	E12	- East	J9
131 CoHo.....	C4	174 Sophia Gordon Hall	
132 90-94 Curtis St.....	B11	- West	H9
133 176 Curtis St.....	B7	175 101 Talbot Ave.....	E10
134 Davies House.....	D9	176 Tilton Hall	F11
135 12 Dearborn Rd.....	L8	177 Tousey House	A5
137 Gifford House	E8	178 West Hall.....	E6
138 Hall House	E11	179 25 Whitfield Rd	D10
139 Hallowell Hall.....	F5	181 Wilson House	B9
141 Harleston Hall	H11	182 10 Winthrop St.....	B6
142 Haskell Hall.....	F11	183 Wren Hall.....	C5
143 Hill Hall	E5	184 Wyeth House	D10
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		

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
- Bioengineering
- Biomedical Engineering
- 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 Science