



Policies and Procedures for
Students in the Certificate Program

at the

Gerald J. and Dorothy R. Friedman
School of Nutrition Science and Policy
at Tufts University

2016-2017
Certificate Program Academic Year

PURPOSE OF THE HANDBOOK

This handbook provides students in certificate and continuing education programs at the Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy (Friedman School) with the rights, rules, and regulations of the program and the school. It describes the procedures, requirements, expectations, and recommended timing for completion of the certificate and the consequences of non-compliance.

The student is responsible for knowing and complying with these procedures. The acknowledgment form regarding this document follows this page and must be signed and submitted to the Friedman School Certificate Program Administrative Coordinator at the time of first registration.

Policies and procedures governing the certificate programs change periodically and will be bound by the policies and procedures in place during the time you are enrolled. If a student who has received a certificate is admitted to the master's degree or doctoral program, or when a student who has withdrawn is readmitted, s/he will follow the policies and procedures for the program that are in effect at the time of first registration following the new admission. Students who take a leave of absence of 365 days or less will continue to follow the policies that were in effect when they entered the program. Students who take a leave of absence of more than 365 days will follow the policies that are in effect at the time of re-registration after the leave of absence.

Situations not covered in this handbook will be referred to the matriculated student Policy and Procedure Handbook.

ACKNOWLEDGMENT OF RECEIPT OF POLICY HANDBOOK

A requirement of your matriculation as a Certificate student at the Friedman School is to review and acknowledge receipt of this [Certificate Programs 2016-2017 Policies and Procedures Handbook](#) by completing [this online acknowledgement form](#) prior to the first day of classes. This action will ensure that you have access to your online Certificate course.

FRIEDMAN SCHOOL OF NUTRITION SCIENCE AND POLICY STANDARDS OF ACADEMIC AND PROFESSIONAL CONDUCT

As a Friedman student you are embarking on a program of study which requires of its members high standards of ethical conduct and honesty. It is expected that each student will make a personal commitment to abide by a standard of behavior that will establish a firm foundation for future professional conduct and respect for the academic environment of the Friedman School. This requires avoidance of any form of intellectual dishonesty as well as the demonstration of respect for the rights and well-being of others, including all students, faculty, staff, and other members of the Friedman and Tufts University community.

Students are expected to avoid activities that harm the reputation of the University or its members. Students also may not engage in conduct that poses a danger or threat to others. Notwithstanding the above, legitimate and peaceful activities, including but not limited to protests of University policies, whether expressed on or off campus, and provided that such activities are lawful and do not interfere with normal University functions, shall not be deemed to be a breach of this code of conduct.

Academic Misconduct is defined as conduct which intentionally misrepresents the academic accomplishments of the student, or which jeopardizes the fair evaluation of another student's academic work. This includes, but is not limited to, the use of materials on any exam or assignment that are not permitted by the instructor; plagiarism (that is, copying the work of others or representing the work of others as your own); and any other acts or omissions which constitute a submission of someone else's work as your own without proper credit or reference. Allowing someone to make use of your work without attribution also constitutes academic misconduct, as does interfering with the work of another person.

Professional misconduct is defined as any activity which jeopardizes the rights and well-being of or poses a danger or threat to others.

The Friedman School code further imposes an obligation on each student to report any instances of academic misconduct or breach of professional conduct that are observed. In addition, students are bound by all policies of the University relating to academic and professional conduct, and are expected to comply with all university policies, local ordinances, and state and federal laws.

Formal action to address violations of the Standards of Academic and Professional Conduct, when deemed necessary by the Dean for Academic Affairs or his/her designee, will be taken in accordance with the procedures outlined in the Policy and Procedure Handbook. In addition, formal action may be taken by the Curriculum and Degrees Committee.

FRIEDMAN SCHOOL STUDENT HONOR CODE

1. By signing and returning the acknowledgement of receipt of the Policy and Procedures Handbook, you agree to uphold the Friedman Standards of Academic and Professional Conduct. As a student, if you observe ethical (i.e., academic or professional) misconduct, in the interest of supporting these standards, you will take one or more of the following actions: Confront the individual(s) to receive an explanation and to gain satisfaction that there was no breach the Friedman Standards of Academic and Professional Conduct. Consult with the Academic Dean or Program Director regarding your observations.
2. Submit a signed written report of the alleged infraction to the Dean for Academic Affairs or his/her designee. If unsure whether a course of conduct will violate the Friedman Standards of Academic and Professional Conduct, the student should discuss the proposed actions with the Academic Dean, Program Director or Associate Dean for Student Affairs.

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POLICIES AND PROCEDURES RELEVANT TO ALL CERTIFICATE STUDENTS

I. Registration & Enrollment

A. Certificate Programs Offered 2016-2017

Program	Fall 2016	Spring 2017	Summer 2017
Delivery Science for International Nutrition (DSN)	NUTC 203: Program Development and Delivery	NUTC 213: Behavior Change Theory and Positive Deviance	NUTC 210: Program Monitoring and Evaluation
Developing Healthy Communities: Nutrition, Behavior, and Physical Activity (DHC)	NUTC 200: Foundations of Nutrition Science	NUTC 211: Theories of Behavior Change and Their Application in Nutrition and Public Health Interventions	NUTC 212: Policy, Systems, and Environmental Change for Physical Activity
Nutrition Science for Communications Professionals (NPR)	NUTC 200: Foundations of Nutrition Science	NUTC 230: Interpreting Nutrition Evidence	NUTC 205: Nutrition-Related Consumer Marketing
Sustainable Agriculture and Food Systems (SAF)	NUTC 261: Sustainability on the Farm	NUTC 262: Sustainable Food Systems and Markets	NUTC 263: Sustainability and the Food Consumer
Nutrition Science for Health Professionals (NHP)	NUTC202: Principles of Nutrition Science	NUTC 269: Nutrition, Health, and Disease I: Pregnancy to Adolescence	NUTC 270: Nutrition, Health, and Disease II: Adulthood

Please see www.nutrition.tufts.edu/certificates for complete descriptions of all current courses offered in the certificate program.

B. Academic Calendar for Certificate Programs 2016-2017

The semester start and end dates for the certificate programs may vary slightly from the academic calendar for the residential and degree students. Certificate students should refer to <http://nutrition.tufts.edu/academic-calendar?calendar=14&year=9>, the academic calendar specific to the Online Graduate Certificate Programs for the most up to date information about the important dates for each semester.

The syllabus for each course will be made available to students approximately two weeks prior to the start of classes.

Each semester is 14 weeks in total, 13 weeks of content, and a one-week final exam period. Please note not every course requires a final exam. Some instructors may choose to use the "Final Exam Week" as a deadline for your last assignment. Individual instructors may

choose to modify this schedule as needed. Students should always refer to the specific details provided in each course syllabus.

C. Registration for New and Continuing Students

New students register themselves for classes once their official acceptance is confirmed and their tuition deposit is received. SIS (<http://go.tufts.edu/sis>), Tufts' Student Information System, is where students will enroll in courses. (see Appendix 2, Tufts Systems Access Information).

Continuing students register themselves for classes in SIS during the assigned registration period.

If you need guidance on what course you should take, consult with your Academic Advisor (Program Director).

D. Limitations on Total Course Credits per Semester

Students are allowed to take one course per semester in the certificate program to which they were admitted. If a student wishes to take two certificate courses during the same semester, they may do so if they have either been accepted to a second certificate program or have permission of the Program Director.

E. Registration Deadlines and Penalties

Students must confirm their official acceptance and submit their \$50 non-refundable tuition deposit by the date stated in their acceptance letter.

Tuition for each course is due in full prior to the first day of the semester in which the course is offered. A late fee (10% of bill up to \$750) may be assessed if tuition has not been paid by that time.

Certificate courses are not eligible for Friedman School alumni tuition waiver benefits.

F. Access to Online Courses

Students receive access to course sites up to three days prior to the course start. Students continue to have access to their courses throughout their program.

Students will not have access to course sites after they complete the program.

G. Full-Time, Half-Time, and Less than Half-Time Study

Since the certificate programs do not qualify for Federal Financial Aid, students are not affected by the full-time, half-time, less than half-time designations.

H. Loan Deferment

Certificate students do not qualify for Federal student loan deferment.

I. Program Completion Time

Students have three years from their semester of acceptance to complete the certificate program. Failure to complete a program within three years will result in a student having to

re-apply for admission. It should be noted that the cost of tuition may increase each year and students should take this into consideration.

Courses and programs may be subject to cancellation. In this event, students who defer their enrollment or take a leave of absence will be given the option, upon their return, to take courses in other certificate courses/programs for which they qualify.

II. Cost of the Certificate

A. Tuition

Certificate students pay per course at the annual per-course rate set for this program by the Friedman School, unless otherwise stated.

Certificate courses do not qualify for Federal Financial Aid, Tufts University or Friedman School Scholarships. Students who have employers paying for courses will be billed by the University personally, and must arrange with their employers for reimbursement (please check with your employer for their requirements). The Friedman School will not bill employers.

Certificate courses are not eligible for Friedman School alumni tuition waiver benefits.

B. Tuition Remission for Tufts University Employees

Certificate program courses do qualify for the tuition remission benefits program for Tufts University employees. Please consult the policy regarding tuition remission available through the appropriate Tufts Human Resources Office for your school or department.

III. Certificate Requirements

A. Timetable for Completion of the Certificate Program

Each certificate program is comprised of three courses, and each course is offered only once each year. It takes a minimum one year to complete all three courses. Students have three years from their semester of acceptance to complete the certificate program.

B. Requirements for Award of the Certificate

- Successfully complete three certificate courses, two of which must be within the same certificate program.
- Submit a Declaration of Completion form.
- Complete an exit evaluation.

IV. Procedures Relating to Course Credit and Course Requirements

A. Course Credit

Each course offered in the certificate program is worth 1.0 course credit.

Credit for work completed at Tufts is organized around the concept of "course credits." In general, most courses at Tufts provide one course credit upon completion. Course credits

should not be confused with semester-hour credits. Each course credit at Tufts is equivalent to four semester hours of university credit.

B. Grading

At the Friedman School, a grade of B– or above is considered passing. Courses taken at the Friedman School with a grade of C+ or lower are not counted toward the fulfillment of Friedman School certificate program requirements. However, such courses (with their grades) appear on the student's transcript and are counted in the student's grade point average (GPA). A student who takes a required certificate course at the Friedman School with a grade of C+ or lower must repeat the course and pass it with a grade of B– or better to fulfill the requirement. The student will need to pay the course tuition again in order to retake the course.

Students who fail a course may decide to take it again. If a student retakes a course and passes it, s/he receives credit for the course; both grades are included in computation of the GPA, but credit is given only once.

A student who receives two grades of C+ or lower will be subject to dismissal upon action of the Curriculum and Degrees Committee, based on the recommendations of the Academic Advisor (Program Director) and the Academic Dean for Education and will be so informed in writing. The student's Academic Advisor (Program Director) will be copied on this notification. Before a student is dismissed from the program by action of the Curriculum and Degrees Committee, the student and the Academic Advisor (Program Director) will be informed of such possible action and given an opportunity to respond before action is taken.

C. Taking a Grade of Incomplete

A student who, due to extenuating circumstances, is unable to complete the work of a course by the end of the semester, may request permission from the instructor to take a grade of incomplete (I). The decision to allow a grade of I, with or without a reduction of grade for lateness, is at the discretion of the instructor.

If a grade of I is taken, the work must be completed and a grade assigned by the end of the next semester. If the work is not submitted by this deadline, the course grade given will become an F.

If a student submits the course work after this deadline, the instructor may do either of the following:

- refuse to accept the work as fulfilling the course requirements, in which case the grade remains F
- accept the work as fulfilling the course requirements, with or without a reduction of the grade, and submit a change of grade for the course

A student who wishes to make up course work from an I that has turned to an F must first check with the instructor to be sure that the instructor will accept the late work and, if so, with or without a grade reduction.

D. Auditing Courses

Students cannot audit certificate courses.

E. Directed Study

Certificate students cannot take directed study courses.

F. Dropping and Adding Courses

Students can drop a course any time before the 33rd calendar day of the semester. Courses in the certificate program cannot be added once the semester instruction has begun.

G. Withdrawal from Courses

If a student drops a course after the 33rd calendar day of the semester, it is considered a withdrawal and they will have a "W" on their transcript for the course. A grade of "W" does not affect the computation of a student's GPA. Students do not receive a refund for that course.

Students may withdraw from a course at any time prior to the date by which all course requirements are to be completed (i.e., the last day of the semester in which the course is taken). Withdrawing from a course requires a formal e-mail from the student to, and confirmation from, the Friedman School Registrar, Program Director, the course instructor, and nutritioncertificates@tufts.edu prior to the last day of the semester in which the course is taken.

H. Refunds

The refund schedule is:

- DROP between the 1st-12th calendar day of semester = 100% refund for dropped course
- DROP between the 13th-19th calendar day of semester = 60% refund for dropped course
- DROP between the 20th-26th calendar day of semester = 40% refund for dropped course
- DROP between the 27th-33rd day of the semester = 20% refund for dropped course
- DROP after 33rd calendar day of the semester = 0% refund for dropped course

I. Minimum Credits for Certificate

To receive a Certificate from the Friedman School, students must complete a minimum of 3.0 credits of course work from among the certificate program course offerings.

V. Transferring Credits

A. Transfer of Credit into the Certificate Program/Course Exemptions

Credits for courses taken outside of the certificate program are not transferrable into the certificate program.

If a student has taken an exact course elsewhere and would like to petition for a waiver, he or she may do so. However, he or she will be required to take a course in one of the other certificate programs as a substitution.

B. Transfer of Certificate Credits

Students must check with the specific programs, schools or universities to which they are applying or enrolled in to find out their current policy for transferring credit. This may entail providing a copy of your certificate course syllabi and/or course description.

C. Exemption of Friedman Degree Requirements

Certificate students who are accepted and enrolled in a degree program at the Friedman School could petition to be exempted from the resident degree version of that course at the discretion of an expert faculty member. This would not reduce the number of credits needing to be taken, but it would allow the student flexibility to choose an elective rather than have to re-take that class. It is not possible to transfer credit into Friedman degree programs.

VI. Academic Standing

A. Grade Point Average

In each semester, Tufts University reports Grade Point Average (GPA) in two ways:

- Cumulative GPA reflects all numeric grades received since admission to the certificate program.
- Semester GPA reflects all numeric grades received in a given semester.

B. Maintaining Grade Point Average

A student who, in the judgment of the Program Director and the Office of Student Affairs, is failing to make satisfactory progress toward completion of the certificate may be dismissed upon their recommendation. The student will be informed of such possible action and given an opportunity to respond before action is taken. Satisfactory academic progress for students meeting the requirements of the certificate program is defined as taking and passing each course with a grade of B– or better. Receiving less than a B– in more than one course will result in dismissal from the certificate program.

VII. Academic Integrity

Tufts holds its students strictly accountable for adherence to academic integrity. The consequences for violations can be severe. It is critical that you understand the requirements of ethical behavior and academic work and that you familiarize yourself with the academic integrity standards and policies. The Academic Integrity Policy is available online at: <https://students.tufts.edu/student-affairs/student-life-policies/academic-integrity-policy> and provides a primer on ethical academic work and includes a description of computer ethics and the appropriate use of electronic resources.

Alleged violations of these policies will be considered and addressed by the Academic Dean for Education. The consequences for violations can be severe.

Tufts University has adopted the elective use of the TurnItIn.com anti-plagiarism program. This program will be utilized where appropriate within the Friedman Curriculum for all programs and certificates.

Appendix 1 – Expectations of Online Students

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- Prepare to dedicate 8-12 hours a week per course.
 - Prepare to do a lot of online writing and reading in English. Ensure all work including e-mail, discussion postings and papers are grammatically correct and punctuated properly.
 - Prepare to work independently.
 - Prepare to do your class work where you have the most reliable access to the Internet with the fastest Internet speed.
 - Manage your time in accordance with the work you are assigned, and do not wait to the last minute to do work.
 - Check your Tufts e-mail regularly. Your Tufts e-mail account is the only account that we will use to communicate with you.
 - Check your courses on Trunk regularly for any updates or announcements.
 - Use a calendar to remind yourself of deliverables, exams, etc.
 - Do not put off work until the last minute. If you experience problems, you need to leave time to get assistance before your work is due.
 - Participate actively and thoroughly in course discussions (read, reply, post). Reference the readings and lectures to support your work.
 - Complete assignments in a timely manner. Assignments, such as discussions and group projects, may have fellow students relying on you to do your part before they can do theirs.
 - Be aware of the time difference between you and your fellow students and faculty.
 - Allow instructors 24–48 hours to respond to your e-mail.
 - Contact your instructor as soon as there is a problem, or if you do not understand an assignment.
 - Contact technical support as soon as there is a problem, or if you experience technical issues.
 - Each student is responsible for upholding the highest standards of academic integrity, as specified in the [Friedman School's Policies and Procedures Handbook for Certificate students](#) and Tufts University policies (<http://students.tufts.edu/student-affairs/student-life-policies/academic-integrity-policy>). It is the responsibility of each student to understand and comply with these standards, as violations will be sanctioned by penalties ranging from failure on an assignment and the course to dismissal from the school.

Appendix 2 – Tufts Systems Access Information

Tufts Username, Password, and Student ID Number

All Tufts University staff, faculty, and students are assigned a Tufts Username. For information on activating your account, log into the application management portal and click on “Get Your Tufts Email Address” under the “Forms” section of the page.

Activate your Tufts Account: Activate your account and create your password by going to <https://tuftstools.tufts.edu/cgi-bin/student>.

Support: If you need any assistance creating your password, contact IT Support at it@tufts.edu or 617-627-3376

Tufts E-mail

Tufts provides all students with cloud-hosted Exchange e-mail accounts. You can also forward your Tufts e-mail to another account, but all e-mails you send to Tufts staff or faculty must come from your Tufts e-mail address.

URL: <http://outlook.com/tufts.edu>

Username: Your Tufts UTLN

Password: Your Tufts Password

Forward your e-mail: <https://tuftstools.tufts.edu/>

Support: If you need any assistance assessing your e-mail, contact IT Support at it@tufts.edu or 617-627-3376

* *Please Note:* Tufts staff and faculty will only use your Tufts e-mail account to communicate with you via e-mail.

Student Information System (SIS)

SIS is used to register for classes, view account balance, final course grades, request official copies of your transcript and update your contact information.

URL: <http://go.tufts.edu/sis>

Username: Your Tufts UTLN

Password: Your Tufts Password

Trunk

Trunk is a web-based course management and collaboration portal that provides a variety of communication, collaboration and content presentation tools. Trunk is the system that will house all course content. Course sites on Trunk will be available shortly before classes begin.

URL: <http://trunk.tufts.edu>

Username: Your Tufts UTLN

Password: Your Tufts Password

Trunk User Guide: <http://trunkuserguide.screenstepslive.com/s/5891/m/18197/l/209428-trunk-help>

Support: For help with Trunk, contact Trunk Support at trunk@tufts.edu or 617-627-3376.

eBill

eBill is the system you will use to pay your tuition. You will receive an e-mail from TuftsEbillEnroll-info@tufts.edu with information about how to set up your eBilling account.

URL: <http://go.tufts.edu/eBill>

Username/Password: Refer to the e-mail you received from TuftsEbillEnroll-info@tufts.edu to create an account.

Support: For any questions about eBill, contact the Bursar's office (617-636-6551 or <http://finance.tufts.edu/bursar/>)

Hardware Requirements

All certificate courses require a reliable desktop or laptop computer and Internet connection. Recommendations for students who plan to purchase a new computer are available on the following Tufts website: <http://support.hsl.tufts.edu/comprecomm.html>. Please note: certificate students are considered non-matriculated students and do not qualify for computer software or hardware purchasing discounts through Tufts University.

Software Requirements

Nearly any modern computer will be sufficient for the standard web browsing and word processing requirements for students taking certificate courses. Certificate courses are administered via Tufts University's web-based learning management system called Trunk. To access Trunk via the web, it is recommended that students use the most current version of the Internet browser Firefox, which is available to download for free from <http://www.mozilla.org/>.

To learn more about Trunk please visit the help site:

<http://trunkuserguide.screenstepslive.com/s/5891/m/18197//209428-trunk-help>

Some courses will require the use of software such as Adobe Flash Player (<https://get.adobe.com/flashplayer/>) or the WebEx Meeting Center plugin (<https://tufts.webex.com/>). Please check your syllabus or ask your instructor about course-specific technology requirements.

Appendix 4 – University Information Technology Policies

Information Technology Responsible Use Policy and Procedures for Responding to Digital Millennium Copyright Act Violations

The Tufts University Information Technology (UIT) Responsible Use Policy is a valuable guideline by which faculty, staff and students can review the requirements of legal and ethical behavior within the University community when using a computer, computer system or the network.

Students should review and are responsible for the policy, which is located on the UIT website at: <https://it.tufts.edu/ispol>

This website includes the full Responsible Use Policy, explanations of key points within the policy, and an Overview of Users Rights and Responsibilities. You will also find explanations of the University's Security Incident Response and policies for key services such as E-mail, wireless, virus infection and network use.

In 1998 the US Congress passed into law the Digital Millennium Copyright Act (DMCA). This act is meant to protect the rights of owners of digital media. The DMCA is used by corporations to protect their software from piracy and unlawful duplication and can be used in the prosecution of persons violating the copyright of digital media, including music, movies, images and online books.

Media Corporations have contracts with companies that search out computers on the Internet that are serving copyrighted media. If you are sharing files using programs such as Kazaa, Limewire, Gnutella and other popular "P2P" file sharing programs you may be discovered by one of these companies. If this occurs, a letter is sent to Tufts University and we are legally required to disable your connection to the Internet.

For more information visit: <https://it.tufts.edu/sec-resource>

Appendix 5 – Tufts University Americans with Disabilities Act/Section 504 Policy

Students with documented learning disabilities or other special needs can receive specific accommodations (such as extended time on tests), as needed. Students are required to submit their documentation, including test results, from a qualified professional.

For more information, visit:

- <http://oeo.tufts.edu/policies-and-procedures/accommodation/>
- Office of Equal Opportunity: <http://oeo.tufts.edu/>
- Student Accessibility Services: <http://uss.tufts.edu/arc/disability/>

Appendix 6 – Tufts University Non-Discrimination Policy

Tufts prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of university programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

For more information visit: <http://oeo.tufts.edu/policies-and-procedures/nondiscrimination-policy/>

Appendix 7 – Sexual Harassment Policy

Sexual harassment violates the dignity of individuals. It is a form of discrimination that violates federal and state laws and is prohibited at Tufts University. Tufts is committed to providing an education and work environment that is free from sexual harassment. The University works to prevent and address sexual harassment through educational programs, training, and complaint resolution. Tufts encourages all members of the University community to report any concerns or complaints of sexual harassment. Managers, supervisors and other agents of the University are required to respond promptly and appropriately to allegations of sexual harassment that are brought to their attention.

For more information visit: <http://oeo.tufts.edu/policies-and-procedures/sexual-harassment-policy/>

Appendix 8 – Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives each Tufts student access to his or her educational records, the right to correct inaccuracies in the records, and the right to control distribution. Since September 11, 2001, the Department of Education has stated that a college must provide information it reasonably believes will assist law enforcement officials in investigating or preventing terrorist activities. In addition, there are exceptions in the statute, such as receipt of a subpoena or a life-threatening emergency, that allow Tufts to release student records even if the student objects.

For more information visit: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Appendix 9 – Tufts E-mail Account Policies

Every student is responsible for checking their Tufts e-mail accounts for program, school and university-related e-mails. This is the only e-mail address we use to contact students. Students must adhere to the University's Tufts E-mail Accounts and Addresses Policies which can be found online.

For more information visit: <https://it.tufts.edu/email-pol>