

MSCS & PhD Core Competencies

Students are required to demonstrate competency in four core areas.

This can be done through taking one course in each area while at Tufts.

Or, if you have previously taken courses in these areas, you might be excused from repeating the requirement at Tufts.

Program Languages (PL)

- CS 21: Concurrent Programming (No Graduate Credit)
- CS 86: Object-Oriented Programming for GUIs (No Graduate Credit)
- CS 105: Programming Languages
- CS 121: Software Engineering
- CS 107: Compilers

Computer Architecture & Assembly Language (CA&AL)

- CS 40: Machine Structure (No Graduate Credit)
- CS 111: Operating Systems
- CS 112: Networks
- CS 114: Network Security
- CS 116: Introduction to Security
- CS 118: Cloud Computing
- CS 146 / EE 126: Computer Engineering
- CS 107: Compilers
- CS 140: Advanced Topics in Computer Architecture

Theory of Computation (ToC)

- COMP/CS 61: Discrete Math
- CS 170: Computation Theory

Data Structure & Analysis of Algorithms (DS&AA)

- CS 160: Intro to Algorithms

We Are a Community

The Computer Science Department functions as a partnership between students, faculty and staff.

CS Student Council

- Leaders of Student Organizations
- Head Teaching Assistants
- Members-at-Large

Town Hall Meetings

- Everyone in the Computer Science Department is invited

Student Organizations

- CSGSA (Graduate Students)
- WICS
- Tufts Girls of Code
- Black Students in Computer Science
- JumboCode
- Computer Science Exchange
- Robotics Club

Welcome From the Dean

Dear graduate student:

I am pleased to give you a copy of the 2024–2025 Graduate Student Handbook, which I hope will help both new and continuing students navigate graduate student life at Tufts. If you are a new student, we are delighted that you chose Tufts, and we hope that your graduate study at Tufts will exceed all of your expectations. If you are a continuing student, we hope that the coming year will be rewarding and productive.

The Graduate Student Handbook describes the important rules and regulations for graduate study.¹ Many departments also publish their own handbook for graduate students, so it is important to become familiar with that document as well. Your best resources are likely to be in your department, and in most matters we expect that you will want to turn to your advisor, or other faculty members for assistance. Occasionally, however, issues may arise that you would prefer to discuss with someone outside of your academic life. The Dean of Students Office is a resource that addresses these situations, and you are welcome to [contact the Dean of Students Office](#) if you wish.

I encourage you to take advantage of the academic diversity of Tufts by broadening your graduate experience beyond your department, and even beyond your school. Cross-listed and interdisciplinary courses, and academic and professional workshops provide possible avenues to diversify your graduate experience. We encourage you to explore, in consultation with your mentor, multidisciplinary opportunities for your graduate work at Tufts.

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

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

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

Academic Policies

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

Academic Standing

All graduate students are expected to remain in good academic standing. In order to remain eligible to continue in a degree, certificate, or post-baccalaureate program and/or to receive various types of financial assistance, including federal aid, a graduate student must maintain good academic standing and be making satisfactory progress toward the degree or certificate. The faculty has adopted the following statements relative to academic standing and progress toward a certificate or degree.

Note: Honors standing is not given in the graduate programs. The following are the minimum requirements; departments have the right to impose additional criteria for good academic standing.

To remain in good academic standing a student may have only one grade lower than B-, or one Unsatisfactory (U), or one Incomplete (I) that remains incomplete for more than one semester, or Permanent Incomplete (PI).

1. Credit will be awarded only to credit-granting courses that receive a grade of B- or better or satisfactory (S).
2. Options for making up a grade less than B- or a U must be discussed and approved by the department. Courses for which a student receives a grade lower than B- may be retaken only once to achieve the credit. The original grade earned remains in the student's record.
3. Incomplete grades must be completed in accordance with the Policy on Incompletes detailed in this handbook on page 6.
4. Funded MS/Ph.D. or Ph.D. students must receive satisfactory performance evaluations on their graduate, research or teaching assistant duties, each semester or can be subject to immediate dismissal.
5. Deviation from any of the above requirements or the departmental or program requirements constitutes evidence that the student is making inadequate progress toward a certificate or degree and is no longer in good academic standing.

Dismissal

The student will be officially notified of their status and thereupon the student will be dismissed unless recommended otherwise by the department and an exception is granted by the graduate dean. The student will be informed of the recommendation. Only the Dean of Graduate Education for the School of Engineering may dismiss an enrolled graduate student. In general, dismissal occurs following the review and vote of the department's graduate program committee. Students will be kept informed throughout these proceedings. The dismissal takes effect immediately upon receiving notification.

All students may appeal the decision in writing, within five days of receiving notification of dismissal, to the dean of graduate education. The appeal needs to be submitted within five business days from the date of the withdrawal notification. Submit the appeal in writing via email to the Dean of Graduate Education, karen@ece.tufts.edu, copy to enggradstudies@tufts.edu, academic advisor, the department chair, and the program director. Specify the reason for reconsideration. If an appeal or an exception is granted, the graduate director or the department chair will meet with the student to develop a plan and a timeline to return to good academic standing. The set plan and timeline must be communicated to the dean's office.

Students enrolled in the Fifth-Year MS program must consistently maintain good academic standing, or risk having their admission into the master's program rescinded.

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

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

- More than one grade not meeting the minimum standards described
- Failure(s) to reach a departmental benchmark
- Evidence that degree requirements will not be met within stated time limits
- Academic dishonesty (more information on the Academic Integrity Policy is below)
- Violation of the code of conduct or working together policy

Academic Integrity

Students are expected to meet the highest standards of academic integrity. Plagiarism, fabrication, falsification, cheating, and other acts of academic dishonesty, or abetting the academic dishonesty of another will result in sanctions. The Tufts [Academic Integrity Policy](#) provides a primer on ethical academic work. It also includes a description of computer ethics and the appropriate use of electronic resources. Students should familiarize themselves with the standards outlined in this policy.

Alleged violations of these policies will be considered and addressed within the [Student Conduct Resolution Procedure](#).

Academic Grievances

Graduate students who are experiencing conflicts in their academic work may approach for consultation the office of the Dean of Graduate Education for the School of Engineering. The dean will consult with students on how to address academic conflicts with faculty or with other graduate students in their departments. Various options for conflict management, including mediation, will be explored.

Policy on Incompletes

An incomplete grade may be awarded only if the student has done work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed in the time specified on the Incomplete Form, available in SIS. The Incomplete form may be found on the faculty SIS homepage under “Faculty Forms”. It is the responsibility of the student to request an incomplete before the due date of the required work and sign the contract with the instructor of the course prior to the grading deadline for the term the incomplete is to be assigned. The instructor is responsible for specifying on the form the deadline for submission of work and the conditions that the student must satisfy to receive a grade.

If an incomplete is granted, all work in the course must be completed on or before the date six weeks after the first day of classes in the subsequent semester (fall or spring only; summer terms excluded). Instructors who wish to set a later deadline may do so, subject to approval from the Director of Graduate Study in the program where the student is enrolled. If the student has completed the work within the stated time, it will be evaluated without prejudice.

Residency Requirements

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

Tufts will not award the doctoral degree to students whose dissertation research or writing was performed at another institution, unless they were under the direct supervision of a Tufts-based faculty member.

Time Limitations for Completing Degrees

Master's degree candidates must complete all graduate degree requirements in two years (four semesters, not including summers) after matriculation into the graduate portion of their program. A fifth semester is only allowed for a life event, with approval from the graduate dean.

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

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

Full-time certificate students are expected to complete the certificate requirements within two years of starting the program. Part-time certificate students are expected to complete the certificate requirements within four years of starting the program.

Extension of Degree Time

A student should consider applying for an extension of time when actively working on program requirements and more time is needed to complete them, but the student is confident that the work will be completed within the time frame of the approved extension.

A Master's student's extension to a fifth semester can only be granted for completion in the summer of the second calendar year. Students that have taken a semester at a reduced course load, or have taken courses that do not bear credit toward their graduate program are ineligible for an extension.

Students should not request an extension of time if substantial progress cannot be made. If an extension is granted, it is expected that students keep on schedule to complete degree requirements. To request an extension of time to complete the degree requirements, a completed [Request for Extension of Time Form](#) must be submitted to the graduate dean's office for approval. International students must also request a [Program Extension](#) if their I-20 or DS-2019 will expire before their degree will be completed.

The following are not valid reasons to request an extension:

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

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

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

It should be noted that requests for an extension of time are not automatically approved and are granted only in unusual circumstances. If the extension of time is not approved, the student's candidacy for the degree is terminated. This policy does not apply to medical reduced course loads.

Leaves of Absence

Overview of Leaves

There are three types of leave available to graduate students: personal leave, parental accommodation, and medical leave. Information about each leave type is detailed below, with additional information on the [Student Life website](#). It is recommended that students who are considering a leave of absence discuss their plan with their academic advisor and the department's graduate studies committee representative. Students who are on leave, except for those on approved Ph.D. Parental Accommodation, are not charged tuition and fees and are not eligible for stipends; funding upon return cannot be guaranteed; if you have questions about the leave please speak with your department's graduate studies committee representative. In cases where a student has a teaching or research assistant appointment, it is expected the student alert their advisor as well as the department's graduate studies committee representative of the leave. No courses/credits taken during a leave may be transferred towards a student's degree requirements. Notification should be given within a reasonable time period prior to the leave so alternate arrangements can be made for the duration of time the student will be on leave.

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

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

Personal Leave

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

Parental Accommodation

Policy on Parental Accommodation for Ph.D. Students

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

Purpose

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

Eligibility

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

- An applicant must be a full-time Ph.D. student in good standing in the School of Engineering.
- An applicant must apply online via the [Tufts Student Information System \(SIS\)](#) and provide all required documentation as well as clear written notice of the request for accommodation to the graduate dean at least ninety (90) days before the expected accommodation is proposed to start. (Exceptions to the notice time frame are permitted in extenuating circumstances).
- An applicant must take the parental accommodation immediately after the birth, adoption, or placement of a child.

To be eligible for paid parental accommodation under this policy an applicant must meet the above eligibility requirements and:

- Hold an appointment subject to a stipend or fellowship that would otherwise apply to the requested parental accommodation period. If an external funding source does not allow for a paid parental accommodation period consistent with this policy, the student's accommodation will be covered by University funds.
- Have been enrolled as a full-time Ph.D. student for at least one semester.
- Be within the first five years of the Ph.D. program.
- Take the twelve weeks of parental accommodation afforded under this policy in a continuous block immediately after the birth, adoption, or placement of a child.
- Funding cannot be guaranteed if the student takes a leave of absence or chooses to take a leave of absence after having completed the twelve weeks of approved accommodation.

Preparing for Accommodation Period

Students preparing to participate in a parental accommodation must meet with their advisor and graduate director to develop a plan to facilitate and support the accommodation, including managing academic and work-related obligations, among other responsibilities. If the timing of an accommodation will impede a student's ability to engage in their academic studies or work assignments, a plan will be developed to allow for the student's continued progress and contributions as part of the accommodation. Students should understand that certain assignments which are time sensitive and/or time dependent may be impacted and should plan accordingly, including seeking the guidance and support of their advisor or graduate director. Also, students must understand that assignments and/or appointments that are restricted, such as those that are semester-long and not subject to renewal prior to a parental accommodation, may not be available after the accommodation.

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

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

During the Accommodation Period

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

Return from Accommodation

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

Retaliation and Discrimination Prohibited

It is prohibited to retaliate or discriminate against any student for having exercised their rights under this policy. Questions? Any questions about this policy may be raised with the graduate dean's office enggradstudies@tufts.edu.

Pregnancy and Lactation Policies

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

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

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

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

Medical Leave of Absence

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

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

Accommodation Policies

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

Accommodations Policy:

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

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

Religious Accommodation Policy:

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

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

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

Captioning Policy:

To ensure that all videos and audio files created, procured, and posted on official Tufts websites are **accessible to all**, Tufts Technology Services, in partnership with the Student Accessibility & Academic Resource Center (StAAR), Educational Technology, the OEO, the Tisch Library, and University Counsel, developed a **Captioning Policy**. Detailed information as well as the policy can be found at: <https://oio.tufts.edu/accommodations/accessibility/captioning-policy/>.

Voluntary Withdrawal

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

Reinstatement Policy

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

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

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

Transfer of Credit

Students may apply for transfer credit for graduate-level courses taken at Tufts or at other institutions. (Graduate certificate students may not transfer in courses taken outside of Tufts.* Courses taken through the Tufts Gordon Institute that are beyond the degree requirements cannot be transferred to another Tufts engineering program). It is recommended that students apply for transfer credit at the beginning of their graduate program. Transfer of credit is requested and processed in [SIS](#).

A maximum of two courses may be transferred and used to fulfill requirements for a graduate degree, subject to the following conditions. Credits transferred must:

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

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

**Students previously enrolled in a Tufts certificate program may petition to transfer all credits required for the certificate into a Tufts graduate degree program. Degree candidates cannot earn more than one certificate in conjunction with a graduate degree. Some departments may allow certificates to be earned concurrently with the degree program. See your departmental graduate handbook for your program's requirements and policies. Students in eligible programs must formally apply for a certificate program, and be admitted at least two semesters before completing their primary graduate degree program, in order to be eligible to receive a concurrent certificate.*

***Courses taken in the duration of a degree program are eligible for transfer credit only if a transcript notation or documentation from the institution confirms the course was in excess*

of degree requirements, and withheld from calculation in overall earned credit hours, GPA, and honors.

In all cases, the transfer of courses must be approved by the department. Approved courses that meet all eligibility requirements will be posted on the graduate transcript.

Doctoral candidates may not transfer courses counted toward a master's degree to their doctoral program. However, individual departments and programs may, at their discretion, accept these courses in order to reduce the number of courses required for the doctoral degree. No student will be allowed to graduate without formal department and program approval of the credits earned elsewhere. It is the student's responsibility to obtain approval of the credits from the department or program prior to submitting the application for graduation.

Transfer of Credit from Tufts University College

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

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

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

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

English Language Proficiency Evaluation

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

Advisors

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

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

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

Non-Discrimination Statement

Tufts is enriched by the many experiences and perspectives each individual member brings to our community. Tufts does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of race (including traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles), color, national or ethnic origin, ancestry, age, religion, disability, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, stalking, sexual exploitation, sexual exploitation and coercion, relationship/intimate partner violence and domestic violence), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, the intersection of these identities or any other characteristic protected under

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

Registration

Continuous Enrollment Policy

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

Degree-only Status

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

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

Enrollment Status

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

Full-time: Nine (9) or more course credits, six (6) course credits and a teaching or research assistantship (must also register for 405-TA or 406-RA), or registration as a full-time continuing student (402/502) working on a thesis, dissertation, project, or internship. Students admitted full-time who register for credits totaling less than full-time will not achieve a full-time status.

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

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

**In most situations, international students must maintain full-time status. In certain circumstances, international students may be authorized for a [reduced course load](#), allowing them to drop below full-time: [Contact the International Center](#) with questions or concerns about Enrollment Status.*

Cross-Registration and Graduate School Consortium

During the academic year, full-time graduate students may take one course per semester through cross-registration agreements with Boston College, Boston University, and Brandeis University. A full-time graduate student at Tufts University may also enroll for two graduate courses during any semester at the Fletcher School of Law and Diplomacy, the Friedman School of Nutrition Science and Policy, and the Graduate School of Biomedical Sciences. Cross-registration is possible on a space available basis. Students who wish to cross-register should consult with the instructor of the course, and should expect to satisfy any prerequisites typically required for enrollment. Cross-registration is not permitted in any summer school. Courses satisfactorily completed (B– or better) at one of the three consortium schools (Boston College, Boston University, and Brandeis University) automatically appear on the student's Tufts transcript and may be counted toward degree requirements.

Tufts students who wish to cross register at a consortium school should first consult with their academic advisor and/or the department's graduate studies committee representative before completing the online [Cross-Registration Petition Form](#) through SIS. The host institution reserves the right to terminate the student's participation at that institution at any time.

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

Audits

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

Dropping a Course

A course for which a student has registered remains on the record unless it has been dropped within the first five weeks of the term. Courses that are dropped after the fifth week but prior to the last day of classes will carry the grade of W and remain on the transcript. Students who are billed per credit should review the refund policy on the bursar's website for details: <https://students.tufts.edu/financial-services/billing/tuition-refund-policy/>.

Grades

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

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

The following symbols are also used:

- I Incomplete: an indication that more time will be allowed to complete the work, specifically within six weeks of the first day of classes in the subsequent semester (fall or spring only; summer terms excluded).
- PI Permanent Incomplete: Students who received an Incomplete and do not complete the work within the stated time will receive a Permanent Incomplete (PI).
- W Withdrawn: an indication that a student has been permitted to withdraw from a course after the fifth week of a semester, but no later than the last day of classes.
- Y Work not scheduled for evaluation during the current term.

Changes in Course Grades: Statute of Limitations

Effective education requires timely and objective evaluation of students' academic work, using clear, standard, fair, and public criteria. Such standards should be listed

in the course syllabus. While criteria differ across disciplines and faculty, and while the ultimate responsibility for setting standards and evaluating performance rests with departments and individual faculty, submitted grades are final and not subject to negotiation. Exceptions are limited to correcting clerical and calculation errors, and correcting deviations from stated criteria. Students have the right to know the basis of a grade, and faculty should be open to that post-semester conversation. Following such conversation, students who believe that an error or deviation remains may appeal to the department chair and, if necessary, subsequently to the graduate dean.

Health Service Requirements

Prior to initial registration, all graduate students must complete an online medical history and provide proof of required immunizations before July 1. Those with missing or incomplete health reports will have an immunization hold placed on their account and will not be allowed to register for classes until the requirements are completed. For more information about the requirements, you can visit our [Resources for New Students](#) website. Please send your questions to Immunization Reviewer via the [Patient Portal](#).

Expenses and Payment Options

Tuition

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

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

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

Degree Programs

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

Doctoral tuition for both full-time and part-time Ph.D. candidates is charged for nine semesters unless the student enters the program with an appropriate master's degree, in which case tuition is charged for six semesters. Students will be charged continuation tuition each semester after the regular tuition requirements for the program have been satisfied. For more information, please refer to <https://asegrad.tufts.edu/tuition-aid/tuition-and-fees>.

Certificate and Post-Bac Certificate Programs

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

Health Insurance and Health and Wellness Fee

Student Health Insurance:

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

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

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

Health Insurance Waiver

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

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

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

Student Activity Fee

All students in graduate degree programs pay an annual student activity fee. The monies are used by the Graduate Student Council (GSC) to support the interests of graduate students.

Tuition Refund Policy

Students who take a leave of absence or withdraw from their program (elective or required) will receive a tuition refund in accordance with the schedule published in the [Bursar's Website](#) based the effective date of the leave/withdrawal. No tuition refunds are made after the sixth week of classes. Other charges and fees such as the health service fee and the student activity fee are not refunded or prorated after the beginning of the semester. Students making enrollment changes such as changing (swapping) and dropping classes are subject to the [per credit refund calendar](#). The refund percentage is based on the length of course being dropped and the date the course is dropped. Other fees, such as mandatory, lab, or material fees, are not pro-rated.

Payment Options

A monthly payment plan allows master's and doctoral students to pay annual educational expenses over ten months. One semester's costs would be paid over five months. Payments begin on July 15 for the fall semester and December 15 for the spring semester. Visit the [Financial Services website](#) for more information and to enroll.

Financial Aid

Financial Aid

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

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

Institutional Financial Aid

- Tuition scholarships
- Teaching assistantships (TAs)
- Research assistantships (RAs)
- Fellowships and merit awards
- Research support
- Health insurance and health coverage

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

A number of research assistantships are also available, and some departments are able to provide outstanding students with fellowship and research support.

Usually, no student may hold a fellowship, scholarship, or teaching assistantship for more than five years of study for the doctorate. In making awards, priority is given to full-time students. Students must be in good academic standing in order to maintain their financial award package. Tuition discounts only apply to courses required/counting towards the student's graduate program to which they were admitted.

Tuition Scholarships

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

Teaching Assistantships

Teaching assistants are graduate students enrolled in a graduate program who, as part of their training, are awarded a stipend to provide part-time support to faculty

who are teaching a course at the university. Students who are teaching assistants receive resident credit for, and are charged tuition for, the fraction of the program spent fulfilling degree and residence requirements outside of their teaching assistantship responsibilities. Thus, the holder of one of these teaching assistantships spends up to twenty hours per week in activities associated with instruction, and typically takes two courses per semester. Teaching assistants are eligible for awards unrelated to their assistantship, including scholarships and fellowships.

Teaching assistants normally have instructional responsibility related to most aspects of the courses to which they are assigned, such as recitation or laboratory sections, grading papers and examinations, and other related responsibilities.

Appointments to these assistantships are based upon the recommendation of a student's department chair or the department's graduate studies committee representative and are effective for one academic year or one semester, but are renewable. Teaching assistants with appointments of 10 or more hours per week should register for 405-TA each semester. All newly appointed teaching assistants are required to attend the fall semester Teaching Assistant Orientation.

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

The opportunity to serve as a teaching assistant is an important part of the professional development and training that the university offers graduate students. Feedback from faculty mentors helps identify strengths, encourages performance improvement, as well as prevents, mitigates, or helps resolve academic disputes. Guidelines for the assessment of teaching assistants and additional resources are available on the [Teaching Assistantships website](#).

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

Research Assistantships

Research assistants are graduate students who actively participate in the ongoing research program of a faculty mentor. Stipends are sometimes available during the summer as well as during the academic year. Research assistantships are normally awarded through the department chair or research program director. The holder of

one of these awards typically takes two courses per semester, and spends up to twenty hours per week in activities associated with funded research activities. Research assistants are eligible for other awards, including scholarships and fellowships. Research assistants with appointments of 10 or more hours per week should register for 406-RA each semester. All newly appointed research assistants are required to attend the fall semester Research Assistant Orientation. Guidelines for the assessment of research assistants and additional resources are available on the [Research Assistantship website](#).

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

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

Fellowships and Merit Awards

There are various fellowships and merit awards available through application. The School of Engineering Graduate Dean's Office and academic departments provide award descriptions and application deadlines throughout the academic year.

Research Support

Graduate Student Travel Funding

Students are offered the opportunity to apply for funding of a portion of their travel expenses to present scholarly work at academic conferences. Resources are limited. Visit the [Graduate Student Travel page](#) for more information and guidelines to apply. Students must be in good academic standing and enrolled in a degree program to be eligible to apply.

Graduate Student Research Competition

Graduate students can apply for funding for research projects in the biannual Graduate Student Research Competition (GSRC). The competition is held once each semester, and details and guidelines are available on the [GSRC webpage](#). Students must be in good academic standing and enrolled in a degree program to be eligible to apply to the competition.

Federal Financial Aid

- Federal Direct Unsubsidized Loan
- Federal Work Study
- GradPLUS Loans

How to Apply

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

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

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

Federal Direct Unsubsidized Loan

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

Federal Direct Loans are available to eligible undergraduate and graduate degree programs.

Students in certificate programs are not eligible for Federal Direct Loans.

Federal Work Study

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

Federal Grad PLUS Loan

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

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

Loan Deferments

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

Health Insurance and Health Coverage

Award packages for teaching and research assistants in the School of Engineering include payment of the Tufts [student health insurance](#) and the Tufts [Health and Wellness fee](#). Coverage applies only to the enrolled student health plan offered by the School of Engineering; **Tufts will neither pay nor contribute towards other plans should a student elect not to take the Tufts coverage.**

Procedure for Awarding Certificates and Degrees

Procedure for Awarding of Certificates

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

Procedure for Awarding of Degrees

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

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

Graduate Student Services and academic departments reserve the right to remove from the degree list the names of candidates who have not met degree requirements.

Note: Honors standing is not given to graduate students

Applying for Graduation

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

Commencement Information

- Commencement information can be found online at commencement.tufts.edu.
- The opportunity to participate in the University Commencement ceremony is extended to students who are graduating in May or who graduated the prior August or February.
- Students who are on track to graduate in August may petition to participate in the commencement ceremony by submitting a [Petition to Participate in Commencement form](#). Advisor verification and approval is required.
- Master's Thesis and Doctoral Dissertation.

Examining Committees

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

Master's Candidates

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

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

Doctoral Candidates

The doctoral examining committees consist of a minimum of four members with one member from a different Tufts department and one member from outside the university.

Thesis/Dissertation Defense and Submission

All students completing a thesis or dissertation as part of their degree requirements must have a defense. A defense consists of two parts:

1. Students formally present their research in a public forum to the Tufts community and invited guests and respond to questions from the audience;
2. Students defend their thesis or dissertation to members of their committee in a closed session.
3. It is the student's responsibility to distribute copies of the thesis or dissertation to the committee members in advance of the defense. The defense should be scheduled several weeks prior to the thesis or dissertation submission deadline. Students must submit the online Thesis/Dissertation – Request for Final Approval to their committee chair once a final draft of the document, including any revisions recommended by the committee, is approved for publication. Online submission of the thesis/dissertation to ProQuest is required. Detailed information on preparing the thesis or dissertation is on the [Student Life web site](#).

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

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

Campus Resources and Other Policies

Libraries

[The Tisch Library](#), the Lilly Music Library, and the W. Van Alan Clark Library at the SMFA support students, faculty, and staff in the School of Arts and Sciences and the School of Engineering.

Collections

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

Research Support Services

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

Support for Teaching

Librarians support graduate students in their roles as instructors/teaching assistants by consulting on the design of assignments that connect students to library services/resources, and by developing workshops for entire classes to help students understand discipline-specific research methodologies, focus research topics, and discover, access, and evaluate resources. To identify your subject librarian or relevant specialist, see the [Ask Us page on the Tisch website](#).

Support for Publishing & Scholarly Communication

Workshops and one-on-one consultation on topics such as understanding your rights as an author, sharing your work and tracking your impact, evaluating copyright and fair use for your thesis or dissertation, managing your research data, identifying open access publishers, and more are routinely offered.

Grants & Awards

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

Multimedia

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

Other Tufts Libraries and Partner Libraries

Graduate students have access to the Edwin Ginn Library of the Fletcher School of Law and Diplomacy and the Digital Collections and Archives (DCA) on the Medford campus, the Hirsh Health Sciences Library on the Boston campus, and the Webster Family Veterinary Medical Library on the Grafton Campus.

The Tufts University libraries are members of the Boston Library Consortium (BLC), which allows students on-site borrowing privileges at the libraries of Boston College, Boston University, Brandeis University, Northeastern University, the University of Massachusetts libraries, and many others.

Graduate students may obtain a [consortium borrowing card](#) at the Main Desk of Tisch Library.

Career Center

The Tufts Career Center offers coaching, resources, and programs for master's and doctoral students in Engineering. Services and programs include job and internship listings, individual career coaching, resume critiques, career fairs, alumni presentations, networking opportunities, and more. Workshops specifically designed for graduate students are offered throughout the year and include topics such as interviewing, resumes and CVs, networking, and using social media in your job search. The Career Center website provides information for graduate students pursuing jobs outside of academia as well as in academia. Online resources such as Imagine Ph.D., My IDP, and Forage offer graduate students strategies for developing and translating their skills into career opportunities. Big Interview, The Herd, and Interstride are tools available to help you discover opportunities, build relationships, and practice professional communication. Graduate students are encouraged to join the Tufts Career Networking Group on LinkedIn to connect with alumni about careers, employers, and industries. Career Center hours are M–F, 9:00am to 5:00pm, with some evening appointments and scheduled drop-in hours in engineering buildings weekly. You may make career advising appointments through Handshake, our online scheduling and job listing platform. Tufts Career Center, Dowling Hall, Suite 740, 419 Boston Avenue, 617-627-3299, <https://careers.tufts.edu/>.

Graduate Co-op Program

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

Benefits of a Co-Op Program

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

How Co-Op Works

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

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

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

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

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

Cost Of Co-Op Program

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

Graduate Co-op Program Eligibility

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

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

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

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

Academics and the Co-op Program

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

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

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

Departments Participating in Co-Op Program

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

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

Questions and Contact Information

[Graduate Admissions](#) for new applicants.

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

Co-op Application Process

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

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