

Graduate Student Handbook 2007–2008

Graduate School of Arts and Sciences

School of Engineering

College of Special Studies



academic calendar

Fall Term 2007

Aug. 27–31	Mon.–Fri.	New Graduate Student Registration
Aug. 28	Tue.	New Graduate Student Orientation
Aug. 30	Thu.	International Student Orientation
Aug. 31	Fri.	Teaching Assistant Orientation
Sept. 3	Mon.	Labor Day (university holiday; classes suspended)
Sept. 4	Tue.	Classes begin
Sept. 4–18		GCAP, certificate, and post-bac registration
Sept. 18	Tue.	Last day to ADD courses
Sept.	TBA	Executive Committee meeting—to be scheduled last week of September
Oct. 8	Mon.	Columbus Day (university holiday; classes suspended)
Oct. 9	Tue.	Last date to submit DROP course petitions to graduate dean without record of enrollment
Oct. 16	Tue.	Last day to make up incompletes from the spring term
Oct.	TBA	Faculty meet to recommend final degree candidates to trustees
Nov. 5–16		Registration for Spring 2008 for graduate students and certificate students
Nov. 11	Sun.	Veterans Day
Nov. 12	Mon.	Veterans Day Observed (university holiday; classes suspended)
Nov. 21	Wed.	Classes suspended
Nov. 22	Thu.	Thanksgiving (university holiday; classes suspended)
Nov. 23	Fri.	Classes suspended
Nov. 27	Tue.	February degree candidates submit degree sheets to graduate office
Dec. 10	Mon.	Classes end
Dec. 13	Thu.	Final exams begin
Dec. 20	Thu.	Final exams end

Winter Recess: December 21, 2007–January 15, 2008

Spring Term 2008

Jan. 9	Wed.	February degree candidates submit final thesis/dissertation to graduate office
Jan. 16	Wed.	Classes begin
Jan. 16–Jan. 30		GCAP, certificate, and post-bac registration
Jan. 21	Mon.	Martin Luther King Day (university holiday; classes suspended)
Jan. 23	Wed.	Substitute Monday's schedule on Wednesday
Jan. 30	Wed.	Last day to ADD courses
Jan. 30	Wed.	May degree candidates submit degree sheets to graduate office
Jan.	TBA	Executive Committee meeting—to be scheduled last week of January
Feb.	TBA	Faculty meet to recommend final February degree candidates to trustees
Feb. 9	Sat.	Trustees vote on February degrees
Feb. 18	Mon.	Presidents' Day observed (university holiday; classes suspended)
Feb. 20	Wed.	Last date to submit DROP course petitions to graduate dean without record of enrollment
Feb. 21	Thu.	Substitute Monday's schedule on Thursday
Feb. 27	Wed.	Last day to make up incompletes from the fall term
Mar. 15	Sat.	Spring recess begins
Mar. 24	Mon.	Spring recess ends
Apr. 7–18		Registration for Fall 2008 for graduate students and certificate students
Apr. 11	Fri.	May degree candidates submit final thesis/dissertation to graduate office
Apr. 14	Mon.	Patriots' Day observed (university holiday; classes suspended)
Apr.	TBA	Executive Committee meeting—to be scheduled last week of April
Apr. 28	Mon.	Classes end
May 2	Fri.	Final exams begin
May 9	Fri.	Final exams end
May	TBA	Faculty meet to recommend final May degree candidates to trustees
May 17	Sat.	Trustees vote on May degrees
May 18	Sun.	Commencement

Foreign Language Examination dates are Saturday, October 13; Saturday, January 26; and Saturday, April 12.

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Dear graduate student:

We are delighted to welcome you to Tufts and to our Medford/Somerville campus. If you are a returning student, welcome back to what promises to be a rewarding and productive year. If you are a new student to a program, we are glad that you chose Tufts and we hope that your graduate study at the university will meet all of your expectations. While your graduate activities will be based in your department, we encourage you to take advantage of the academic diversity of Tufts and consider broadening your graduate experience beyond your department, and even beyond your school. Cross-listed courses and co-advised activities provide possible avenues to diversify your graduate experience, and we encourage you to explore, in consultation with your adviser, multidisciplinary opportunities for your graduate work at Tufts.

Our handbook describes the important “rules and regulations” for graduate study. Some of these rules are not found in the School of Arts and Sciences and the School of Engineering Bulletin; others are, but could benefit from further explanation. The most up-to-date version of this handbook is provided on the web at gradstudy.tufts.edu. You may also find it useful to consult *The Pachyderm*, which provides information on university policies and procedures.

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

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

Lynne Pepall
Dean, Graduate School of Arts and Sciences

Sergio Fantini
Associate Dean for Graduate Education, School of Engineering

Bruce Reitman
Dean of Student Affairs

academic policies

Academic Standing

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

Note: Honors standing is not given in the graduate school.

The following are the minimum requirements; departments have the right to impose additional criteria for good academic standing.

1. It is expected that a student will complete all courses taken for credit with the grade of B- or better. Courses for which a student receives a grade of less than B- may be retaken only once. The original grade earned remains in the student's record. If a student receives any two grades less than B-, the department will recommend to the graduate dean that the student be administratively withdrawn.
2. Courses for degree or certificate credit may not be taken or transferred as Pass/Fail.
3. All comprehensive and/or qualifying examinations and language examinations for graduate students must be passed within the time limits established by the various departments.
4. Deadlines established by departments for submission of thesis outlines and dissertation proposals; for the completion of internships or other field experience; and for regular, systematic evaluations of research progress must be met.

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

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

Failure to meet the grade requirements or deviation from any of the last three items above constitutes evidence that the student is making inadequate degree progress and is no longer in good academic standing—and that he/she will be administratively withdrawn unless an exception is granted by the graduate school based on the recommendation from the appropriate department or departmental committee. Only the deans of the Graduate School of Arts and Sciences and the School of Engineering may administratively withdraw an enrolled graduate student.

Departmental regulations should be consulted with regard to policy concerning make-up credit for a failed course. If a course is repeated, the original grade will remain on the transcript. The new grade will be entered under the appropriate semester. Most departments offer a second opportunity for students who do not pass qualifying or other examinations on the first try. But again, departmental regulations should be consulted.

In general, dismissal can occur following review by and vote of a particular committee or the faculty of a particular

department. Students should be kept informed throughout these proceedings.

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

- academic dishonesty
- evidence that degree requirements will not be met within stated time limits
- excessive number of grades below B-
- failure(s) in qualifying examinations

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 Form. It is the responsibility of the student to request an incomplete before the due date of the required work.

If an incomplete is granted, all work in the course must be completed on or before the date six weeks after the first day of classes in the subsequent semester (fall or spring only; summer terms excluded). If the student has completed the work within the stated time, it will be evaluated without prejudice. Upon the student's completion of work in the course, the instructor must submit a final grade to the registrar within eight weeks after the first day of classes of the subsequent semester. If a course is not completed by the designated time, the student will receive the default grade specified on the incomplete form. Under exceptional circumstances, an extension of the six-week deadline may be granted at the discretion of the instructor.

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Time Limitations for Completing Degrees

All credits to be counted toward a master's degree must be earned within five calendar years. Candidates for the M.F.A. must complete all degree requirements in three years. A Ph.D. candidate may take up to seven years to complete all degree requirements. Certificate students are expected to complete the certificate requirements within four years of starting the program.

Exceptions to the time limits are as follows:

Extension of Degree Time

Extensions are granted with the expectation that progress will be made toward degree completion. To request an extension of time to complete the degree requirements, a student must complete a Request for an Extension of Time form available online at gradstudy.tufts.edu and submit it to their department for approval. This request must include a progress report of work completed to date, as well as a timetable for finishing all requirements. A separate statement from the student's department chair and/or academic adviser addressing the practicality of the timetable submitted and the quality and current status of remaining requirements, including topics selected for projects, theses, and dissertations, should accompany this request. The department will then forward the request to the graduate office. It should be noted that requests for an extension of time are not automatically approved and are granted only in unusual circumstances. In no case are extensions approved for more than one year.

Leave of Absence

To apply for a leave of absence, a graduate student must complete the Request for a Leave of Absence form available online at gradstudy.tufts.edu and submit it to his/her department for approval. The department will then forward it to the graduate office. A note from the adviser supporting the request must also be included on the form. Leaves of absence will not be granted for periods of time of more than one year. International students may not take a leave of absence and remain in the United States. The International Center must be contacted to discuss the circumstances requiring the leave BEFORE any leave is authorized. Students who are on leave are not charged tuition and fees and do not have access to most university services. Student loan borrowers will receive exit interview and repayment information in the mail and may be required to begin making loan payments while on leave.

Reinstatements

If a graduate student has not attended Tufts (not registered) for one or more semesters and later decides to resume work in the degree program, he or she must be reinstated by the graduate school. Requests for reinstatement should be made in writing to the graduate office, indicating the semester in which the student would like to return and whether he or she will be returning as a full-time or part-time student. A letter of support from the student's academic department must accompany the reinstatement request. This letter should establish conditions for support, address what requirements remain to be completed for the master's or doctoral degree, and

include a realistic time frame in which the department can expect such completion. A \$350 reinstatement fee will be charged to all graduate students who re-enroll in the graduate school.

Transfer of Credit

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

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

A maximum of two graduate-level courses (one for M.F.A. candidates) taken either as a non-degree student at Tufts University or at another institution may be transferred and used to fulfill requirements for a master's degree, subject to the following conditions. Credits transferred must:

- carry the grade of B- or better (courses taken as pass/fail cannot be transferred)
- have been taken following completion of the baccalaureate degree
- not have been counted toward another degree
- have been earned in graduate-level courses at a properly accredited institution

Tufts certificate students may request to transfer in up to two additional

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courses from the certificate program toward their graduate degree program.

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

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

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

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

Courses taken at Tufts through the Graduate Career Advancement Program are generally accepted for transfer credit outside of Tufts.

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

No student will be allowed to graduate without the graduate school's approval of transfer credits. It is the student's responsibility to obtain approval of credit transfers prior to submitting his/her degree sheet. Students submit-

ting degree sheets with pending course transfers will not be placed on the degree recipient list. The graduate school reserves the right to deny transfers of credit if it determines that all criteria have not been met.

Combined Degree Program

This program, which is offered on a department-by-department basis, is conducted jointly by the undergraduate colleges and the graduate schools. Students are simultaneously enrolled in bachelor's and master's degree programs. The program is designed for exceptional students and is normally completed in five years. Combined degree students are responsible for paying four years of undergraduate tuition in addition to the entire cost of the master's degree.

Students enrolled in the combined degree program should adhere to the following guidelines:

- An adviser should be carefully chosen. It is essential that an adviser be fully aware of the intricacies of the program and be willing to closely supervise the student.
- Students are expected to receive both degrees at the same time. The degrees will be awarded once all the requirements for both degrees have been completed.
- Courses counted toward the completion of one degree may not be applied to the other.
- At the beginning of the fourth year of undergraduate education, combined-degree students must advise the registrar in writing as to which courses are to be designated for each degree.

- In the unlikely event that a student withdraws from the combined-degree program and elects to receive the bachelor's degree when those requirements are completed, it is his/her responsibility to request that the registrar reserve all courses for graduate credit that are over and above those necessary for the bachelor's degree. In that way, those courses can be used at a later time for graduate credit either at Tufts or another institution. It is the student's responsibility to notify the graduate office in writing of the change of status.

Foreign Language Examinations

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

A committee comprising representatives of each of the foreign languages is responsible for preparing reading exams. The exams last approximately two hours. Use of a dictionary will be permitted. Arrangements for taking an exam may be made by registering with Donna DePrizio in the graduate office, donna.deprizio@tufts.edu.

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

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

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

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

Advisers

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

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

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

Summer Session

The tuition charged for a graduate program is a comprehensive fee that covers all courses required for completion of the degree. Courses

taken through Tufts Summer Session with the intention of fulfilling a degree requirement must be approved by the student's academic department. Provided that the course is required for the degree, the graduate school will pay the summer tuition for full-time students. (Courses taken in excess of the degree requirements, directed and independent studies, special topics courses, courses taken for audit, and language courses taken to prepare for a language exam, are excluded.) Students who withdraw from a course or receive a grade below B- will be charged for the course.

All graduate students must pay the \$45 registration fee.

Nondiscrimination Policy

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

The university's complete statement of Equal Opportunity can be found in *The Pachyderm* under "Tufts Policies and the Law."

registration—graduate students

Continuous Enrollment

Graduate students must be enrolled (registered), or on an approved leave of absence, for every academic-year semester between matriculation and graduation. Students should register online during the early registration periods in November and April. The university reserves the right to withhold registration for any student having unmet financial obligations. Students who fail to register by the end of the second week of classes will be administratively withdrawn and subject to a \$350 reinstatement fee.

Enrollment Status

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

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

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

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

Degree-only Status

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

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

Cross-registration

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

Graduate Consortium in Women's Studies

Tufts is a member of the Graduate Consortium in Women's Studies (GCWS) at MIT, a pioneering effort by faculty at six degree-granting institutions in the Boston area and MIT to advance women's studies scholarship

in various workshops, presentations, and team-taught interdisciplinary graduate seminars open to students enrolled in programs at the participating institutions. Consortium seminars are usually thirteen weeks, limited to twenty-five students, and meet early in the evening. There is a simple application process that involves a statement of interest, though students register for the courses through Tufts for Tufts credit. For more information about course offerings, application materials, or to get on the mailing list, call the Consortium Coordinator at 617.324.2085 or e-mail gcws@mit.edu. Information is also available at <http://mit.edu/gcws>.

Audits

Auditing courses is not permitted in the graduate school. 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 a formal petition to remove it has been submitted within the first five weeks of the term. Courses that are dropped after the fifth week but prior to the last day of classes will carry the grade of W and remain on the transcript.

Health Service Requirements

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

expenses and payment options—graduate students

Tuition Charges

The tuition for the 2007–2008 academic year is \$35,052. This is the current total tuition for all master's programs requiring eight to twelve courses, provided the tuition payment is completed in the 2007–2008 academic year.

The master's degree programs listed below consist of more courses than the other degree programs and require the payment of tuition over two years. The tuition for the first year (academic year 2007–2008) is as follows:

M.F.A. Studio Art program	\$30,704
Occupational Therapy (two-year program)	\$26,288
School Psychology	\$30,670
Urban and Environmental Policy and Planning	\$26,288

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

For a doctoral program, full tuition is charged for three years unless the student enters the program with an appropriate master's degree, in which case tuition is charged for two years. The 2007–2008 tuition for part-time students is \$3,504 per course/credit including thesis credits. Part-time students pay the prevailing course/credit rate each year until their degree is completed. Students who revert

to part-time after beginning their program will be required to pay the full degree charge regardless of the number of courses they have left to complete.

Students will be charged a \$500 continuation fee each semester after their expected degree completion period. Expected degree completion periods are two years for most master's students, three years for master's students with full teaching or research assistantships (20 hours/week for two years), three years for OTD students, and six years for Ph.D. students. In cases in which a student is charged a continuation fee and graduates in February, the spring fee will be removed. Tuition scholarships do not cover the continuation fee.

Students who take more courses than the degree requires will be charged half the graduate per-course tuition for each additional course. Tuition scholarships do not cover these charges.

The tuition rates for 2008–2009 will not be available from the Board of Trustees of the university until March 2008.

Health Insurance and Comprehensive Health Fee

Tufts University policy requires that each student have medical coverage under an accident/sickness insurance plan. The university offers a comprehensive plan for students and, when necessary, their spouses and children. The 2007–2008 cost of this plan is \$1,773. Students are automatically enrolled in, and billed for, the insurance while full-time tuition is being charged.

In addition to the health insurance fee, which may be canceled if proof of outside coverage from a U.S. carrier is submitted, students enrolled at least half time pay a mandatory comprehensive health fee (\$600 in 2007–2008). This fee is covered for full-time Ph.D. students only while they are receiving a tuition scholarship (two or three years depending on the length of the student's tuition obligation).

Student Activity Fee

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

Payment Options

A monthly payment plan allows master's and doctoral students to pay educational expenses over ten months. The plan is administered by Academic Management Services, Inc., 1.888.829.3880 or visit www.tuitionpay.com/tufts.

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

financial aid—graduate students

Financial Aid

Tufts provides a full range of financial assistance in the form of scholarships, loans, and employment to as many graduate students as its own and federal funds allow. Descriptions of the various forms of graduate school aid and the policies regarding each form of aid are described in the following paragraphs.

Application for graduate financial aid is twofold. Most grants, scholarships, fellowships, and research or teaching assistantships are administered through the graduate school. Student Financial Services administers all federal aid programs. A description of these opportunities and the application process for eligibility are presented on the following page. Each type of aid requires a different application process. In order to be considered for a particular form of aid, the student must complete the prescribed process.

Graduate School Aid

- Tuition scholarships
- Fellowships
- Teaching or research assistantships

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

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

Ordinarily, no student may hold a fellowship, scholarship, or teaching assistantship for more than two years of study for a master's degree, or for more than four years of study for the doctorate. In making awards, priority is given to full-time students.

Tuition Scholarships

Given on grounds of scholarly ability and need, a scholarship is an award of financial credit that may be used exclusively for remission of tuition charges during the academic year. Scholarship students are liable for all tuition charges except those covered by their particular scholarship. Tuition scholarships do not cover the continuation fee, health insurance, the health fee, or the student activity fee.

Teaching Assistantships

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

Teaching assistants normally have full instructional responsibility in the recitation or laboratory sections of courses to which they are assigned, or they grade papers and examinations.

International students are not usually eligible for appointments as teaching assistants in their first year of graduate work unless they have demonstrated proficiency in spoken English or they have received training at another American university.

Appointments to these positions are based upon the recommendation of a student's department chair and are effective for one academic year or one semester, but are renewable. All newly appointed teaching assistants are expected to attend the Teaching Assistant Orientation, which will be held in late August.

The university reserves the right to terminate an appointment at any time for due cause. Inadequate degree progress as defined by departmental or program standards may constitute cause. Academic dishonesty may also constitute cause, as may incomplete or false information included on the application form provided to the graduate school. In all instances of dismissal, the student will be notified in writing of the reasons for the termination and may appeal the decision to the dean.

Research Assistantships

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

Graduate Student Travel Grants

Travel reimbursement grants (for up to \$400) are available to doctoral or

financial aid—graduate students

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

Research Grants-in-Aid

Funding for graduate student research is available through the Office of Graduate Studies. Grants-in-Aid are competitive and decisions are based on clarity of proposal, significance of the proposal to the scholarly activities of the applicant, and need. Applications are judged by a panel of faculty and student peers from the School of Arts and Sciences and from the School of Engineering. Competitions are held twice a year in the early fall and early spring. The maximum award is \$700 and students are limited to one award per academic year. Guidelines and applications are available through the Office of Graduate Studies (Ballou Hall, 617.627.3106) or online at gradstudy.tufts.edu.

Federal Aid Administered by Student Financial Services

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

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

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

Please note: Only U.S. citizens and permanent residents are eligible for federal aid.

How to Apply

Students who wish to apply for any of the federal programs named above must complete the Free Application for Federal Student Aid (FAFSA) and submit it to Student Financial Services, Dowling Hall, Tufts University, Medford, MA 02155, by May 1.

The form is online at www.fafsa.ed.gov. The Tufts FAFSA code is 002219. The form may also be obtained from the Federal Student Aid Information Center at 1.800.433.3243.

Loan Deferments

Tufts University provides information regarding student enrollment status to the National Student Loan Clearinghouse, which then provides information to lenders. Enrollment status is either full-time, half-time, or part-time and is defined on page 7. Most lenders require that students be enrolled in a graduate program at least half-time in order to defer student loans. It is the student's responsibility to know what enrollment status is required by their lender(s) in order to defer loans, and to register accordingly each semester. Loan payments begin six months after a student graduates, withdraws, or drops below half-time status.

registration

certificate and graduate career advancement program students

Graduate Career Advancement Program Students

Once accepted into the program, a Graduate Career Advancement Program (GCAP) student will receive a Course Enrollment Form by mail and may register for most Tufts courses on a space-available basis (up to four courses per term in the School of Arts and Sciences and the School of Engineering). A student will bring his or her Course Enrollment Form to the first meeting of each class to obtain the instructor's signature. An instructor's signature is needed for each course, including labs, recitations, and audited courses. To register, a student can mail or bring the signed form and tuition payment to the Graduate Studies office located in Ballou Hall by the deadline. It is not possible for GCAP students to register before the start of classes or to preregister for subsequent semesters. Registration must be completed within the first two weeks of the semester. (Details of registration will be sent with the Course Enrollment Form.) After this deadline, a late fee will be assessed. (See section on late fees on page 12.) Once the Course Enrollment Form and payment are received at the Graduate Studies office, a Tufts student ID number will be assigned. In three business days, the student can obtain an official student ID card at the Campus Police Department.

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

Medicine, the Museum School, or the Gordon Institute.

Certificate and Post-bac Computer Science Students

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

Audit Option

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

Course Change

It is possible to ADD a new course or DROP out of one course and enroll in a new one during the first two weeks of the semester. Deadlines for adding a course are listed in the academic calendar in this handbook. To add and drop courses, GCAP, certificate, and

post-bac students must complete a new Course Enrollment Form, obtain the instructor's signature for each course (whether adding or dropping), and submit the form to the Graduate Studies office. Include your additional tuition payment, if applicable. The Course Enrollment Form, signed by the instructor, becomes official on the date it is submitted to the Graduate Studies office. There is no record of enrollment if the course is dropped by the designated date on the academic calendar. Courses dropped after this deadline will be assigned a "W" grade on the Tufts transcript. GCAP, certificate, and post-bac students have until the last day of classes to submit the Course Enrollment Form to the Graduate Studies office (not to be dropped off at Dowling Hall).

Classroom Assignments

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

expenses and payment options

certificate and graduate career advancement program students

Tuition and Fees

Course tuition for the 2007–2008 academic year is \$2,800 per course for most courses (1.0 credit courses) for Graduate Career Advancement Program (GCAP) students and most certificate programs. For courses that bear 1.5 credits, tuition is \$4,200. The fee for auditing a course is \$600 (available only to GCAP, certificate, and post-bac students). Students enrolled in the following certificate programs (Community Environmental Studies, Management of Community Organizations, Museum Studies, Occupational Therapy, and Program Evaluation) are eligible for a reduced tuition rate of \$2,100 per course for each required course through Spring 2008 (additional courses will be charged at the higher \$2,800 rate). Full-time educators and occupational therapists may also apply for a reduced tuition rate of \$2,100.

Late Fees

A late registration fee of \$50 will be assessed for students registering and paying (or presenting proof of payment) after the last day of registration. This fee increases to \$100 on October 2 for the fall semester and February 13 for the spring semester. Students who register and pay after October 30 and March 12, respectively, will be charged a late fee of \$250. This fee schedule applies to all certificate, post-bac, and GCAP students, auditors, and students using a Tufts University voucher. Students are not allowed to register and pay after the last day of classes.

Payment Options

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

Company Payment

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

Refund Policy

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

Between two (2) and three (3) weeks
80% credit adjustment

Between three (3) and four (4) weeks
60% credit adjustment

Between four (4) and five (5) weeks
40% credit adjustment

Between five (5) and six (6) weeks
20% credit adjustment

Thereafter no adjustment of charges

The community auditor fee is not refundable.

campus resources

Libraries

The university libraries on the Medford/Somerville campus include the Tisch Library, the Lilly Music Library, and the Edwin Ginn Library of the Fletcher School of Law and Diplomacy. The Tisch Library and the Lilly Music Library provide library resources and services to arts and sciences and engineering students and faculty. The biology, geology, chemistry, and physics reading rooms on campus house current issues of research-level periodicals in their respective disciplines. Students also have access to the Hirsh Health Sciences Library on the Boston campus and to the Webster Family Veterinary Medical Library on the Grafton Campus.

The Tisch Library is open daily. Library hours are reduced during intersession, holidays, and summer sessions. Borrowers must present their Tufts photo ID to check out materials. For library hours, go to www.library.tufts.edu/tisch/hours.htm. While at Tisch, students can learn more about the Graduate Student Research Guide or check it out themselves at www.library.tufts.edu/tisch/ra/grad.htm. Subject specialist librarians are available to help students in all disciplines. See www.library.tufts.edu/tisch/refcoll_directory.htm for the experts in your field. The Tufts University libraries are members of the Boston Library Consortium, which allows students borrowing privileges at the Massachusetts State Library, Woods Hole Oceanographic Institute, the Boston Public Library, and the libraries of Boston College, Boston University, Brandeis University, Brown University,

the Massachusetts Institute of Technology, Northeastern University, the University of Connecticut, the University of Massachusetts, the University of New Hampshire, Wellesley College, and Williams College. Graduate students may obtain a consortium borrowing card at the Tisch Library circulation desk.

Computing Services

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

UIT provides computing support and computer help through Tufts OnLine (TOL). The TOL office is located in the basement of Ballou Hall, room 009. Services provided by TOL include wireless computing support, Internet connectivity (roaming and in the residence halls), virus cleanup, basic troubleshooting, and hardware installs. TOL staff will provide free antivirus software and teach graduate students how to secure their machine, run updates on their operating system, and monitor Malware programs. UIT offers access to the university e-mail service, Trumpeter, network services, and wireless access in libraries and the campus center. For more information about UIT, go to <http://uit.tufts.edu/>. ITS provides support to arts, sciences, and engineering students using Tufts e-mail accounts and accessing the Tufts network with their student LAN login. For assistance with these services, students can go to the Eaton

Computer Lab on Monday-Friday between 1:00 and 5:00 p.m. or contact ITS by e-mail at: student-email@ase.tufts.edu or student-lan@ase.tufts.edu depending on the issue they are having. ITS also provides five computer labs on the Medford/Somerville campus for both teaching and course work and for general use computing. The computing center located in Eaton Hall has more than 150 computers for general use computing and class work (both Dell PCs and iMacs). In the same building is the ITS Instructional Lab @ Eaton Hall, a PC lab with 18 workstations available for teaching. The ITS Instructional Lab at Braker Hall has 19 Apple G5 computers available for teaching. The Engineering Project Development Center (EPDC) is equipped with 28 general use PCs including a variety of programs for both engineering projects and other coursework alike. All labs and computers have high-speed Internet connections, printing, color scanning, and a wide variety of software. Additionally, students should check with their departments, many of which make their own computing facilities available for use by their students. More information about these computer labs (including times of availability) and other services ITS offers can be found at <http://ase.tufts.edu/its>.

Career Services

Tufts Career Services offers an array of services and programs to help undergraduate and graduate students in arts and sciences and engineering with all facets of career development and job hunting: internship and job listings, campus recruiting, career workshops,

campus resources

résumé writing, interviewing skills, career counseling, a resource library, and much more.

The Career Services Web site at <http://careers.tufts.edu> provides up-to-date information on alumni presentations, workshops, job fairs, and other career events both on and off campus. The site also provides links to a wealth of career planning and job search resources, cover letter and résumé advice, the Tufts Career Network, industry information, and internship and full-time job listings. Most recently, online skill-building tutorials have been added to allow students the opportunity to learn from virtual workshops on a 24/7 basis.

The campus recruiting program provides graduating students with the opportunity to interview with organizations from a wide range of career fields. The recruiting program can be accessed online via the Career Services Web site under “eRecruiting.” (Call 617.627.3299 for help logging on.) Career Services is located at Dowling Hall, 419 Boston Avenue. Office hours are 9:00 a.m. to 5:00 p.m. weekdays. For more information or to make an appointment, call 617.627.3299.

Graduate Student Council (GSC)

The GSC was formed to serve the graduate students of Tufts University by providing social, cultural, and educational opportunities. To stay up to date on all GSC events, please subscribe to the graduate student list server: Send an e-mail to gsc@tufts.edu, with subject: SUBSCRIBE GSC listserv. In the body of the e-mail, list your first and last name and your preferred e-mail address.

The Graduate Student Lounge is located in rooms 001 and 002 in the basement of West Hall. A new laser printer and two new computers with CD burners, a photocopier, and lockers have been added for graduate students. For more information, go to <http://ase.tufts.edu/gsc>.

University Health Service

Tufts University Health Service provides comprehensive outpatient coverage, with services in general medicine, women’s health, psychiatry, orthopedics, and gynecology. The Health Service also contains a clinical laboratory facility. Most treatment provided by the Health Service is covered by the health fee, with the following exceptions: 1) laboratory tests; 2) immunizations; 3) psychiatric visits, starting with the fourth visit, and consultations with specialists; 4) charges associated with the completion of any pre-entrance requirement.

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

When Tufts offices are closed, emergency consultations with a university physician, clinicians and counselors, or a psychiatrist is available by contacting the University Police at 617.627.3030.

Counseling and Mental Health Service

The Tufts University Counseling and Mental Health Service (CMHS) is staffed by professionally trained counselors who are available to discuss personal and academic concerns with students. Brief counseling services at the CMHS are available without charge to graduate students who have paid the comprehensive student health fee. Psychiatry services are offered without charge for the first three visits. Subsequent visits are available at a fee. When appropriate, students will be referred to other qualified university or community services. The CMHS is located in Sawyer House at 120 Curtis Street. Appointments may be made in person or by calling 617.627.3360.

Services for Students with Disabilities

The Program Director of Disability Services is located in the Academic Resource Center. Disability support services are provided so that students may achieve their academic potential. Students are required to submit documentation prepared by a qualified professional in the field related to the particular disability. When necessary, reasonable accommodations are made to provide equal access. Please consult with Sandra Baer, program director, at 617.627.5571. For more information, go to <http://www.studentservices.tufts.edu/disabilityservices>.

campus resources

Dean of Student Affairs Office

The Office of the Dean of Student Affairs is the primary advocate for students on campus. It is the students' central contact on campus for any and all ideas or suggestions; students are invited to drop by or make an appointment at any time. The office is also available to students for consultation on any matter affecting a student's life where support is needed, and for counseling and advice during a crisis or emergency. To reach the office, call 617.627.3158. The Tufts community is supported by many organizations, including the following, which are under the purview of the Office of the Dean of Student Affairs: Commuting Students Program, Judicial Affairs Office, Office of Residential Life and Learning, Off-Campus Housing Resource Center, Offices of Student Activities, and the campus cultural resource centers, a listing of which can be found at <http://studentservices.tufts.edu/dos/groupofsix.htm>.

Judicial Affairs

The judicial system of the Dean of Student Affairs Office serves undergraduate and graduate students and offers mechanisms to address many issues, including informal resolution, alternative dispute resolution (mediation or arbitration), and fact-finding hearings. Issues include academic integrity, harassing behavior, violations of the code of conduct, and complaints against organizations. Anyone who feels that the behavior of others is problematic is welcome to bring the issue to the Dean of Student Affairs Office. See the chapter titled "Tufts Policies and the Law" and the

section "Code of Conduct" in *The Pachyderm*, and refer to the complete online version of the student judicial process at <http://studentservices.tufts.edu/dos/judicial.pdf>.

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

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

Harassment

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

What Is Harassment?

When attitudes or opinions are expressed in words, e-mail, or behavior and constitute a threat, intimidation, verbal attack, or physical assault, it is harassment, which is prohibited

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

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

Consensual Relations with Faculty and Academic Administrators

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

campus resources

Recreational Facilities

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

Parking

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

Any vehicle parking on campus must be registered with Public Safety and Administrative Services. There are a variety of decals available that may be purchased at the Traffic Office at 419 Boston Avenue. Applicants should bring their current Tufts ID and vehicle registration. Students whose vehicles are registered out of state must obtain a Massachusetts Nonresident Student Decal and present proof of insurance at the time of application. Vehicles parked in violation of Tufts' parking regulations are subject to being ticketed. Fines that remain unpaid after 14 days will be billed to the student's bursar account.

Public Transportation

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

procedure for awarding certificates and degrees

Procedure for Awarding of Certificates

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

Procedure for Awarding of Degrees

Graduate degrees are normally awarded in August, February, and May, according to the dates indicated on the Schedule and Requirements (page 19). Students who complete all their degree requirements by October 12 may petition the graduate office to receive their degree in November.

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

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

I. Filing the Degree Sheet

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

- The student should file a degree sheet and complete the online exit

survey at least ten weeks before the graduate faculty meet in August or February and at least twelve weeks before the faculty meeting in May.

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

II. Other Requirements

- Credits earned elsewhere that are to be counted toward the degree must have received prior approval by the graduate school. For further information, please refer to the section of this guidebook that describes the process for filing a Petition for Transfer of Credit.

- Special credit requests—If a department requests that graduate credit be allowed for an undergraduate course, a notice to that effect must be attached to the degree sheet.
- Documentation that foreign language requirements have been fulfilled at Tufts or another institution must be provided by the department. Students whose departments have a foreign language requirement should verify that this documentation has been provided.
- Candidates who are submitting a thesis or dissertation should refer to the guidelines on page 18 of this handbook—"Master's Thesis and Doctoral Dissertation Preparation." In order to remain on the degree list, candidates must adhere to the Schedule of Requirements for Awarding of Graduate Degrees.

III. Commencement Information

- Arrangements for the May commencement are handled by the director of the Conference Bureau. For information, call 617.627.3568.
- Each student should check with the graduate office to make sure that his/her name and address is correctly listed. (Note: Honors standing is not given in the graduate school.)
- The graduate office sends a mailing regarding commencement details to all candidates during the month of March. Only those students who have completed their degree requirements may participate in commencement.
- Students awarded degrees in August, November, and February will receive their diploma by mail approximately eight weeks after the date of the

master's thesis and doctoral dissertation preparation

award; they will also be invited to attend the May commencement. May diplomas are presented at commencement or mailed if the recipient does not attend the ceremony.

Organization

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

1. Title page, indicating month of graduation (see sample at grad.study.tufts.edu.)
- 1a. Copyright notice (optional, see online sample title page)
2. Abstract (required; 350 words or less for doctoral dissertations, 150 for the master's thesis; both double-spaced)
3. Acknowledgments (optional)
4. Table of contents
5. List of tables (if appropriate)
6. List of figures (if appropriate)
7. Text (main body of thesis)
8. Appendix or appendices (if appropriate)
9. Endnotes (if compiled at the end of the text)
10. Bibliography

Spacing and Margins

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

Pagination

The title page should be lowercase

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

Style and Documentation

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

Copyright Information

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

copyright registration, visit www.copyright.gov or write to:

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

Examining Committees

Master's Candidates

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

Ph.D. Candidates

The examining committee for doctoral candidates in Arts and Sciences should be composed of four members—three from the department with which the student has conducted his/her research (or relevant disciplines at Tufts) and one from outside the university. The School of Engineering doctoral examining committees consist of a minimum of four members with one member from a different Tufts department and one member from outside the university. The committee chair is normally a full-time, tenure-track faculty member from the department.

Details of Submittal

Candidates should deliver one copy of the thesis/dissertation to each member of the examining committee by the date recommended on the Schedule of Requirements. Meeting the deadline date and promptly scheduling a defense should result in the graduate office receiving the Certificate of Fitness and Approval for Submission

master's thesis and doctoral dissertation preparation

forms by the time the approved thesis is submitted. (Certificate of Fitness and Approval for Submission forms can be found online at gradstudy.tufts.edu.) Ph.D. candidates should also complete the Survey of Earned Doctorate form which also can be found at gradstudy.tufts.edu and submit it to the Office of Graduate Studies. The final approved thesis or dissertation must be submitted online at: <http://dissertations.umi.com/tuftsase/>.

No delays in public archiving of the work will be granted without the support in writing of the candidate's department or program chair and the written approval of the appropriate administrative dean.

Ordering Copies of the Thesis/Dissertation

During the electronic submission process, students are given the opportunity to order bound paper copies

of their thesis or dissertation from ProQuest. In addition to personal copies, candidates should order a copy for their thesis or dissertation adviser. Students may opt to use Acme Bookbinding in Charlestown, MA (617.242.1100) for personal and/or adviser copies.

Awarding Graduate Degrees 2007–2008 Schedule and Requirements

Steps		February 2008	May 2008	August 2008
1.	Submit signed degree sheet to graduate office and complete online exit survey by:	November 27	January 30	June 13
2.	Submit thesis/dissertation to committee by: (recommended) <i>Defense should be scheduled at this time to occur within two weeks.</i>	December 7	March 10	July 7
3.	Thesis/dissertation approval forms (certificate of fitness/submittal) must be delivered to the graduate office by:	January 9	April 11	August 4
4.	Approved master's project grades and/or incomplete grades should be submitted by:	January 30	May 1	August 21
5.	Executive Committee meetings:	August*	January*	April *
6.	Faculty recommend degrees:	TBA	TBA	TBA
7.	Trustees vote on degrees:	February 9	May 17 May 18 Commencement	August 30
8.	Diplomas sent by registered mail on or about:	April 1	July 13	October 27

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

*Meetings will be scheduled for last week of month. Check with the graduate office for exact dates.

campus map



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

university policies

Each year, the Dean of Student Affairs Office publishes *The Pachyderm*, the student handbook for arts, sciences, and engineering. The following university policies and others apply to graduate students and are covered in the handbook and online at <http://www.studentservices.tufts.edu/dos>

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

The Pachyderm is printed at the beginning of the fall semester. To receive a printed copy, please visit the Office of the Dean of Student Affairs at Dowling Hall.

For more information, call 617.627.3502. The Department of Public and Environmental Safety publishes an annual publication explaining the various services, policies, programs and expectations that help contribute to achieving reasonable safety and security at Tufts University.

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

* More information on these specific policies can be found on page 15.

Administrative Offices

Graduate Studies	627.3395	Public Safety and Administrative Services	627.3692	Computer Science	627.2225
Africana Center	627.3372	Police	627.3030	Drama	627.3524
Asian-American Center	627.3056	Registrar	627.2000	Economics	627.3560
Athletics	627.3232	Residential Life	627.3248	Education	627.3244
Bookstore	627.3468	Student Employment	627.2000	Electrical and Computer Engineering	627.3217
Bursar	627.2000	Student Services Center	627.2000	English	627.3459
Career Services	627.2000	Summer Session	627.3454	French	627.3289
Chaplaincy	627.3427			German	627.3442
Computer Service (Academic)	627.3004	Tisch Library		Gordon Institute (Engineering Management)	627.3110
Counseling Center	627.3360	Circulation	627.3347	History	627.3520
Dean of Student Affairs	627.2000	Reference	627.3460	Mathematics	627.3234
Dining Services	627.3566	Women's Center	627.3184	Mechanical Engineering	627.3239
Equal Opportunity	627.3298			Music	627.3564
Financial Aid	627.2000	Academic Departments		Occupational Therapy	627.5720
Graduate Student Council	627.3576	Art and Art History	627.3567	Philosophy	627.3230
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